

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 20 November 2019

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**Country:** Thailand

**Description of the assignment:** Consultant, Private Sector Engagement Partnership Unit

**Duty Station:** Bangkok, Thailand with possible travels

**Project name:** UNDP- BRH

**Period of assignment/services (if applicable):** 1 January- 31 December 2020 (a maximum of 200 working days).

To apply for this position, please click the link below:

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=88762](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=88762)

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### 1. BACKGROUND

The private sector is an important actor for financing the Sustainable Development Goals. For global development agenda to be fully achieved, the government needs to work with the private sector and industries to unlock the potential to create jobs, promote sustainable urban development and reduce the impact of climate change.

UNDP's work with the private sector is based on its mission that by 2030, the Sustainable Development Goals will be the main global guidance framework for businesses, investors and Governments. The private sector can provide financing to foster inclusive and green economy and align their own strategies to responsible business.

The Bangkok Regional Hub is expanding its private sector engagement through providing support to country offices in the region and its regional projects.

### 2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

### **Scope of Work**

The Consultant will work under the supervision of Regional Partnership Advisor and in coordination with the Regional Private Sector Specialist in UNDP Bangkok Regional Hub.

The key tasks for the private sector consultant will include:

1. Identify new opportunities to cultivate high value partnership at the regional level and broker deals between the Private Sector and the UNDP
2. Work under guidance of the Regional Private Sector Specialist to define the PS service office of UNDP in AP, develop key regional private sector products and prepare private sector partnership engagement summaries and strategies for a number of countries and develop a pipeline for regional fundraising for 2020-2021, prepare private sector partnership engagement summaries and strategies per Country
3. In coordination with the Private Sector Expert in RBAP support a number of Country Offices with their respective Private Sector approaches (in alignment with regional approach), strengthening strategies and service offers to establish Private Sector collaboration at Country Level (in coordination with the respective COSQA Account Managers)
4. Support BRH to work across teams to synthesize coherent Private Sector approach for the region, assessing links between offers, potential entry points, potential partner mapping; what we can offer as UNDP; what potential partners could be approached and identify the potential entry points and prepare proposals for Private Sector to join UNDP's efforts
5. Work in close consultation with the Regional Communication team to develop new strategies for attracting the private sector, and to develop key communication products for expanding partnerships in the region
6. Develop the partnership deck and value proposition for what UNDP can offer under "SDG alignment" (Gender, LGBT, business and human rights, accountability). As a process to offer "development advisory services" in BRH and with selected number of Country Offices.
7. Work in close consultation with the team to maintain account management database of all new partnership established, mobilised or in discussion
8. Design and maintain online proposal database of all outstanding proposals, for sharing among all CO's.
9. Supports the Partnerships team when needed in other areas donor coordination, government finance and IFI partnerships.

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **Education:**

- ) Master's or equivalent degree in Business Administration, Marketing, Management, or related field

#### **Experience:**

- ) Minimum ten years' experience working with the Private Sector in Asia-Pacific
- ) Extensive experience working in Asia-Pacific on business, trade, investment or sustainable development issues

- ) Significant exposure to fund raising for philanthropic, foundation or not-for-profit organizations in Asia-Pacific region
- ) Experience in building and brokering partnerships across companies/parties in the region
- ) Experience organizing large international private sector-focused events
- ) Professional connections and extensive private sector network in various industries; strong relationship building skills
- ) Understanding of public sector and government institutions' role in private sector development and partnerships
- ) Demonstrated ability to meet deadlines and work under pressure
- ) Demonstrated ability to work across teams and effectively promote information-sharing, collaboration and cooperation

**Language:**

- ) Excellent English (written and spoken)
- ) Excellent presentation and communication skills

**Corporate Competencies:**

- Ñ Professionalism – Shows pride in work and achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Ñ Teamwork – Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.
- Ñ Communication - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and respond appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience, demonstrates openness in sharing information and keeping people informed.
- Ñ Client Orientation – Considers all those to whom services are provided to be “clients” and seeks to see things from the clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- Ñ Technological awareness – keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; activity seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
- Ñ Demonstrated ability to assess, plan, coordinate and monitor related activities.

**4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

**Contract Duration:** 1 January- 31 December 2020 (a maximum of 48 working days)

**Duty Station:** Bangkok, Thailand with possible travel.

## 5. FINAL PRODUCTS

The consultant is expected to achieve the following outputs:

- 2-3 deals of Private Sector working with UNDP;
- 5 -10 concrete proposals for private sector companies of how to work with UNDP on the achievement of the SDGs;
- Document on regional “Service Offer for the Private Sector”;
- Support to # Country Offices on private sector;
- Package of short strategies and pipeline project list for partnership mobilization;
- Communication products on private sector role in financing SDGs;
- Summary of good practices of linkages between Private Sector and SDGs.

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant will work in the Partnership Unit at the Bangkok Regional Hub, under the overall guidance of the Regional Partnership Advisor

## 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- a) **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

**Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.**

## 8. FINANCIAL PROPOSAL

### Price Proposal and Schedule of Payments:

**The contract will be based on Daily.** Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if

any work is to be done outside the IC's duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the days worked in the period.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent.

## 9. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology;

### **Cumulative analysis**

The criteria which shall serve as basis for evaluating offers as follows;

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) \*and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced qualified proposal received by UNDP for the assignment.

- Only those applications which are responsive and compliant will be evaluated;
- The technical criteria (education, experience, language) will be worth a maximum 100 points.  
Only the top 3 candidates that have achieved a minimum of 70 points (70%) from the review of the education, experience, and language will be invited for an interview;
- The interview will be given a maximum of 100 points (30%). When combined with the technical review of 100 points (70%), only candidates who pass 70% of technical and interview evaluation will be evaluated further;
- For those passing technical and interview evaluation above, offers will be evaluated per the Combined Scoring method:  
Technical and Interview (70%)  
Financial Evaluation (30%)
- The financial proposal shall specify an all-inclusive<sup>1</sup> daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);

### **Technical Criteria for Evaluation (Maximum 90 points)**

- Relevant education and experience: 10 points;
- Excellent organizational skills with a previous successful track record of planning and implementing international events: 30;
- Proven experience in collaborating with various international development organizations and private sector: 30;

- Understanding of legal frameworks, gender issues and human rights: 20 points.

**Only candidates obtaining a minimum of 63 points (70% of the total technical points) would be considered for Interview and Financial Evaluation.**