

Partnerships consultant to support Partnership, Private and Communications

Location: Bangkok, THAILAND
Languages Required: English
Starting Date: 1 January- 31 December 2020
Expected Duration of Assignment: Up to 261 working days

Background

UNDP is the UN's global development network that advocating for the Sustainable Development Goals and connects countries in knowledge sharing, development experiences, and resources to help bring prosperity to all people and to protect the environment. Partnerships play a crucial role in achieving the SDGs. In the Asia Pacific region, the business sector alone accounts 80% of capital flow. UNDP's global partnership strategy is based on our mission that by 2030, the Sustainable Development Goals will be the main global guidance framework for businesses, investors and Governments, private capital These will be supported and regulated by an enabling environment that reduces risk and foster inclusive and green economy.

It is important to increase these partnerships and dialogues aimed at policy advocacy, influencing national governments to advance the SDGs.

If development is your passion this is a good opportunity to work with one of the world's premier development agencies. We work with governments across the world and a wide range of partners that include donors, IFI's and the private sector. To support us to become more efficient and effective, we are looking for a Partnership Consultant, who can be an asset to our dynamic team and help us build new and stronger partnerships. We are looking for a pro-active person who can help us diversify and reinforce our partnership drive, aimed at helping countries across Asia and the Pacific to achieve the SDGs.

Duties and Responsibilities

-) The candidate will work with the Regional External Relationships team (Partnership and Communication)
-) Support the private sector team in establishing new partnerships with the business sector, High Net Worth Individuals, Foundations
-) Supports the development of communication products aimed at strengthening partnerships
-) Supports External Relations unit in preparing briefs, pitches, proposals and presentations
-) Supports the implementation of initiatives of the ER team
-) Maintains and monitors workplan of ER team members with a focus on reviewing

documents, updates, and reports and follow-up actions

- J Supports knowledge sharing for external relations team
- J Supports, and develops database and dashboards to support country offices in the region with partnership related information;
- J Undertake the assessment and mapping of key regional private sector companies that align with UNDP Private Sector priorities and have a strong interest to support the SDGs,
- J Support to increase Resource Mobilization by coordinating regional partnership meetings with country offices, business sector
- J Provide intelligence and research material to support private sector mission, thematic meetings, fundraising pitches in Bangkok Regional Hub
- J Support in consolidation of partnership material aimed at financing and leveraging private sector for various projects in Bangkok Regional Hub
- J Supports the operational work of the External Relations unit related to MOU's contributions agreement. Maintains a database of all MOU's and agreements and sets up a legal and administrative FAQ and tracking system
- J Provides administrative support to meetings, prepares draft documents and agendas, invitations and handles logistics
- J Assists in advocacy and outreach and communications work; supports the creation of multimedia products, databases, etc.,
- J Coordinates the External Relations UNV online platform to support BRH and the country offices, among others on a range of communications products
- J Contributions to knowledge networks (Yammer) and communities (MS teams) related to private sector and communication. Supports in moderating the conversations between the Country Offices in the Government Financing, Private Sector and IFI's MS teams' groups, yammer, twitter etc.;
- J Support the team's day-to-day operations

Competencies

- J Excellent analytical and writing skills
- J Detail-oriented with the ability to work under pressure on new and unfamiliar tasks
- J Experience in report writing and knowledge of UNDP and sustainable development
- J Strong command of English
- J Passion for UN's mission, vision, and values
- J Ability to perform task independently, work as a team player and meet deadlines

Expected Outputs and Deliverables

The consultant is expected to achieve the following outputs:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	% of payment
1. January 2020 monthly summary progress report	20 days	25 January 2020	Partnership Advisor	12.5%
2. February 2020 monthly summary progress report	20 days	25 February 2020		12.5%
3. March 2020 monthly summary progress report	20 days	25 March 2020		12.5%
4. April 2020 monthly summary progress report	20 days	25 April 2020		12.5%
5. May 2020 monthly summary progress report	20 days	25 May 2020		12.5%
6. June 2020 monthly summary progress report	20 days	25 June 2020		12.5%
7. July 2020 monthly summary progress report	20 days	25 July 2020		12.5%
8. August 2020 monthly summary progress report	20 days	25 August 2020		12.5%
9. September 2020 monthly summary progress report	20 days	25 September 2020		12.5%
10. October 2020 monthly summary progress report	20 days	25 October 2020		12.5%
11. November 2020 monthly summary progress report	20 days	25 November 2020		12.5%
12. December 2020 monthly summary progress report	20 days	25 December 2020		12.5%

Remarks: The monthly summary progress report should include the following:

- Team's activities progress on each month
- other assignment as per assigned.

Institutional Arrangement

The Consultant will work in the External Relations Unit at the Bangkok Regional Hub, under the overall guidance of the Regional Partnerships Advisor, Regional Communication Advisor.

Contract Duration

The period is 12 months, 1 January – 31 December 2020 (maximum of 261 working days)

Duty Station

Bangkok, Thailand with no travel

Degree of Expertise and Qualifications

Education

-)] Master's degree in Public Policy, Development or Communications with three years of related experience, or
-)] Bachelor's degree in Political Science, Development, or Communications with eight years of related experience

Experience

-)] Professional regional experience with a UN agency, NGO, or other multilateral organization in mobilizing partnerships aimed at achieving a sustainable development agenda
-)] Working knowledge of UNDP's development priorities in the Asia Pacific Region is a plus
-)] Experience with report writing, preparing presentations, and proposals
-)] Proficiency in Excel, Microsoft Word, analytical and communications applications to create slides and infographics
-)] Professional experience in engaging in partnerships with the private sector, government, donors and media outlets

Documentation requirement

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.

Scope of Price Proposal and Schedule of Payments

Lump sum

Evaluation Method and Criteria

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 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%)

Technical Criteria for Evaluation (Maximum 100 points)

-) Criteria 1- Relevant education– Max 20 points
-) Criteria 2- Experience with UN agency, NGO, other multilateral organization in mobilizing partnerships aimed at achieving a sustainable development agenda- Max 15 Points
-) Criteria 3- Experience with report writing, preparing presentations, and proposals– Max 25 points
-) Criteria 4- Proficiency in Excel, Microsoft Word, analytical and communications applications to create slides and infographics – Max 15 points
-) Criteria 5- Professional experience in engaging in partnerships with the private sector, government, donors and media outlets – Max 25 Points

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



*Empowered lives.
Resilient nations.*