

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 20 November 2019

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**Country:** Thailand

**Description of the assignment:** Partnerships consultant to support Partnership, Private and Communications

**Duty Station:** Bangkok, Thailand with no travel.

**Project name:** UNDP- BRH

**Period of assignment/services (if applicable):** 1 January – 31 December 2020 (maximum of 261 working days)

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

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=887](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=887)

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### 1. 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.

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

### **Scope of Work**

The key tasks for the private sector consultant will include:

1. The candidate will work with the Regional External Relationships team (Partnership and Communication)
2. Support the private sector team in establishing new partnerships with the business sector, High Net Worth Individuals, Foundations
3. Supports the development of communication products aimed at strengthening partnerships
4. Supports External Relations unit in preparing briefs, pitches, proposals and presentations
5. Supports the implementation of initiatives of the ER team
6. Maintains and monitors workplan of ER team members with a focus on reviewing documents, updates, and reports and follow-up actions
7. Supports knowledge sharing for external relations team
8. Supports, and develops database and dashboards to support country offices in the region with partnership related information;
9. 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,
10. Support to increase Resource Mobilization by coordinating regional partnership meetings with country offices, business sector
11. Provide intelligence and research material to support private sector mission, thematic meetings, fundraising pitches in Bangkok Regional Hub
12. Support in consolidation of partnership material aimed at financing and leveraging private sector for various projects in Bangkok Regional Hub
13. 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
14. Provides administrative support to meetings, prepares draft documents and agendas, invitations and handles logistics
15. Assists in advocacy and outreach and communications work; supports the creation of multimedia products, databases, etc.,
16. Coordinates the External Relations UNV online platform to support BRH and the country offices, among others on a range of communications products
17. 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.;
18. Support the team's day-to-day operations

### 3. REQUIREMENTS FOR EXPERIENCE 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

**Language:**

- ) Excellent English (written and spoken)

**Corporate Competencies:**

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

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

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

**Duty Station:** Bangkok, Thailand with no travel

### 5. FINAL PRODUCTS

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.

## 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:

- ) **Letter of Confirmation of Interest and Availability** using the template provided in [Annex II](#).
- ) **Personal CV** indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- ) **Financial proposal**, as per template provided in [Annex II](#). Note: National consultant must quote price in U.S. Dollar 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 Lump Sum Amount**

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of

the deliverables/outputs and as per below percentages:

Deliverables/ Outputs	% of payment
1. January 2020 monthly summary progress report	12.5%
2. February 2020 monthly summary progress report	12.5%
3. March 2020 monthly summary progress report	12.5%
5. May 2020 monthly summary progress report	12.5%
6. June 2020 monthly summary progress report	12.5%
7. July 2020 monthly summary progress report	12.5%
8. August 2020 monthly summary progress report	12.5%
9. September 2020 monthly summary progress report	12.5%
10. October 2020 monthly summary progress report	12.5%
11. November 2020 monthly summary progress report	12.5%
12. December 2020 monthly Summary progress report	12.5%

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 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.
- ) 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);
- ) Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

### **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 interview and Financial Evaluation respectively.