



*Empowered lives.  
Resilient nations.*

*Partnerships consultant to support Country Office, donor coordination,  
Government Financing, IFI's and report writing*

**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 advocating for change and connecting countries to knowledge, experience and resources to help people build a better life.

If development is your passion this might be a good opportunity to see different part of the UNDP in work, we establish a wide range of partnerships, with governments, donors, IFI's and private sector. To put all this in order and get things done in a more efficient and effective way we are looking for a Partnership Consultant to do the miracles behind the scene. Support the team in a pro-active way and assist where possible to diversify and grow the number and the quality of partnerships for UNDP in Asia Pacific.

## Duties and Responsibilities

**Partnerships support for Country Offices, donor coordination, Government Financing, IFI's and report writing.**

- ] Works closely with the Regional Partnerships Communications and Private Sector Advisor, to assist with related initiatives with Donors, Vertical funds, Government Financing and IFI's.
- ] Prepares briefing notes for donors and IFI meetings (annual consultations etc.) and UNDP senior managers for the External Relations unit, supports country offices with preparing pitches, proposals and presentations for the unit.
- ] Carries out research on key initiatives and contributes to the preparation of background and briefing notes.
- ] Coordinates with COSQA and supports External Relations team in preparation and follow up on the PCAP (Programme and Communication Action Plans)
- ] Supports in preparing analysis, crafting and designing of publications, and scanning the horizon to assist in the preparation of partnerships reports and defining trends
- ] Supports knowledge sharing and dissemination of communications content for external relations unit, and maintains a partnership database to cultivate major donors and IFI's in the region
- ] Coordinates knowledge networks (Yammer) and communities (MS teams) related to traditional donors, vertical funds, government financing and IFI's, and supports in monitoring and moderating conversations between the Country Offices in the Government Financing, and IFI's MS teams' groups, yammer, twitter etc.;
- ] Coordinates the "proofreading platform" where CO's can request support for partnerships proposals, documents and reports.
- ] Supports the team's day-to-day operations and other ad hoc tasks

## 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

## 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
- ) Bachelor's degree in Political Science, Development, or Communications with eight years of related experience

**Experience**

- ) Team player, independent thinker, get things done, takes own initiative
- ) Working knowledge 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 government, IFI's, 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 25 points
- ) Criteria 2- Team player, independent thinker, get things done, takes own initiative - Max 10 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 government, IFI's, 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.