

## TERMS OF REFERENCE- Junior Consultant, Operations and Programme Management

<b>Location</b>	Bangkok, Thailand
<b>Type of Contract</b>	Individual Contractor
<b>Position Title:</b>	Junior Consultant - Operations and Programme Management
<b>Post Level</b>	National Consultant - Thai National Only
<b>Languages required:</b>	Fluent in English, Thai
<b>Duration of Initial Contract:</b>	Maximum 232 working days from 10 February to 31 December 2020

### BACKGROUND

The Bangkok Regional Hub (BRH) of the United Nations Development Programme provides policy expertise and advisory services in the areas of Inclusive Growth and SDGs achievement, Governance and Peacebuilding, Crisis Prevention and Recovery, Environment and Sustainable Development, HIV/AIDS and health and in the cross-cutting areas of gender and innovation. The Centre acts as a hub of development knowledge, an advocate for equitable human development and inclusive growth, a promoter of South-South cooperation, a facilitator of regional dialogues on sensitive and emerging development issues, a pioneer of innovative sustainable solutions and a broker of efficient development aid. BRH supports the 24 UNDP Country Offices across the region through tailored policy advisory services, project backstopping, programming, operations and knowledge management support.

The consultant will work in close collaboration with the operations, programme and project staff in UNDP BRH, UNDP Country Offices (COs) and UNDP HQ as required supporting effective programme delivery.

### DUTIES AND RESPONSIBILITIES

#### Scope of the work

The consultant will be supporting and working closely with the Project Manager, Governance, Transparency, Accountability and Anti-Corruption, the Programme Advisor for Local Governance and SDG Localization, and the Urban Development Specialist. The main responsibilities include:

- providing effective and efficient support in administration and financial management, procurement process, travel arrangements Ensure the team's smooth operations management by, focusing on the achievement of the following results:
  - Ensure that all activities are undertaken in full compliance with UNDP rules, regulations and policies. Build and maintain good internal relationship with all UNDP country offices and BRH's practice teams especially with the Operation Support Team to ensure the smooth coordination and proper operational process;
  - Smooth administrative process for team members' official obligations in official financial payments, official travel arrangements, good and service procurements including consultants' contracts process, payments for consultants and vendors, using ATLAS and other related online applications;
  - Other relevant tasks as requested by the Governance and Peace-Building Team

<ul style="list-style-type: none"> <li>➤ Efficient coordination with BRH’s Management Advisory Services Team (MAST) &amp; Technical Support Team (TST) i.e. Procurement, Administration, IT, HR and Finance units;</li> <li>➤ Execute internal UNDP’s process including SCOD and intranet request in collaboration with MAST and TST;</li> <li>➤ Reply and manage day-to-day correspondences with both internal UNDP units and external partners;</li> <li>➤ Perform any other work-related tasks assigned by the supervisors.</li> </ul> <ul style="list-style-type: none"> <li>• Provision of Support the units to organize various events: <ul style="list-style-type: none"> <li>➤ Efficient facilitation of team events and meetings, including but not limited to coordination with participants, logistics and procurement support.</li> </ul> </li> </ul> <p><b>Expected Outputs</b></p> <ul style="list-style-type: none"> <li>• Monthly report on summary of team members’ missions as well as other participants financially supported by UNDP.</li> <li>• Completed travel arrangement for team and other partners financially supported by UNDP.</li> <li>• Completed Individual Consultant and procurement request cases in collaboration with Procurement and Finance unit and maintained IC payment monitoring table.</li> <li>• Completed regional meetings and workshops as indicated in the work plan.</li> </ul> <p><b>Institutional Arrangement</b></p> <p>The consultant will report to the Programme Advisor for Local Governance and SDG Localization, and the Project Manager, Governance, Transparency, Accountability and Anti-Corruption. The consultant will also work closely with the Programme Assistant based in UNDP BRH, Governance and Peacebuilding team to quality and timely delivery of expected outputs.</p> <p><b>Duration of the Work</b></p> <p>This assignment will cover the period from 10 February to 31 December 2020 for a total maximum of 232 working days.</p> <p><b>Duty Station</b></p> <p>Consultant is required to be present full-time at the UNDP Bangkok Regional Hub, Thailand, no travel required.</p>
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**COMPETENCIES**

<ul style="list-style-type: none"> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>• Results-driven, initiative-taking, ability to work under pressure and to meet deadlines;</li> <li>• Ability to work under minimum supervision;</li> <li>• Highly motivated with a positive attitude and problem-solving approach;</li> <li>• Good interpersonal and networking skills, supports and encourages open communication.</li> </ul>
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**REQUIRED SKILLS AND EXPERIENCE**

<p><b>Educational Qualifications:</b></p>
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- Bachelor's degree in Business or Public Administration, Economics, Political Sciences, Social Sciences or related field

#### **Experience**

- At least one year of experience working on project implementation, programme support and administrative support, programme/project tracking and reporting
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and web-based management systems.
- Knowledge and experience of working with UNDP or international organizations will be an asset

#### **Language requirements**

- Excellent English and Thai

#### **Price Proposal and Schedule of Payments**

Consultant must send a financial proposal based on **an all-inclusive Daily Fee in Thai Baht** for the contract period. 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 consultant 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 monthly 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 at actual documented cost.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates.

#### **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 proposal received by UNDP for the assignment.

### **Technical Criteria for Evaluation (Maximum 70 points)**

- Criteria 1 Relevance of Education –Max 20 points
- Criteria 2 Relevant work experience – Max 30 points
- Criteria 3 Proven ability in the use of computers, Microsoft office and other applications – Max 10 points
- Criteria 4 Experience of working in the UN or international organizations – Max 10 points

### **Documentation required**

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:

- **Personal CV or P11**, 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.
- **Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template** using the template provided in Annex IV.
- **Brief description** why the individual considers him/herself as the most suitable for the assignment. Written test and interview may be required.

**Incomplete proposals may not be considered. The shortlisted candidates may be contacted for written test and interview, and the successful candidate will be notified.**