

# Research and Coordination Consultant, for Thai Nationals only

<b>Location :</b>	Bangkok with some travel within Thailand, THAILAND
<b>Application Deadline :</b>	09-Feb-20 ( <b>Midnight New York, USA</b> )
<b>Time left :</b>	15d 23h 47m
<b>Type of Contract :</b>	Individual Contract
<b>Post Level :</b>	National Consultant
<b>Languages Required :</b>	English
<b>Starting Date :</b> (date when the selected candidate is expected to start)	02-Mar-2020
<b>Duration of Initial Contract :</b>	1 March 2020 – 30 March 2021 with maximum 250 working days.

## Background

The United Nations Development Programme (UNDP) in Thailand works with the Royal Thai Government, civil society, private sector, and public to find solutions to persistent development challenges in Thailand. UNDP in Thailand is implementing various projects to advance the 2030 agenda for Sustainable Development in Thailand.

To support the projects, UNDP Thailand is looking for a Research and Coordinator Assistant to perform various duties. He/she will support the Democratic Governance and Social Advocacy (DGSA) team to research, organize meetings/focus group and provide administrative supports to projects under DGSA teams as well as to provide support to various initiatives of UNDP in Thailand.

Under the overall guidance of Programme Specialist/Team Leader and supervision of the Project Manager/Project Coordinating Associate, the consultant will provide support to various projects as assigned by Programme Specialist/Team Leader and Programme Associate. He/she will work in collaboration with the operations team, programme and project staff in UNDP to exchange information and ensure consistent services delivery.

## Duties and Responsibilities

### Objective of this assignment:

The objective of this assignment is to provide research assistance, coordinating and administrative support for organizing workshops, trainings and events. Under the overall guidance of the Team Leader and Project Coordinating Associates, the incumbent will assist the Project Coordinating Associates in the research and data collection, coordinating, interpretation/translation, administration, logistical services, to

ensure consistency of operations with UNDP rules and regulations. He/she is expected to provide technical input for projects under DGSA team.

The consultant will be based at UNDP Thailand and works in close collaboration with the Programme, Operations, Communications and other project teams in UNDP Thailand. The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems:

#### **Research Assistance**

- In Conducting desk research in the areas of anti-corruption, integrity, good governance and national development plan or others as assigned;
- In Producing a comprehensive data set (extract, input, copy and filing data) from various sources in electronic file;
- In editing and preparing reports and translating documents;
- In taking meeting minutes in programme and project meetings.

#### **Provide effective and efficient support in coordination, administration, travel arrangements focusing on the achievement of the following results:**

- Provide organization and coordination support for international and external meetings with other teams and external bodies (UN Agencies, Government, Civil Society, etc.), as well as efficient interpretation/translation (Thai-English and vice versa) when required.
- Liaising and communicating with stakeholders as required to support the operation of an effective and efficient organization of workshop/event/conference/series of meetings and training.
- Provide administrative support to Project Managers, Programme Associate, and Project Coordinating Associate in organizing official travel arrangements, goods and service delivery.

#### **Provide secretarial services focusing on the achievement of the followings:**

- Provide logistical and administrative support to DGSA team, monitor correspondence, telephone calls and visitors;
- Maintain effective filing system to maintain all hard and electronic files, reference materials and confidential records as required;
- Prepare minutes of meetings, write official communications, proof-read outgoing communications, and translate documents;
- Prepare documents, agendas and materials related to meetings and missions; and
- Perform other duties as assigned.

## **Competencies**

#### **Core Competencies:**

- Demonstrates commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Highest standards of integrity, discretion and loyalty;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

#### **Functional Competencies:**

- Knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint;
- Strong Interpersonal skill and experience working with government is an asset;
- Ability to work under pressure and time constraint.

## Required Skills and Experience

### Academic Qualification:

- Minimum Bachelor's degree in Business Management, Public Administration, Communication, Social Sciences or a related field.

### Professional Experience:

- At least 6 month-experienced in meeting arrangement, data gathering, documentation in Thai and English, preparing presentation, reporting and coordination.

### Language Requirement:

- Fluency in Thai and English is required.

### Required Documents

Interested individuals must submit the following documents/information to demonstrate their qualification, experience and suitability to undertake the assignment. Please group them into one (1) single PDF document:

- a) **Personal CV**, 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;
- b) **Letter of Confirmation of Interest and Availability and financial** proposal indicating daily professional fee for the duration of assignment.

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

### Criteria for selection of the best offer

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)

##### Technical Desk review:

- Criteria 1: Relevance of Education – Max 20 points
- Criteria 2: Experience in research and coordination work in relevant field - Max 40 points

Please note candidates who score minimum 70% points from above technical points would be considered for interview

##### Telephonic/Personal Interview

- Criteria 3: Personal/Telephonic Interview - Max 10 Points

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

## ANNEXES

[Annex I - ToR](#)

[Annex II - General Conditions of Contract](#)

[Annex III - Offeror's Letter to UNDP Confirming Interest and Availability](#)

[Annex IV - IC Procurement Notice](#)

Kindly click on below link for annexures:

[http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=62860](http://procurement-notices.undp.org/view_notice.cfm?notice_id=62860)

For any clarification, please write to [sandeep.sharma@undp.org](mailto:sandeep.sharma@undp.org)