



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLE: Research and Coordination Consultant, for Thai Nationals only

AGENCY/PROJECT NAME: UNDP Thailand, Democratic Governance and Social Advocacy (DGSA) Team

COUNTRY OF ASSIGNMENT: Bangkok, Thailand

1) GENERAL 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.

2) OBJECTIVES OF THE 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.

3) SCOPE OF WORK

Scope of work includes:

1) 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;

2) 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;

3) 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.

4) INSTITUTIONAL ARRANGEMENTS

The consultant will work under supervision of the Team Leader/Programme Specialist (Democratic Governance and Social Advocacy) of UNDP Thailand and work closely with Project teams as assigned.

5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: 2 March 2020 – 30 March 2021 with maximum 250 working days.

Duty Station and expected place of Travel: Bangkok-based, Thailand. The consultant may be required to travel to provinces in Thailand or attend the events relevant to the project within Thailand. Travels will be authorized by Team Leader when required. Travel expenses (ticket living allowance and local transport) shall be agreed prior travel and reimbursed after trips completed.

6) FINAL PRODUCTS

The key products of this TOR are;

1. Smooth implementation of DGSA event planned activities, accurate flow of information, good analysis of overall situation and provide suggestion on the most beneficial solution to achieve the activity outcome.
2. Quality translation and interpretation provided as requested.
3. Effective coordination with stakeholders and completion of meetings, events, workshops, trainings, and conference according to the task assigned.
4. Completion of logistical arrangements for the project team according to travel and project workplan
5. Completion of goods and services delivery according to the UNDP Rules and Regulations.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Thai national with Bachelor's degree in Business Management, Public Administration, Communication, Social Sciences or a related field.
- At least 6 month-experienced in meeting arrangement, data gathering, documentation in Thai and English, preparing presentation and reporting;
- 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;
- Excellent written and oral communication skills; and
- Fluency in Thai and English is required.