

Location :	Bangkok with some travel within Thailand
Application Deadline :	18-Feb-20 (Midnight New York, USA)
Time left :	12d 2h 3m
Type of Contract :	Individual Contract
Post Level :	National Consultant
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	20-Feb-2020
Duration of Initial Contract :	Maximum upto 120 working days till 31 July 2020

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. UNDP's vision is to support countries in achieving the simultaneous eradication of poverty and significant reduction of inequalities and exclusion.

Under the overall guidance of the Team Leader/Programme Specialist, Programme Associate and supervision of Project Managers as relevant of the Democratic Governance and Social Advocacy (DGSA) of UNDP Thailand, the Consultant will be responsible for providing project implementation and administration support to on-going projects under the DGSA portfolio. He/she will be responsible to assist the Project Manager and/or Programme Associate in the administration, financial and human resources management, efficient procurement and logistical services, ICT and to ensure consistency of operations with UNDP rules and regulations.

The consultant will be based in the UNDP Thailand Office and will work closely with the Programme, Operations, Communications and other project teams in UNDP Thailand, and UNDP Bangkok Regional Hub for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. 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.

Duties and Responsibilities

The consultant will work with project teams to provide administrative, operational and logistical support in implementing various project activities in Thailand. The scope of work includes:

- Assisting in the coordination and organization of workshops/meetings/events according to UNDP workflows (including travel, DSA etc.);
- Providing support in tracking payments and reconciliation
- Providing support in logistical arrangements for the missions of the project team, consultants and any other relevant actors;
- Participating in workshops/meetings and preparing relevant minutes, when needed;
- Translating project-related documents, when needed;
- Providing administrative support to the Democratic Governance and Social Advocacy (DGSA) Unit, UNDP Thailand Office; and
- Providing other related organizational and logistical support, as required.

Expected outputs and Deliverables:

- Support in Completion of workshops/meetings/events according to project workplans;
- Support in preparing Terms of References according to project procurement plans;

- Support in tracking payments in a timely manner to ensure project delivery meet target according to project workplan; and
- Support in logistical arrangements for the project team, according to travel and project workplan.

Competencies

Core Competencies

- Good interpersonal skills and able to coordinate well with UNDP partner agencies;
- Ability to work in a multidisciplinary and multicultural team; and
- Strong motivation and ability to work and deliver under pressure and short deadlines

Functional Competencies

- Proficiency in MS Word, Excel, PowerPoint, database packages and web browsers;
- Knowledge of UNDP ATLAS financial system would be an advantage;
- Good organization, administrative and communication skills.

Required Skills and Experience

Academic Qualification:

- Minimum bachelor's degree in Public Administration, Economics, Political Sciences, Social Sciences or a related field.

Professional Qualification:

- Minimum 3 years of progressively responsible experience in administrative or office support functions in an organization;
- Familiar with government institutions and coordination mechanism and may specify the projects handled.
- Experience in organizing events including workshops/meetings involving international participants; and may specify any big event handled;
- Familiarity of UN/multilateral/bilateral system, rules and procedures is an advantage.

Language:

- Excellent command of English and Thai, both spoken and written.

Duty station:

- The consultant will need to work closely with DGSA team members in UNDP Thailand and will need to coordinate with Transaction Services Team in UNDP BRH included participate in the meetings, workshop and discussion. Therefore, fulltime presence in the office is required.

Payment Terms:

- Daily (based on time sheet)

Each payment shall be made within two weeks after the receipt of approved timesheet.

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 IC 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 on a monthly basis 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.

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.

Required Documents:

Interested individuals must submit the following documents /information to demonstrate their qualification, experience and suitability to undertake the assignment. **All supporting documents (a-c) must be part of the detailed CV and uploaded as one document:**

- Letter of Confirmation of Interest and Availability using the template provided;
- 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; and
- Financial Proposal that indicates the all-inclusive maximum service rate supported by a breakdown of costs as per template provided.
- Incomplete proposals may not be considered. The short-listed 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 Cumulative analysis.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as

- responsive/compliant/acceptable; and
- having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%).

Technical Criteria for Evaluation (Maximum 700 points)

Criteria 1: Relevance of Education – Max 100 points

Criteria 2: A minimum of 3 years relevant experience in administrative or office support functions in an organization – Max 250 points

Criteria 3: Familiar and understand government institutions and coordination mechanism – Max 100 points

Criteria 4: Experience in organizing events including workshops/meetings involving local and international participants – Max 250 points

Only candidates obtaining a minimum of 490 points (70% of the total technical points) would be considered for the Financial Evaluation.

ANNEXES

Annex 1- General conditions of contract;

Annex II- Terms of Reference

Annex III- Offerors Letter to UNDP Confirming Interest and Availability and Financial Proposal

All the annexes can be downloaded from the following link:

https://procurement-notices.undp.org/view_notice.cfm?notice_id=63233

For any clarifications, please write to sandeep.sharma@undp.org