

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 27 March 2020

---

**Country:** Bangkok, Thailand

**Description of the assignment:** Junior Consultant, Business and Human Rights

**Duty Station:** Bangkok-based (no travel required)

**Project name:** Business and Human Rights Unit, UNDP Bangkok Regional Hub

**Period of assignment/services (if applicable):** 18 May 2020 – 31 January 2021 (Max 157 working days)

Proposal should be submitted no later than **10 April 2020**

Please click on the link below to apply: [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=90952](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=90952)

---

### 1. BACKGROUND

#### **Project Description:**

In many countries in Asia, open markets and pro-growth policies have translated into several decades of economic growth and reduced poverty rates. Yet, economic progress has in some contexts, resulted in a large number of human rights abuses along the length of operations and their supply chains. The human rights impacts of these operations—including on land rights, labour rights, women rights and Indigenous People's rights—are no longer deemed acceptable to a widening number of consumers, shareholders, government authorities, and business leaders. As a means to mitigate the adverse consequences of business impacts, the governments of India, Indonesia, Malaysia and Thailand are actively developing policy responses.

The UNDP Asia-Pacific, Business and Human Rights Unit, is playing a central role in promoting the implementation of the United Nations Guiding Principles on Business and Human Rights (UNGPs) through National Action Plans in the above listed countries. The UNGPs clarify the duty of states and the responsibility of businesses to uphold international norms and treaties on human rights. The UNGPs rest on three pillars: 1) the State's duty to protect human rights; 2) the corporate responsibility to respect

human rights and; 3) the joint responsibility of both the State and businesses sector to provide access to remedy for victims of business-related abuses.

UNDP's regional project on Business and Human Rights, titled "Business and Human Rights in Asia: Promoting Responsible Business Practices through Regional Partnerships", has the objective of convening a regional partnership architecture, made up of UN system, NHRIs, CSOs, academia and private sector actors working on B&HR, brings greater coherence to awareness raising, technical assistance efforts, while facilitating innovative practices. **The Business and Human Rights unit intends to hire an individual consultant to support with the implementation of this objective.**

## **2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

### **Scope of work:**

The consultant will work under the guidance and supervision of the Manager of the Business and Human Rights project and in collaboration with project team members, and implementation partners. Specific deliverables include the following:

#### **1. Programme Implementation Support/Monitoring and Evaluation:**

- Provide daily support on timely execution of programme activities according to approved work plans, including providing logistics support for events;
- Provide support to the implementation of the programme's M&E framework;
- Assistance in preparing accurate and quality reports, e.g. quarterly and annual reports on time
- Update as necessary M&E plans and tools, participate and contribute to the development of updates to M&E Framework

#### **2. Secretariat for the Responsible Business and Human Rights Forum in Bangkok**

- Support ILO, ESCAP and other implementing partners on all logistical aspects of the event (e.g. venue, etc);
- Ensure that invitations are dispatched in a timely manner and necessarily follow up actions are taken to maintain the list of participants;
- Support Administrative Staff at UNDP BRH and Country Offices to ensure logistical travels are in place in a timely manner;
- Support the UN Protocols department and security office to ensure that the necessary protocols for inviting VIPs are in place and maintained;
- Closely monitor the progress of the preparation and report to the event task team on a regular basis.

#### **3. Knowledge Management:**

- Perform a backstopping role for programme implementation including to systemically archive key documents and ensure a well-updated event calendar.

- Share key information and progress with relevant internal UNDP workstreams, as well as support the coordination of joint/complementary activities under the 'Business and Human Rights' thematic area;
- Support the monitoring and evaluation of project progress and analyse data on project implementation, including coordinating with various consultants and country offices to monitor progress

#### **4. Research:**

- Support planning and conducting of the project's research activities, including assisting research teams, providing feedback, and assisting dissemination of research pieces
- Specifically assist in the "Status of BHR in Asia desk review" and "Role of Trade in Conflict" research pieces; liaise with consultants and monitor the progress of the reports.

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **Required Skills and Experience**

The Consultant should possess the following expertise and qualifications:

#### **Education and Experience**

- University degree (Bachelor's or equivalent) in law, governance, political science, business management, or related disciplines;
- Excellent command of written English;
- 1 year of training experience in areas related to Business and Human Rights;
- Experience working in UNDP or other UN agencies is desired.

#### **Skills**

- Results-driven, initiative-taking, ability to work under pressure and to meet deadlines;
- Ability to work under minimum supervision;
- Highly motivated with a positive attitude and problem-solving approach;
- Good interpersonal and networking skills, supports and encourages open communication.

#### **Language**

- High degree of proficiency in written and spoken English.

### **4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

**Duration:** Up to a maximum of 157 working days. The period of the assignment is estimated to be from 18 May 2020 – 31 January 2021.

**Duty Station:** The consultant's presence is required at UNDP Bangkok Regional Hub premises, no travel is required.

## 5. FINAL PRODUCTS

**Expected Outputs and Deliverables:** Specific deliverables include the following:

### **1. Programme Implementation Support/Monitoring and Evaluation:**

- Provide daily support on timely execution of programme activities according to approved work plans, including providing logistics support for events;
- Provide support to the implementation of the programme's M&E framework;
- Assistance in preparing accurate and quality reports, e.g. quarterly and annual reports on time
- Update as necessary M&E plans and tools, participate and contribute to the development of updates to M&E Framework

### **2. Secretariat for the Responsible Business and Human Rights Forum in Bangkok**

- Support ILO, ESCAP and other implementing partners on all logistical aspects of the event (e.g. venue, etc);
- Ensure that invitations are dispatched in a timely manner and necessarily follow up actions are taken to maintain the list of participants;
- Support Administrative Staff at UNDP BRH and Country Offices to ensure logistical travels are in place in a timely manner;
- Support the UN Protocols department and security office to ensure that the necessary protocols for inviting VIPs are in place and maintained;
- Closely monitor the progress of the preparation and report to the event task team on a regular basis.

### **3. Knowledge Management:**

- Perform a backstopping role for programme implementation including to systemically archive key documents and ensure a well-updated event calendar.
- Share key information and progress with relevant internal UNDP workstreams, as well as support the coordination of joint/complementary activities under the 'Business and Human Rights' thematic area;
- Support the monitoring and evaluation of project progress and analyse data on project implementation, including coordinating with various consultants and country offices to monitor progress

### **4. Research:**

- Support planning and conducting of the project's research activities, including assisting research teams, providing feedback, and assisting dissemination of research pieces
- Specifically assist in the "Status of BHR in Asia desk review" and "Role of Trade in Conflict" research pieces; liaise with consultants and monitor the progress of the reports.

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

### **Institutional Arrangement:**

The Consultant will work under the overall guidance of the Project Manager, Business and Human Rights, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.

## 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested candidates must submit the following documents/information to demonstrate their qualifications.

### **Please group them into one (1) single PDF document.**

- a) Duly accomplished Letter of Confirmation of Interest and Availability and Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. (Annex III)
- b) Curriculum Vitae
- c) Brief description of why the applicant considers him/herself the most suitable candidate

**Incomplete proposals may not be considered. The short-listed candidates may be contacted, and the successful candidate will be notified.**

## 8. FINANCIAL PROPOSAL

The contract will be paid based on Daily Fee. Candidates 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. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

## 9. EVALUATION

### Evaluation Method and Criteria

Only candidates which are responsive and compliant will be evaluated, Individual consultants will be evaluated based on the following methodology;

### Combined Scoring method:

The award of the contract shall be made to the candidate 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%)**.

- **The technical criteria** consist of qualification review (education, experience, language) [max. 100 points] and interview [max.30 points] will be based on a maximum 130 points
- **Financial score** shall be computed as a ratio of the proposal being evaluated as the lowest priced qualified proposal received by UNDP for the assignment.

### Technical Criteria for Evaluation (Maximum 100 points)

- Criteria 1: Education - Max 15 points;
- Criteria 2: Proven ability in managing events and supporting in communications with related stakeholders – Max 20 points
- Criteria 3: Experience in areas related to Business and Human Rights - Max 20 points
- Criteria 4: Strong analytical, reporting and writing abilities skills in English. Submission of pieces of writing is required at the time of application (e.g. Thesis of any academic degree (thesis for BA) or any academic writing of minimum 1000 words). - Max 20 points.
- Criteria 5: Experience of working with UNDP or other UN agencies- Max 15 points;
- Criteria 6: High degree of proficiency in written and spoken English – Max 10 points

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

For those passing technical and interview evaluation above, offers will be evaluated per the Combined Scoring method:

- a) Technical evaluation (70%)
- b) Financial evaluation (30%)

The financial proposal shall specify an all-inclusive daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);

The applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

## **ANNEXES**

[Annex I - TOR - Junior Consultant BHR](#)

[Annex II General Terms and Conditions for Contracts Individual Consultants](#)

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

[Annex IV P11 for ICs \( optional\)](#)

All documents can be downloaded at: [https://procurement-notice.undp.org/view\\_notice.cfm?notice\\_id=64639](https://procurement-notice.undp.org/view_notice.cfm?notice_id=64639)