



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLE: Consultant, Results-based Reporting, Monitoring & Evaluation and Knowledge Management

AGENCY/PROJECT NAME: UNDP BRH, Governance and Peacebuilding Team

COUNTRY OF ASSIGNMENT: Home based

DURATION: 2 November 2020 - 30 September 2021
max **239 working days**

A. Project Team: transparency, accountability and anti-Corruption

The consultant will provide coordination support to the [Transparency, Accountability and Anti-Corruption](#) team in the areas of Results-based Reporting, Monitoring & Evaluation and Knowledge Management, specifically focusing on two projects:

- *Promoting a Fair Business Environment in ASEAN*
- *Judicial Excellence to ensure Justice for All: The Judicial Integrity Network in ASEAN*

B. Project Description

The UNDP Bangkok Regional Hub (BRH) is responsible for the implementation of regional projects, knowledge management activities and the provision of advisory services to UNDP Country Offices in Asia and the Pacific.

The transparency and accountability team is currently leading two complementary projects in ASEAN:

- “Promoting a fair business environment in ASEAN”, targeting 6 countries: Indonesia, Malaysia, Myanmar, the Philippines, Thailand and Viet Nam. The multi-year regional project is supported by the British government and aims to promote fair, transparent and predictable business environments by working with both governments and the private sector.
- “Judicial Excellence to ensure Justice for All: The Judicial Integrity Network in ASEAN”, supported by the US government, aiming at building capacity of judiciaries in the target countries on court excellence and judicial integrity. The project targets Indonesia, Malaysia, Myanmar, the Philippines, Thailand, Viet Nam and potentially Lao PDR.

C. Scope of Work

Under the supervision of the Project Specialist Transparency & Accountability, the Consultant support monitoring & evaluation, RBM reporting, and knowledge management for the two projects mentioned in section A.

D. Expected Outputs and Deliverables

The consultant will be responsible of the following tasks:

Results Based Management Reporting, Monitoring & Evaluation (50%)

- Collecting quarterly country reports and data on project implementation and drafting regional progress and final reports, in line with donors' requirements and UNDP corporate guidelines
- Supporting project monitoring and evaluation, collecting data to monitor progress towards indicators as per results and resources frameworks (RRF) of the two projects
- Supporting data collection and reporting for projects internal and external evaluations and audits
- Conducting research as needed, especially related to data related to project outputs and outcomes indicators
- Providing contributions to Results-Oriented Annual Reporting (ROAR)
- Support stakeholders data management (database/ participants analysis)

Knowledge management (50%)

- Conducting research, facts checking and data collection on transparency, accountability, anti-corruption and business integrity to feed into knowledge products and material produced by the team
- Contributing to quality assurance of knowledge products
- Contributing to newsletters and website updates, in cooperation with other designated colleagues in the team
- Organizing events and platforms for knowledge exchange and multi-stakeholders consultations (both online and face-face)
- Coordinating invitations to participants, liaising with speakers and participants for travel organization (if required), liaising with partners, contributing to the agenda, as well as supporting post event communication such as reports, newsletters, event page content

E. Institutional Arrangement

The consultant will report to the Project Specialist Transparency & Accountability and will work in close cooperation with the other team members.

F. Duration of the Work

Duration

The contract duration will be from 2 November 2020 until 30 September 2021 for a maximum of 239 working days.

Duty Station

Home-based, no travel is required. This assignment is on a full-time basis.

G. Qualifications of the Successful Individual Contractor

The consultant should meet the following minimum criteria:

Academic qualifications:

- Master's Degree in International Relations, Development Studies, Political Science, Law, Social Sciences or other related fields;

Experience

- At least 2 years work experience in results-based reporting, monitoring & evaluation or knowledge management;
- Experience in tracking progress towards indicators included in the results or resources frameworks (RRF); familiarity with outputs, outcomes, theory of changes is essential contribution to knowledge products, research, data collection, events organization is an asset;
- Previous experience in the UN or other international organizations or government agencies working on results-oriented reporting and knowledge management;
- Excellent knowledge of the main Microsoft Office tools, including Word, Power Point and Excel;
- Proven interest in transparency, accountability, judicial integrity and anti-corruption and familiarity with ASEAN region is an asset.

Competencies

- Excellent communication and writing skills;
- Demonstrated excellence in research and analysis;
- Ability to work effectively as part of a team, despite being located remotely;
- Ability to organize effectively online events.

H. Scope of Price Proposal and Schedule of Payments

Candidates must send a financial proposal 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 timesheet 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

I. Recommended Presentation of Offer

Interested candidates must submit the following documents. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **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.
- **Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal in USD** as template provided.
- **One-page Motivation Letter, showing interest and knowledge of the assignment** (Max 1,500 characters)
- **Highest Educational Certificate**

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

J. Criteria for Selection of the Best Offer

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 Education:** (Max 10 points)
- **Criteria 2 Work Experience:** (Max 10 points)
- **Criteria 3 One-page Motivation Letter:** showing interest and knowledge of the assignment (Max 10 points)
- **Criteria 4 Written test:** to assess ability to write concisely and effectively for results oriented reports (Max 20 points)
- **Criteria 5 Interview:** to assess experience, competencies and ability to contribute to the team needs (Max 20 points)

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

K. Annexes to the TOR

N/A

M. Approval

This TOR is approved by:

Signature



Name and Designation:

Diana Torres, Project Manager - Accountability, Transparency and Anti-Corruption

Date of Signing

18 September 2020