



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLE: Training Coordination Consultant

AGENCY/PROJECT NAME: UNDP Thailand, strengthening socio economic recovery, human security and resilience in Thailand in the context of the COVID-19 outbreak ensuring to Leave No One Behind and safeguard progress made towards the SDGs

COUNTRY OF ASSIGNMENT: Home based with presence at the training on all training days

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.

Persons with Disabilities (PwDs) face many potential barriers and challenges in finding meaningful employment, staying employed, advancing their careers, and achieving equal pay due to stigmatization, discriminatory practices, and limited access to education and training opportunities. In the context of the ongoing COVID-19 pandemic, existing inequalities like these may disproportionately affect Thailand and putting them at risk of facing serious socio-economic hardship both during and in the aftermath of this crisis.

The challenge of acquiring meaningful and competitive employment is magnified for women with disabilities, who encounter even greater challenges—especially when other characteristics such as disability type, severity or minority status are introduced. There are several studies suggesting that women with disabilities are often disadvantaged by the intersectional discrimination associated with both their gender and their disability status. This could potentially affect personal decisions of families and those of employers, hence, exacerbating barrier that often result in limited access to education and training, including leadership building and other opportunities such as internships, apprenticeships, and technical education programs.

The COVID-19's "new normal" has thrown into sharp focus the importance of digital skills and competences in daily life. As education and work are increasingly digitalized, the ability to access to information online and work remotely during and post-COVID will be even more critical to continue learning and secure gainful employment opportunities. Therefore, the unequal access to training opportunities can undoubtedly become a major obstacle for women with disabilities to access knowledge and information, as well as seek employment and advance in their career. This issue

must be addressed in order to ensure that no one, especially the most marginalized people including the women with disabilities, is left behind.

Given the above context, UNDP Thailand in partnership with the Department of Empowerment of Persons with Disabilities (DEP) under the Ministry of Social Development and Human Security (MSDHS) plan to jointly organize a training workshop for women with disabilities in order to equip them with digital skills needed to adapt to the new normal and prepare them for the competitive, digital-focused future of work, in view to promote a sustainable and inclusive recovery for Thailand in the context of ongoing COVID-19 pandemic.

Under the overall guidance of the Deputy Resident Representative, and supervision of the Project Manager – Strengthening socio economic recovery, human security and resilience in Thailand in the context of the COVID-19 outbreak ensuring to Leave No One Behind and safeguard progress made towards the SDGs and UNDP Thailand’s Advisory Team, the consultant will provide support in the implementation of the training for women with disabilities to improve their digital skills as part of the ‘Strengthening socio economic recovery, human security and resilience in Thailand in the context of the COVID-19 outbreak ensuring to Leave No One Behind and safeguard progress made towards the SDGs’ project.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to provide assistance and coordination support in organizing a training for women with disabilities to improve their digital skills, as part of the ‘Strengthening socio economic recovery, human security and resilience in Thailand in the context of the COVID-19 outbreak ensuring to Leave No One Behind and safeguard progress made towards the SDGs’ project.

3) SCOPE OF WORK

Scope of work includes:

Output/ Deliverable	Content	Approximate Date of Output
1	Draft training schedule, materials and tools to train women with disabilities are submitted.	Two weeks before the training
2	A training to at least 40 women with disabilities to improve their digital skills is delivered in Pattaya, Chonburi province.	By second week of January 2021
3	A training report	Within two weeks after the training

4) INSTITUTIONAL ARRANGEMENTS

Under the overall guidance of the Deputy Resident Representative, the consultant will report directly to and work closely with the Project Manager - Strengthening socio economic recovery, human security and resilience in Thailand in the context of the COVID-19 outbreak ensuring to Leave No One Behind and safeguard progress made towards the SDGs and UNDP Thailand's Advisory Team. Review/approval time required to review/ approve outputs prior to authorizing payments is 7 – 10 days.

The consultant will be home based and will work in close collaboration with 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.

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

Duration: 21 December 2020 – 15 February 2021 with a maximum of 15 working days

Duty Station: Home based, with presence at the training on all training days.

6) FINAL PRODUCTS

The key product of this TOR is:

1. A set of training materials and tools to train women with disabilities participating in the training workshop.
2. A training on digital skills is successfully delivered to at least 40 women with disabilities in Pattaya City of Chonburi Province.
3. A training report that consists of:
 - a) training programme structure;
 - b) training methodology;
 - c) duration of training;
 - d) list of materials distributed;
 - e) participants details;
 - f) participants evaluation and feedback;
 - g) overall training outcome – besides the final assignment score (if there is any) – participants were evaluated according to their active participation in sessions and other course activities, reflecting both quantity and quality of time spent on the training;
 - h) challenges and lessons learned;

- i) proposed future trainings; and
- j) learning and future recommendations.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

1. Academic Qualifications:

-)] A degree in Human Rights, Sociology, Psychology, Social Sciences or other related fields.

2. Years of experience:

-)] At least 3 years of relevant experience in providing training.

3. Language:

-)] High proficiency in written and spoken Thai.

4. Competencies:

-)] Extensive experience in delivering trainings to marginalized groups, specifically persons with disabilities;
-)] Good interpersonal and coordination skills.

8) REQUIRED DOCUMENTS

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document:

-)] Personal CV
-)] Offeror's Letter to UNDP confirming interest and availability and financial proposal indicating daily rate/fee of the candidate in Thai Baht.
-)] A sample of training material in Thai, used to conduct trainings in the past.

9) CRITERIA FOR SELECTION OF THE BEST OFFER

Evaluation Method and Criteria

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.

The criteria, which shall serve as basis for evaluating offers, are as follows:

Technical Criteria for Evaluation (Maximum 70 points)

-) Criteria 1 Relevance of education – Max 10 points
-) Criteria 2 Minimum 3 years of experience in providing training for persons with disabilities - Max 20 Points
-) Criteria 3 Relevance of experience in delivering trainings to marginalized groups, specifically persons with disabilities – Max 30 points
-) Criteria 4 Proficiency in written Thai – Max 10 points

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

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES☒**NONE**☐**INTERMITTENT**☐**FULL TIME****.11) PAYMENT TERMS**

Consultant must send a financial proposal based on the lump sum amount.

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Deliverables/Outputs	Payment
First payment at 40% shall be made upon satisfactory receipt of a draft training schedule, materials and tools to train women with disabilities on digital skills.	Payment of 40%
Second (final) payment of 60% shall be made upon a successful delivery of a training on digital skills to at least 40 women with disabilities to their digital skills and a training report.	Payment of 60%