

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 25 November 2020

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**Country:** Thailand

**Description of the assignment:** Training Coordination Consultant

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

**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

**Period of assignment/services (if applicable):** 21 December 2020 – 15 February 2021 (maximum 15 working days).

To apply for this position, please click the link below:

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=95299](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=95299)

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

### **Objectives**

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.

### **Scope of Work**

The 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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

**Education:**

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

**Experience:**

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

**Language:**

- ) High proficiency in written and spoken Thai.

**Competencies:**

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

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

**Contract Duration:** 7 December 2020– 31 January 2021 with a maximum of 15 working days.

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

### 5. 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.

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

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.

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

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- 1) **Offeror's Letter to UNDP Confirming Interest and Availability** using the template provided as Annex II through UNDP Procurement Notice Website.

- ) **Personal CV/ P- 11** 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.
- ) **Financial proposal**, as per template provided as [Annex II](#) through UNDP Procurement Notice Website. Note: National consultant must quote price in Thai Baht that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- ) **A sample of training material in Thai, used to conduct trainings in the past.**

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

## **8. FINANCIAL PROPOSAL**

### **Price Proposal and Schedule of Payments:**

#### **The contract will be based on Lump Sum**

Consultant must send a financial proposal based on **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:

- ) Deliverable 1- draft training schedule, materials and tools to train women with disabilities on digital skills: 40% of total contract amount
- ) Deliverable 2- a training on digital skills to at least 40 women with disabilities to their digital skills and a training report: 60% of total contract amount

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.

## 9. 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 qualified proposal received by UNDP for the assignment.

- ) Only those applications which are responsive, compliant and accept in general condition will be evaluated;

### **Technical Criteria for Evaluation (Maximum 70 points)**

- ) Criteria 1: Relevance of education - Max 10 points;
- ) Criteria 2: Work experience: 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 49 points (70% of technical evaluation) would be considered for Financial Evaluation.