

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 27 April 2021

Country: Thailand

Description of the assignment: National Facilitator

Duty Station: Bangkok, Thailand with no travel

Project name: UNODC Regional Office for Southeast Asia and the Pacific (ROSEAP)

Period of assignment/services (if applicable): 1 June - 31 December 2021 (up to 45 working days).

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

[UNDP Jobs - 98672- National Facilitator](#)

1. BACKGROUND

Corruption is widely recognized as a key enabler of wildlife crime. From the poaching of the animal to its sale, from the transportation to the issuance of licenses to captive breeding facilities, the value chain of the illegal wildlife trade is highly exposed to illicit facilitation by public officials as well as collusion with private sector entities. Effective strategies to prevent and combat corruption require the identification and prioritization of risks, the development of concrete anti-corruption measures to address these risks and the establishment of a monitoring mechanism to guarantee accountability.

Like all countries exposed to wildlife trafficking, Thailand has recently experienced some incidents of corruption by public officials. For example, in 2018 a public prosecutor was sentenced to 4 years in prison for an attempt to smuggle rhino horns through the Bangkok international airport. Also in 2018, a quarantine official working at the same airport was caught trying to transport a suitcase of rhino horns in what appeared to be a well-organized smuggling operation facilitated by corruption. For this reason the Thailand National Anti-Corruption Commission (NACC) has established the Bureau for Natural Resources and Environmental Corruption Inquiry (BNEI) with a view to conduct inquiries against mid- to high-ranking public officials committing corruption relating to forests, water resources, wild animals and plants. As one of the newest bureaus at NACC (established on 9 December 2018), the BNEI is already staffed with 28 officers and is currently investigating a number of cases largely related to fraudulent land acquisitions or trespassing. BNEI has yet to initiate a wildlife case investigation.

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

Objective

The purpose of the overall assignment is to liaise between UNODC and the NACC and the Department of National Parks, Wildlife and Plant Conservation (DNP) respectively to help facilitate the following activities:

- Capacity Building for BNEI: UNODC will provide two training courses on corruption and its linkages to wildlife and forest crime, including best practices in the preparation of cases and investigations.
- Developing a National Anti-Corruption Strategy: UNODC will work with DNP to assess corruption risks and jointly develop an anti-corruption strategy in line with CITES Resolution 17.6. This will include a series of technical consultations and workshops.

Scope of Work

Under the guidance and supervision of the Regional Programme Coordinator of the Global Programme for Combating Wildlife and Forest Crime (Bangkok, Thailand), the Liaison Officer will collaborate with relevant authorities and assist with the following tasks:

- Establish contact with relevant counterparts at the NACC and BNEI
- Facilitate all communication between UNODC, NACC and BNEI
- Coordinate and organize all necessary meetings, workshops and events in relation to capacity building and the development of a national anti-corruption strategy.
- Oversee logistics related to the abovementioned meetings and liaise with relevant UNODC staff to conclude all necessary administrative processes.

Ensuring that all deliverables mentioned in these terms of reference are submitted in a timely and satisfactory manner and in line with the quality criteria checklist and relevant to the specific national context and priorities.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Advanced university degree (Master's degree or equivalent) in the fields of law, criminology, public administration, international relations, business administration or related field is required. A first level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

- A minimum of 5 (five) years professional experience working with law enforcement agencies or other institutions of the criminal justice system is required;
- Professional experience in the field of wildlife crime is desirable;
- Professional experience in the field of anti-corruption is desirable;

Language:

- Fluency in English and satisfactory English report writing skills is required.

Competencies:

- Experience in working in a team is required;
- Knowledge and experience of the UN System and in particular of UNODC is desirable;
- Good organizational skills are desirable;
- Good communication skills are desirable;
- Knowledge of official national language and/or local languages is required.

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

Contract Duration: 1 June - 31 December 2021 (a maximum of 45 working days).

Duty Station: Bangkok, Thailand with no travel.

5. FINAL PRODUCTS

The Liaison Officer shall perform timely, satisfactory, and high-quality delivery of the outputs stated in below table as assessed by the Regional Programme Coordinator.

Deliverable	Output	Working days	Required by
A	Establish contact with relevant counterparts and prepare a list including their detailed contact information within the NACC and BNEI	9 days	30 June 2021
B	Facilitate all communication between UNODC, NACC and BNEI, including the drafting of official letters, as well as in-person contact	9 days	30 August 2021
C	Coordinate and facilitate the organization of two capacity building workshops for BNEI	9 days	30 October 2021
D	Coordinate and facilitate technical consultations and workshops in line with the corruption risk assessment and development of a national anti-corruption strategy.	9 days	30 November 2021
E	Oversee logistics related to the abovementioned meetings and liaise with relevant UNODC staff to conclude all necessary administrative processes	9 days	30 December 2021
	Total number of workdays	45 days	

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The incumbent shall be under the overall supervision of the Regional Programme Coordinator of the UNODC Global Programme on Combating Wildlife and Forest Crime based in Bangkok, Thailand.

For each specific task, the UNODC Regional Programme Coordinator for Combating Wildlife and Forest Crime will specify the relevant objectives, timelines, and reporting requirements for completion.

Indicators to evaluate the trainer's performance will be:

- Quality of the progress reports submitted
- Timeliness of the delivery of each deliverable
- Capacity to engage counterparts and achieve expected goals

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:

- **Letter of Confirmation of Interest and Availability** using the template provided in [Annex II](#).
- **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.
- **Financial proposal**, as per template provided in [Annex II](#). Note: 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.
- **Technical Proposal**, explaining why they are the most suitable for the work indicating all past experiences from similar projects.

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 Daily

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	Output	% Payment
A	Establish contact with relevant counterparts and prepare a list including their detailed contact information within the NACC and BNEI	20%
B	Facilitate all communication between UNODC, NACC and BNEI, including the drafting of official letters, as well as in-person contact	20%
C	Coordinate and facilitate the organization of two capacity building workshops for BNEI	20%
D	Coordinate and facilitate technical consultations and workshops in line with the corruption risk assessment and development of a national anti-corruption strategy.	20%
E	Oversee logistics related to the abovementioned meetings and liaise with relevant UNODC staff to conclude all necessary administrative processes	20%
	Total % payment	100%

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;
- The technical criteria (education, experience, language) will be worth a maximum 490 points. Only the candidates who have achieved a minimum of 343 points (70%) from the review of the education, experience, and language will be invited for an interview.
- For those who passing technical and interview evaluation above, offers will be evaluated per the Combined Scoring method:
 - a. Technical and Interview (70%)
 - b. Financial Evaluation (30%)

Technical Criteria for Evaluation (Maximum 700 points)

- Criteria 1: Relevance of education - Max 210 points;
- Criteria 2:
 - professional experience working with law enforcement agencies or other institutions of the criminal justice system, and
 - Professional experience in the field of wildlife crime is desirable, and
 - Professional experience in the field of anti-corruption is desirable - Max 280 points;
- Criteria 3: Interview - Max 210 points;

Only candidates obtaining a minimum of 343 points (70% of total 490 points in technical evaluation) would be considered for Interview and Financial evaluation respectively.