

TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POSITION TITLE:	Event Coordinator for the International Day of the World's Indigenous People
AGENCY/PROJECT NAME:	UNDP Thailand
COUNTRY OF ASSIGNMENT:	Bangkok, Thailand

1) GENERAL BACKGROUND

To promote and advance SDG16 in Thailand, the United Nations Development Programme has applied the "Sustaining Peace" framework, which focuses on increasing tolerance and embracing diversity in the country. In this context, UNDP has been implementing projects initiatives related to sustaining peace under the theme of "Embracing Diversity", of which the Preventing Violent Extremism (PVE) project is a major component.

The PVE project seeks to ensure that the capacities of civil society organizations, young people and women, to communicate and advocate for peace, tolerance, and respect for diversity are strengthened and aligned with the whole-of-society approach. In 2019, the PVE programme of UNDP Thailand conducted the Youth Co:Lab activity to strengthen youth capacity and empower the story of young people towards diversity and inclusiveness. A group of Stateless Youth in Thailand has presented their promising area of work and become the winner of the programme.

To continue providing support to the group, UNDP Thailand in collaboration with the local media firm, organised a series of workshop aimed at solidifying the communication and advocacy skills of indigenous youth to better convey their intended message to the public audience and to develop their capacity in employing social media as a means to communicate. After the training, the PVE project aims to build on the existing effort to raise awareness on embracing diversity in the society. Through an exhibition held to the public audience to promote understanding on the indigenous people, including film screening and art exhibition. Taking what they have garnered from the workshop, the indigenous youth will produce media product, which will be exhibited at the event to celebrate International Day of the World's Indigenous People.

2) OBJECTIVES OF THE ASSIGNMENT

UNDP is seeking a national consultant to assist in the realisation of the exhibition showcasing indigenous people's work and the film screening event. Under the supervision of the Project Manager, the consultant will deliver the following tasks:

- Develop the plan for the event and ensuring its smooth implementation during all phases
- Curate and design the exhibition showcasing the media product of Indigenous People
- Organise Film Screening Event
- Develop materials of the event including event 200 paper brochures for distribution/ outreach, 6 foldable standees to be exhibited at the event, 3 to 5 online article to recap and narrate the event , online writing pieces to promote event with the media
- Coordinate with media service providers and partners on the effort to outreach the event as well as ensure the implementation is well-developed (e.g. location, installation, public site design/ production) with exclusion of location expenses.
- Performing other relevant tasks as necessary

3) EXPECTED OUTPUTS AND DELIVERABLES

The consultant is expected to produce the following deliverables:

Deliverable	Description	Timeline
1.	Submission of the initial plan and coordination strategy in preparation of the event	1 st June 2021
2.	Exhibition Installation and Film screening event organised	31 st August 2021
3.	Submission of the Event Report	15 th September 2021

4) INSTITUTIONAL ARRANGEMENTS

The consultant will work under the supervision of the Project Manager – Promoting Tolerance and Respect for Diversity and in close collaboration with Youth Team and UNDP Programme and Technical Support Team.

UNDP Thailand will review the progress and quality of assignment upon outputs prior to the issuance of payment. Review/ approval time required to review/ approve outputs prior to authorizing payments is 7 – 10 days.

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

Duration: 24th May – 30th September 2021, with maximum 90 days of work

Duty Station and expected place of Travel: The consultant will work on a home-based basis in Bangkok, Thailand

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

I. Academic Qualification:

- Bachelor's Degree in Management, Communications, Design and Media Production, Social Sciences or other related disciplines;

II. Technical Experience:

- A minimum of 2 years relevant experience in event coordination, preferably in the field of art and media management;
- Demonstrated ability in event planning and coordination cycle with proven experience in designing and curating event in Thailand;
- Past experience in coordinating with media production and partners;
- Past experience working with people from diverse cultural/ ethnic background;
- Understanding of human rights issue, particularly on indigenous people;

III. Language:

- Fluency in Thai and English is a requisite;
- Excellent written and oral communication skills.

7) REQUIRED DOCUMENTS

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

Please group them into one (1) single PDF document as the application system only allows to upload maximum one document:

1. Letter of Confirmation of Interest and Availability with Financial Proposal (in THB) using the template provided as **Annex III**;
 - **Financial proposal** that indicates the all-inclusive fixed total contract price supported by a breakdown of costs (in THB), as per template provided. Consultant must quote 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 and all 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.
 - 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.
2. CV or (P11) Personal History Form as per attached template

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

8) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

9) PAYMENT TERMS

Payments will be done upon completion of the deliverables/ outputs and as per below percentages:

Deliverable	Description	Timeline	Payment
1.	Submission of the initial plan and coordination strategy in preparation of the event	1 st June 2021	50%
2.	Public Art Installation and Film screening event organised	July-August 2021	30%
3.	Submission of Event report	15 September 2021	20%

10) CRITERIA FOR SELECTION OF THE BEST OFFER

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a set of weighted technical and financial criteria specific to the solicitation.

➤ Technical Criteria weight; 70%

Criteria	Weight	Max. Points
Technical	70%	700
<ul style="list-style-type: none">• Education	10%	100
<ul style="list-style-type: none">• Experience in event coordination, preferably in the field of art and media management and demonstrated ability in event planning and coordination cycle with proven experience in designing and curating event in Thailand	30%	300

<ul style="list-style-type: none"> • Experience in coordinating with media production and partners 	10%	100
<ul style="list-style-type: none"> • Experience working with people from diverse cultural/ ethnic background and understanding of human rights issue, particularly on indigenous people 	20%	200

Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$.

Where:

- p = points for the financial proposal being evaluated;
- y = maximum number of points for the financial proposal;
- μ = price of the lowest priced proposal;
- z = price of the proposal being evaluated.