TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	**National Consultant on Workshop Coordination for the Academy on Business and Human Rights for Japanese Companies (B+HR Academy), their suppliers and partners in Thailand**
AGENCY/PROJECT NAME:	**UNDP/Promoting Responsible Business Conduct in target countries where Japanese companies operate, with a particular focus on promoting human rights due diligence in global supply chains and leveraging the UN Guiding Principles on Business and Human Rights for a just recovery (JSB project)**
COUNTRY OF ASSIGNMENT:	**Thailand**

BACKGROUND

The *United Nations Guiding Principles on Business and Human Rights* (UNGPs), adopted by the UN Human Rights Council in 2011, are the most authoritative guidelines on how to "prevent and address human rights abuses in business operations." As part of its overall work on human rights, UNDP has supported the implementation of UNGPs by countries and corporations worldwide. The Business and Human Rights (B+HR) program was first piloted in Asia in 2016, where UNDP was soon recognized as the convener on B+HR discourse through its support to Asian governments in developing policies and through peer learning activities, including its annual regional B+HR forums for Asia.

UNDP has since scaled up its work by creating a Global Initiative on Business and Human Rights. As part of this process, UNDP is cooperating with the Government of Japan on the JSB project. Funded by the Japanese Supplementary Budget (JSB) approved in 2021, one of the JSB project's outcomes is to build the capacities of Japanese companies, their suppliers and partners in driving a a just recovery in 17 target countries, including **Thailand** . The project will strengthen responsible business practices in Japan and in **Thailand** through improving the ability and understanding of **Thailand** authorities, Japanese businesses and corporations from other countries, suppliers and partners to carry out Human Rights Due Diligence (HRDD).

Achieving this objective will require UNDP to provide training and support to Japanese companies, their suppliers and partners on how to carry out HRDD. Accordingly, **UNDP Thailand** intends to recruit an individual consultant to support the operation of **the so-called 'Business and Human Rights Academy', (B+HR Academy),** a training course for Japanese companies and their suppliers which is designed to have a combination of general training sessions and guidance sessions to specific companies.

The B+HR Academy will focus on mitigating the most immediate and salient human rights risks in Japanese companies' supply chains in **Thailand** . It will take place in the period October 2022 – March 2023.

SCOPE OF WORK

This assignment's objectives are to assist and maximize the efficient preparation and facilitation of the following events which will be held from October 2022 – February 2023.

No.	Events	Locations	Timeline
1.	The First two day - General training sessions on human rights due diligence – **Group 1** (maximum of 50 companies)	Hotel venue in Bangkok, Thailand	1st week of October 2022
2.	The Second two day - General training sessions on human rights due diligence – **Group 2** (maximum of 50 companies)	Hotel venue in Bangkok, Thailand	1st week of November 2022
3.	One-on-one guidance sessions (a maximum of 20 sessions)	Onsite at selected companies/ online	January – February 2022

The workshop consultant will be working closely with Business and Human Rights team of UNDP Thailand and JSB global coordination team and with main responsibilities as follows:

- Create registration and manage applications of training participants (Japanese companies and suppliers in Thailand)
- Follow up confirmation from training participants and logistics documents
- Ensure the complete list of participants with full contact information and completion of participant list Database
- Schedule online meetings with selected participants for the one-on-one guidance sessions
- Produce invitation letter based on approved template
- Collection of participant registration form and manage the participant's database
- Finalize the final list of participant for the above-mentioned events
- Coordinate with HRDD consultant team and vendors, such as tranlators, IT team, hotels to support the operations of the above-mentioned events
- Ensure complete and well-organized record of the events and presentation folder
- Support the arrangement of daily subsistence allowance (DSA) for participants outside Bangkok who will be attending the general training sessions.

Training period

- Provide overall support during the training making sure that all the requirements of the speakers and participants are fully met;

- Other duties related to the training planning and follow-up may also be assigned at the discretion of UNDP teams.

OUTPUT AND DELIVERABLES

Deliverables No.	Deliverables/ Outputs	Number of working days	Target Due Dates	Review and Approvals Required
1.	The completion of the first 2 day-HRDD general training – Group 1	10 working days	1st week of October 2022	**Project Manger – Business and Human Rights, UNDP Thailand , JSB global coordination team**
2.	The completion of the second 2 day-HRDD general training – Group 2	10 working days	1st week of November 2022	**Project Manger – Business and Human Rights, UNDP Thailand , JSB global coordination team**
3.	The completion of one-on-one guidance sessions	15 working days	4th week of February 2023	**Project Manger – Business and Human Rights, UNDP Thailand , JSB global coordination team**

The consultant will use his/her own equipment and software.

INTELLECTUAL PROPERTY

All information and production of report to the assignments as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

INSTITUTIONAL ARRANGEMENTS

The consultant will work under the overall guidance of will be done by **the Deputy Resident Representative of UNDP Thailand**. The national consultant will also have to report directly to and work closely with **the Project Manager – Business and Human Rights, UNDP Thailand and JSB global coordination team**. Each deliverable shall be presented to Project Manager – Business and Human Rights, UNDP Thailand and JSB global coordination team for review and approval.

The consultant is expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistics services for implementation. The consultant will use his/her own equipment and software to complete the assignment.

DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration

The assignment shall be completed within a maximum of **35 working days**. It is estimated to commence on **1st September 2022** and the assignment will be completed by **31 March 2023** at the latest.

Duty Station

The consultant will be home-based with possible travel within **Thailand**.

The travel cost is separate from the lump sum payment and will be borne by UNDP. Travels will be authorized by UNDP as and when required. Travel and reimbursement will be administered in compliance with UNDP Duty Travel Policy and reimbursed in actual amount but not exceeding quotation from UNDP approved travel agent/ UNDP daily allowance rate.

DEGREE OF EXPERTISE AND QUALIFICATIONS

Required Skills and Experience

The consultant should possess the following expertise and qualifications:

Qualifications:

- University degree in Business Administration, Finance, Development or Mass Communication, Behavioral Sciences, International Studies or any related field.

Competencies and Experience:

- At least 3 years of experience in organizing and experience in processing documentation of over-50 participants workshop and conferences participated in by multi-sectoral groups and/or organized by international organizations;
- Knowledge of UN's operational practice is desired.
- Knowledge of development issues, human rights and sustainable development is an asset.
- Ability to work independently, against tight deadlines;
- Experience working with UNDP and/or UN system an asset

Skills:

- Excellent written and verbal communication skills;

- Ability to work well in a multidisciplinary team;
- Ability to relate well with a diverse range of stakeholders at local, national and international levels;
- Strong planning and management skills;
- Strong initiative and can work with minimum supervision.

Language:

Proficiency in English and Thai . Working-level Japanese is an advantage.

REQUIRED DOCUMENTS

Required documents

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

a. Duly accomplished **Letter of Confirmation of Interest** and Availability using the template provided by UNDP.

   It shall include **the Financial Proposal** 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 organisation/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. The consultant should also indicate any travel and related costs for meetings etc;

b. **Curriculum Vitae with a list of relevant projects/ assignments**;

****Failure to submit the above-mentioned documents or Incomplete proposals shall result in disqualification.**

****Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

The short-listed candidates may be contacted, and the successful candidate will be notified.

CRITERIA FOR SELECTION OF THE BEST OFFER

Evaluation Method and Criteria

Only candidates who are responsive and compliant will be evaluated. Individual consultants will be evaluated based on the following methodology:

Combined Scoring method:

The award of the contract shall be made to the candidate 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%).**

- The technical criteria consist of qualification review (education, experience, language) [max. 70 points]

- **Financial score** shall be computed as a ratio of the proposal being evaluated as the lowest priced qualified proposal received by UNDP for the assignment will be based on a maximum 30 points.

Technical Criteria for Evaluation (Maximum 70 points)

- **Criteria 1:** Education – Max 15 points;

- **Criteria 2:** Working experience in organizing and processing documentation of over-50 participants workshop and conferences participated in by multi-sectoral groups and/or organized by international organizations – Max 30 points

- **Criteria 3:** Experience working with UNDP and/or UN system – Max 10 points

- **Criteria 4:** Excellent command of English and Thai. Ability in Japanese is a plus. – Max 15 points

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

For those passing technical evaluation above, offers will be evaluated per the Combined Scoring method:

a) Technical evaluation (70%)

b) Financial evaluation (30%)

The application receiving the Highest Combined Score will be awarded the contract.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

None X

Partial

Intermittent

Full-time

10) PAYMENT TERMS

Candidates shall quote a **lump-sum "all-inclusive" fee** for the completion of each deliverable. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment are already factored into the lump-sum submitted in the proposal. Payments shall be done upon verification of completion of deliverables and approval by the IC's supervisor.

The lump-sum price is fixed regardless of changes in the cost components.

- First Tranche – 30% upon submission and approval of Deliverable 1 ("First HRDD General training session -Group 1")
- Second Tranche – 30% upon submission and approval of Deliverable 2 ("Second HRDD General training session -Group 2")
- Third Tranche – 40% upon submission and approval of Deliverable 4 ("One-on-one Guidance sessions")

This TOR is approved by:

Signature

Sukanya Thongthumrong, Integrated Programme Analyst

UNDP Thailand

Date of Signing

22 July 2022