



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE: CPD 2017-2021 Mid-Term Review Consultant
AGENCY/PROJECT NAME: Programme Division, UNDP Thailand
COUNTRY OF ASSIGNMENT: Thailand

1) PROJECT DESCRIPTION

The United Nations Development Programme (UNDP) Thailand Country Office (CO) is currently working, under Country Programme Document (CPD) 2017-2021, endorsed by the Executive Board of United Nations Development Programme, United Nations Population Fund and United Nations Office for Project Services, towards achieving Thailand's efforts to meet Sustainable Development Goals (SDGs) by 2030. UNDP has been working with the Royal Thai government, civil society, national partners and the Thai public to help find solutions to persistent development challenges.

UNDP's priority in a middle-income country like Thailand is to work within outlined agreements like the United Nations Partnership Agreement Framework (UNPAF) signed on 27 July 2017. We are working at both national and local levels, providing policy advisory services and technical assistance to help Thailand improve the management and increase the country's resilience to adverse effect of climate change and degradation of its rich biodiversity resources. We continue to provide strong policy advice and advocacy on normative UN issues such as gender equality, social and economic inequality, human rights, and rule of law.

Since we are currently midway through the current CPD, UNDP Thailand wishes to undertake a review of our ongoing work, assess changes in the programme and operational environment, stock take the results achieved and lessons learnt thus far in the programme, and in view of new developments in Thailand, shape the strategic programmatic focus of the programme in view of better responding to the needs of Thailand in supporting its efforts in achieving the SDGs.

2) SCOPE OF WORK

The objective of the assignment is for the selected consultant to facilitate, moderate, prepare and finalize a mid-term review Thailand CPD 2017-2021 report which comprises of the followings:

- Analyze the data from CPD MTR survey received from partners and non-partners of UNDP Thailand.
- Prepare, facilitate and moderate 4 consultation workshops in Bangkok and 4 provincial consultation workshops outside Bangkok. These workshops are to discuss and analyze the key thematic issues raised, including conducting problem analysis and formulate Theory of Change, if needed.
- Prepare a draft of the CPD MTR and related annexes/attachment as well as consolidate the inputs/feedback from the relevant stakeholders.
- Finalize the CPD MTR draft after receiving validation with key stakeholders and final comments from programme units and UNDP Thailand CO management.

3) EXPECTED OUTPUTS AND DELIVERABLES

The final CPD MTR with the following contents:

- Introduction
- How CPD MTR was conducted?
- Update of Situation Analysis
- Overview of the Country Programme Results
- CPD MTR Survey Analysis
- Programme Rationale
- Programme Priorities and Partnership
- Programme and Risk Management
- Lessons Learned
- Theory of Change
- Key Recommendations
- Summary of Key Actions; start, stop and continue.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
CPD MTR Survey Analysis	1 day	04 October 2019	By Lovita Ramguttee, DRR
Prepare, facilitate and moderate in 8 consultation workshops	16 days	22 October - 13 December 2019	
Submission of the 1st Draft of CPD MTR report	6 days	27 December 2019	
Final submission of the CPD MTR report	4 days	31 January 2019	

4) INSTITUTIONAL ARRANGEMENTS

- The consultant will report directly to the Deputy Resident Representative
- The consultant is required to consult with the Resident Representative, the Deputy Resident Representative, and unit heads. The consultant is also required attend working sessions with UNDP staff and document discussions related to developing theories of change, and to meet with relevant UNDP staff and stakeholders for consultations workshops and presentation of findings for the draft of CPD MTR report.
- The consultant will be provided with temporary working space in the UNDP CO as and when necessary. The consultant is responsible for his/her own computer.

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

Duration

01 October 2019 - 28 February 2020

Duty Station

Bangkok, Thailand and expected travel outside Bangkok facilitating for 4 provincial workshops.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

An experienced national expert with substantive knowledge of development issues in Thailand particularly issues related to UNDP practice areas: Democratic Governance, Energy and Environment, poverty reduction and SDGs, Crisis Prevention and Recovery and cross-cutting issues (HIV/AIDS, gender mainstreaming, youth, disabilities, capacity development). Advanced degree in social science or related field, proven drafting skills and leadership skills. Familiarity with UNDP or UN operations will be advantageous. Must be able to work collaboratively in a multi-cultural team. Commitment to respecting deadlines and the delivery of outputs within the agreed timeframe.

Advanced university degree (Master's Degree or above) in social sciences, or other relevant disciplines, with proven track record in programme development and advanced social research and analysis

- At least 5-7 years of relevant professional experience and solid experience in programme development and implementation related to UNDP Thailand practice areas
- Prior experience drafting a UNDAF or UNDP country programme or UN Agency country programme document would be an asset.
- Facilitation and drafting skills are a requirement, and substantive knowledge of development issues in Thailand particularly issues related to UNDP practice areas: Democratic Governance, Energy and Environment, Poverty Reduction and SDGs, Crisis Prevention and Recovery, and cross-cutting issues (gender mainstreaming and capacity development) will be an asset.
- Proficient in English language, spoken and written.
- Ability to write reports and make presentation.

7) REQUIRED DOCUMENTS

The following documents are requested as part of the submission of application:

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P11, 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;
- c) Brief description of why the applicant considers him/herself as the most suitable for the assignment, and a brief methodology on how the applicant will approach and complete the assignment.
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an applicant 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 Applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

8) CRITERIA FOR SELECTION OF THE BEST OFFER

The best offer will be selected based on a Combined Scoring method where the qualifications, experience and methodology will be weighted 70%, combined with the price offer which will be weighted 30%

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

PARTIAL

INTERMITTENT

FULL TIME

10) PAYMENT TERMS

The payment will be made to the consultant upon the submission of below deliverables:

50% of payment upon the submission of the 1st draft of CPD MTR report.

50% or remaining of the payment upon the satisfactory of the submission of the final CPD MTR.

11) ANNEXES TO THE TOR