

Concept Note

Engagement Facility



Empowered lives.
Resilient nations.

Project Title: Parliamentary Engagement for SDGs

Project Number: 00134254 **Output Number:** 00125881

Implementing Partner: United Nations Development Programme

Responsible Parties: The Secretariat of the House of Representatives of Thailand and the Thai House of Representatives

Donor: UNDP in Thailand (TRAC2021)

Start Date: April 2021 **End Date:** December 2021

Brief Description

UNDP has partnered with more than 60 national parliaments worldwide, as the world's largest parliament project implementer, to assist parliaments in achieving its mandate towards supporting the implementation of the Sustainable Development Goals (SDGs). UNDP in Thailand signed a Memorandum of Understanding (MoU) with the Secretariat of the House of Representatives of Thailand in August 2020 to enhance awareness and capacities of parliamentarians and parliamentary staff to play a significant role in implementing the Sustainable Development Goals (SDGs) in Thailand, to achieve the 2030 Agenda for Sustainable Development.

An Engagement Facility is created in view of supporting the implementation of the scope of work and corresponding workplans developed, in line with the MoU between UNDP and the Secretariat of the House of Representatives of Thailand to scale up their knowledge and capacities on SDGs implementation by encouraging the two organisations to i) raise awareness and enhance knowledge on the SDGs ii) exchange knowledge and experience on the implementation of the SDGs iii) strengthen capacities to address issues and contribute to the achievement of the SDGs and iv) facilitate interactions between the parliamentarians and parliamentary staff with other development actors in Thailand and beyond to exchange knowledge and experience on the SDGs related to work and issues.

Project Period: 2021

Atlas Award/Project ID: 00134254

Start Date: 1 April 2021

End Date: 31 December 2021

Total resources required:		\$ 80,000
Total resources allocated:	DTGO & RISC	
	Donor	
	UNDP TRAC	\$ 80,000
	Government	
Unfunded:		

Agreed by UNDP:

Mr. Renaud Meyer
Resident Representative

I. Background

The Sustainable Development Goals (SDGs), also known as the Global Goals, were adopted by all United Nations Member States in 2015 as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030. The SDGs are designed to bring the world to several life-changing 'zeros', including zero poverty, hunger, AIDS and discrimination against women and girls, with an overarching principle of 'Leave No One Behind. As the lead UN's development agency, UNDP supports countries in achieving the SDGs through integrated solutions. Today's complex challenges—from stemming the spread of disease to preventing conflict—cannot be tackled neatly in isolation. Everyone is needed to reach these ambitious targets. The creativity, know-how, technology, and financial resources from all society are necessary to achieve the SDGs in every context.

Parliaments, parliamentarians, and parliamentary staff are important implementers in supporting and monitoring the Sustainable Development Goals by enacting the legislation, providing oversight to the national budget, and acting as representation of the citizens to achieve sustainable development and an inclusive society where no one is left behind. They are positioned to serve as an interface between the people and state institutions and promote and adopt people-centered policies and legislation to ensure no one is left behind.

UNDP has formally collaborated with the Secretariat of the House of Representatives of Thailand by signing the Memorandum of Understanding (MoU) in August 2020. The partnership aims to improve its development activities in empowering parliamentarians and parliamentary staff members on the Sustainable Development Goals (SDGs). Following the MoU signing, in collaboration with the Secretariat of the House of Representatives of Thailand, UNDP also jointly conducted a training on the parliamentary handbook on Parliament's Role in Implementing the Sustainable Development Goals and SDGs Workshops for parliamentarians and parliamentary staff members. The parliamentary engagement project is one of the UNDP's flagships and priorities to promote SDGs related issues to support the Thai parliament in achieving the Global Goals for sustainability and inclusivity.

II. Project Objectives

UNDP in Thailand is establishing an Engagement Facility to support the implementation of an agreed upon workplan within the framework of the established partnership between UNDP and the Secretariat of the House of Representatives (through the signing on an MoU in 2020) by empowering parliamentarians, parliamentary staff members, and related parliamentary personnel to play significant roles for actions to achieve the Global Goals. Mote specifically,

- To support parliamentarians and parliamentary staff to gain more knowledge on the Sustainable Development Goals (SDGs)
- To establish the interaction of SDGs related work between the parliament and international organisations
- To share and exchange experiences of the parliament and parliamentary staff members in their roles in achieving the Sustainable Development Goals (SDGs)

III. Key Activities

The parliamentary engagement project aims to support the House of Representatives Secretariat to improve the parliamentarians and parliamentary staff's capacities and knowledge to apply the SDGs into their key functions – in particular in the following areas:

- Conduct training and workshops on SDGs related issues for parliamentarians and parliamentary staff
- Develop knowledge products on SDGs for communication and advocacy
- Strengthen country office capacity to facilitate the work and partnership with the Secretariat of the House of Representatives to implement the SDGs.

IV: Annual Workplan and Budget

I. ANNUAL WORK PLAN

Year: 2021 (April -December)

Project Title: Parliamentary Engagement for SDGs

Expected CP Outcome(s): By 2021, systems and processes are more effective and equitable to progressively advance inclusive, sustainable, and people-centred development for all people in Thailand

Expected CP Output(s):

Output 1: The National Statistical Office and relevant ministries and agencies have the capacity to collect, manage and use disaggregated data required for Sustainable Development Goal reporting (Output 8)

Output 2: Innovations enabled for development solutions, partnerships, and other collaborative arrangements (Output10)

Donor: UNDP (TRAC 2021)

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (USD)
Output 1: Parliamentary Engagement	1.1 SDGs Trainings and Workshops		x	X	X	UNDP	TRAC 2021	UNDP will conduct workshops and training on SDGs to parliamentarians, parliamentary staff, and related personnel.	8,500
	1.2 Communication and Advocacy		x	X	X	UNDP	TRAC 2021	UNDP will produce SDGs related materials following the work with the parliament	7,000

	1.3 Strengthen capacity in UNDP CO to support engagement of Parliament for SDGs		x	X	X	UNDP	TRAC 2021	UNDP will establish capacity in the CO to support project implementation	64,500
***No GMS for UNDP Resource									
Total budget (TRAC)	80,000								
TOTAL (USD)	80,000								

V: Expected Results

EXPECTED OUTPUT	PLANNED ACTIVITIES	Expected Outcomes
Output 1: Parliamentary Engagement	1.1 SDGs Trainings and Workshops	1) Improved performance of parliamentarians and parliamentary staff in implementing the SDGs 2) Development of SDGs elaborated and aligned into their plans and policies 3) SDGs Progress and Achievement monitored
	1.2 Communication and Advocacy	1) Improved knowledge and awareness of the SDGs and understand of their relevance 2) SDGs integrated into the parliament's agenda 3) Greater implementation and production of the SDGs
	1.3 Strengthen capacity in UNDP CO to support engagement of Parliament for SDGs	1) Improved partnership between UNDP and parliament in implementing the SDGs 2) Increased interactions between the Secretariat of the House of Representatives and other development actions on the SDGs

VI: Monitoring and Evaluation

UNDP will be responsible for activities implementation and regularly reporting on progress on parliamentary engagement performance through Engagement Facility. Following the agreed work plan and requested activities from the Thai parliament, each activity will be reported to the Resident Representative and Deputy Resident Representative for monitoring and evaluation. In addition to that, UNDP will provide all information or data necessary for evidence-based reporting, including results and financial data and documentation aligned with UNDP regulations and procedures. These documents will be available upon the audit's requests.

VII: Annexes:

- 1) Annual Workplan with ATLAS Budget Account Description
- 2) TORs

Annexe1: Annual Workplan with ATLAS Budget Account Description

Expected Outputs	Key Activities	Timeframe		Impl. Agent	Planned Budget for 2021						
		Start	End		Fund	Donor ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Account Description	2021 TOTAL	
Parliamentary Engagement	ACTIVITY1 - SDGs Trainings and Workshops	1-Apr-21	31-Dec-21	001981	04000	00012	UNDP	75700	Learning expenses	5,000.00	
				001981	04000	00012	UNDP	71600	Travel	2,000.00	
				001981	04000	00012	UNDP	74500	Miscellaneous Expenses	1,500.00	
	Total ACTIVITY 1									8,500.00	
	ACTIVITY2 – Communication and Advocacy	1-Apr-21	31-Dec-21	001981	04000	00012	UNDP	71300	Contractual Services - Individ	3,000.00	
				001981	04000	00012	UNDP	72400	Communic & Audio Visual Equip	2,000.00	
				001981	04000	00012	UNDP	74210	Printing and Publications	2,000.00	
	Total ACTIVITY 2									7,000.00	
	ACTIVITY3 – Strengthen CO capacity for parliamentary engagement	1-Apr-21	31-Dec-21	001981	04000	00012	UNDP	71400	Salary Costs - Service Contract Staff	35,000.00	
				001981	04000	00012	UNDP	71500	UNV- National Specialist	24,000.00	
				001981	04000	00012	UNDP	71600	Travel	2,000.00	
				001981	04000	00012	UNDP	74500	Miscellaneous Expenses	1,000.00	
				001981	04000	00012	UNDP	75700	Learning expenses	1,000.00	
					001981	04000	00012	UNDP	72800	Acquis of Computer Hardware	1,500.00
	Total ACTIVITY 3									64,500.00	
GRAND TOTAL									80,000.00		

No GMS for UNDP

*** Remarks

Resource

Annexe2: TORs (Partnership and Engagement Analyst and Partnership and Engagement Coordinator)



JD_Partnership and Engagement Analyst; JD_Partnership and Engagement Coordin:

UNITED NATIONS DEVELOPMENT PROGRAMME

Budget Plan



Project ID: 00134254
 Output ID: 00125881
 Output Title: Parliamentary Engagement for SDGs
 Project Type: Engagement Facility

Expected Outputs	Key Activities	Timeframe		Impl. Agent	Planned Budget for 2021					
		Start	End		Fund	Donor ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Account Description	2021 TOTAL
Parliamentary Engagement	ACTIVITY1 - SDGs Trainings and Workshops	1-Apr-21	31-Dec-21	001981	04000	00012	UNDP	75700	Learning expenses	5,000.00
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	Total ACTIVITY 2									7,000.00
	ACTIVITY3 – Strengthen capacity in UNDP CO to support engagement of Parliament for SDGs	1-Apr-21	31-Dec-21	001981	04000	00012	UNDP	71400	Salary Costs - Service Contract Staff	35,000.00
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				001981	04000	00012	UNDP	72800	Acquis of Computer Hardware	1,500.00
	Total ACTIVITY 3									64,500.00
GRAND TOTAL									80,000.00	

*** Remarks No GMS for UNDP Resource



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Title: Partnership and Engagement Analyst (Parliament and Disaster Risk Reduction)	Grade Level: SC8/SB4
Position Number: 00166835	Duty Station: Bangkok, Thailand
Department: UNDP Thailand Country Office	Family Duty Station as of Date of Issuance:
Reports to: Resident Representative	Date of Issuance:
Direct Reports: Resident Representative	Closing Date:
Position Status: Choose an item	Duration and Type of Assignment: Service Contract, Until 31 December 2021
Job Family: Yes	

II. Job Purpose and Organizational Context

The Sustainable Development Goals (SDGs), also known as the Global Goals, were adopted by all United Nations Member States in 2015 as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030. The SDGs are designed to bring the world to several life-changing 'zeros', including zero poverty, hunger, AIDS and discrimination against women and girls, with an overarching principle of 'Leave no one behind'. As the lead UN's development agency, UNDP supports countries in achieving the SDGs through integrated solutions. Today's complex challenges—from stemming the spread of disease to preventing conflict—cannot be tackled neatly in isolation. Everyone is needed to reach these ambitious targets. The creativity, know-how, technology and financial resources from all of society is necessary to achieve the SDGs in every context.

Parliamentarians have an opportunity, and a constitutional responsibility, to play a significant role in supporting and monitoring implementation of the Sustainable Development Goals (SDGs). The Agenda 2030 Declaration acknowledges the "essential role of national parliaments through their enactment of legislation and adoption of budgets, and their role in ensuring accountability for the effective implementation of our commitments." Members of parliament are uniquely positioned to act as an interface between the people and state institutions, and to promote and adopt people-centered policies and legislation to ensure that no one is left behind.

UNDP, which partners with more than 60 national parliaments worldwide, is the world's largest parliamentary project implementer. UNDP assists national and sub-national parliaments to complete their mandate in SDGs implementation through technical expertise, knowledge sharing, and quality publications and products. Parliamentary engagement is part of the UNDP's flagships and priorities which will help countries translate the Global Goals into their core functions, legislation, monitoring, budget oversight, and representation.

In August 2020, UNDP signed a memorandum of understanding (MoU) with the Secretariat of the House of Representatives of Thailand. The partnership aims to enhance its development activities in empowering parliamentarians and parliamentary staff members' knowledge and capacities to play a significant role in implementing the Sustainable Development Goals (SDGs) in Thailand to achieve the Agenda 2030. In connection to this, UNDP and the Secretariat of the House of Representatives jointly launched a parliamentary handbook on Parliament's Role in Implementing the Sustainable Development Goals and organised the SDGs Workshop for the parliamentarians and parliamentary staff, respectively. To achieve a Decade of Action, the collaboration between two offices is instrumental in better reflecting the SDGs in the Thai parliament's legislative and budgetary functions.

In addition to the parliamentary engagement, UNDP works with governments to build capacity and ensure that laws, policies and institutions are developed that can assess disaster risk, develop early warning systems, and prepare. In communities, UNDP helps to raise awareness and develop the skills needed to respond to local threats. Following the 2004's the Indian Ocean Tsunami, the Thai Government has set up and put in place a tsunami preparedness and



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

response programme in order to prevent massive loss of life and damage caused by such acute and sudden shock in the future.

With funding and technical support from the Government of Japan, UNDP has launched the first national guidelines on Tsunami Evacuation Plans and Drills for Schools to provide practical guidance to school administration, teachers, and students on how to prepare for and respond to future tsunamis in Thailand. UNDP also organised the Training of Trainers Programme and tsunami drill in one selected school in Phang Nga province to test schools' knowledge and understanding of emergency plans and drills. Training of Trainers Manual on Tsunami Evacuation Drill and Educational video will then be developed. UNDP will kick off the 3rd phase of the Project on Partnerships for Strengthening School Preparedness for Tsunami, focusing on scaling up the programme into other tsunami at-risk provinces. According to their disaster context, 27,000 schools under the Office of the Basic Education Commission have adopted this guide with comprehensive disaster risk reduction (DRR) techniques to improve their emergency plans and drills for school safety and disaster readiness.

To continue these initiatives, UNDP is seeking a qualified Partnership and Engagement Analyst (Parliament and Disaster Risk Reduction) to undertake managerial responsibilities of the respective initiatives and provide coordination between UNDP and relevant partners in order to advance the existing partnerships. The incumbent will be responsible for connecting UNDP's activities with stakeholders in achieving the 2030 Agenda for Sustainable Development. He/she will also work closely on communication over operational issues and strategic opportunities arising from the engagement and project implementation.

III. Functions/Key Results Expected

Under the UNDP Resident Representative's overall guidance and direct supervision, the Partnership and Engagement Analyst (Parliament and Disaster Risk Reduction) is expected to work closely with the Integrated Programme Team of UNDP Thailand Country Office and coordinate his/ her activities with the Resident Representative and Deputy Resident Representative of UNDP, as well as managing operational functions with Programme Associates. According to the overall project management functions, the incumbent will be in charge of managing day-to-day engagement and project implementation, leading the supporting team, and providing technical assistance, particularly in parliamentary engagement and Partnerships for Strengthening School Preparedness for Tsunamis Project. The incumbent will supervise and be supported by project coordination assistants

Project Management:

Planning:

- Organise the joint planning meetings involving Integrated Programme Team of UNDP, implementing agencies, potential partners, and other relevant parties to develop an annual work plan and budget plan contributing to the achievement of target outputs
- Keep the Office and stakeholders updated on issues and potential delays and risks to the work schedule and other operational and budgetary issues.
- Request and suggest the Office for revisions to the work plans and budget plans based on the operational and strategic appreciation of project implementation with given condition

Implementing:

- Facilitate the day-to-day management of the Project, responsible for the timely delivery of all project outputs.
- Manage human and financial resources to achieve results in line with the outputs and activities outlined in the project document
- Prepare Terms of Reference (ToRs) for required inputs (individual and institutional consultancy services, the procurement of goods, organisation of training, seminars, etc.), with expert technical support as required
- Organise and coordinate project activities (such as workshops, studies and publications, advisory services and other activities and outputs), subcontracts, equipment and administrative support
- Supervise and facilitate coordination with consultants and subcontractors engaged in delivering aspects of the Project's work plans



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

- Prepare annual work plans with indicative scheduling of identified main outputs and activities as guidance documents for the formulation and review of annual work plans
- Provide guidance and reviews of technical specifications of project outputs and activities
- Ensure that the outcomes specified in the Project's work plan are delivered at the required quality standards and within the specified cost and time limits;
- Monitor and assist with logistical arrangements for field trips for national and international consultants in accordance with UNDP procedures;
- Liaise with the various UNDP units, including General Services, Personnel, Accounting, Travel, and follow-up on project activities for good project execution;
- Coordinate the activities of the Project and ensure continuous liaison with the key partners;
- Build partnership with relevant stakeholders from public and private institutions to fulfil the objectives of the Office.

Coordination and Advocacy:

- Ensure the coordination of activities carried out by different counterparts to achieve the project objective;
- Facilitate communication and advocacy of the project results;
- Organise forums, workshop, seminars, or policy dialogues to advocate development options;
- Liaise with stakeholders and ensure the effective implementation of the advocacy plan;
- Coordinate for development/policy advocacy is conducted effectively and with awareness of the sensitivity of other related issues that might be involved and ensure continuous good amity in communication with all parties concerned;
- Facilitate the technical support for parliamentary engagement and Partnerships for Strengthening School Preparedness for Tsunamis.

Reporting and Audit:

- Prepare project progress reports (quarterly and annual/financial and substantive) against set targets and indicators, with an analysis of the evidence of progress towards planned outputs according to schedules, budgets, and inputs provided by the Project;
- Prepare the final project report, with an analysis of progress towards expected results as defined in the Project Document and subsequent work plans and budgets;
- Establish and maintain a systematic filing system of key documents (in hard copy and soft copy) in line with audit requirements;
- Assist UNDP Program Manager/Officer in closing projects operationally and financially in accordance with established rules and regulations of UNDP and in close coordination with implementing agencies;
- Liaise with UNDP on project audit conduct and ensure access by auditors to project documentation, personnel and institutions involved in the Project. Ensure that audit recommendations are complied with.

Monitoring and Evaluation:

- Monitor project progress against annual and quarterly work plan and budget plans;
- Monitor and evaluate activities implemented by partners or subcontractors;
- Liaise with the Implementing Agencies and UNDP on the conduct of project evaluation and ensure access by the evaluators to project documentation, personnel and institutions involved in the Project.

IV. Competencies and Selection Criteria	Description of Competency at Level Required
	(For more comprehensive descriptions please see the competency inventory)
<p>In this section list all core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</p>	



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	Detailed list of competencies can be accessed through https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx and hiring managers are encouraged to familiarize themselves for more information
Project Management <i>Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals.</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Partnerships <i>Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Knowledge Management <i>Ability to capture, develop, share and effectively use information and knowledge</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Results-based Management <i>Ability to manage programmes and projects with a strategy aimed at improved performance and demonstrable results</i>	Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

V. Recruitment Qualifications



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

Education:	<ul style="list-style-type: none">• Bachelor's Degree in Social Sciences, Political Science, Economics, Public Management, International Development, or related field• Specialised study and qualification in development studies is an advantage.
Experience:	<ul style="list-style-type: none">• At least 2 years for bachelor's or up to 2 years for master's holders of relevant experience in development areas at the national or international level;• Experience in project coordination especially with government agencies, parliaments, and academia;• Demonstrated professional experience in one or more of the following substantive areas: parliamentary engagement, disaster risk reduction, local governance, social cohesion and civil society support;• Hands-on experience in developing, designing, implementing, monitoring, and evaluating development projects to achieve results;• Excellent communication skills;• Demonstrated ability to work with minimal supervision, producing quality results;• Familiarity with the UNDP systems, rules and procedures is an advantage.
Language Requirements:	Good written and spoken English and Thai.

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

THAR000419--Partnership and Engagement Coordinator

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Thailand
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	until 31-12-2021
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Bangkok [THA]
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

May/June through October/November. Bangkok is the capital of Thailand, and it is also the most populated city in the country. It is located in the Chao Phraya River delta in the central part of the country. Over the past decades, Bangkok has grown rapidly with little urban planning or regulation. This has led to traffic congestion and air pollution, and there is frequent flooding of streets during the rainy season in the City's low-lying areas.

The cost of living in Thailand is relatively low, as compared to many other capitals in Southeast Asia. Housing is widely available in various sizes and at various price points. Private healthcare in Thailand is of excellent standard, and there are numerous top hospitals in Bangkok, which fall far below countries like the US in terms of price. There are numerous high-quality international schools available in Bangkok, with English as the language of instruction. Bangkok has different public transportation options, including the BTS Skytrain and MRT Underground, metered taxis, mobile-based ride-hailing services (Grab, All Thai Taxi, etc.), tuk tuks, motorbike taxis, buses and boats.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

Assignment Details

Assignment Title Partnership and Engagement Coordinator

Organizational Context & Project Description

The Sustainable Development Goals (SDGs), also known as the Global Goals, were adopted by all United Nations Member States in 2015 as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030. The SDGs are designed to bring the world to several life-changing 'zeros', including zero poverty, hunger, AIDS and discrimination against women and girls, with an overarching principle of 'Leave no one behind'. As the lead UN's development agency, UNDP supports countries in achieving the SDGs through integrated solutions. Today's complex challenges—from stemming the spread of disease to preventing conflict—cannot be tackled neatly in isolation. Everyone is needed to reach these ambitious targets. The creativity, know-how, technology and financial resources from all of society is necessary to achieve the SDGs in every context.

UNDP, which partners with more than 60 national parliaments worldwide, is the world's largest parliamentary project implementer. UNDP assists national and sub-national parliaments to complete their mandate in SDGs implementation through technical expertise, knowledge sharing, and quality publications and products. Parliamentary engagement is part of the UNDP's flagships and priorities which will help countries translate the Global Goals into their core functions, legislation, monitoring, budget oversight, and representation.

In August 2020, UNDP signed a memorandum of understanding (MoU) with the Secretariat of the House of Representatives of Thailand. The partnership aims to enhance its development activities in empowering parliamentarians and parliamentary staff members' knowledge and capacities to play a significant role in implementing the Sustainable Development Goals (SDGs) in Thailand to achieve the Agenda 2030. In connection to this, UNDP and the Secretariat of the House of Representatives jointly launched a parliamentary handbook on Parliament's Role in Implementing the Sustainable Development Goals and organised the SDGs Workshop for the parliamentarians and parliamentary staff, respectively. To achieve a Decade of Action, the collaboration between two offices is instrumental in better reflecting the SDGs in the Thai parliament's legislative and budgetary functions.

In addition to the parliamentary support, UNDP supports Thailand on Judicial Engagement and SDGs Localisation to ensure inclusive sustainable society in which everyone has access to quality services and can participate in making decisions that affect their lives. UNDP works with the government, civil society, private sector, and the Thai public to help find solutions to persistent development challenges and to achieve the Agenda 2030 for Sustainable Development (SDGs).

Under the overall guidance of the Resident Representative and Deputy Resident Representative of UNDP in Thailand and supervision of the Partnership and Engagement Officer, the UNV assignment will support UNDP's work on the parliamentary engagement, judicial engagement, and SDGs localization for Thailand. The incumbent will be responsible in the coordination, research, and implementation of related projects. The UNV will be responsible to assist in administration, financial and human resources management, efficient procurement, and logistical services, ICT and ensuring consistency of operations with UNDP rules and regulations.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

Under the overall guidance of Resident Representative and Deputy Resident Representative and direct supervision of the Partnership and Engagement Officer (dual reporting), the UNV will provide research, will collaborate closely with Integrated Programme Team within the country office and throughout UNDP to support integrated programmatic design and implementation, representational, advocacy, partnership, and communication commitments of the Thailand for the overall SDG and 2030 agenda.

With delegated authority and under the supervision of Partnership and Engagement Officer or designated representatives, the UNV Partnership and Engagement Officer will:

1) Technical Support:

- Conduct research on SDG related data
- Provide raw and substantive data research, and compile data for analysis in a systematic way;
- Collaborate with the teams in terms of the overall approach to promotion and implementation of the sustainable development agenda and the SDGs localizations
- Provide support to coordinate multi-disciplinary engagement and collaboration across the SDGs, including an in-house coordination platform for scoping and deploying technical engagements that draw from UNDP's network of SDG advisory expertise
- In-charge of coordinating technical substance, ensuring high quality, efficient and effective output/project delivery
- Liaise with the project team and stakeholders for the coordination and results of the assigned outputs/ activities

2) Communication and awareness raising:

- Cooperate with the Communication team, under the guidance from the Partnership Engagement Officer to develop and implement various activities aimed at promoting the SDGs agenda in related projects
- Provide support to the Government of Thailand in communicating SDGs achievements and challenges to various stakeholders at the national and sub-national levels.
- Facilitate communications and advocacy of the project results;

3) Partnerships:

- Support the Programme and Project teams to engage with national, sub-national, regional and global partners on project related and SDGs issues;
- Assist the Programme and Project teams to foster strategic partnerships at the national level with the UN and external institutions, including national and sub-national authorities, communities, private sector, academia, CSOs, international organisations, media, etc.
- Liaise with the project team and stakeholders for the coordination and results of the assigned outputs/ activities
- Support the Project Team in the daily coordination of project activities with UNDP staff, government, agencies, NGOs, academia;
- Maintain regular contact with focal persons of partners and project service providers such as academic institutes, consultants;

4) Knowledge Management:

- Support the knowledge documentation, knowledge building and sharing;
- Provide sound contributions to knowledge networks and communities of practice.
- Support and facilitate coordination of all technical and logistic and administrative arrangements for timely project implementation and activities
- Keep the project team updated on issues and potential delays and risk of the work schedule and other operational and budgetary issues
- Assist in preparing meeting minutes, mission reports, project progress reports;
- Undertake any other duties as required by his/her supervisor.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

As an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP Thailand and its beneficiaries in the accomplishment of her/his functions, including:

- o Excellent interpersonal skills and good networking with not only stakeholders but with government, NGO and private sector partners, as well as local communities;
- o Able to organize, prioritize and delegate;
- o Multi-tasking, practical and innovative;

- o Strong negotiation skills;
- o Good leadership and strong teamwork;
- o Having positive attitude;
- o Respect Diversity

• The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Minimum Bachelor's degree in international development, social sciences, social policy, public policy, politics, economics, development studies, business administration or related fields;

Required experience 24 months

Experience Remark

- Minimum of 2 years of relevant experience in development areas at the national or international level;
- Experience in providing academic support, data collection and coordination in multi-disciplinary engagement;
- Familiarity with multi-cultural, international organisations especially in the field of development;
- Experience in the use of computers and office software packages, experience in handling of web-based management systems;
- Good human relationship and able to coordinate and communicate with other related agencies
- Ability to work and adapt professionally and effectively in a challenging environment;
- Ability to work effectively in a multicultural team of international and national personnel;
- Demonstrated ability to work with minimal supervision, producing quality results.
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Working experience with UNDP or other UN Agency will be considered as an asset;

Language

- English (Mandatory) , Level - Fluent
- AND - Thai (Mandatory) , Level - Fluent

Area of Expertise

- Resource mobilization, partnership and donor coordination Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Commitment to Continuous Learning

- Communication
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entities](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.