

Call for Consultancy

Coordinating the Future of ESD technical meeting in Asia and the Pacific

Terms of Reference

Type of Contract	: Contract for Individual Consultant
Organizational Unit	: Executive Office, UNESCO Bangkok
Duration	: As soon as possible - 15 August 2018
Closing date	: 4 May 2018

Background

In 2014, following the success of the UN Decade of Education for Sustainable Development (DESD), UNESCO launched the Global Action programme (GAP) on ESD at the UNESCO World Conference on ESD held in Aichi-Nagoya, Japan, for an initial phase of five years. To build a post-GAP vision, UNESCO will organize a Technical Consultation Meeting on the Future of Education for Sustainable Development (ESD) from 9 to 10 July 2018 in Bangkok.

Assignments

Under the authority of the Director of UNESCO Asia-Pacific Regional Bureau for Education and the direct supervision of the Head of Executive Office (EO), assist in the organization of the Technical Consultation Meeting on the Future of ESD, 9-10 July 2018, Bangkok with the following specific tasks:

1. Support the smooth communication between UNESCO Headquarters and Bangkok Office.
2. Liaise with the event logistics company to support travel arrangements for participants.
3. Liaise with the hotels for accommodation for participants and meeting arrangements.
4. Manage relevant communication with participants when necessary.
5. Support administrative, financial and procurement processes and procedures related to the meeting, including the contract management.
6. Provide secretarial and administrative support during the meeting.
7. Collect all supportive documents (e.g. flight boarding passes, bills, receipts).
8. Help settle the meeting budget after the event.

Deliverables

The Individual Consultant shall complete the following work assignment by the indicated tentative timeline for UNESCO's review and approval:

Activity / Deliverable	Timeline
A first list of confirmed participants	31 May 2018
A final list of confirmed participants	30 June 2018
A financial report with supporting documents	31 July 2018

The service shall be completed **15 August 2018** at the latest.

In line with UNESCO's overall gender mainstreaming strategy, the consultant is expected to integrate a gender perspective and apply gender analysis and mainstreaming concepts whenever feasible.

Qualifications

Education: University degree in public administration, business administration, or other related area; a vocational degree in combination with qualifying experience may be accepted in lieu of a university degree.

Language: Excellent knowledge of English language and Thai language are required.

Experience: Minimum of 2 years of relevant work experience in administration or related field and in making logistic arrangements; work experience in the UN system, international organizations or NGOs would be an advantage.

Competencies: Excellent computer skills (MS Office, Outlook, SAP) and organizational skills are indispensable for carrying out the work; excellent communication skills (oral and in writing); ability to meet short deadlines and work under pressure; ability to work in a multi-cultural environment is essential.

Fees: 4,500 USD

Application:

Interested individuals are invited to submit their updated CVs and a cover letter supporting their application to UNESCO Bangkok Office at the e-mail address below by 4 May 2018.

To the attention of:

Head of Executive Office

UNESCO Bangkok Office

E-mail: eo.bgk@unesco.org

Only short-listed candidates will be contacted.