

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 7 February, 2017

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**Country:** Thailand

**Description of the assignment:** National Consultant for CCA Screening and Prioritizing

**Duty Station:** Home-based, Thailand

**Project name:** UNDP Thailand Country Office, Inclusive Green Growth and Sustainable Development Team

**Period of assignment/services (if applicable):** 1 March 2017 - 31 July 2017 (5 months)

Please click on the link below to apply:

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=70556](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=70556)

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### 1. BACKGROUND

Under a collaborative work plan between the United Nations Development Programme (UNDP) and the Food and Agriculture Organization of the United Nations (FAO), Thailand is one of eleven developing countries participating in a global programme on “Integrating Agriculture into National Adaptation Plans (NAPs-Ag)” with funding support by the German Federal Ministry for the Environment, Nature, Conservation, Building and Nuclear Safety (BMUB). As part of a 3-year (2016-2018) work plan endorsed by a national Project Steering Committee, capacity building and technical assistance is being provided through UNDP and FAO to the Government of Thailand to better integrate climate risk within existing agricultural sector planning and budgeting processes. The program outcomes aim to safeguard agricultural GDP and related livelihoods as well as strengthen and reinforce a broader parallel national adaptation planning (NAP) process.

In Thailand, the work is steered by a Technical Task Force chaired by the Ministry of Agriculture and Cooperatives (MOAC) and a project implementation unit reporting to the Office of Agricultural Economics (OAE) within MoAC. The NAP process, which has been underway since 2015, falls under the overall mandate and coordination responsibility of the Office of Natural Resources & Environmental Policy and Planning (ONEP).

The main NAPs-Ag programme components and objectives identified (both global and

corresponding country-based priorities) are as follows:

- Technical capacity and institutions on NAPs strengthened (Global) /Strengthening Ministry of Agriculture and Cooperatives (MoAC) Capacity & Knowledge on Climate Change Adaptation (CCA) (Thailand);
- Integrated Road Maps for NAP (Global) /Mainstreaming CCA into Planning & Budgeting Cycle (Thailand);
- Evidence-Base for CCA Improved through Enhanced M&E Frameworks (Global and Thailand);
- Advocacy and knowledge-sharing on NAPs promoted (Global) Lessons learned feed into Thailand NAP development process and global efforts to support NAPs (Thailand).

During the inception phase (2016), the NAPs-Ag project provided support to MoAC to develop a revised five-year Strategic Plan for Climate Change for the Agricultural Sector (2017-2021). In addition, it undertook a stock-take existing economic valuation and investment appraisal methods as well as a review of functions, practices, and capacities within MOAC to integrate climate change adaptation (CCA) effectively into sector planning and budgeting. These have paved a direction for how programmes/projects could be formulated to better respond to climate risks. However, in order to move towards an effective implementation of the Strategic Plan, a more detailed action plan with prioritized programmes/projects is required, given the limited government budget that is allocated to MoAC on an annual basis. In this regard, a decision-making support tool for screening and ranking potential CCA actions is essential for MoAC to identify and prioritize CCA programmes/projects for the agricultural sector.

The project is now seeking the services of a national consultant to work jointly with an international consultant to develop a suitable tool for screening and prioritizing CCA actions. The consultants will also help facilitate MoAC discussions on action plan formulation in line with the new sector strategy and provide hands-on capacity building and training to MoAC officials in order to strengthen their knowledge and understanding of the key principles and applications underlining the identified CCA screening and prioritizing tool.

## **2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

### **Objective of the assignment**

The main objective of this assignment is to develop a tool for screening and prioritizing CCA programmes/projects appropriate for MoAC's needs, based on the abovementioned situation and stakeholder consultation. A secondary objective is to provide hands-on capacity building and training to MoAC government officials to strengthen their knowledge and understanding of the key principles and applications of multi-criteria analysis as a tool for supporting decision-making on screening and prioritizing CCA measures. For this assignment, UNDP Thailand is seeking a national expert to work jointly with an international consultant with expertise in the ranking and prioritization of potential climate actions to develop a tool and conduct hands-on capacity building activities.

### **Scope of Work**

**Development of a Suitable Tool for Screening and Prioritizing CCA programme/projects:** Jointly work with an international expert to

- Review the revised Strategic Plan for Climate Change for the Agricultural Sector (2017-2021), Agricultural Development Plan (2017-2021), stock-take report on institutional processes, systems, and capacities for CCA planning and budgeting in MOAC, and existing vulnerability assessment studies related to climate change impacts on agricultural sector in Thailand.
- Identify, assess, and compare internationally recognized decision-making tools and methods based on a Multi-Criteria Analysis (MCA) approach for CCA upon which to recommend the most suitable tool for the context of MoAC screening and prioritizing
- Present recommendations and secure endorsement for the recommended tool to MoAC, UNDP, and FAO teams, outlining key advantages, limitations, principles, applications, data and resource/capacity requirements.
- Tailor parameters of mutually agreed decision-support tool for the purpose of applying in the CCA screening and prioritizing process, under a step-by-step process, and provide hands-on capacity building activities in tandem to this process.
- Develop an information database (e.g., a simple, user-friendly spreadsheet or software programme) to support sustainable use and application of the tool by relevant MoAC government officials, in particular the prioritization of CCA programmes and projects under the revised Strategic Plan for Climate Change for the Agricultural Sector for which further investment appraisal work is envisioned to be undertaken (expected Q3 of 2017—Q1 2018).

Under the guidance of an international expert,

- Develop a user manual for CCA screening and prioritizing for future training and application purposes (in Thai language) which shall describes the overall conceptual development process, step-by-step application process, illustrative cases (i.e. screening and prioritizing programmes/projects under the revised Strategic Plan for Climate Change for Agriculture), and institutional/capacity requirements.

**Training of MoAC government officials:** Jointly work with an international expert to

- Build on-the-job knowledge of relevant MOAC officials as part of the process of identifying and evaluating optimal CCA screening/prioritization methods and tools for Thailand.
- Subsequent to the successful development and application of the tool mentioned above, prepare training materials based on the identified tool for both MoAC and non MoAC government officials from various departments responsible for planning, project formulation, and budgeting, including relevant academia and researchers;
- Conduct one training workshop as required of approximately 2 days' duration and agreed in consultation with MOAC and UNDP/Thailand.
- Produce a summary report describing an overall outcome of the training activities, approach used, capacity gaps, and areas for further capacity development. Sensitize senior decision makers on the identified tool and how it can assist them to structure, define, and prioritize CCA actions under MoAC Strategic Plan for Climate Change.

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

**Education:**

- Master's degree in economics or closely related subjects. A Bachelor's degree in economics with more than 12 years of experience directly related to economic analysis and climate change could also be accepted;

**Experience:**

- Minimum 5 years of experience in economic/environmental economic analysis, combined with expertise and experience in climate change adaptation and/or mitigation analysis;
- Familiarity with climate change planning and budgeting of the Ministry of Agriculture and Cooperatives (MoAC) in Thailand together with its institutional arrangement would be advantageous;
- Familiarity with economic evaluation and investment appraisal tools (i.e. cost-benefit analysis; climate change benefit analysis; ecosystem-based climate appraisal methods, cost-effectiveness analysis);
- Required work experience with the Thai government, particularly MoAC;
- Experience of working with international organizations would be an asset;
- Ability to work under pressure and time constraint;
- Excellent written and oral communication skills;

**Language:**

- Fluency in English required.

**4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

**Contract Duration:** 1 March 2017 to 31 July 2017 (5 months)

**Duty Station:** Home based with no travel required.

**5. FINAL PRODUCTS**

The expected outputs from this assignment are;

- Deliverable 1 : Proposed Work plan and methodology (in consultation with international expert) by 15 March 2017;
- Deliverable 2 : Final draft of a user manual for CCA screening and prioritizing in Thai language by 30 May 2017;
- Deliverable 3 : Summary report on all coaching/training of MoAC government officials and recommendations to strengthen functional capacities in sector by 15 July 2017.

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work under the overall supervision of the project management team of the NAPs-Ag project in UNDP/Thailand, as well as in consultation with technical advisors from UNDP Bangkok Regional Hub.

**Review Time Required:** 10 days after submission of each output.

## 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II;
- **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;
- **Technical proposal**, including the brief description of why the individual considers him/herself as the most suitable for the assignment;
- **Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered.

### Annexes :

- Annex 1 - Individual IC General Terms and Conditions
- Annex 2 – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template
- Annex 3 – P11

For any clarification regarding this assignment please write to [brh.gef.procurement@undp.org](mailto:brh.gef.procurement@undp.org)

## 8. FINANCIAL PROPOSAL

### The contract will be based on 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, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any 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. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1 : Proposed Work plan and methodology (in consultation with international expert)- 20% of total contract amount;
- Deliverable 2 : Final draft of a user manual for CCA screening and prioritizing in Thai language - 40% of total contract amount;
- Deliverable 3 : Summary report on all coaching/training of MoAC government officials and recommendations to strengthen functional capacities in sector - 40% of total contract amount.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

## 9. EVALUATION

Individual consultants will be evaluated based on the Cumulative analysis.

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%).

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment. Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

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

Criteria	Max. Point
<b>Technical</b>	<b>70</b>
Education	10

Experience in economic/environmental economic analysis and climate change	20	
Familiarity with climate change planning and budgeting of the Ministry of Agriculture and Cooperatives (MoAC) in Thailand	20	
Experience with Thai government	20	
<b><u>Financial</u></b>	<b>30</b>	