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## **TERMS OF REFERENCE** **FOR INDIVIDUAL CONTRACT**

**POST TITLE:** Stakeholder Engagement Consultant (National Consultant)

**AGENCY/PROJECT NAME:** UNDP Thailand/Achieving Low Carbon Growth in Cities through Sustainable Urban Systems Management in Thailand (LCC Project)

**COUNTRY OF ASSIGNMENT:** Thailand

### **A. Project Title**

Achieving Low Carbon Growth in Cities through Sustainable Urban Systems Management in Thailand (LCC Project)

### **B. Project Description**

The 12th National Economic and Social Development Plan (2012-2016) sets a vision in moving Thailand towards a low carbon and climate resilient society and aims to promote sustainable economic and social growth that is environmentally-friendly. Important steps have been taken to pave the way for low carbon and climate resilient society; however; local authorities especially municipalities are facing a wide range of challenges in the transition towards low carbon urban development. Rapid economic development, urbanization and climate change pose threats to the management of municipalities/cities with regards to sustainability. In support of the Royal Thai Government and the local administration, Thailand Greenhouse Gas Management Organization (TGO) and UNDP-Thailand designed a country-led intervention on strengthening the capacities and processes at local level for bottom-up integrated low carbon development planning and the sustainable management of low carbon development projects.

The *Achieving Low Carbon Growth in Cities through sustainable Urban Systems Management in Thailand (LCC) Project* aims to strengthen the capacities and processes at local level for bottom-up integrated low carbon development planning, the implementation and sustainable management of low carbon development projects. The four-year project (May 2017- April 2021) focuses on low carbon urban systems, in particular, waste management, sustainable transport and efficient use of energy, in four cities--Chiang Mai, Khon Khaen, Samui and Nakhon Ratchasima municipalities. Experiences from these cities will be shared with other cities throughout the project.

The project objective is to “promote sustainable urban systems management in selected cities to achieve low carbon growth.” Therefore, two key activities to support the above objectives are to:

- Develop the low carbon sustainable urban development plan
- Integrate the low carbon sustainable urban development plan into city planning and budgeting process.
- Promote involvement of private section in low carbon city initiative
- Share knowledge of low carbon city development through appropriate channels

To support the above interventions, UNDP is recruiting the Stakeholder Engagement Consultant to provide support to ensure that the low carbon sustainable urban development plans will be integrated

into the city planning in a systematic manner and knowledge is shared within low carbon city communities.

## C. Objectives of the Assignment

The objectives of the assignment are to:

- Provide stakeholder engagement support and advice the selected service providers in each city in relation to development of low carbon city planning;
- Ensure the low carbon sustainable urban development plan developed under the LCC project is integrated into the municipality's planning process; and
- Analyze the role of public sector in the local planning process and implementation with a focus on low carbon city initiative and present the findings to the public.

## D. Scope of Work

With overall supervision from the Project Manager and in consultation with TGO, and partner cities, the Stakeholder Engagement Consultant will cover the following scopes:

- **Task 0 Assignment Work Plan.** The consultant will develop his/her workplan in respond to the scope of work, time frame and deliverables.
- **Task 1: Integration of low carbon city plan into the city budget and planning process**
  - **Task 1.1 Review the city planning and budgeting process in the partner cities under LCC project.** The Stakeholder Engagement Consultant will review the City Development Plan, budgeting and planning processes in each four-partner city--Chiang Mai, Khon Kaen, Samui and Nakhon Ratchasima. The Consultant is encouraged to work closely with selected service providers and respective City Working Group.
  - **Task 1.2 Develop the integration strategy**
    - a. Jointly develop the practical integration strategy which is tailor-made to each partner city by working closely with respective City Working Group, selected providers and relevant stakeholders. The strategy must be clear, effective and implementable in the municipality planning process.
    - b. Once the integration process is executed, the Consultant will document the integration exercises and share with stakeholders through appropriate channels. Documentation should include, but not limited to, practical strategy, experiences, tips and techniques, success stories and challenges, and recommendations,
  - **Task 1.3 Support the integration process**
    - a. Identify and map stakeholders in the city planning and development processes.
    - b. Engage in the integration process through stakeholder consultation, working closely with relevant partners and involve in necessary processes.
    - c. Ensure that the low carbon sustainable urban development plan developed under the LCC project is integrated into the municipality's planning process and resulted in the city plan.
    - d. Analyze and document the results of the integration exercise that describes the extent to which the LCC project-supported low carbon sustainable urban development plan is integrated into the municipality's planning process.

## Task 2: Analysis of private sector engagement in low carbon city development initiative

- **Task 2.1 Review of private sector engagement in the partner cities**
  - a. Decoding the success stories of the Khon Kaen Think Tank (KKTT) and Chiang Mai City Development (CMCD) in supporting the low carbon city initiatives. The scope should cover, but not limited to, the followings:
    - The history of development;
    - Roles of the private sector in promoting low carbon city growth with one case study per city;
    - Success factors and challenges;
    - Applicability to other cities, particularly Samui and Nakhon Ratchasima
  - b. This exercise will be undertaken with desktop reviews, in-depth interviews with key stakeholders and site visits, among others.
  - c. Prepare a technical report summarizing the above findings
- **Task 2.2 Materials for knowledge management and communication**
  - a. Develop five easy reading article(s) with high-resolution photos to present findings and success stories. These articles aim to be disseminated to wider audience through various means such as roll-up, flyer and social media. The Consultant is required to provide a master layout and graphic design for publication printing in hard copy and in a digital file.
  - b. Produce two video clips up to ten minutes length in the format that can be published on the social media
- **Task 2.3 Knowledge sharing**
  - a. Organize one seminar for relevant agencies and stakeholders to share their views and experiences about:
    - Integration strategy of the low carbon city plan into the city planning and budgeting processes.
    - Decoding of a new city development initiative and its applicability.
  - b. Organize the seminar which includes preparation of the invitee list, invitation letter, and relevant seminar materials as well as act as the resource person. UNDP will cover venue and the meeting package for all participants. In addition, UNDP will cover additional expenses related to transport and accommodation for eligible participants. The seminar is expected to be held in a partner city (tbd) or Bangkok with the expected number of participant of up to 100 people.
  - c. Prepare and submit a summary of the seminar with photos at the end of the event.

The Stakeholder Engagement Consultant is required to travel extensively to the partner cities--Chiang Mai, Khon Khaen, Samui and Nakhon Ratchasima s during the period of assignment. He/she shall propose a travel plan in the technical and cost proposal.

## E. Expected Outputs and Deliverables

All the outputs/deliverables as stipulated in the table below must be reviewed and certified by the LCC Project Manager at UNDP and TGO's Inspection Committee prior to payments.

To sum up, as per the above scope of work (Section D), the Consultant is expected to submit the following deliverables.

1. Integration strategy report
2. Analysis and results of integration exercise
3. Decoding of new city development scheme to support low carbon city report
4. Knowledge management materials
5. Seminar summary report

No	Deliverables/ Outputs <sup>1/</sup>	Target Due Dates <sup>2/</sup>	Review and Approval Required
1	Inception Report which covers Assignment workplan (Task 0)	15 March 2019	UNDP Thailand Country Office/TGO's Inspection Committee/Project Manager
2	Progress Report #1 which covers Task 1.1	30 June 2019	
3	Progress Report #2 which covers Task 1.2 and 2.1 with the following documents: a. The Integration strategy report b. Decoding of new city development scheme to support low carbon city report	15 November 2019	
4	Progress Report #3 which covers Task 2.2 and Task 2.3 with the following documents a. Knowledge management materials b. Seminar summary report	30 May 2020	
5	Final report which covers the results of Task 1.3 and the Analysis and results of the integration exercise.	31 October 2020	

Note:

1. All deliverables shall be in Thai language.
2. Due date is subjected to be revised per an agreement between the Project Manager and the Stakeholder Consultant.

## F. Institutional Arrangement

The Consultant will work under the supervision of the Project Manager and in close consultation and collaboration with TGO, service providers, partner cities and with relevant team members of UNDP Thailand and UNDP-Bangkok Regional Hub.

## G. Duration of the Work

This assignment is anticipated to take place between 1 March 2019 and 31 October 2020 (The maximum number of mandays is 150).

## H. Duty Station

This assignment will be home-based in Thailand with travels to the partner cities in Chiang Mai, Khon Khaen, Samui and Nakhon Ratchasima provinces.

## I. Qualifications of the Successful Individual Contractor

The following minimum qualifications are required:

*Education:*

- Master's Degree in environmental management, engineering, urban planning, climate change, low emissions, environmental science, economics, sustainable development, social science or related fields

*Work experience:*

- Minimum 8 years at the national or international level, related to environment, planning, climate change, low carbon or sustainable development;
- Strong experience working on public participation and stakeholder engagement with public sector, private sector, local communities and local administration offices;
- Strong interpersonal, communication, managerial and advocacy skills;
- Relevant experiences and understanding in plan development, technical document preparation and communication materials;
- Previous experience working in local administration, private sector related to sustainable development or low carbon development in the partner cities is an advantage; and
- Willingness to work closely with targeted partner cities of LCC project and relevant stakeholders.

*Language requirement:*

- Fluency in written and spoken Thai.
- Understanding English is an advantage

## **J. Scope of Price Proposal and Schedule of Payments**

The method of payment is output-lumpsum based scheme. The payments shall be released upon UNDP and TGO's satisfaction of the consultant's submission of each deliverable by or before the due dates as agreed with the UNDP Thailand team. 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.

*Payment Schedule:*

Payment will be made after satisfactory acceptance and certification of the deliverables and in accordance with UNDP procedures as per below percentages:

Terms	Deliverables/ Outputs	Payment terms (% of contract value)
1	Inception Report which covers Assignment workplan (Task 0)	15
2	Progress Report #I which covers Task 1.1	20
3	Progress Report #II which covers Task 1.2 and 2.1. The Consultant is expected to submit the following reports: c. The Integration strategy report d. Decoding of new city development scheme to support low carbon city report	35
4	Progress Report #III which covers Task 2.2 and Task 2.3. The followings deliverables are expected: c. Knowledge management materials d. One final seminar to present findings of the work	15
5	Final report which covers the results of Task 1.3 and the Analysis and results of integration exercise.	15
	<b>Total</b>	100

The consultant will responsible for all expenses related to the assignments including, travel costs, meetings, and publications or any equipment/materials required.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the consultant 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.

## K. Recommended Presentation of Offer

Interested candidates must submit the following documents/information to demonstrate their qualification. Please group them into **one (1) single PDF document** as follows:

- **Personal CV**, indicating all past experience from similar projects, as well as contact details (email and telephone) of the Candidate, and at least three (3) professional references;
- **Letter of Confirmation of Interest and Availability and financial Proposal**, using the template provided that indicates the daily rate/fee of the candidate with expenses in Thai Bath; and
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment with **maximum 5 pages in Thai**.

**Incomplete proposals may not be considered.** Proposals that fail to meet the required information as described above will not be considered. The short-listed candidates may be contacted, and the successful candidate will be notified.

## **L. Criteria for Selection of the Best Offer**

The criteria which shall serve as the basis for evaluating offers are as follows:

### **Cumulative analysis**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable to the required qualifications; and b) 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.

### **Technical criteria for evaluation (Maximum 100%)**

- Criteria 1: Educational background - Max 10%
- Criteria 2: Relevant experience in the urban planning, climate change policy, and low carbon development - Max 30%
- Criteria3: Experience in managing projects and stakeholder engagement, public participation– Max 30%
- Criteria 4: Technical Proposal - Max 30%

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

## **M. Approval**

This TOR is approved by:

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Lovita Ramguttee  
Resident Representative a.i.  
UNDP Thailand

Date of Signing:

January 2019