



REQUEST FOR PROPOSAL (RFP)

RFP ABRH 01 /2015

26 February 2015

Dear Sir / Madam:

We kindly request you to submit your Proposal for **the provision of Economic Analysis of Climate Change of the project on "Strengthening Thailand's Capacity to link climate Policy and Public Finance"**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before 12 March 2015 at 14.00 hrs. (Bangkok Time) via email, courier mail or fax to the address below:

**United Nations Development Programme
Procurement and Administrative Services Manager United Nations Development Programme
Asia Pacific Regional Centre 3rd Floor United Nations Service Building Rajdamnern Nok Avenue,
Bangkok 10200, Thailand
Ms. Jarintorn Kiatniyomrung**

E-mail: rcb.procurement.th@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Somlak Supkongyu
Procurement and Administrative
Services Manager

Description of Requirements

Context of the Requirement	The provision of Economic Analysis of Climate Change of the project on “Strengthening Thailand’s Capacity to link climate Policy and Public Finance”.
Brief Description of the Required Services ¹	The main objective of this assignment is to strengthen the capacities of Royal Irrigation Department (RID) and Land Development Department (LDD) to integrate the climate change analysis (CCA) into their 2017 budget submissions and to provide technical supports for the consultative dialogues among key planning, budget, and functional agencies to develop the CCA guidelines for climate responsive budgeting, allocation and monitoring, primarily for those related to the agricultural sector. For this assignment, UNDP Thailand is seeking a national research agency specialized in climate change planning to provide technical supports for the capacity development of the concerned agencies as well as the development of the CCA guidelines. Details can be found on Terms of Reference (ToR) attached as Annex 2.
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • A final report (focusing on economic analysis of climate change) for RID/LDD capacity development highlighting the overall conclusion of the capacity development process i.e. achievements, limitations, lessons learned, and recommendations on the steps forward for the Ministry of Agriculture and Cooperatives (MoAC) to achieve the long term objective of being able to integrate the CCA into its budget proposals, prioritize projects and align them with national, sectoral, local and climate policy objectives, track, report on and monitor the impacts of expenditures related to climate change. • A final draft of CCA guidelines (focusing on economic analysis of climate change) as detailed in the TOR “scope of work”. <p>Details can be found on Detail Terms of Reference (ToR) as attached.</p>
Person to Supervise the Work/Performance of the Service Provider	The project management team of the project on “Strengthening Thailand’s Capacity to link climate Policy and Public Finance” in consultation with UNDP APCR’s Climate Finance cross-practice team.
Frequency of Reporting	Four time – every two months
Progress Reporting Requirements	Four reports – Work plan, Inception, Progress, Final reports
Location of work	<input checked="" type="checkbox"/> At Contractor’s Location

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Expected duration of work	April - November 2015			
Target start date	1 st of April 2015			
Latest completion date	30 th November 2015			
Travels Expected	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s
	RID's project site in Northern Thailand	4 days	Gather primary information from stakeholders and officials working in the fields	Between 16 May – 30 June 2015
	LDD's project site in North Eastern Thailand	4 days		
	The sites will be selected after consultation with RID and LDD officers during the 1 st & 2 nd Workshop.			
Special Security Requirements	N/A			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> Thai baht			
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
<ul style="list-style-type: none"> Payment Terms 	<ul style="list-style-type: none"> Please refer to Final Output indicate in ToR/ Final Products 			
	<ul style="list-style-type: none"> <u>Outputs</u> 	<u>Percentage</u>	<u>Timing</u>	<u>Condition for Payment Release</u>
	1. Detailed work plan and approach	20%	Upon submission of work plan.	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	2. 2.1 An inception report in English with an executive summary in Thai (focusing on economic analysis of climate change) for RID/LDD capacity building 2.2 An inception report for the CCA guidelines in English (focusing on economic analysis of climate change)	20%	Upon submission of inception, reports	
	3 3.1 A progress report in English with an executive summary in Thai (focusing on economic analysis of climate change) for RID/LDD capacity building 3.2 A draft CCA guidelines in English (focusing on economic analysis of climate change)	30%	Upon submission of progress reports	
	4. 4.1 A final report for RID/LDD capacity building in English with an executive	30%	Upon submission of final reports	

	summary in Thai (focusing on economic analysis of climate change) 4.2 A final draft of CCA guidelines in English (focusing on economic analysis of climate change)			
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Ms. Sutharin Koonphol Programme Specialist Inclusive Green Growth & Sustainable Development UNDP Thailand			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Institutional Contract			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 35% <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) <input checked="" type="checkbox"/> Detailed TOR			

Contact Person for Inquiries (Written inquiries only) ³	Jarintorn Kiatniyomrung, Procurement Associate rcb.procurement.th@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

TERMS OF REFERENCE

FOR INSTITUTIONAL CONTRACT

TITLE:	The provision of Economic Analysis of Climate Change of the project on "Strengthening Thailand's Capacity to link climate Policy and Public Finance".
AGENCY/PROJECT NAME:	UNDP Thailand Country Office, Inclusive Green Growth and Sustainable Development Team
COUNTRY OF ASSIGNMENT:	Thailand – with travel to partners' project sites within Thailand

1) GENERAL BACKGROUND

The 11th National Economic and Social Development Plan (2012-2016) sets a vision in moving Thailand towards a low carbon and climate resilient society as one of its 6 development pillars. This marks the first time that climate change issues have become an explicit goal on the national development agenda, rather than an obligation to the United Nations Framework Convention on Climate Change (UNFCCC) handled solely by the Ministry of Natural Resources and Environment. The policy and institutional infrastructure has also been put in place to support the move towards that direction, including the establishment of the National Climate Change Committee in 2006, the setting up of Thailand Greenhouse Gas Management Organization in 2007, and the forthcoming Climate Change Master Plan (2013-2050).

Nonetheless, an effective translation of the national vision into real and responsive actions on the ground remains a challenge. The process will require a transformational thinking, way of doing business, policy coherence and coordination, as well as tremendous investment and finance on capacity building and institutional strengthening efforts. The forthcoming National Climate Change Master Plan strongly recognizes that a well thought-out strategy for financing a response to climate change is essential and instrumental to support Thailand to be more ready and able to address climate change challenges, in the context of sustainable growth and inclusive development.

Based on the above context, the Project "**Strengthening Thailand's Capacity to Link Climate Policy with Public Finance**" was launched in 2013 with an aim to support Thailand in strengthening its institutional capacity to link a climate change policy with its budgetary allocations, and to report and measure over time the effectiveness of those policies and expenditures⁴. The Project is built on findings and recommendations of a **Climate Public Expenditure and Institutional Review (CPEIR)** conducted during January–June 2012. The CPEIR was one of few studies aimed at understanding the planning and institutional framework supporting Thailand's climate change policies, assessing the public finance management systems and reviewing public spending on activities that were related to climate. The CPEIR findings indicates that the climate budget between 2009 and 2011 represented an average of 2.7% of the government total budget (THB 52,000 million). There were 137 agencies involved

⁴ This will be achieved through following outputs:

Output 1: Institutional capacity built to integrate climate change objectives in relevant policy review and planning processes;

Output 2: Improved understanding of how the government budget impacts climate change; and

Output 3: Thailand's capacity strengthened to take leading position in south-south cooperation and innovation in the area of linking climate policy and public finance, especially among ASEAN countries.

in the delivery of climate activities but more than three quarters of the budget was concentrated in only 10 agencies, with two agencies: the Royal Irrigation Department of the Ministry of Agriculture and Cooperatives (MoAC) and the National Parks, Wildlife and Plant Conservation Department of the Ministry of Natural Resources and Environment (MoNRE) making up almost half of the allocated budget for climate related programmes in 2009-2011. The CPEIR also found that the majority of the climate budget was allocated to programmes that have either secondary objectives related to building climate resilience or contributing to climate mitigation; for example, the most financially significant element of the overall climate budget is the water distribution and storage programmes undertaken by the Ministry of Agriculture and Cooperatives. There are clear potential benefits for resilience to climate change from such programs, however, these are not perceived to be the primary objective

*Full report of CPEIR Thailand can be found at

http://www.th.undp.org/content/thailand/en/home/library/environment_energy/CPEIRThailand/

The CPEIR identified the gaps and constraints which need to be addressed further to develop an effective and coherent response to climate change in Thailand. One of the major gaps is related to **the integration of climate change within key sector policies**. The CPEIR shows that while overall responsibility for coordinating climate change policy may lie in the Office of Natural Resources and Environmental Planning and Policy (ONEP), expenditures of a whole of range ministries impact climate change. A coordinated approach to address climate change therefore requires that key sector policies (such as agriculture) be consistent with the government climate change policy at the national level.

As a step forward to addressing the CPEIR's recommendation on sectoral integration, the Project focused its work on **agriculture** as this sector received the largest proportion of climate related budgets during 2009-2011 according to the CPEIR. After the rapid review and assessment of MoAC's policy and institutional arrangements for planning and budgeting related to climate change during the last quarter of 2013, the **pilot analysis with the Ministry of Agriculture and Cooperative** was undertaken in 2014 with an aim to build capacity within MoAC to respond effectively to climate change, by improving the analysis of the effectiveness of MoAC expenditure to include consideration of the implications of climate change. Government officials from various departments under MoAC as well as non-MoAC agencies (namely Office of National Economic and Social Development Board, Bureau of Budget, Office of Natural Resources and Environmental Policy and Planning, Fiscal Policy Office) participated in the pilot analysis. The pilots were undertaken primarily as an ex-ante appraisal of policies and programmes by using an extended Cost Benefit Analysis (CBA) framework that is recommended for policy appraisals. This included an estimation of the economic benefits arising from the policy and was extended to recognise the wider social and environmental benefits. The approach taken in the analysis was to assess the net benefits with and without CC and to compare the two. The pilot analysis covered 5 programmes: i) climate proofing irrigation; ii) integrated pest management; iii) improved shrimp farming; iv) biogas from pig waste; and v) vetiver grass. Quantitatively, the pilot analysis showed the sensitivity of MOAC programmes to CC, which allowed MOAC to demonstrate that devoting more resources to addressing CC, both through changes in the balance of funding to different programmes and through designs to improve the CC% of programmes (eg through climate proofing) could be effective strategies to address the impacts of climate change in the agricultural sector. The analysis also estimated the monetary value of the additional benefits, which provided a good indication for central economic agencies of the value of MOAC activities, both with and without CC

*Details of the Pilot Analysis can be found at the following URL:

http://www.onep.go.th/index.php?option=com_content&view=article&id=8700:2014-08-26-09-51-12&catid=152:2012-03-19-07-08-32&Itemid=323

The Pilot Analysis undertaken during 2014 clearly demonstrated how the climate change components can be explicitly defined and integrated in the sectoral planning and budgeting. Though shortly conducted with limited information at hand, the pilot work has paved the way for deeper interventions in 2015, gearing towards strengthening institutional capacities for sectoral budget submissions and integration of the Climate Change Analysis (CCA) into existing national budget allocation criteria.

In 2015, following activities will be undertaken based on the MoAC pilot works carried out in 2014:

- **At the sectoral level**, the Project aims to further strengthen capacities of government officials in the two key departments under MoAC (Royal Irrigation Departments – RID and Land Development Department – LDD) to **integrate the Climate Change Analysis (CCA) into their actual budget proposals for the 2017 budget submissions**⁵. Currently, these two departments received around 45,287.3 million baht for 2014 budget, accountable for almost 60% of the total MoAC budget. It is anticipated that technical capacities of RID and LDD officials would be strengthened, through coaching, in three main areas: (1) their comprehension and effective utilization of available climate change data/information to design/formulate budget proposals; (2) their analysis of climate change benefits (and/or costs) to clearly define, quantify, and track climate change related components of selected project proposals, and (3) their abilities to replicate the climate change analysis to other related project proposals submitted for 2017 budget and beyond. The coaching activities will be conducted during Q1-Q3 in 2015 with two key expected outputs:
 - I. The climate change analysis is integrated into selected (and related) budget proposals of RID and LDD for 2017 Budget submissions; and
 - II. Existing KPIs are clearly interpreted in the context of climate change.
- **At the national level**, in parallel to the bottom-up coaching support, the project will facilitate consultative dialogues among national policy and planning agencies, together with budget and finance agencies with an aim to **integrate the Climate Change Analysis (CCA) into existing national budget allocation criteria** (in a similar way to the use of EIA and HIA). Technical inputs from national and international consultants as well as experiences from MoAC coaching will be fed to the forums which will be organized back to back with the sectoral coaching. The key related agencies will jointly consider and develop a guideline [*currently named "Climate Change Analysis" - CCA*] to help line ministries (starting with Agriculture) integrate the climate dimension in their policy appraisals prior to their submission to the Bureau of Budget. The guidelines are expected to help the Bureau of Budget understand the benefits and costs of climate change actions and help an informed decision regarding any requested shift or additional allocation

2) OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to strengthen the capacities of RID and LDD to (1) conduct the climate change analysis (economic aspect) and be able to integrate the CCA into their 2017 budget submissions and (2) to provide technical supports for the consultative dialogues among key planning, budget, and functional agencies to develop the CCA guidelines

⁵ The submission of 2016 budget need to be completed during Q1 2015 which is not in time.

used for project approvals and budget allocation criteria, primarily for those related to the agricultural sector⁶. For this assignment, UNDP Thailand is seeking a national research agency specialized in economic analysis of climate change to provide technical supports for the capacity development of the concerned line agencies as well as the development of the CCA guidelines.

3) SCOPE OF WORK

A national research agency will work with a climate change analysis team composing of a Senior Climate Change Finance Advisor (international consultant to be recruited by UNDP) and other two national consultants specialized in climate change science and budget/fiscal analysis (to be recruited by UNDP) to provide technical supports for the capacity development of RID and LDD to integrate the CCA into their 2017 budget submission and the development of CCA guidelines specified below which shall be carried out in three phases: inception, capacity building, and conclusion phases. During April-October 2015, four workshops related to the capacity development and the CCA guideline will be carried out: April (inception - one workshop), May and July (capacity building and consultations - two workshops), and October (conclusion - one workshop). For each time, the two-day capacity development workshop of RID/LDD will be held back to back with the one-day consultative workshop for the development of CCA guidelines. In particular, the national research agency will focus its technical provision on the economic analysis of climate change and will undertake the followings:

2.1 Inception (April 2015)

RID/LDD Capacity Development

- a) Work jointly with the international and national consultants to facilitate consultative discussions with the RID and LDD technical working group comprising of officials from planning and monitoring, project management, research, water/land management divisions, to
 - Review RID and LDD planning and budgeting processes, existing activities, project appraisal techniques as well as existing KPIs that can be interpreted in the context of climate change, as well as their future plans for the 2017 budget submissions;
 - Identify entry points for integrating the CCA into budget proposals and measuring the impacts of CC on their expenditures more objectively; and
 - Discuss and agree with RID/LDD on the scope of the capacity development exercise (i.e. whether to select a few specific projects for climate change benefit analysis or to work across the full range of projects aimed for 2017 budget submission), techniques/tools/methodologies to be used for measuring climate change benefits as well as poverty co-benefits (i.e. working on existing systems, modifying them if and when needed and/or introducing additional ones), and their internal coordination for knowledge management among RID/LDD officials.

The national research agency will particularly focus its technical provision on economic analysis of climate change.

- b) Work jointly with an international consultant and other national consultants to produce a short inception report in English together with an executive summary in Thai that covers and analyzes in its first part the RID and LDD (i) planning and budgeting processes and

⁶ This would be subsequently expanded and scaled up to other sectors.

existing activities, (ii) tools/techniques used for project appraisal/M&E frameworks, (iii) future plans for budget submissions, (iv) identification of entry points CCA integration into budget proposals and M&E frameworks to integrate CC into their budget proposals and measure the impacts of CC on their expenditures more objectively and (v) agreeing on the scope of the capacity development exercise (rationales for project selection and potentials for replicating the climate change analysis). The second part should focus on the scope and work plan for the coaching exercise. The work plan shall specify the scope, objectives, content, outputs and outcomes of each workshop that are expected to be conducted jointly between the international consultant and the national agency, including the methodologies and instruments that will be covered. Roles and responsibilities for the production of the inception report shall be agreed among members of the climate change analysis team, and the national research agency shall particularly focus its technical provision on economic analysis of climate change.

Development of the CCA Guidelines

- Work jointly with the international consultant and other national consultants to present a draft framework for discussions/outline of key issues related to the development of CCA guidelines to the consultative forum (the national research agency will focus its technical provision on the economic analysis aspect);
- Facilitate consultative discussions focusing on economic analysis aspect with key planning, budget, and line agencies, to discuss and agree on the scope of CCA guidelines, key elements to be considered, technical inputs required, international/regional experiences to be learned and adopted, expected outputs and timeframe, and coordination mechanisms among agencies needed to make use of the guidelines; and
- Work jointly with the international consultant and other national consultants to produce a short inception report in English together with an executive summary in Thai that covers and summarize the key issues discussed, technical inputs required, and steps for the development of the CCA guidelines. Roles and responsibilities for the production of the inception report shall be agreed among members of the climate change analysis team, and the national research agency shall particularly focus its technical provision on economic analysis of climate change.

2.2 Capacity Building and Consultations (May and July 2015)

RID/LDD Capacity Development

- a) Work jointly with the international and national consultants to prepare materials for the capacity development sessions to integrate CCA into budget proposals and M&E framework in order to identify the climate component of their budget proposals and to measure the impacts of CC on their expenditures more objectively; the national research agency will focus its technical provision on economic analysis of climate change.
- b) Ensure that the following will be achieved, taking into account the existing RID and LDD practices and capacities:
 - Hand on experiences regarding tools/techniques used for measuring climate change benefits and poverty co-benefits as well as those for monitoring and evaluating policies to address climate change impacts ;
 - Integration of the climate change analysis into the actual budget proposal format and interpretation of existing KPIs in the context of climate change; and
 - Preparation to replicate the analysis to other budget proposals and preparation for 2017

budget submission.

- c) Work jointly with the international and other consultants to produce a short progress report in English together with an executive summary in Thai presenting the concepts, instrument and frameworks learned and used, assessing capacity gaps of RID/LDD officials and making recommendations to address them. The report should also cover the challenges encountered, the potential risks (i.e. missing the 2017 target), and risk mitigation measures. Roles and responsibilities for the production of the progress report shall be agreed among members of the climate change analysis team, and the national research agency shall particularly focus its technical provision on economic analysis of climate change.

Development of the CCA Guidelines

- a) Work jointly with the international and national consultants to

- Prepare materials for the consultative process in line with the scope and key discussion issues agreed at the inception workshop with an aim to develop the CCA guidelines for the agricultural budget proposals;
- Develop the content and material for the consultative process discussions (e.g. international/regional cases and experiences, lessons learned from the MoAC capacity development, short technical presentations, concept notes, etc.) in order to discuss and agree on key elements of the draft CCA guidelines;
- Present the draft CCA guidelines for further review, comments, and revisions;
- Ensure that outputs achieved and lessons learned from the capacity development activities will be feeding into the national consultative forums to develop the CCA guidelines; and
- Produce an English version of a draft CCA guidelines, based on the consultations with concerned agencies.

The national research agency will particularly focus its technical provision on economic analysis of climate change.

- b) The outline of the guidelines should be as follow:

- Background and rationale;
- Scope and objectives (i.e. primarily drafted for agricultural budget proposals for government budget allocation); and
- Key elements such as

i) A commonly agreed references/sources of climate change related data/information to be used for analysis, taking into considerations the issues related to confidentiality, credibility, and availability;

ii) A commonly agreed toolkit to be used for the definition climate change relevant actions, assessing climate related benefits, and tracking climate actions performance, taking into considerations their associated strengths and limitations;

iii) A commonly agreed set of criteria and template to be used for project approval and budget consideration, with an aim to prioritize projects, allocate budgets, and monitor expenditures;

iv) Institutional arrangement and coordinating mechanisms needed to help mainstream the guidelines; and

v) Conclusion and recommendations for subsequent work (i.e. expansion of the scope to cover non-agricultural budget proposals as well as identification of capacity building

needs.

2.3 Conclusion (November 2015)

RID/LDD Capacity Development

- a) Work jointly with the international and national consultants to facilitate consultative discussions at the final workshop with a focus on (i) challenges (and how to mitigate them) and opportunities for replications both within and between departments under MoAC, (ii) supporting institutional arrangement and management mechanisms within MoAC, (iii) further capacity building needs, and (iv) linkages between this exercises and the CCA guideline. The national research agency will focus its technical provision on economic analysis of climate change.
- b) Work jointly with the international consultant to produce a final report in English together with an executive summary in Thai highlighting the overall conclusion of the capacity development process i.e. achievements, limitations, lessons learned, and recommendations on the steps forward for MoAC to achieve the long term objective of being able to integrate CCA into its budget proposals, prioritize projects and align them with national, sectoral, local and climate policy objectives, track, report on and monitor the impacts of expenditures related to climate change. Roles and responsibilities for the production of the final report shall be agreed among members of the climate change analysis team, and the national research agency shall particularly focus its technical provision on economic analysis of climate change

Development of the CCA Guidelines

- a) Work jointly with the international consultant and other national consultants to finalize the draft guidelines and present to the consultative forum for endorsement.
- b) Facilitate consultations with key planning, budget, and line agencies with a focus on (i) future policy endorsement process, (ii) support institutional arrangement and coordinating mechanism, and (iii) plan for operationalizing the guidelines (i.e. capacity development of government officials, potential training institution, etc.
- c) The national research agency will particularly focus its technical provision on economic analysis of climate change.

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

Duration of Contract: 1st April 2015 to 31 October 2015 with total of 60 working days

Duty Station and Expected Places of Travel: Office-Based / with approx. 8 days travel to visit partners' project site in Thailand

5) FINAL PRODUCTS

The consultant is expected to deliver following outputs:

Deliverable	Content	Timing
1	<ul style="list-style-type: none"> Detailed work plan and approach 	Ten days after contract signing
2	<ul style="list-style-type: none"> An inception report in English with an executive summary in Thai for RID/LDD coaching as detailed in the TOR "scope of work" containing the review of RID/LDD planning and budgeting processes, tools/techniques used for project appraisal/M&E, future plan for budget submissions, identification of entry points for integrating CCA into budget proposals and M&E framework, and agreeing on the scope of the capacity development exercise (rationales for project selection and potentials for replicating the climate change analysis). , together with the scope and work plan for the capacity development exercise. An inception report in English for the CCA guidelines as detailed in the TOR "scope of works" summarizing key issues discussed, technical inputs required, and steps for the development of the CCA guidelines. 	By 30 April 2015
3	<ul style="list-style-type: none"> A progress report in English with an executive summary in Thai for RID/LDD coaching as detailed in the TOR "scope of work" presenting the concepts, instrument and frameworks learned and used, assessing capacity gaps of RID/LDD officials and making recommendations to address them. The report should also cover the challenges encountered, the potential risks (i.e. missing the 2017 target), and risk mitigation measures. A draft CCA guidelines in English as detailed in the TOR "scope of work" including background and rationales, scope and objective, key elements, and institutional arrangements 	By 15 August 2015
4	<ul style="list-style-type: none"> A final report in English with an executive summary in Thai for RID/LDD capacity development as detailed in the TOR "scope of work" highlighting the overall conclusion of the capacity development process i.e. achievements, limitations, lessons learned, and recommendations on the steps forward for MoAC to achieve the 	By 15 October 2015

	<p>long term objective of being able to integrate CCA into its budget proposals, prioritize projects and align them with national, sectoral, local and climate policy objectives, track, report on and monitor the impacts of expenditures related to climate change.</p> <ul style="list-style-type: none"> • A final draft of CCA guideline in English as detailed in the TOR "scope of work". 	
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6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work under the overall supervision of the project management team of the project on "Strengthening Thailand's Capacity to link climate Policy and Public Finance" in consultation with UNDP APRC's Climate Finance cross-practice team.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The national research agency to conduct this capacity building exercise and the development of CCA guidelines should possess the following qualifications:

- Minimum of 10 years of experience in providing technical (economic) analysis to public agencies in Thailand to help formulate economic, social, and environmental policies;
- Experiences in climate change policy research and relevant sectors such as agriculture would be desirable;
- Experiences in working with government agencies, particularly Ministry of Natural Resources and Environment and Ministry of Agriculture and Cooperatives would be advantages;
- Network with other research, policy, and training institutions in Thailand.

The team members of the national research agency to conduct this capacity building exercise and the development of CCA guidelines should possess the following qualifications: :

Education :

- Master's degree in economics or closely related subjects.

Professional experience:

- Minimum 5 years of experience in economic analysis, cost-benefit analysis, policy analysis and advice;
- Expertise and experience in climate change and relevant sectors such as agriculture would be desirable;
- Familiarity with government planning systems and institutional roles;
- Ability to interact with senior government officials;
- Team leadership experience;
- Ability to work under pressure and time constraint;
- Excellent written and oral communication skills; and
- Fluency in both English and Thai is required

8) REVIEW TIME REQUIRED

10 days after submission of each output.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

Bangkok
25 February 2015

To: **Ms. Somlak Supkongyu**
Procurement and Administrative Services Manager

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated 26 February 2015, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- d) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or

C. Qualifications of Key Personnel

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4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*