

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 27 May 2015

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**Country:** UNDP - Thailand

**Description of the assignment:** National Expert on Biennial Update Report (BUR-1)

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

**Project name:** Inclusive Green Growth and Sustainable Development, UNDP Thailand / Third National Communication and Biennial Update Report (TNC-BUR) Project

**Period of assignment/services (if applicable):** June 2015 – December 2015

Proposal should be submitted a by email to [rcb.procurement.th@undp.org](mailto:rcb.procurement.th@undp.org) no later than **10 June 2015**. **The closing date has been extended to 17 June 2015.**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Bangkok Regional Hub will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. BACKGROUND

Thailand ratified the UN Framework Convention on Climate Change (UNFCCC) in 1994 and Kyoto Protocol (KP) in 2002. The country submitted its Initial National Communication in November 2000 and the Second National Communication in March 2011. The National Climate Change Committee, chaired by the Prime Minister, is the top policy body on climate change of Thailand. The Office of Natural Resource and Environmental Policy and Planning is the National Focal Point (NFP) for the UNFCCC and KP. Thailand has implemented its national strategic plan on climate change for 2007 – 2011 since 2007. Currently, Thailand is preparing its long-term strategic plan for Climate Change. Thailand's Climate Change Master Plan for 2012-2050 has been drafted and is currently under public consultation process. With the vision of having framework and approaches to adapt to climate change and enhance climate resilience, to apply appropriate and efficient technologies to sustain national competitiveness and development toward sustainable low-carbon and sufficiency economy, three key strategies have been specified – Adaptation, Mitigation and Capacity building on Climate

Change Risk Management. The stakeholder consultation will be conducted in 5 regions of the country.

The national communication is a vital medium for the exchange of information on Parties' responses to climate change and UNFCCC process. It allows the parties to highlight the issues, problems, gaps and constraints faced as well as technical and financial supports needed by the Parties. The national communication can form a two-way communication with the Convention in addressing climate change. Information from the national communications has been used to integrate climate change issues into national sustainable development policy and planning. More specifically, the PSC members and representatives of relevant agencies, particularly National Economic and Social Development Office, Ministry of Energy, Ministry of Agriculture and Cooperatives etc. that participated in the SNC process have used the technical and SNC reports as well as experiences in their relevant policy and planning process. As a result, Thailand has included climate change components into the national macro, sectoral and provincial socio-economic policy and planning process.

In Thailand, the Office of the Natural Resources and Environmental Policy and Planning (ONEP), as the UNFCCC focal point, is leading the process of developing TNC and BUR, in collaboration with the United Nations Development Programme (UNDP, with the financial support from the Global Environment Facility.

The objective of this project is to enable Thailand to prepare its Third National Communication (TNC) under decision 17/CP.7 and the First Biennial Update Report (BUR) under decision 2/CP.17 of the United Nations Framework Convention on Climate Change. The TNC and BUR will build upon previous studies and the self-assessment exercises, based on the UNFCCC Guidelines. The project will be carried out by Office of Natural Resource and Environmental Policy and Planning, Ministry of Natural Resources and Environment in the most efficient and effective manner under the guidance of PSC and the National Climate Change Sub-committee. The TNC components of the project include (a) GHG inventory (b) Measures to facilitate adaptation to climate change, (c) Measures to mitigate climate change, (d) Relevant information to achieve the objective of the Convention, (e) Gaps and constraints and related financial, technical and capacity needs. The BUR component of the project include (a) GHG inventory for 2010, (b) mitigation actions/measures (c) constraints and gaps related to financial, technical and capacity and support needs (d) BUR support received and needed. The preparation of the TNC and BUR is expected to enhance general public awareness and knowledge, to integrate the preparation process of TNC and BUR and mainstream climate change into national sustainable development process of Thailand. The project will also strengthen the cooperation between Thailand and other Parties to achieve the ultimate objectives of the UNFCCC.

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

### **Objective of the assignment**

This TOR is for the position of National Expert on Biennial Update Report (BUR-1) to develop a synthesis for the Biennial Update Report 1 (BUR-1)

### **Scope of Work**

The National Expert on Biennial Update Report (BUR-1) will work closely with the TNC-BUR technical teams, coordinated by TNC-BUR Team Leader, Sirindhorn International Institute of Technology (SIIT), under the guidance of the Office of Natural Resources and Environmental Policy and Planning (ONEP) and United Nations Development Programme (UNDP) on the followings:

1. Write a National Circumstance Section for BUR-1, including information update on national circumstances, other relevant information, constraints and needs, as well as public awareness
2. Write BUR 1 for Thailand in English for submission to UNFCCC according to the BUR guideline, and based on inputs and analysis from technical team members as well as stakeholders consultation. The report will include the information on capacity building needs with regards to NAMA, MRV, and national registry system
3. Provide the translation of BUR-1 into Thai Language
4. Serve as a resource person in the stakeholders' consultation and validation processes of the BUR 1 report.

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

### I. Academic Qualifications:

- Thai National only with a Master Degree in environment, biodiversity, biology or a closely related field, or equivalent relevant work experience.

### II. Years of experience:

- At least 10 years of experience in research, project development related to climate change issues
- Demonstrated in-depth knowledge on Thailand's climate change policies, actions, as well as international climate change negotiation context
- Experience working on the national communication process will be an asset
- Experience in dealing with international and national experts and institutions.
- Sound understanding of biodiversity and ecosystems management and finance.
- Sound understanding of key software packages (MS Office)

### III. Language:

- Good command of English both spoken and written.

#### IV. Competencies:

##### **Functional Competencies:**

- Strong analytical, writing and communication skills.
- Ability to prepare publications, reports and presentations.
- Ability to work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with government strongly desired.

##### *Client Orientation*

- Contributing to positive outcomes for the client
- Anticipates client needs;
- Works towards creating an enabling environment for a smooth relationship between the clients and service provider;
- Demonstrates understanding of client's perspective.

##### *Promoting Organizational Learning and Knowledge Sharing*

##### *Developing tools and mechanisms*

- Makes the case for innovative ideas documenting successes and building them into the design of new approaches;
- Identifies new approaches and strategies that promote the use of tools and mechanisms.

##### **Core Competencies:**

- Promoting ethics and integrity, creating organizational precedents;
- Building support and political acumen;
- Building staff competence, creating an environment of creativity and innovation;
- Building and promoting effective teams;
- Creating and promoting enabling environment for open communication;
- Creating an emotionally intelligent organization;
- Leveraging conflict in the interests of UNDP & setting standards;
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning. Promoting learning and knowledge management/sharing is the responsibility of each staff member;
- Fair and transparent decision making; calculated risk-taking.

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

**Contract Duration:** June 2015 – December 2015

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

## 5. FINAL PRODUCTS

The consultant is expected to deliver the followings.

1. Report on National Circumstances Section for BUR-1 and TNC
2. Complete the synthesis report of BUR-1 in English
3. Complete the translation of BUR-1 in Thai

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The National Expert on Biennial Update Report (BUR-1) will report to UNDP programme specialist on Inclusive Green Growth and Sustainable Development through the Director of ONEP's Office of Climate Change Coordination.

Technical clearance of each deliverable will be through the review and endorsement of the Director of ONEP's Office of Climate Change Coordination. Upon the receipt of ONEP's clearance, UNDP will release payment accordingly.

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

Interested individual consultant must submit the following documents/information to demonstrate your qualifications:

1. **Proposal:** Brief proposal explaining why you are the most suitable for this consultancy and Brief Description of Approach to work including confirmation on availability to take up assignment for the whole period.
2. **Financial proposal:** The financial proposal must indicate **Lump sum professional fee in Thai Baht (THB).**  
**To submit Financial Proposal, please use Template of Submission of Financial Proposal provided in Annex I.**
3. Personal CV and/or P.11<sup>1</sup> including past experience in similar projects and the name and contact details of 3 references

## 8. FINANCIAL PROPOSAL

### **Professional Fee:**

**The contract will be based on Lump sum payment including Professional Fee**

The financial proposal will specify the **Lump sum professional Fee (with breakdown of daily fee x number of working day) in Thai Baht (THB).** The payments will be made to the Individual Consultant

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<sup>1</sup> UNDP P.11 Form can be downloaded from

[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

based on the completion of the deliverables indicated in the TOR. **To submit Financial Proposal, please use Template of Submission of Financial Proposal provided in Annex I.**

## 9. EVALUATION

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 350 technical points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<b><u>Technical</u></b>	<b>70%</b>	<b>500</b>
• Experience related to services	30	150
• Written proposal/test and interview result	40	200
• Expertise & Availability	30	150
<b><u>Financial</u></b>	<b>30%</b>	<b>100</b>

## **ANNEXES**

**ANNEX I – TEMPLATE FOR OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND SUBMISSION OF FINANCIAL PROPOSAL**

**ANNEX II - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**