

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 27 August 2015

Country: UNDP CO Thailand

Description of the assignment: National Consultant on Terminal Evaluation (TE) of the Sustainable Management of Biodiversity in Thailand's Production Landscape (PIMS #3642).

Project name: Sustainable Management of Biodiversity in Thailand's Production Landscape (PIMS #3642).

Period of assignment/services (if applicable): 3 months during October 2015 – December 2015 with maximum of 25 working days.

Duty Station and expected place of Travel: Home based with travel to field missions to the project sites in Prachinburi, Kanchanaburi, Ranong, Pang Nga Province.

How to apply: Please access <http://jobs.undp.org> (By location>Asia and the Pacific>Environment and Energy for vacancy notification and apply through the website. http://jobs.undp.org/cj_view_jobs.cfm?is_consult=1

Proposals may be submitted before or on **10 September 2015**

1. BACKGROUND

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP support GEF financed projects are required to undergo a terminal evaluation upon completion of implementation. These terms of reference (TOR) sets out the expectations for a Terminal Evaluation (TE) of the Sustainable Management of Biodiversity in Thailand's Production Landscape (PIMS #3642). The essentials of the project to be evaluated are as follows:

PROJECT SUMMARY TABLE

Project Title:	Sustainable Management of Biodiversity in Thailand's Production Landscape			
GEF Project ID:	3940 (GEF PMIS#)		<i>at endorsement</i> (Million US\$)	<i>at completion</i> (Million US\$)

UNDP Project ID:	3642 (UNDP PIMS#) 00077720 (UNDP Atlas ID)	GEF financing:	1,940,000	
Country:	Thailand	IA/EA own:	5,518,000	
Region:	Asia-Pacific	Government:		
Focal Area:	Biodiversity	Other:		
FA Objectives, (OP/SP):	Mountain ecosystems (OP: Operational Programme); Mainstreaming biodiversity in production (SP: Strategic Priority)	Total co-financing:	5,518,000	
Executing Agency:	The Biodiversity-based Economy Development Office (BEDO)	Total Project Cost:	7,458,000	
Other Partners involved:		ProDoc Signature (date project began):		29 December 2011
		(Operational) Closing Date:	Proposed: 31 December 2015	Actual:

The Biodiversity-based Economy Development Office (BEDO) as a public organization was given the mandate of promoting conservation of biodiversity in production landscapes, improving local community knowledge of best practice for sustainable production and enhancing biodiversity-based economic development. The long-term challenges for BEDO is to ensure that Biodiversity conservation is mainstreamed into production and marketing of agricultural, forestry and fishery business, to create community incentives to conserve and enhance biodiversity in Thailand's land- and seascapes while maintaining appropriate incomes to satisfy family needs for livelihood and wellbeing.

There are three main barriers to achieve this: (i) At the national level, the institutional framework is not sufficiently capacitated to address the needs of an emerging biodiversity-based business sector, based on sustainable harvesting and production principles, (ii) At the community-level, sustainable production approaches and biodiversity conservation efforts are inadequate due to low incomes from present product categories, and (iii) Community revenues are limited due to low prices in the commodity market, as well as to high transaction costs in the supply chains.

The project aims to directly address these barriers through the three major outcomes of this project:

1. Building national capacity for support of Biodiversity Business
2. Piloting Community-based Social Enterprises (CbSE) in valuable Eco-regions
3. Mainstreaming Biodiversity Business into the supply chains of high-value consumer markets

The TE will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects.

The purpose of the evaluation is to add to promote accountability and transparency, and to assess and disclose the extent of project accomplishments; to synthesize lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities; to provide feedback on issues that are recurrent across the UNDP portfolio and need attention, and on improvements regarding previously identified issues; to contribute to the overall assessment of results in achieving GEF strategic objectives aimed at global environmental benefit; and to gauge the extent of project convergence with other UN and UNDP priorities, including harmonization with other UN Development Assistance Framework (UNDAF) and UNDP Country Programme Action Plan (CPAP) outcomes and outputs.

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

Objective of the assignment

The objectives of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

Scope of Work

The scope of the evaluation covers an assessment and analysis of the relevance, effectiveness, efficiency, sustainability, and impact of the project, covering areas such as project design, monitoring and evaluation, attainment of outcomes, implementation agency and executing agency execution, management arrangements, work planning, finance and co-finance, stakeholder engagement, reporting, communications, etc.

The evaluation team will be composed of *an international and a national evaluator*. The consultants shall have prior experience in evaluating similar projects. Experience with GEF financed projects is an advantage. The international evaluator will be designated as the team leader and will be responsible for finalizing the report. The evaluators selected should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

A. International Lead Consultant

Responsibilities

- Documentation review
- Leading the TE Team in planning, conducting and reporting on the evaluation
- Deciding on division of labor within the Team and ensuring timeliness of reports
- Use of best practice evaluation methodologies in conducting the evaluation
- Leading the drafting and finalization of the Inception Report for the Terminal Evaluation
- Leading presentation of the draft evaluation findings and recommendations in-country
- Conducting the de-briefing for the UNDP Country Office in Thailand and Core Project Management

Team

- Leading the drafting and finalization of the Terminal Evaluation Report

B. National Consultant

Responsibilities

- Documentation review and data gathering
- Contributing to the development of the review plan and methodology
- Conducting those elements of the evaluation determined jointly with the international consultant and UNDP
- Contributing to presentation of the review findings and recommendations at the wrap-up meeting
- Contributing to the drafting and finalization of the review report

Detail of evaluation can be found on the ANNEX IV- UNDP-GEF TERMINAL EVALUTION TERMS OF REFERENCE

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Thai National only with a Master's degree in environmental studies, development studies, social sciences and/ or other related fields

II. Years of experience:

- At least ten years of project development and implementation
- Minimum of five years of project evaluation and/or implementation experience in the result-based management framework, adaptive management and UNDP or GEF Monitoring and Evaluation Policy

III. Language:

- Good command of English both spoken and written.

IV. Competencies:

Functional Competencies:

- Multilateral and bilateral funded project development and implementation
- Familiarity with Thailand national development policies, programs and projects

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: 3 months during October 2015 – December 2015 with maximum of 25 working days.

Duty Station and expected place of Travel: Home based with travel to field missions to the project sites in Prachinburi, Kanchanaburi, Ranong, Pang Nga Province.

The principal responsibility for managing this evaluation resides with the UNDP CO in Thailand. The UNDP CO will contract the evaluators and ensure the timely provision of per diems and travel arrangements within the country for the evaluation team. The Project Team will be responsible for liaising with the Evaluators team to set up stakeholder interviews, arrange field visits, coordinate with the Government etc.

5. FINAL PRODUCTS

The evaluation team is expected to deliver the following:

Deliverable	Content	Timing	Responsibilities
Inception Report	Evaluator provides clarifications on timing and method	No later than 2 weeks before the evaluation mission:	Evaluator submits to UNDP CO

		<i>8 October 2015.</i>	
Presentation	Initial Findings	End of evaluation mission: <i>13 November 2015.</i>	To project management, UNDP CO
Draft Final Report	Full report, (per annexed template) with annexes	Within 1.5 weeks of the evaluation mission: <i>23 November 2015.</i>	Sent to CO, reviewed by RTA, PCU, GEF OFPs
Final Report*	Revised report	Within 1 week of receiving UNDP comments on draft: <i>18 December 2015</i>	Sent to CO for uploading to UNDP ERC.

*When submitting the final evaluation report, the evaluator is required also to provide an 'audit trail', detailing how all received comments have (and have not) been addressed in the final evaluation report. See [Annex H](#) for an audit trail template.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work under the overall supervision of the Programme Specialist, Inclusive Green Growth & Sustainable Development, UNDP Thailand

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individuals must submit the following documents /information to demonstrate their qualification, experience and suitability to undertake the assignment. **All supporting documents (a-d) must be part of the detailed CV and uploaded as one document**

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P.11¹, 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;
- c) Brief description of why the individual considers him/herself as the most suitable for the assignment
- d) Financial Proposal that indicates the all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

¹ UNDP P.11 Form can be downloaded from

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

8. FINANCIAL PROPOSAL

The financial proposal will specify the **Lump sum professional Fee (with breakdown of Daily fee x number of working day) and lump sum travel related expenses (with breakdown of all travel related expenses) in Thai Baht (THB).** The payments will be made to the Individual Consultant 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
<u>Technical</u>	70%	500
• Experience related to services	40	200
• Written proposal/test and/or interview result	20	100
• Expertise & Availability	40	200
<u>Financial</u>	30%	100

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**
- **ANNEX III – GUIDEDANCE FOR CONDUCTION TERMINAL EVALUATIONS OF UNDP-SUPPORTED, GEF-FINANCED PROJECTS**
- **ANNEX IV- UNDP-GEF TERMINAL EVALUTION TERMS OF REFERENCE**