



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 May 2016

**Country:** UNDP Bangkok Regional Hub (BRH), Thailand

**Description of the Assignment:** Climate Change Mitigation Specialist

**Duty Station:** Thailand - Home-based with travel in Bangkok

**Project Name:** Thailand's Domestic Preparation for Post – 2020 Contributions (INDC) and Strengthening Thailand's Capacity to Link Climate Policy and Public Finance

**Period of Assignment/Services (if applicable):** June 2016 – 31 December 2016

**How to Apply:** Please access the below link and apply through the website:

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_lang=en&cur\\_job\\_id=66322](https://jobs.undp.org/cj_view_job.cfm?cur_lang=en&cur_job_id=66322)

### 1. BACKGROUND

In November 2013 during COP 19, a decision on “Intended Nationally Determined Contributions” (INDCs) was adopted. This decision invited “all Parties to initiate or intensify domestic preparations for their intended nationally determined contributions, without prejudice to the legal nature of the contributions, in the context of adopting a protocol, another legal instrument or an agreed outcome with legal force under the Convention for the period post 2020 applicable to all Parties towards achieving the objective of the Convention as set out in its Article 2 and to communicate them well in advance of the twenty-first session of the Conference of the Parties (by the first quarter of 2015 by those Parties ready to do so) in a manner that facilitates the clarity, transparency and understanding of the intended contributions, without prejudice to the legal nature of the contributions.” (Dec.1/CP19).

Due to the fact that this decision of the COP did not provide any further guidance or information on INDCs and there was a lack of specific financial support mechanisms to non-Annex I Parties for the initiation and/or intensification of domestic preparations for INDCs, the Project on “Thailand's Domestic Preparation for Post 2020 Contributions” was developed under the collaboration between ONEP and UNDP countries to engage the country in the exercise of identifying, consulting, preparing, and communicating INDCs in advance of the COP21, with support from GEF STAR allocations. The Project supports Thailand to ensure solid technical ground in preparation for ratification process and

formulate concrete roadmap to guide INDC/NDC implementation, in line with agreements reached or to be reached further in UNFCCC.

Although Thailand successfully submitted its INDC to UNFCCC on 1<sup>st</sup> October 2015 with the technical supports under this Project, the implementation of this new climate change action plan is still a challenge. In order to reduce its greenhouse gas emissions by 20 per cent from the projected business-as-usual (BAU) level by 2030, a clear roadmap to guide INDC implementation is essential. With the combined financial supports from the Projects on “Thailand’s Domestic Preparation for Post 2020 Contributions” and “Strengthening Thailand’s Capacity to Link Climate Policy and Public Finance”, UNDP, in this regards, is seeking a climate change mitigation specialist to formulate the INDC implementation roadmap, particularly for key sectors e.g. energy, transport, waste, and industry, in order to guide related planning and sectoral agencies in Thailand to embark on the implementation, in accordance with the Paris Agreement.

## 2. SCOPE OF WORK

### Scope of Work:

Under the guidance of ONEP’s Office of Climate Change Coordination and UNDP’s Inclusive Green Growth & Sustainable Development Unit, the Climate Change Mitigation Specialist will undertake the followings:

- I. Preparation for INDC Implementation roadmap (Energy, transport, waste, and industry)**
  - Define mitigation reduction target in energy, transport, waste, and industry;
  - Consult with agencies related to these sectors on the progress of implementation and also perform the need and gap assessments;
  - Develop a framework for INDC implementation roadmap containing CC mitigation measures and targets (20% from BAU) based on AIM modelling.
- II. Development of INDC Implementation roadmap (Energy, transport, waste, and industry)**
  - Organize a kick off meeting to consider the draft framework for INDC implementation roadmap;
  - Consult with each sectoral working group in order to seek comments/suggestions and subsequently develop the detailed CC mitigation measures for each respective sector;
  - Develop detailed INDC implementation roadmap;
  - Hold consultations on the draft roadmap and subsequently revise the draft;
  - Draft Policy matrix and identify cross-cutting measures, and organize workshops for consultations;
  - Finalize the draft INDC implementation roadmap.
- III. Stocktaking on GHG mitigation potential in Agriculture and forestry**
  - Hold consultation with related agencies on the current implementation – progress and challenges;

- Review domestic related policy/plan (including international good practice);
- Develop a report/recommendation on the potential CC mitigation.

### 3. REQUIRED SKILLS AND EXPERIENCE

The consultant should possess the following expertise and qualifications:

**Education:**

- Advanced University degree in industrial engineering, environmental science, environmental engineering, economics, social sciences, or other related field.

**Experience:**

- Thai nationality;
- At least 10 year experiences in climate change researches, particularly GHG mitigation works in energy, transport, wastes, and related sectors;
- Familiar with government institutions and coordination mechanism;
- Possess working experience with government institutions, international organization, or international conference is preferable;
- Ability to use computer especially Microsoft office software applications;
- Good written and oral communication skills;
- Good human relationship and able to coordinate with other related agencies.

**Language Requirements:**

- Fluency in written and spoken English.

### 4. DURATION OF ASSIGNMENT AND DUTY STATION

The consultant shall provide support during the period of June 2016 – 31 December 2016

Duty station: Home based with travel within Bangkok.

## 5. FINAL PRODUCTS

The consultant shall submit 4 reports:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Submission of work plan	2 Weeks after contract is signed	15 June 2016	The 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 the payment accordingly
Submission of a report related to the preparation for INDC implementation roadmap. The report shall contain a draft framework for INDC implementation roadmap for energy, transport, waste, and industry sectors, and the draft framework shall indicate CC mitigation measures and targets (20% from BAU) based on AIM modelling	4 weeks	15 July 2016	
Submission of a progress report related to the development of INDC implementation roadmap and the stocktaking on GHG mitigation potential in agriculture and forestry. The progress report shall contain a draft of INDC implementation roadmap for energy, transport, waste, and industry sectors and a review of GHG mitigation potential in agriculture and forestry.	15 Weeks	31 October 2016	
Submission of a final report related to the development of INDC implementation roadmap and the stocktaking on GHG mitigation potential in	4 Weeks	30 November 2016	

<p>agriculture and forestry. The final report shall contain the final draft of INDC implementation roadmap for energy, transport, waste, and industry sectors reflecting comments and suggestions gathered through a series of consultations with relevant sectoral working group. It shall also contain recommendations on GHG mitigation potential in agriculture and forestry sectors.</p>			<p>of Climate Change Coordination. Upon the receipt of ONEP's clearance, UNDP will release the payment accordingly</p>
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Each payment shall be made within two weeks after the receipt of approved report.

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the Director of ONEP's Office of Climate Change Coordination and UNDP's Programme Analyst, the Inclusive Green Growth and Sustainable Development (IGSD) Unit.

The 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 the payment accordingly.

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

### Documentation required

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 2;
- Personal CV and 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;
- Financial proposal that indicates the daily rate/fee of the candidate, in US dollars, as per template provided in Annex 2.

\* 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.

Incomplete proposals may not be considered.

**Annexes :**

Annex I - Individual IC General Terms and Conditions

Annex II – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

Annex III – P11 Personal History Form

Annex IV - Thailand’s Intended Nationally Determined Contribution

[http://www4.unfccc.int/submissions/INDC/Published%20Documents/Thailand/1/Thailand\\_INDC.pdf](http://www4.unfccc.int/submissions/INDC/Published%20Documents/Thailand/1/Thailand_INDC.pdf)

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

## 8. FINANCIAL PROPOSAL

The method of payment is **output-based lump-sum scheme**. 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: Submission of work plan – 10% of total payment ;
- Deliverable 2: Submission of a report related to the preparation for INDC implementation roadmap. The report shall contain a draft framework for INDC implementation roadmap for energy, transport, waste, and industry sectors, and the draft framework shall indicate CC mitigation measures and targets (20% from BAU) based on AIM modelling – 25% of total payment ;
- Deliverable 3: Submission of a progress report related to the development of INDC implementation roadmap and the stocktaking on GHG mitigation potential in agriculture and forestry. The progress report shall contain a draft of INDC implementation roadmap for energy, transport, waste, and industry sectors and a review of GHG mitigation potential in agriculture and forestry – 40% of total payment;
- Deliverable 4: Submission of a final report related to the development of INDC implementation roadmap and the stocktaking on GHG mitigation potential in agriculture and forestry. The final report shall contain the final draft of INDC implementation roadmap for energy, transport, waste, and industry sectors reflecting comments and suggestions gathered through a series of consultations with relevant sectoral working group. It shall also contain recommendations on

GHG mitigation potential in agriculture and forestry sectors- 25% of total payment.

## 9. EVALUATION

Individual consultants will be evaluated based on the following methodology

### **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; 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 500 points)**

- Criteria 1 : Relevance of Education/ Degree – max 75 points;
- Criteria 2: Years of Relevant Experience – max 175 points;
- Criteria 3: Familiar with government institutions/ international organization and coordination mechanism and possess working experience with the government institutions, international organization, or international conference:- max 150 points;
- Criteria 4: Adequacy of key Competencies for the Assignment – max 100 points.

Only candidates obtaining a minimum of 350 points (70% of the total technical points) would be considered for the Financial Evaluation.

