



## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACT**

**POST TITLE:** GEF 6 Portfolio consultant

**AGENCY/PROJECT NAME:** UNDP/IGSD Unit

**COUNTRY OF ASSIGNMENT:** Thailand

#### **1) GENERAL BACKGROUND**

In accordance with the Country Programme Document (2017-2021), UNDP Thailand will be supporting the Royal Thai Government to achieve the national sustainability agenda in the areas of sustainable production and consumption, and natural resources and management under UNDP Inclusive Green Growth and Sustainable Development (IGSD) Portfolio. UNDP's activities will focus on assisting the RTG to design and implement policy frameworks a) with incentive (such as tax exemptions and reductions, as well as subsidies) and disincentive structures for private sector investments in SCP, and b) that promote water conservation and renewable energy use. To a) promote increased opportunities for employment and livelihoods by altering the structure of production and b) diversify outputs and increasing value added, UNDP will promote and facilitate private sector and small scale producers engagement and social enterprise in sustainable value chains, through Thailand's Innovation Facility for Development and set up advocacy and awareness campaigns that create awareness in citizens, especially in the affluent urban professionals, to demand sustainable production options and choose environmentally-friendly products.

Based on the foundations laid in the previous programme cycle, UNDP Thailand will assist the RTG to develop natural resources co-management models, particularly in the areas of habitat conservation and sustainable land management. Private sector and community engagement will be sought to scale-up successful biodiversity-based SME (in the areas of tourism and forest products) and efforts will continue to fully integrate biodiversity conservation in existing or upcoming NESDP green growth policies. The programme will also support the prototypes of climate-responsive and risk-informed urban planning, water resources and coastal resources management which emphasize the participation of communities and civil society organisations in planning, implementation, and monitoring.

This TOR is for a portfolio consultant to be responsible for coordinating and liaising with project implementing partners and UNDP/GEF Regional Technical Advisors on the formulation of 3 Global Environment Facility Cycle 6 projects.

#### **2) OBJECTIVES OF THE ASSIGNMENT**

The objective of the assignment is to support the IGSD Unit to coordinate, document, and provide inputs for the revision the Project Identification Form (PIF) of Sustained Food Production and Natural Resource Conservation in Critical Landscape (SLM), for the formulation of the Project Document of Combatting Illegal Wildlife Trade, focusing on Ivory, Rhino Horn, Tiger and Pangolin in Thailand (IWT), and for the formulation of the Project Document of the GEF SGP programme Cycle 6 (OP6) .

### **3) SCOPE OF WORK**

The individual contractor will work to support the IGSD Programme Specialist, UNDP Thailand, and the Regional Technical Advisors, UNDP Bangkok Regional Hub (BRH), to revise the Project Identification Form of Sustained Food Production and Natural Resource Conservation in Critical Landscape. S/he will coordinate with national stakeholders and UNDP Thailand and BRH in the formulation of the Combatting Illegal Wildlife Trade, focusing on Ivory, Rhino Horn, Tiger and Pangolin in Thailand Project Document, as well as coordinate with the GEF SGP team at UNDP Thailand and BRH for the formulation of the Project Document of the GEF SGP programme Cycle 6 (OP6).

The scope of work will include:

- Serve as the focal point for the revision of the PIF and for the coordination of the project formulation of the above-mentioned projects;
- Create clear and common understanding among the projects' implementing partners, responsible parties, and project preparation teams on the UNDP/GEF project preparation processes;
- Participate in field visits of the project preparation teams to facilitate stakeholders' engagement and team coordination;
- Ensure that the project preparation of the 3 projects is going on according to the work plans with timely and quality deliverables;
- Ensure systematic documentation of the process and all info relevant to the revision of the PIF, the development of the project documents as mentioned above;
- Coordinate and facilitate meetings, consultations, stakeholders' validation workshops as required in the project preparation process;
- Develop TORs for the project preparation teams and coordinate the procurement process;
- Provide overall coordination/ information back-stopping for the project formulation process, including conducting research to provide additional input and fill in the information gaps; obtaining co-financing letter; working on project budget; making final editorial review of the documents, etc.

The individual contractor may be assigned some additional programme management tasks in relation to other projects under the UNDP IGSD Portfolio, as required by the IGSD Programme Specialist.

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

The duration of assignment will be divided into 2 phases:

- Up to 30 working days for the period from 1 October to 31 December 2016.
- Up to 30 working days for the period from 1 January to 31 March 2017.

The consultant will work in Bangkok with travels to related project sites within the country. The travel will be up to 3 days for each trip.

Travels will be authorized by IGSD Unit of UNDP CO as and when required. DSA and other travel costs advanced by IC holder will be reimbursed as per UNDP/IC rules through submission of F10s.

### **5) MONTHLY DELIVERABLES AND FINAL PRODUCTS**

Milestones	Target Date
<i>Phase I</i>	
<b>Month 1:</b> Upon submission of monthly report for October 2016 Key milestones include: <ul style="list-style-type: none"> <li>• Research and additional input for SLM PIF</li> <li>• Coordination of International Consultant's meeting with national counterparts and visit to the project sites for IWT</li> </ul>	31 October 2016
<b>Month 2:</b> Upon submission of monthly report for November 2016 Key milestones include: <ul style="list-style-type: none"> <li>• First draft of SLM PIF Revision</li> <li>• Coordination and participation in the field visits - SLM</li> <li>• Project Preparation Orientation Project - IWT</li> <li>• Coordination with relevant national stakeholders and UNDP Thailand/BRH - IWT</li> </ul>	30 November 2016
<b>Month 3:</b> Upon submission of monthly report for December 2016 Key milestones include: <ul style="list-style-type: none"> <li>• Final version of SLM PIF Revision</li> <li>• Baseline Report of Project - IWT</li> <li>• Preparation and recruitment of the PPG process for GEF SGP OP 6</li> </ul>	15 December 2016
<i>Phase II</i>	
<b>Month 1:</b> Upon submission of monthly report for January 2017 Key milestones include: <ul style="list-style-type: none"> <li>• Submission of SLM PIF to GEF</li> <li>• Coordination and participation in the field visits – IWT</li> <li>• Meetings and workshops with key stakeholders on GEF SGP OP 6</li> </ul>	31 January 2017
<b>Month 2:</b> Upon submission of monthly report for February 2016 Key milestones include: <ul style="list-style-type: none"> <li>• First draft of project document – IWT</li> <li>• Consultation workshop with relevant national stakeholders and UNDP Thailand/BRH - IWT</li> <li>• Field visits and consultation workshops for GEF SGP OP 6</li> </ul>	28 February 2017
<b>Month 3:</b> Upon submission of monthly report for September 2016 <ul style="list-style-type: none"> <li>• Second draft of project document – IWT</li> <li>• Consultation workshop with relevant national stakeholders and UNDP Thailand/BRH - IWT</li> <li>• First draft of GEF SGP OP 6 project document</li> </ul>	31 March 2017

## **FINAL PRODUCTS:**

- Submission of the revised SLM PIF to GEF
- Submission of the second draft of IWT project documents
- Submission of the first draft of GEF SGP OP 6 project documents
- Hand-over notes on the project preparation process of each project to inform the project implementation teams.
- Monthly progress report to be submitted at the end of each month (except 15 of December 2016), detailing the outputs, key observations, and work plan for the following months.

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The consultant will report to the IGSD Programme Specialist, IGSD Unit, UNDP Thailand.

## **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

- Thai national
- Master's degree in relevant field such as environment and natural resources management, development studies, economics, social sciences, and/ or other related fields;
- Expertise in a broad range of climate change issues in developing countries, including adaptation, mitigation, biodiversity conservation, institutional capacity development
- At least 5 years of experience in project development and/ or programme management
- Experienced in working with the UN or other international development organisations
- Experienced in working and coordinating with government officials
- Familiarity with the GEF project development will be an asset
- Excellent writing skills
- Good presentation and facilitation skills;
- Good command of English both written and spoken.

## **8) REVIEW TIME REQUIRED**

One working week after submission of deliverables for review/approval of deliverables to authorizing payments.

## **9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL TIME

**IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION**

N/A

## **10) PAYMENT TERMS**

Please indicate any special payment terms for the contract.

- ☐ Daily
- ☐ Weekly
- ☒ Output-based

Currency:

Currency:

Currency:

Output-based lump-sum payments will be made per below milestones:

Deliverable	Weight for payment
1 <sup>st</sup> payment upon submission of monthly report for Oct 2016	16%
2 <sup>nd</sup> payment upon submission of monthly report for November 2016	16%
3 <sup>rd</sup> payment upon submission of monthly report for December 2016	18%
4 <sup>th</sup> payment upon submission of monthly report for January 2017	16%
5 <sup>th</sup> payment upon submission of monthly report for Feb 2017	16%
6 <sup>th</sup> payment upon submission of monthly report for Mar 2017	18%

## 11) Evaluation Method and Criteria

Individual consultants will be evaluated based on the 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 70 points)

1. Relevance of Education – Max 10 points
2. Special skills (e.g. writing, presentation and facilitation etc.) - Max 10 Points
3. Relevance of experience in area of specialization (e.g. climate change issues in developing countries, institutional capacity development etc) - Max 15 points
4. Relevance of experience in key areas (e.g. project development and/or programme management) – Max 20 points
5. Assessment of a cover letter – Max 15 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

### 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:

- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate.
- A cover letter indicating brief description of a) why the individual considers him/herself as the most suitable for the assignment; and b) how he/she will approach and complete the assignment.
- Financial proposal, as per template provided in Annex II. Note: National consultants must quote prices in Thai Baht.

