



## **TERMS OF REFERENCE**

### **FOR NATIONAL CONSULTANT**

**POST TITLE:** National Consultant - Project Evaluator  
**AGENCY/PROJECT NAME:** UNDP/ Low Emission Capacity Building (LECB)  
**DUTY OF ASSIGNMENT:** Home-based with travel in Bangkok, Thailand

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

Thailand's Low Emission Capacity Building (LECB) project is linked to the Country Programme Outcome on 'Effective Response to Climate Change,' and aims to address climate change and environmental security issues through the enhancement of national capacity and policy readiness, particularly Output 1: Low emission and climate resilient society initiatives; and public private investments are translated into relevant policy planning and implementation by the Thai Government with private sector engagement.

The goal of this project is to build capacities for the development of Nationally Appropriate Mitigation Actions (NAMAs) in selected industrial sectors and systemize the GHG inventory in the sectors of Transport and Waste.

In this context, the project aims to achieve 4 outcomes including (1) Strengthened Institutional and procedural system for National GHG Inventory system for the transport and waste sectors. (2) A portfolio of NAMA proposals and their built-in MRV systems developed for selected industrial sectors. (3) Multi-source Finance and Technology Transfer Frameworks formulated to support implementation of NAMAs and (4) Knowledge platform to ensure flows of know-how among key stakeholders of NAMAs in selected industrial sectors.

The LECB project has been designed to be an integral part of the existing projects and initiatives under the collaboration between the Royal Thai Government (RTG) and UNDP's Inclusive Green Growth and Sustainable Development (IGSD) team. It will be implemented in tandem and in close connection with the project on the preparation of the Third National Communication and the Biennial Update Report and the climate finance initiatives.

An additional output to tracking of private climate finance flows have been incorporated as an Enhanced Support to LECB in 2015. This Enhanced Support is labelled as Private Climate Expenditure and Institutional Review (PCEIR). PCEIR's 4 outputs are (1) Institutions and mechanisms supporting mobilization and monitoring of private sector investment in climate change mapped and engaged. (2) Credible and country owned methodologies for identifying and categorizing private sector investment developed and implemented. (3) Lessons identified with regards to the role of the private sector in helping deliver national climate objectives and how the public sector might best deploy funds or create the enabling environment to support this and (4) Approaches for longer term private finance tracking systems developed, and implementation pathways explored.

This project is implemented by the Office of Natural Resources and Environmental Policy and Planning (ONEP) and responsible by Thailand Greenhouse Gas Management Organization (Public Organization) (TGO).

## 2) OBJECTIVES OF THE ASSIGNMENT

The overall objective of this assignment is to assess the results of the "Low Emission Capacity Building" project.

The specific objective are as follows:

- To review the project performance and assess its achievement and sustainability
- To identify lessons learned and provide recommendations for ONEP, TGO, and UNDP to use the results and undertake further activities.
- To explore the possibility of UNDP being involved in future activities in this subject area.

## 3) SCOPE OF WORK

The specific scope of works for the Project Evaluator is as follows:

- (1) *Review of the project design, implementation and its achievement.* In addition to completing a standard project evaluation, the assessment should also analyze if and how the project is able to sustain its impacts, and whether or not there will be upscaling/replication potentials.
- (2) *Identification of lessons learned and recommendations.* Lessons learned (both positive and negative) and tools/instruments used to achieve the expected results, especially which have been used for capacity building activities, should be documented. In collecting the lessons learned, the evaluator should look into the innovative and catalytic aspects of the project and relate them to recommendations for future practices.
- (3) *Exploration of the possibility for UNDP future intervention in this subject area.* Based on lessons learned, the recommendations should also be made to UNDP for future programme intervention in supporting 'Effective Response to Climate Change' in Thailand.

The following is the key guiding questions for determining the scope and focus of the evaluation:

- Is the project relevant and appropriate to the current IGSD and development situation in Thailand?
- Did it address any critical issues considered important by the government(s)?
- Is the project innovative and catalytic, and if so, in what ways?
- Has it prepared the groundwork for addressing issues that are sensitive to the national targets that Thailand have committed to at the international level such as National NAMA and/or Intended National Determined Contributions (INDC)?
- Has it initiated any pilot activities that can be replicated in the future?
- Has it served to push the frontier of interest of the governments on 'Effective Response to Climate Change' in the future?
- Did the project provide due emphasis to gender in the context of initiatives it supported?

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

The Consultant will be work on home-based basis and travel to interviews the relevance partners and officials at offices within Bangkok. The duration of the work is 20 days (10 days in home-based and 10 days of interview sessions), starting from 20 November 2016 to 31 January 2017.

#### **5) FINAL PRODUCTS**

Specific deliverables during the assignment are as follows:

Final evaluation / assessment report with incorporate comments from the interview (by 15 January 2017)

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

The Consultant will report to the Programme Specialist, Governance Unit, UNDP Thailand and work closely with Project Manager - LECB, officials of ONEP and TGO, and other relevant RTG counterparts.

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

- Master's degree in science, engineering, international relations, public or policy administration, or other related disciplines;
- At least 5 year of work experience in the area of climate change or relevant issues as well as review and evaluation of related development project;
- Demonstrated ability to effectively conduct research on policy related issues;
- Demonstrated ability to advise government institutions in an effective and cooperative manner;
- Excellent understanding of the functioning of the related government agencies and their roles in NAMAs and INDCs;
- Experience in organizing workshops and seminars for civil society, government institutions and policy makers.
- Excellent communication in Thai and English is required.
- Strong skills in written communication in English, particularly in preparing issue-based papers or reports;
- Project evaluation/review experiences within United Nations system will be considered an asset;

#### **8) REVIEW TIME REQUIRED**

- 2 weeks after submission of the final product.

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

☐ NONE ☒ PARTIAL ☐ INTERMITTENT ☐ FULL TIME

## 10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

<input type="checkbox"/> Hourly	Currency:	Amount:
<input type="checkbox"/> Daily	Currency:	Amount:
<input type="checkbox"/> Weekly	Currency:	Amount:
<input type="checkbox"/> Output based lump-sum scheme	Currency: THB	Amount:

The payment shall be paid in milestone, details as below:

1. 30% after submission of the first draft ;
2. 70% after submission of the final evaluation / assessment report with incorporate comments from the interview (by 15 January 2017).

## 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

Criteria	Max. Point
<b>Technical</b>	<b>70</b>
Relevance of education	15
Experience in the area of climate change or relevant issues	15
Experience in project review and evaluation	20
Assessment of a written proposal	10
Availability	10
<b>Financial</b>	<b>30</b>

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:

- Letter of Confirmation of Interest and Availability using the template provided by UNDP.
- 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 brief proposal on the concept and approach to the assignment
- Financial proposal, based on Lump Sum amount as per template provided in Annex II. Note: National consultants must quote prices in Thai Baht.

