

TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	International Consultant for CCA Screening and Prioritizing
AGENCY/PROJECT NAME:	UNDP Thailand Country Office, Inclusive Green Growth and Sustainable Development Team
COUNTRY OF ASSIGNMENT:	Home-based with travel to Thailand

1) GENERAL BACKGROUND

Under a collaborative work plan between the United Nations Development Programme (UNDP) and the Food and Agriculture Organization of the United Nations (FAO), Thailand is one of eleven developing countries participating in a global programme on “Integrating Agriculture into National Adaptation Plans (NAPs-Ag)” with funding support by the German Federal Ministry for the Environment, Nature, Conservation, Building and Nuclear Safety (BMUB). As part of a 3-year (2016-2018) work plan endorsed by a national Project Steering Committee, capacity building and technical assistance is being provided through UNDP and FAO to the Government of Thailand to better integrate climate risk within existing agricultural sector planning and budgeting processes. The program outcomes aim to safeguard agricultural GDP and related livelihoods as well as strengthen and reinforce a broader parallel national adaptation planning (NAP) process.

In Thailand, the work is steered by a Technical Task Force chaired by the Ministry of Agriculture and Cooperatives (MOAC) and a project implementation unit reporting to the Office of Agricultural Economics (OAE) within MoAC. The NAP process, which has been underway since 2015, falls under the overall mandate and coordination responsibility of the Office of Natural Resources & Environmental Policy and Planning (ONEP).

The main NAPs-Ag programme components and objectives identified (both global and corresponding country-based priorities) are as follows:

- (1) Technical capacity and institutions on NAPs strengthened (Global) /
Strengthening Ministry of Agriculture and Cooperatives (MoAC) Capacity & Knowledge on Climate Change Adaptation (CCA) (Thailand)
- (2) Integrated Road Maps for NAP (Global) /
Mainstreaming CCA into Planning & Budgeting Cycle (Thailand)
- (3) *Evidence-Base for CCA Improved through Enhanced M&E Frameworks (Global and Thailand)*
- (4) Advocacy and knowledge-sharing on NAPs promoted (Global)
Lessons learned feed into Thailand NAP development process and global efforts to support NAPs (Thailand)

During the inception phase (2016), the NAPs-Ag project provided support to MoAC to develop a revised five-year Strategic Plan for Climate Change for the Agricultural Sector (2017-2021). In addition, it undertook a stock-take existing economic valuation and investment appraisal methods as well as a review of functions, practices, and capacities within MOAC to integrate climate change adaptation (CCA) effectively into sector planning and budgeting. These have

paved a direction for how programmes/projects could be formulated to better respond to climate risks. However, in order to move towards an effective implementation of the Strategic Plan, a more detailed action plan with prioritized programmes/projects is required, given the limited government budget that is allocated to MoAC on an annual basis. In this regard, a decision-making support tool for screening and ranking potential CCA actions is essential for MoAC to identify and prioritize CCA programmes/projects for the agricultural sector.

The project is now seeking the services of an international consultant to work jointly with a national consultant to develop a suitable tool for screening and prioritizing CCA actions. The consultants will also help facilitate MoAC discussions on action plan formulation in line with the new sector strategy and provide hands-on capacity building and training to MoAC officials in order to strengthen their knowledge and understanding of the key principles and applications underlining the identified CCA screening and prioritizing tool.

2) OBJECTIVES OF THE ASSIGNMENT

The main objective of this assignment is to develop a tool for screening and prioritizing CCA programmes/projects appropriate for MoAC's needs, based on the abovementioned situation and stakeholder consultation. A secondary objective is to provide hands-on capacity building and training to MoAC government officials to strengthen their knowledge and understanding of the key principles and applications of multi-criteria analysis as a tool for supporting decision-making on screening and prioritizing CCA measures. For this assignment, UNDP Thailand is seeking an international expert with expertise in the appraisal, ranking and prioritization of potential climate actions to develop a tool and conduct hands-on capacity building activities.

3) SCOPE OF WORK

Development of a Suitable Tool for Screening and Prioritizing CCA programme/projects

- Review the revised Strategic Plan for Climate Change for the Agricultural Sector (2017-2021), Agricultural Development Plan (2017-2021), stock-take report on institutional processes, systems, and capacities for CCA planning and budgeting in MOAC, and existing vulnerability assessment studies related to climate change impacts on agricultural sector in Thailand.
- Identify, assess, and compare internationally recognized decision-making tools and methods based on a Multi-Criteria Analysis (MCA) approach for CCA upon which to recommend the most suitable tool for the context of MoAC screening and prioritizing
- Present recommendations and secure endorsement for the recommended tool to MoAC, UNDP, and FAO teams, outlining key advantages, limitations, principles, applications, data and resource/capacity requirements.
- Tailor parameters of mutually agreed decision-support tool for the purpose of applying in the CCA screening and prioritizing process, under a step-by-step process, and provide hands-on capacity building activities in tandem to this process.
- Develop an information database (e.g., a simple, user-friendly spreadsheet or software programme) to support sustainable use and application of the tool by relevant MoAC government officials, in particular the prioritization of CCA programmes and projects under the revised Strategic Plan for Climate Change for the Agricultural Sector for which further investment appraisal work is envisioned to be undertaken (expected Q3 of 2017—Q1 2018).
- Provide guidance to a national consultant on a development of a user manual for future training and application purposes.
- Produce a summary report that could feed into a knowledge product for other countries in the global programme that describes the overall conceptual development process, steps undertaken, outputs achieved, capacity gaps and institutional constraints observed, and recommendations for institutionalizing the process within MoAC.

Training of MoAC government officials

- Build on-the-job knowledge of relevant MOAC officials as part of the process of identifying and evaluating optimal CCA screening/prioritization methods and tools for Thailand.
- Subsequent to the successful development and application of the tool mentioned above, prepare training materials based on the identified tool for both MoAC and non MoAC government officials from various departments responsible for planning, project formulation, and budgeting, including relevant academia and researchers;
- Conduct one training workshop as required of approximately 2 days' duration and agreed in consultation with MOAC and UNDP/Thailand.
- Produce a summary report describing an overall outcome of the training activities, approach used, capacity gaps, and areas for further capacity development. Sensitize senior decision makers on the identified tool and how it can assist them to structure, define, and prioritize CCA actions under MoAC Strategic Plan for Climate Change.

Work with the National Consultant and Quality Assurance of Reports

- Work jointly with the national consultant to prepare materials, reports, and training activities specified above.
- Guide a national consultant on a development of a user manual for future training and application purposes.
- Provide capacity building to the national consultant to enable them to support government agencies in Thailand after this assignment ends (on the job training). Supervise and contribute to hands-on capacity building and coaching to illustrate the screening and prioritizing tools, concepts and their application to day-to-day tasks.

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

This assignment starts from 1st March 2017 to 31st July 2017 (5 months) on output based basis. Travel to Thailand is required whereby the consultant will make at least two visits to Thailand (5 working days in Thailand per trip). Other work will be home-based.

5) FINAL PRODUCTS

The consultant is expected to deliver the followings:

Output	Description	Approximate Date of Submission	Payment Term
1	<ul style="list-style-type: none">• Proposed Work plan and methodology	By 15 March 2017	1st Payment 20%
2	<ul style="list-style-type: none">• Summary report on the development and application of the identified tool	By 30 th May 2017	2nd Payment 40%
3	<ul style="list-style-type: none">• Summary report on all coaching/training of MoAC government officials and recommendations to strengthen functional capacities in sector	By 15 July 2017	3rd Payment 40%

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work under the overall supervision of the project management team of the NAPs-Ag project in UNDP/Thailand, as well as in consultation with technical advisors from UNDP Bangkok Regional Hub.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The consultant should possess the following expertise and qualifications:

- Minimum 10 years of experience in environment economics, policy or planning, with deep technical expertise in project screening and prioritizing and economic analysis;
- Familiarity with decision making/prioritizing tools i.e. multi-criteria analysis and with concepts behind climate change adaptation;
- Experience in developing countries, particularly Asia-Pacific region, will be advantage;
- Master’s degree in economics or closely related subjects;
- Proven ability to support the development of high quality knowledge and training materials, and to train technical teams
- Familiarity with government planning systems and institutional roles;
- Ability to interact with senior government officials;
- Team leadership experience;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work under pressure and time constraint;
- Excellent written and oral communication skills; and
- Fluency in English required

Criteria for Selection:

Criteria	Max. Point
Technical	70
Education	10
experience in environment economics, policy or planning, with deep technical expertise in project screening and prioritizing and economic analysis	20
Experience in developing countries, particularly Asia-Pacific region	20
Proven ability to support the development of high quality knowledge and training materials, and to train technical teams	20
Financial	30
Total	100

8) REVIEW TIME REQUIRED

10 days after submission of each output.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

PARTIAL

INTERMITTENT

FULL TIME

NONE

