



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	National Information and Technology Consultant (Thai National)
AGENCY/PROJECT NAME:	UNDP/Inclusive Green Growth and Sustainable Development (IGSD) Unit
COUNTRY OF ASSIGNMENT:	Bangkok, Thailand

1. GENERAL BACKGROUND

Thailand is one of the most biodiverse countries in Southeast Asia and derives large benefits from the ecosystems, landscapes and habitats that support its unique biodiversity. There is the important environmental role performed by watersheds, river basins and coastal areas, as well as their significance in supporting livelihoods linked to fisheries, recreation and tourism. Similarly, Thailand's historically vast forest coverage has had substantial effects on the sustenance of agriculture and in fulfilling water and power needs. However, Thailand's development progress over the past several decades has been undertaken at the expense of its natural resources and biodiversity. Forest, coastlines and wetlands have become degraded and various types of infrastructure development have replaced natural environment

For decades, the export of agricultural products (especially rice and rubber), forest products (timber and spices) and seafood products had been the main sources of revenue for Thailand. However, this trend has increasingly shifted over the past decade towards industrial and service sectors, in particular, tourism sector, thanks to the beauty of the country's natural resources and systematic promotion by the government.

In 2017, over 35 million tourists visited Thailand, an increase by 14 million from 2015. Tourist revenue had risen to more than 1.8 trillion baht (US\$56 billion) in 2017 or approximately 20% of the country's GDP. This growth has added pressure on the country's rich biodiversity resources. The influx of visitors in popular tourist destinations and the development of tourist infrastructure have increased waste and pollution to the tourist spots and nearby locations, destroyed the habitats of plant and animal species which could lead to their extinctions, if not managed effectively. The problem is even more pronounced in ecologically sensitive areas where unintended promotion of tourism brings in far too many visitors to the areas than the nature can handle and recuperate. A more sustainable and inclusive tourism model is crucial for sustainable growth in Thailand. In addition, the benefit

from tourism does not necessarily trigger down to community. Approximately 80 percent of tourism-generated profits flow to foreign or large companies rather than being distributed to locals.

UNDP Thailand, in partnership with the Biodiversity Based Economy Development Organization (BEDO), a public organization under the Ministry of Natural Resources and Environment, and the Tourism Authority of Thailand under the Ministry of Tourism and Sports, are developing a Project Document for the “Mainstreaming Biodiversity-based Tourism in Thailand to Support Sustainable Tourism Development Project” for submission to the Global Environment Facility (GEF) Cycle 7 under the Biodiversity Focal Area. UNDP/Thailand recently secured the Project Preparation Grant (PPG) from the GEF to develop a full-sized project document (ProDoc).

The objective of the project is to develop biodiversity-based tourism in Thailand at the community level to enhance the protection of biodiversity wilderness, generate sustainable financing and local livelihoods, and reduce threats from unsustainable tourism development. This project proposes to support the development of biodiversity-based tourism model at the community level focusing on the enabling conditions, capacity building, financial incentives, replicating early successes of sustainable tourism models in Thailand and sharing of knowledge across the country and the region.

Financed through a Project Preparation Grant, the project preparation team¹ is expected to undertake a series of tasks, including but not limited to, stakeholder consultations, baseline assessments, and development of a project log frame with defined baseline and indicators, a detailed work plan, and the definition of the management arrangements, in order to come up with the final project document (ProDoc) with required supporting documents. Consultations and these other activities will be supported by desk review of support documentation, as appropriate. The final output of the initiation plan will be a UNDP-GEF project document and GEF CEO Endorsement Request ready for submission to UNDP and GEF. The documents will be compliant with specific requirements of the GEF and conform to UNDP Operational Policies and Guidelines.

UNDP is seeking a national consultant with proven experience in providing information and technology support services (e.g. mobile applications, website, social media tools) and familiarity with start-up businesses, social enterprises. Experience in supporting sustainable tourism development or businesses in Thailand or abroad will be an advantage. She/he will work as a team with the PPG Team to prepare relevant information in support of the completion of the project document package.

2. OBJECTIVES OF THE ASSIGNMENT

The National Information and Technology Consultant will provide specialist inputs on mobile applications and e-platforms for tourism development and marketing in Thailand supporting the development of the UNDP Project Document (ProDoc). The consultant will be a specialist in designing and developing digital platforms including mobile applications and knowledge management platforms, with understanding of existing applications and platforms related to tourism.

¹ Comprising the (1) GEF Project Development Consultant (Team Leader), (2) Tourism Planning & Policy Consultant, (3) Biodiversity and Community-Based Tourism Consultant, (4) Biodiversity Financing Consultant, (5) Gender and Safeguards Consultant, and (6) Information and Technology Consultant.

3. SCOPE OF WORK

The National Information and Technology Consultant will work under the supervision of the International GEF Project Development Specialist/PPG Team Leader and closely working with other consultants of the PPG Team. Under the overall guidance from UNDP Thailand, UNDP-GEF Regional technical Advisor at the Bangkok Regional Hub, and BEDO, and in coordination with the PPG Team, the consultant will undertake the following tasks:

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:
 - a. Assess existing mobile applications and e-marketplaces for tourism in Thailand and identify opportunities to integrate biodiversity conservation, citizen science, and the uptake of more sustainable biodiversity-based tourism experiences and behaviours in accordance with project Output 3.1;
 - b. Identify additional functionality, activities and budget needed to achieve the functionality improvements and integration of biodiversity within mobile applications and marketplaces;
 - c. Identify project interventions to support knowledge exchange and transfer on sustainable tourism development, leveraging existing networks, platforms, resources and processes.
- 2) Contributions to the Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):
 - a. Provide relevant quality text sections for the ProDoc on the aspects mentioned above.
- 3) Validation Workshop (Component C):
 - a. Participate in and contribute to the validation workshop, if necessary; and
 - b. Support necessary revisions that arise during the workshop, as appropriate.
- 4) Final Deliverables:
 - a. Report summarizing existing mobile applications and e-marketplaces related to tourism in Thailand, and project entry points for upgrading/expanding existing applications to integrate biodiversity conservation and citizen science along with clear activities and budget to achieve this;
 - b. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED TRAVEL

Up to 10 working days, from 15 January 2020 to 15 December 2020

Duty Station: Home-based with some travels within Thailand

5. DELIVERABLES AND DUE DATES

Deliverables	Target Due date
Milestone 1: A preliminary analysis (mapping) of existing digital applications/platforms (e.g. mobile apps, websites, Facebook) related to the promotion of sustainable tourism and biodiversity conservation in Thailand, with brief descriptions of each.	15 March 2020
Milestone 2: Report summarizing existing mobile applications and e-marketplaces related to tourism in Thailand, and project entry points for upgrading/expanding existing applications to integrate biodiversity conservation and citizen science along with clear activities and budget to achieve this	31 May 2020
Milestone 3: <ul style="list-style-type: none"> • Active participation in the validation workshop and provision of additional information as necessary • Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader 	31 August 2020
Milestone 4: Additional inputs to the ProDoc in response to comments from GEF Secretariat/STAP	10 December 2020

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Individual Consultant will report to the International GEF Project Development Consultant/PPG Team Leader and closely working with other consultants of the PPG Team, under the overall guidance of the UNDP Thailand, UNDP-GEF Regional Technical Advisor, and BEDO.

7. QUALIFICATIONS AND EXPERTISE

The Individual Consultant should possess the following expertise and qualifications:

- Advance university degree in a relevant field, such as computer science, information technology, digital communication, journalism;
- Minimum of 5 years of demonstrated relevant professional experience in online and digital communication, with relevant experience in mobile application development, eMarketing, social media content development in Thailand;
- Prior experience in use of information and mobile technologies for natural sciences or biodiversity conservation-related purposes an advantage;
- Experience working with UNDP and/or on GEF projects an advantage; and
- Excellent written and oral communication skills in English and fluency in Thai.

8. CORE COMPETENCIES

Corporate Competencies:

- Demonstrates commitment to UNDP’s mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Highest standards of integrity, discretion and loyalty;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment

Functional competencies:

- Proven ability in conducting planning processes in developing countries;
- Excellent written and oral communication skills in Portuguese and English;
- Solid knowledge of proven post-2015 agenda and the sustainable Development Goals;
- Proven ability in conducting work related to Millennium Declaration;
- Ability to work with multidisciplinary and multicultural teams;
- Creativity, innovation and initiative;
- Result oriented;
- Analytical ability;
- Logical ability;
- Able to work under pressure in an adverse environment;
- critical ability;
- Capacity to dialogue with different sectors;
- Determination and focus on goals and results;
- Ability of facilitation;
- Good management skills.

9. REVIEW TIME REQUIRED

As per target due dates of the specified milestones.

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

PARTIAL

INTERMITTENT

FULL TIME

IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION

N/A

11. CRITERIA FOR SELECTION OF THE BEST OFFER

The Individual Consultant will be evaluated based on the cumulative analysis methodology.

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)

Technical Criteria for Evaluation:

Criteria	Weight	Max. Point
Technical	70%	700
- Education	10%	100
- Number of years of demonstrable experience in social and environmental safeguards policies, community engagement, sustainable tourism	30%	300
- Experience carrying out participatory gender analysis; collecting and formulating gender responsive indicators and sex-disaggregated data; preparing gender responsive project analysis; and developing gender action plans;	20%	200
- Extensive experience working with government agencies, local administrations, communities, social enterprises, etc.	10%	100
Financial	30%	300

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

11. PAYMENT TERMS

Consultant must send a financial proposal based on **Lump Sum** Amount. 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:

The payment shall be paid by upon submission of the deliverables:

Milestones	Terms
Milestone 1: A preliminary analysis (mapping) of existing digital applications/platforms (e.g. mobile apps, websites, Facebook) related to the promotion of sustainable tourism and biodiversity conservation in Thailand, with brief descriptions of each application.	20%
Milestone 2: Report summarizing existing digital applications and platforms (e.g. mobile apps, websites, Facebook) related to tourism in Thailand, and project entry points for upgrading/expanding existing applications to integrate biodiversity conservation and citizen science along with clear activities and budget to achieve this	40%
Milestone 3: <ul style="list-style-type: none"> • Active participation in the validation workshop and provision of additional information as necessary • Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader 	30%
Milestone 4: Additional inputs to the ProDoc in response to comments from GEF Secretariat/STAP	10%

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of travels outside of his/her home station, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP Daily Subsistence Allowance (DSA) rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

12. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) and at least three (3) professional references;
- **Letter of Confirmation of Interest and Availability and financial proposal** using the template provided by UNDP. Note: National consultants must quote prices in Thai Baht.