



## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACT**

**POST TITLE:** National Biodiversity and Community-Based Tourism 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 team<sup>1</sup> 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 extensive experience in biodiversity conservation in Thailand and well-versed in working with government agencies, in particular the Biodiversity-based Economy Development Organization (BEDO), Ministry of Tourism and Sports, Department of National Parks, Wildlife and Plant Conservation (DNP), provincial and sub-provincial administrations, communities, and private sector to prepare baseline information for the project, facilitate discussions, consultation meetings, and coordinate, collate, and prepare relevant information in support the preparation of the project document (ProDoc).

## **2. OBJECTIVES OF THE ASSIGNMENT**

The National Biodiversity and Community-Based Tourism Consultant will coordinate the development of project interventions, stakeholder consultations and baseline assessments at project sites in Prachuap Khiri Khan (tentatively proposed as Kui Buri National Park, Sam Roi Yot National Park, Pranburi Estuary). The consultant will be responsible for the preparation of a detailed landscape profile report, for assessing site needs and capacities, and for defining appropriate project targets, interventions and stakeholder consultation processes within the demonstration landscape to support the development of the UNDP Project Document (ProDoc). The consultant will be a biodiversity conservation specialist with experience in community-based tourism development to support protected area and buffer zone management and local livelihoods diversification.

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<sup>1</sup> 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 Biodiversity and Community-Based Tourism Consultant will work under the supervision of the International GEF Project Development Consultant/PPG Team Leader and closely working with other consultants of the PPG Team.

Under the overall guidance from the BEDO, UNDP Thailand, and UNDP-GEF Regional technical Advisor at the Bangkok Regional Hub 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. Lead development of the project landscape profile report for Prachuap Khiri Khan including biodiversity assets, ecological significance and threats to biodiversity including from unsustainable tourism; baseline initiatives including government and biodiversity-based tourism development efforts within the project landscape; and opportunities and priorities for mainstreaming biodiversity into tourism and biodiversity-based tourism development at project sites;
  - b. Complete baseline and target values for GEF core indicators: METT scorecards for two protected areas, development of a methodology for quantifying improved tourism management at Pranburi Estuary, project beneficiaries target;
  - c. Develop a baseline framework for measuring Knowledge, Attitudes and Practices (KAP) on biodiversity-based tourism development among target audiences including local communities, with inputs from other national consultants;
  - d. Coordinate local stakeholder analysis and consultations and ensure that they are complete and comprehensive (with inputs from PPG Team Leader other national consultants) and integrated into a comprehensive stakeholder engagement plan;
  - e. Facilitate the completion of appropriate maps or the acquisition of shapefiles for project landscape and sites, liaising with the Biodiversity-based Economy Development Office (BEDO) for provision of the required maps/shapefiles; and
  - f. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.
- 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 package on the aspects mentioned above.
- 3) Validation Workshop (Component C):
  - a. Participate in and contribute to the validation workshop.
  - b. Support necessary revisions that arise during the workshop, as appropriate.
- 4) Final Deliverables:
  - a. A detailed landscape profile report for the project area in Prachuap Khiri Khan, including biodiversity assets and tourism threats/impacts, baseline activities, project site-based interventions, and project site maps and GIS shapefiles (to be provided by government);

- b. Finalized core indicator mid-term and project targets and baseline assessments including METT scorecards, improved management at Pranburi Estuary, and project beneficiaries;
- c. Draft Knowledge, Attitudes, Practices (KAP) framework;
- d. A comprehensive Stakeholder Engagement Plan; and Appropriate inputs provided to the Final Project Document and Annexes, as agreed with the PPG Team Leader.

#### 4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED TRAVEL

Up to 50 working days, from 15 February to 25 December 2020

**Duty Station:** Home-based with some travels within Thailand

#### 5. DELIVERABLES AND DUE DATES

Deliverables	Target Due date
Milestone 1: Submission of Workplan with methodology and timelines	25 March 2020
Milestone 2: A detailed landscape profile report for the project area in Prachuap Khiri Khan, including biodiversity assets and tourism threats/impacts, baseline activities, project site-based interventions, and project site maps and GIS shapefiles (to be provided by government)	15 May 2020
Milestone 3: <ul style="list-style-type: none"> <li>Baseline METT assessment for target pilot sites, improved management at Pranburi Estuary, and project beneficiaries</li> <li>Draft Knowledge, Attitudes, Practices (KAP) framework</li> </ul>	30 June 2020
Milestone 4: A comprehensive Stakeholder Engagement Plan; and Appropriate inputs provided to the Final Project Document and Annexes, as agreed with the PPG Team Leader	30 August 2020
Milestone 5: Additional inputs and/or revision to comments from GEF Secretariat / STAP on the final ProDoc package as appropriate	25 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. DEGREE OF EXPERTISE AND QUALIFICATIONS**

The Individual Consultant should possess the following expertise and qualifications:

- Minimum Master's degree in a relevant field, such as conservation biology, biological sciences, natural resource management, or environmental management;
- Minimum of 7 years of demonstrated relevant professional experience in biodiversity conservation, with relevant experience in biodiversity impact assessment, protected area management and financing, community-based ecotourism development in Thailand;
- Demonstrated understanding of political, legal and institutional context for biodiversity conservation and community-based tourism development in Thailand;
- 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 Thai 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
<b>Technical</b>	70%	70
- Education	10%	10
- Number of years of demonstrated relevant professional experience in biodiversity conservation, with relevant experience in biodiversity impact assessment, protected area management and financing, community-based ecotourism development in Thailand	30%	30
- Demonstrated understanding of the context for biodiversity conservation and community-based tourism development in Thailand	20%	20
- Extensive experience working with government agencies, local administrations, communities, social enterprises, etc.	10%	10
<b>Financial</b>	30%	30

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

## 12. 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: Submission of Workplan with methodology and timelines	10%
Milestone 2: A detailed landscape profile report for the project area in Prachuap Khiri Khan, including biodiversity assets and tourism threats/impacts, baseline activities, project site-based interventions, and project site maps and GIS shapefiles (to be provided by government)	35%
Milestone 3: <ul style="list-style-type: none"><li>Baseline METT assessment for target pilot sites, improved management at Pranburi Estuary, and project beneficiaries</li><li>Draft Knowledge, Attitudes, Practices (KAP) framework</li></ul>	35%
Milestone 4: A comprehensive Stakeholder Engagement Plan; and Appropriate inputs provided to the Final Project Document and Annexes, as agreed with the PPG Team Leader	10%
Milestone 5: Complete submission of the final revised ProDoc package to UNDP-GEF	10%

## 13. 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.