



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE: National BIOFIN's Gender Action Plan Consultant
BIODIVERSITY FINANCE INITIATIVE - Thailand

AGENCY/PROJECT NAME: UNDP / Biodiversity Finance Initiative - BIOFIN

COUNTRY OF ASSIGNMENT: Bangkok, Thailand

1. GENERAL BACKGROUND

Since 2014, The United Nations Development Programme through its Biodiversity Finance Initiative (BIOFIN) Project, has been supporting the Royal Thai Government in articulating the financial resources it needs to maintain a healthy biodiversity portfolio in-country. In particular, BIOFIN in collaboration with the Office of National Economic and Social Development Council, the Office of Natural Resources and Environmental Policy and Planning and the Bureau of the Budget, have conducted the following assessments: 1) Policy and Institutional Review (PIR); 2) Public and Private Biodiversity Expenditure Review (PBER); 3) Assessment of financial needs (cost and gap analysis of implementing Thailand's National Biodiversity Strategy and Action Plan (NBSAP)). These assessments significantly contributed to the development of a Biodiversity Finance Plan (BFP).

Based on insights gained from the results of the three BIOFIN assessments, the Biodiversity Finance Plan acknowledges the importance of tapping additional financing to support the biodiversity agenda of Thailand, mainly through its National Biodiversity Strategy and Action Plan (NBSAP). This Plan is cognizant of the parallel challenges that could not be addressed by generating financing alone: thus, the Plan transcends the focus on generating additional resources and also identifies a range of "finance solutions" that leverage finance, fiscal and economic tools and strategies to improve the outcome of biodiversity objectives in the country. The Biodiversity Finance for Thailand is to implement innovative finance solutions in four priority areas of intervention in Thailand including: sustainable tourism, financing for protected areas and wildlife, improved guidelines for local government budgets and increased private sector engagement. The Plan contributes to Thailand's development not only for achieving its international targets under the Convention on Biological Diversity, but also for mobilizing resources to implement the National Biodiversity Strategic and Action Plans.

UNDP Thailand recognizes the importance of gender considerations to the achievement of the Aichi Biodiversity Targets and the NBSAP and will give due consideration to the integration of gender into its work in line with the BIOFIN's Gender Action Plan (BIOFIN-GAP) and UNDP gender guidelines and the 2015-2020 CBD Gender Plan of Action. UNDP will continue its efforts to promote gender equality and develop capacities contributing to the national gender equality agenda and SDG 5.

2. SCOPE OF WORK

The National BIOFIN's Gender Action Plan Consultant under the supervision of the Project Manager of BIOFIN Thailand and the Gender Advisor of UNDP Thailand will:

- a. Develop BIOFIN's Gender Action Plan with annual outputs to facilitate implementation of activities that promote gender equality and women's empowerment for each finance solution. This will include mechanisms/measures/interventions to support gender equality integration into biodiversity planning mechanisms and capacity building activities including the development/formulation of gender-responsive legislation/strategies/policies to address gender and biodiversity related issues. The Action Plan will also identify a finance solution with a specific additional impact on gender and contribute to development of specific activities that would enhance participation, empowerment, leadership and institutional strengthening;
- b. In relation to the Gender Action Plan, conduct participatory gender analysis (geographical area/community/island) to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) for the finance solutions. This will include collection of gender responsive baseline data relevant to finance solution planning, implementation and monitoring; identification of the share of female and male direct beneficiaries and work with the BIOFIN team using findings from gender analysis to develop a gender-responsive plan or engender existing activities;
- c. As needed, conduct consultations with key stakeholders including women organizations on the gender issues related to the project and collect stakeholders' feedback and incorporate these comments into the project results framework and the Gender Action Plan;
- d. Assess potential negative impacts of the project on gender equality and specific activities to mitigate and/or minimize them and incorporate into UNDP's Social and Environmental Standards process;
- e. Ensure that the M&E system of the project can provide gender-disaggregated data and analysis;
- f. Provide guidance and recommendations to the design of proposed policies and to related training programs;
- g. In cooperation with the BIOFIN project team and the Gender Advisor of UNDP Thailand, develop at least 3 gender-responsive or comparative case studies development with inputs from project partners;
- h. Attend relevant project meetings and workshops/exercises; and
- i. Submit reports as required by the National Steering Committee of BIOFIN Thailand and UNDP.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED TRAVEL

The expected duration of work is 105 days spread over from 15th May 2020 to 15th December ,2020.

Duty Station: Home-based in Thailand with expected travels to Koh Tao Island and Surat Thani province at least 3 missions during the contract period.

Within 2 weeks of the consultant's submission of his/her outputs to the Project Manager and Gender Adviser shall provide their comments. Should there be further comments, the revised output shall be submitted within a week. Should there be no comments, the Project Manager shall endorse the consultant's output/s for approval.

The Project Manager shall directly supervise the National BIOFIN's Gender Action Plan Consultant and approve his/her output.

The National BIOFIN's Gender Action Plan Consultant is expected to liaise/interact/collaborate/meet with the national and global (as necessary) BIOFIN project team, and UNDP. As needed, the project management associate of BIOFIN Thailand shall provide administrative assistance to her/him in order for her/him to accomplish all requirements.

Based on the table above, outputs will be submitted to UNDP and the National Steering Committee of BIOFIN Thailand through the Project Manager in the dates indicated.

The project staff including other relevant project consultants, as well as, UNDP technical staff shall provide comment on the outputs of the consultant.

5. DELIVERABLES AND DUE DATES

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Name & Email address of designated person who will review and accept output
Inception Report	5 days	May 15, 2020	Project Manager of BIOFIN Thailand, Gender Advisor to UNDP Thailand	-Gender Advisor, UNDP- Thailand -Project Manager, BIOFIN, UNDP- Thailand
Report on gender analysis of finance solutions	30 days	July 15, 2020	Project Manager of BIOFIN Thailand, Gender Advisor to UNDP Thailand	
Gender action plan	20 days	September 15, 2020	Project Manager of BIOFIN	

that includes gender targets and indicators			Thailand, Gender Advisor to UNDP Thailand	
3 case studies	50 days	December 15, 2020	Project Manager of BIOFIN Thailand, Gender Advisor to UNDP Thailand	

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Project Manager shall directly supervise and approve and accept the output/s of consultant.

Based on the table above, outputs will be submitted to the Project Manager of BIOFIN Thailand and the Gender Advisor to UNDP Thailand in the dates indicated. At different points during project implementation, he/she is expected to liaise/ interact/ collaborate/ meet with the BIOFIN team members and with other relevant stakeholders.

7. QUALIFICATIONS AND EXPERTISE

Qualification
<u>Education</u>) Master's Degree in gender issues, gender development, sustainable development or related fields.
<u>Experience</u>) At least 7 years of practical working experience in gender mainstreaming, women's empowerment and sustainable development) Experience in carrying out participatory gender analysis; collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; and developing gender action plans) Demonstrated expertise in gender issues in the environment or biodiversity management/conservation) Demonstrated experience working on policy and programmatic issues with national and local governments in Thailand and civil society organizations including community organizations) Experience in facilitating gender responsive stakeholder meetings

8. REVIEW TIME REQUIRED

As per target due dates of the specified milestones.

9. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ PARTIAL

☐ INTERMITTENT

☐ FULL TIME

IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION

N/A

10. CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the following methodology:

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 qualified proposal received by UNDP for the assignment.

- Only those applications which are responsive, compliant and accept in general condition will be evaluated;
- The financial proposal shall specify a lump sum fee;

Technical Criteria for Evaluation (Maximum 100 points)

-) Criteria 1: **Relevance of education** – Max 25 points
-) Criteria 2: **Years of experience in gender mainstreaming, women's empowerment and sustainable development** – Max 35 points
-) Criteria 3: Experience in carrying out participatory gender analysis; collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; and developing gender action plans – Max 10 points
-) Criteria 4: Demonstrated expertise in gender issues in the environment or biodiversity management/conservation – Max 10 points
-) Criteria 5: Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations – Max 10 points
-) Criteria 6: Experience in facilitating gender responsive stakeholder meetings – Max 10 points

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

* Technical Criteria weight; [70%], maximum 70 points

* Financial Criteria weight; [30%], maximum 30 points

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11. PAYMENT TERMS

The financial proposals from possible candidates should be expressed in lump sum amount inclusive of all financial costs related to this engagement (i.e. transportation/travel to and from residence-Bangkok and/or within Bangkok, supplies & materials, reproduction, communications including internet). Travel expenses to project-related meetings and workshops outside of Bangkok shall be paid for by the Project based on the UNDP DIM Rates.

The Payment terms are as follows:

Percentage	Description	Deadline
20%	Inception Report	May 15, 2020
20%	Report on gender analysis of finance solutions	July 15, 2020
30%	Gender action plan that includes gender targets and indicators	September 15, 2020
30%	3 case studies	December 15, 2020

12. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

The following documents are requested:

-) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
-) **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references; and
-) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

13. APPROVAL PROCESS

This TOR is prepared by:

Signature: 
Name: Ms. Niran Nirannoot
Designation: Project Manager, BIOFIN, UNDP Thailand
Date: 29 Feb 2020

Signature: 
Name: Ms. Kirke Kyander
Designation: Gender Advisor, UNDP Thailand
Date: 29 Feb 2020

This TOR is cleared by :

Signature:
Name: Mr. Saengroj Srisawaskraisorn
Designation: Programme Specialist/IGSD Team Leader, UNDP Thailand
Date: 29 Feb 2020

This TOR is approved by :

Signature _____
Name: Ms. Lovita Ramguttee
Designation: Deputy Resident Representative, UNDP Thailand
Date of Signing _____