



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLE:	National Consultant-Technical Field Coordinator (4 Positions)
AGENCY/PROJECT NAME:	UNDP Thailand/GCF NAP Marine Project
COUNTRY OF ASSIGNMENT:	Bangkok, Thailand
Duty Stations: (Please see attached Annex1)	<ol style="list-style-type: none">1. Rayong, based at DMCR (sub-national)2. Phetchaburi based at DMCR (sub-national)3. Surat Thani, based at DMCR (sub-national)4. Hat Yai, based at DMCR (sub-national)
Contract Duration	480 working days over 2 years/24 Months.

1) GENERAL BACKGROUND

The GCF NAP Readiness and Preparatory Support project on **‘Increasing resilience to climate change impacts in marine and coastal areas along the Gulf of Thailand’** will be an important contribution to the implementation of Thailand’s National Adaptation Plan (NAP), prepared by the Office of Natural Resources and Environmental Policy and Planning (ONEP), which provides an overarching planning framework for addressing climate change adaptation.

This project focuses on advancing climate change adaptation planning in relation to marine and coastal areas in the Gulf of Thailand . Anticipated extreme events, sea-level rise, climate induced erosion, drought, and flooding are expected to affect local tourism, agriculture, fisheries, aquaculture, and natural resources as well as create additional stress on land and water resource management.

The project is complementary to other initiatives supporting the NAP implementation in Thailand. Thailand’s NAP identified six key sectors/ thematic areas, namely: (i) water management; (ii) agriculture and food security; (iii) tourism; (iv) public health; (v) natural resource management; and (vi) human settlement and security. This project will focus on addressing gaps of current support programs. The project will work towards improving climate-responsive ‘natural resource management’ (thematic NAP area v) through the integrative approach of enhancing adaptation planning and budgeting in key marine and coastal economic sectors, e.g. targeting agriculture and fisheries (thematic NAP area ii) and tourism (thematic NAP area iii). It will be implemented in close collaboration with the Department of Marine and Coastal Resources, under Ministry of Natural Resources and Environment (MoNRE). The overall timeline of Thailand’s NAP implementation allows this project to utilise best-practices and information from the other interventions, and to meaningfully expand the knowledge-base and regulatory framework, particularly for the sub-national level. Also, in perspective to revise and update Thailand’s NAP.

The project objective is to “Integrate climate change adaptation into marine and coastal area related planning and budgeting”. The project will reduce barriers such as missing of climate change information at sub-national level, climate change impact knowledge, and coordination for adaptation planning; technical capacities for integration of risk informed approaches in planning and

budgeting; and lack of options to attract financing for climate change adaptation, particularly from the private sector.

The project will be conducted with very extensive consultations at the national and provincial levels to guarantee a participative approach and avoid any social issues. Moreover, the project will build the capacities of decision-makers at different levels to measure and evaluate the exposure of communities to climate-related hazards for the integration of these risks into planning and budgeting.

2) OBJECTIVES OF THE ASSIGNMENT

The assignment aims to support the project implementation at the provinces along the coastal zone along the Gulf of Thailand.

3) SCOPE OF WORK

Key duties and responsibilities include:

Task 1: Support day-to-day activity of the Project Management Unit (UNDP) in collaboration with the Implementation Partners (Office of Natural Resources and Environmental Policy and Planning and the Department of Marine and Coastal Resources)

- Responsible for carrying out the project activities in his/her assigned coastal zone/provinces.
- Establish and maintain stakeholder relations
- Monitor and review all aspects of fieldwork on a daily basis at the assigned coastal zone/provinces
- Prepare schedule for field demonstrations, surveys and training programmes, including identification of local partners, fishers and farmers groups or individual households, community entity who are potentially interested in the project's activities implementation
- Coordinate with a National consultant to conduct risk and vulnerability assessment, climate information systems and climate change projections
- Prepare a quarterly work plan in consultation with all stakeholders, project implementing partners, PMU in advance.
- Support developing relevant lessons learned documents, communication materials, website updates, and other relevant publications;
- Support ensuring that the outcomes specified in the project's workplan are delivered at the required quality standards and within the specified cost and time limits;
- Support implementing annual work plans with indicative scheduling of identified main outputs and activities as guidance documents for the formulation and review of annual work plans;
- Support PMU to prepare biannual and annual report based on the project's annual workplan
- Consult with Project Management Unit (PMU), ONEP, DMCR, and UNDP for technical guidance

Task 2: Coordinate field work with local government agencies, the local project partners, sub-contract non-civil societies, local stakeholders, communities and leaders at the assigned project site.

- Participate in field data monitoring and collection by joining implementing local government agencies at the assigned project site

- Participate in weekly, monthly and ad hoc meetings of local government agencies and target communities organizing at the assigned project site
- Prepare brief notes of the mentioned meeting and report to PMU
- Support facilitating focus group discussion, public hearing
- Support conducting risk and vulnerability assessment, climate information systems and climate change projections lead handling by national-international consultants and firm/institution.
- Support building partnership with relevant stakeholders from public and private institutions existing at the site to fulfill the objectives of the Programmes.

Task 3: Implement and manage administrative and logistic tasks related to fields work and activities

- Communicate with local government agencies, the local project partners, sub-contract non-civil societies, local stakeholders, communities and leaders at the assigned project site.
- Support monitoring and assisting with logistical arrangements for field trips for national and international consultants in accordance with UNDP procedures;
- Responsible for all logistics requirements of the training and workshops
- Support facilitating the building of capacity and awareness of key stakeholders regarding climate finance readiness, including among the private sector and civil society;
- Conduct any other relevant tasks to support implementing the activities of outcome 1 to 3 and across these three outcomes.
- Manage and report budget and expenses of the project implementation
- Support to the development of communication and partnership arrangements and development of a coordination mechanism between partners and cooperatives

4) INSTITUTIONAL ARRANGEMENTS

The Four Technical Field Coordinators (National) will be supervised by the Project Manager and being a member of the Project Management Unit.

Each Technical Field Coordinator will work and be based at an office of the Department of Marine and Coastal Resources as seen in Annex 1.

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

This assignment is anticipated to take place between 20 May 2021 – 30 April 2023, for a maximum of 480 working days.

Duty Station: Each Technical Field Coordinator will be designated to work at the assigned project site with intermittently travels in Bangkok and to the four selected areas to conduct consultations with institutions and staffs. **See Annex 1.**

For any unforeseen official mission apart from this TOR mentioned, the Consultant will be requested to submit the concept note of mission for approval by UNDP prior to undertaking any mission. Travels will be authorized by UNDP as and when required.

6) EXPECTED OUTPUTS AND DELIVERABLES

All the outputs/deliverables as stipulated below needs to be reviewed and certified by ONEP/the Project Manager at UNDP prior the payment is released.

1. Effective and efficient coordination for implementation of the project at an assigned project site; and
2. Effective and efficient logistical and administrative assistance provided.

7) QUALIFICATIONS

Education:

- At least Bachelor's degree in environmental management, engineer, marine science, climate change, biology, law, economy, public administration, business administration or any other relevant subject.

Working Experience:

- Minimum one year of relevant professional experience in the areas of environmental protection, nature protection, and/or climate change.
 - new graduate conducted special study on natural and coastal resources management and protection may be excepted in the lieu of one year of experience;
- Knowledge and experience in climate change and relevant sectors such as marine and coastal areas, agriculture, water, energy, and cross-cutting issues such as gender, private sector etc;
- Demonstrated knowledge and working experiences on internship with government's system and policies and/or GCF's policy, system and procedures;
- Sound understanding of the sustainable development goals (SDGs) and their implications to the local government
- Ability to prepare drafting project reports, training and workshop documents;
- Knowledge or experience working for the Government of Thailand and/or UN / NGOs is an asset;
- Knowledge of UNDP and/or international development organization's policies and procedures relating to consultant contract arrangement, logistics arrangement, budget management, planning, reporting and documentation.

Language Requirements:

- Excellent oral and written communication skills in Thai and English

Functional Competencies:

- Strong interpersonal skills, communication, coordination and diplomatic skills;
- Openness to change and ability to receive and integrate feedback;
- Strong analytical, reporting and writing abilities; and
- Organizes and prioritizes work schedule to meet client needs and deadlines; and Responds to client needs promptly.
- Act as a team player and facilitating team work;
- Ability to work under pressure and time constraints.

8) SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENT

Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the days worked in the period.

The Candidate shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal.

If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. UNDP (GCF NAP Marine Project) will cover the cost of travel of the Field Technical Coordinator for missions related to this assignment in accordance with corporate regulations and rules. For any unforeseen official mission apart from this TOR mentioned, the Consultant will be requested to submit the concept note of mission for approval by UNDP prior to undertaking any mission. In such cases, UNDP will cover travel costs in accordance with corporate regulations and rules.

9) RECOMMENDED PRESENTATION OF OFFER

Interested candidates are required to submit the following documents:

Please group them into one (1) single PDF document as the application system only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability with Financial Proposal** (in THB) using the template provided as **Annex III**
[**Financial proposal:** The Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal]
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.
- **P11 / 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;
- A copy of the certificate of the highest educational degree.

Note: Incomplete proposals may not be considered. The shortlisted candidates may be contacted, and the successful candidate will be notified.

10) CRITERIA FOR SELECTION OF THE BEST OFFER

EVALUATION OF CANDIDATES:

Individual consultants will be evaluated based on the following methodology:

Cumulative Analysis: The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the individual consultants whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and

- Having received the highest score out of set of weighted combine technical evaluation of desk review and (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 evaluation (70%)

Technical Evaluation Criteria	Max Points	Weight
Technical evaluation: Desk Review		70%
<ul style="list-style-type: none"> • Education 	10	
<ul style="list-style-type: none"> • Experience in the areas of environmental protection, nature protection, and/or climate change. 	20	
<ul style="list-style-type: none"> • Knowledge and experience in climate change and relevant sectors such as marine and coastal areas, agriculture, water, energy, and cross-cutting issues such as gender, private sector etc 	20	
<ul style="list-style-type: none"> • working experience on internship with government's system and/or policies and GCF's policy, system and procedures 	5	
<ul style="list-style-type: none"> • experience working for the Government of Thailand and/or UN/ NGOs; 	10	
<ul style="list-style-type: none"> • written communication skills in Thai and English 	5	
Total Points Obtainable in TE	70	

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$. Where:
- p = points for the financial proposal being evaluated;
- y = maximum number of points for the financial proposal;
- μ = price of the lowest priced proposal;
- z = price of the proposal being evaluated.

Annex 1: Duty Station at assigned project site

Technical Field Coordinators (level: IC)	Rayong, based at DMCR (sub-national)	<ul style="list-style-type: none"> Responsible for Coastal Zone 1 (Trat, Chanthaburi, Rayong provinces) Establish and maintain stakeholder relations Prepare and support conduct workshops, events, research, field missions Support to prepare technical outputs, ensure access to subnational data and stakeholders in coastal zone 2 	<u>Tentative Mission travel</u> <ul style="list-style-type: none"> To Bangkok: 1 trip To Trat: 3 trips To Chanthaburi: 3 trips
	Phetchaburi based at DMCR (sub-national)	<ul style="list-style-type: none"> Responsible for Coastal Zone 2 (Chonburi, Chachoengsao, Samut Prakan, Bangkok Metropolis, Samut Sakhon, Samut Songkhram, Phetchaburi provinces) Establish and maintain stakeholder relations Prepare and support conduct workshops, events, research, field missions Support to prepare technical outputs, ensure access to subnational data and stakeholders in coastal zone 1 	<u>Tentative Mission travel</u> <ul style="list-style-type: none"> To Bangkok: 1 trip To Chonburi: 3 trips To Samut Songkram: 3 trips To Samut Sakhon: 3 trips
	Surat Thani, based at DMCR (sub-national)	<ul style="list-style-type: none"> Responsible for Coastal Zone 3 (Prachuap Khiri Khan, Chumphon, Surat Thani provinces) Establish and maintain stakeholder relations Prepare and support conduct workshops, events, research, field missions Support to prepare technical outputs, ensure access to subnational data and stakeholders in coastal zone 3 	<u>Tentative Mission travel</u> <ul style="list-style-type: none"> To Bangkok: 1 trip To Chumphon: 3 trips To Prachuab kirikhan: 3 trips

	<u>Hat Yai,</u> <u>based at</u> <u>DMCR</u> <u>(sub-</u> <u>national)</u>	<ul style="list-style-type: none"> • <u>Responsible for Coastal Zone 4 (Nakhon Si Thammarat, Phatthalung, Songkhla, Pattani, Narathiwat provinces)</u> • <u>Establish and maintain stakeholder relations</u> • <u>Prepare and support conduct workshops, events, research, field missions</u> • <u>Support to prepare technical outputs, ensure access to subnational data and stakeholders in coastal zone 4</u> 	<u>Tentative Mission travel</u> <ul style="list-style-type: none"> • To Bangkok: 1 trip • To Nakhon Si Thammarat: 3 trips • To Pattani: 3 trips • To Phattalung: 3 trips
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Remark: The Project Manager will assign each Field Technical Coordinator to genuinely arrange mission travel which will be based upon an annual action plan of the project.