



## **TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT**

**POST TITLE:** Risk and Vulnerability Assessment Consultant (National)  
**AGENCY/PROJECT NAME:** UNDP Thailand/GCF NAP Marine Project  
**COUNTRY OF ASSIGNMENT:** Bangkok, Thailand  
**EXPECTED DURATION:** from 01 July 2021 - 30 May 2022

### **1) GENERAL BACKGROUND**

The GCF NAP Readiness and Preparatory Support project titled ‘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 (“the Gulf”). 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 the 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.

In this context, the project objective is to “Integrate climate change adaptation into marine and coastal area related planning and budgeting”. GCF resources will be used to address barriers that hinder information, knowledge, and coordination for adaptation planning; technical capacities for integration of risk informed approaches in planning and budgeting; and a lack of options to attract financing for climate change adaptation, particularly from the private sector.

The project will be nationally executed as per UNDP Direct Implementation Modality (DIM) procedures and adhering with Readiness and Preparatory Support Framework Agreement reached between GCF and UNDP.

To lay the groundwork for risk-informed subnational level adaptation planning, UNDP seeks the support of a national consultant to conduct up to 4 risk and vulnerability assessments by economic sectors, e.g. fisheries,

agriculture, tourism, and/or local areas along the coastal zone in the Gulf of Thailand. The assessments should factor-in particularly vulnerabilities of specific groups and be gender-sensitive. The results will be used and synchronized into design of local marine and coastal resources management and conservation measure, prioritization/selection of vulnerable areas risk to threaten biodiversity, draft local integrated plan to safeguard, protect and enhance marine and coastal areas for incorporating in subnational or national strategic plan.

## 2) OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are to conduct risk and vulnerability assessments for up-to four selected areas and activities and to develop an analysis of gender and vulnerable groups in the target areas (the sites will be determined during the inception phase of the project based on their exposure to climate change impacts, vulnerability of their economic sectors, and poverty profiles).

## 3) SCOPE OF WORK

Key duties and responsibilities include:

**Task 1: Prepare an Inception Report which includes a summary of the context, the scope of the analysis and detailed methodology of risks and vulnerability assessment for key economic sectors (e.g. agriculture, fisheries, tourism and coastal resource and ecosystem, including gender and vulnerable groups) to be used as agreed by the initial scoping with key sector stakeholders and based on initial review of data**

- Desktop reviews of relevant documentation and reports;
- Identify issues, needs, data in regard to climate change risks and vulnerabilities, the prevailing climate change hazards, their associated impacts on key coastal economic sectors (agriculture, fisheries, tourism and coastal resource, and eco-/ social systems, including gender and vulnerable groups);
- Prepare draft the context, the scope of the assessment including exposure and sensitivity of key economic sectors and detailed methodology of the assessment for up to 4 selected areas and by economic sectors (e.g. fisheries, agriculture, tourism along the Gulf of Thailand);
- Develop and design tools (see annex 1) and methodologies for conducting a climate change risk assessment; and
- Prepare an inception report, summary, the scope of analyses, detailed methodology of the assessment including power point both in Thai and English languages.

**Task 2: Conduct risk and vulnerability assessments for up to 4 selected areas and by economic sectors (e.g. fisheries, agriculture, tourism along the coastal zone):**

Review the existing national/subnational and sectoral risk assessments (including those referred to in Thailand's National Adaptation Plan (NAP) as well as reports from associated pilot adaptation interventions and assessments of climate change scenarios in Thailand;

- Review existing data of Thailand's weather pattern including rainfall, temperature as well as trends in the selected project areas;
- Conduct field visits for site observation and the use of participatory tools ideal for climate change risk assessment with key informants (which can include fishers, farmers, local stakeholders, community leaders, and local government officers) and the community in general;

- Conduct the assessment based on the designed tools and methodologies at 4 selected sites (including conducted interviews and consultations with key informants including: fishers, farmers, local stakeholders, community leaders and local government officers);
- Assess current coping mechanisms and overall adaptive capacity of communities in the selected project areas and their extent of effectiveness to develop a vulnerability profile of the communities/areas/sectors;
- Analyze, interpret, and utilise the analytical data and results of a climate change models (prepared by other consultants under the same project) of the 4 selected sites;
- Work with communities to propose adaptation/mitigation actions for the respective climate change hazards and develop a plan for the implementing the actions to manage the associated risks;
- Prepare the assessment reports, maps, and summary including power point both in Thai and English languages; and
- Consult with Project Management Unit (PMU), ONEP and UNDP for technical guidance.

**Task 3: Prepare and conduct an analysis of gender and vulnerable groups in the 4 target areas to complement the data of the climate projections with bottom-up information to enable the development of holistic and gender-sensitive risk assessments:**

- Desktop reviews of relevant documentations and reports;
- Prepare a concept note of the analysis of gender and vulnerable groups in the 4 target areas;
- Identify gender and vulnerable groups in the 4 target areas;
- Collect data by conducting interviews and consultations with key informants including: women, youth, local stakeholders, community leaders, and local government officers;
- Manage and analyze data collected from the 4 selected sites and interpret the analytical data and result of the assessment to support setting and implementing Climate Information System and Climate Change Modelling;
- Prepare the assessment reports, maps of gender and vulnerable groups including power point both in Thai and English languages;
- Provide recommendation based on the assessment and projections reports to enable the development of holistic and gender-sensitive risk assessments; and
- Consult with Project Management Unit (PMU), ONEP and UNDP for technical guidance.

**Task 4: Present findings and recommendations to key stakeholders. As a complement to the assessment report, prepare a presentation and policy brief that delivers the assessment findings and recommendations in a simplified manner and with an eye towards actionable decision making:**

- Prepare key findings and recommendation to support subnational level adaptation planning, including design of local marine and coastal resources management and conservation measure, prioritization/selection of vulnerable areas highly exposed to climate change hazards.

**Task 5: Organize training and consultation workshops on design, implementation and validation of risk and vulnerability assessment to local officers of ONEP, DMCR, and other relevant line agencies:**

- Design a two-day syllabus and materials on design and implementation of risk and vulnerability assessments;
- Take a key role as an instructor of the training and consultation workshops;
- Prepare training materials (PPT), documents, manuals, and an evaluation report both in Thai and the English language; and
- Validate report of findings from assessments and consultations on climate risks and vulnerabilities, including climate risk profiles.

#### **4) INSTITUTIONAL ARRANGEMENTS**

The Risk and vulnerability Assessment Consultant will work under the direct supervision of Project Management Unit (PMU), ONEP, and UNDP for technical guidance. The national consultant will work closely together with one international PMU team member/consultant and the 4 risk and vulnerability assessments are shared deliverables.

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

This assignment is anticipated to take place between 01 July 2021 – 30 May 2022, for a maximum of 80 working days.

Duty Station: Home-based with travels to Bangkok and intermittently participate in four selected areas to conduct consultations with local stakeholders.

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. The risk and vulnerability assessments (including the associated reports and presentations) are joint deliverables with one international PMU team member/consultant.

1. An Inception Report which includes a summary of the context, the scope of the analyses and detailed methodology of the proposed risk and vulnerability assessment on key economic sectors to be used as agreed by the initial scoping with key sector stakeholders and based on initial review of data;
2. Reports and maps of risk and vulnerability assessments for the target areas, containing:
  - Findings from analyses and assessments on climate hazards, exposure and socioeconomic vulnerabilities and mapping of vulnerability at local level;
  - The various kinds and levels (ranking) of existing and potential risks for farming communities in the project areas;
  - The level of vulnerability of the community based on the exposure and sensitivity to identified hazards and the current adaptive capacity of the community by findings of the assessment;
  - Summary of key training and workshop provided including objectives, participants, topics, and outcomes;
  - Validated Report of findings from assessments and consultations on climate risks and vulnerabilities including climate risk profiles; and
  - Draft and final assessment reports both in Thai and English languages.
3. Presentation and policy brief summarizing the finding of the assessments and recommendations targeting decision makers at national and local level.

Specific deliverables during the assignment are as follows:

No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
1	An Inception Report which includes a summary of the context, the scope of the analyses and detailed methodology of risk and vulnerability assessments on key economic sectors to be used as agreed by the initial scoping with key sector stakeholders and based on initial review of data. (10 working days)	10 July 2021	UNDP-CO
2	Reports and maps of risks and vulnerability assessments for the target areas as mentioned in Section 6 completed. (60 working days)	20 November 2021 to 30 January 2022	UNDP-CO
3	Presentation and policy brief summarizing the finding of the assessments and recommendations targeting decision makers at national and local level.(10 working days)	15 May 2022	UNDP-CO

## 7) QUALIFICATIONS

### Education:

- At least Master's degree in Environmental Sciences, Natural Resources, Economics, Social Sciences or its equivalent relevant to Vulnerability and Adaptation Assessment.

### Experience:

- Minimum 5 years of working experience or research natural resources management, environmental protection in an area relevant to Climate Change;
- Experience in undertaking vulnerability and adaptation or sustainable development issues
- Demonstrated ability of analytical and drafting work;
- Experience in demonstrable knowledge of key V&A assessment methodologies, empirical data-based analysis, scenario-based sector risk/hazards projections, risks management and strategy and programme development;
- Demonstrated experience working in the region or similar contexts, and working with development partners;
- Ability to use basic tools relevant to the Climate change context is required.

### Language Requirements:

- Excellent oral and written communication skills in Thai and English.

## 8) SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENT

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.

The method of payment is an output-based lump-sum scheme. The payments shall be released upon UNDP's satisfaction of the consultant's submission of each deliverable by or before the due dates as agreed with the UNDP Thailand team.

Payments will be done upon completion of the deliverables/outputs and as per below percentages.

No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required	Payment
1	An Inception Report which includes a summary of the context, the scope of the analyses and detailed methodology of projections and risks and vulnerability assessment on key economic sectors to be used as agreed by the initial scoping with key sector stakeholders and based on initial review of data.	10 July 2021	PMU/UNDP	10%
2	Reports and maps of risks and vulnerability assessments for the target areas as mentioned in Section 6 completed.	30 January 2022	PMU/UNDP	70%
3	Presentation and policy briefing (including the drafting of a policy brief) to key stakeholders and training workshops delivered.	15 May 2022	PMU/UNDP	20%

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 unforeseeable travel not anticipated in this TOR, 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.

## 9) RECOMMENDED PRESENTATION OF OFFER

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document:

- a) **Personal CV or P11**, 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;
- b) **Letter of Confirmation of Interest and Availability and Financial Proposal** that indicates the daily rate/fee of the candidate, in Thai Baht.
- c) **Supportive documents namely:**

- i) **Brief description** of why the individual considers him/herself as the most suitable for the assignment and a methodology on how they will approach and complete the assignment.
- ii) **Examples of prior relevant work**, at least one sample/publications in Thai and one sample in English.

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

The criteria which shall serve as the basis for evaluating offers is as follows:

Combined Scoring method – where the qualifications and methodology will be weighted 70% and combined with the price offer which will be weighted 30%.

Technical criteria for evaluation (Maximum 100%)

Criteria 1: Education – Max15%

Criteria 2: A minimum 5 years of working experience or research natural resources management, environmental protection in an area relevant to Climate Change-Max 20%

Criteria 3: Experience in undertaking vulnerability and adaptation or sustainable development issues- Max 20%

Criteria 4: Experience in demonstrable knowledge of key V&A assessment methodologies to include climate modeling, empirical data-based analysis, scenario-based sector risk/hazards projections, risks management and strategy and programme development- Max 20%

Criteria 5: Demonstrated experience working in the region or similar contexts, and working with development partners– Max 20%

Criteria 6: Language requirement – Max 5%

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

**Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.**

## **ANNEX to the TOR**

The consultant should use basic tools relevant to the Climate change context like:

- Climate risk maps
- Community historic
- Focus group discussion
- Historical transect
- Local resource maps
- Matrix ranking
- Problem analysis
- Timeline
- Vulnerability mapping and profiling
- Adaptation action recommendation and planning