



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

<b>POST TITLE:</b>	National Stocktaking Assessment Consultant
<b>AGENCY/PROJECT NAME:</b>	UNDP Thailand Country Office/ GCF NAP Marine Project
<b>COUNTRY OF ASSIGNMENT:</b>	Bangkok, Thailand
<b>EXPECTED DURATION:</b>	Up to 90 working days from 01 July 2021 - 30 April 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 stocktaking exercise will assist in understanding the current landscape of climate change adaptation efforts and initiatives with a view to identifying gaps and opportunities for further action. One specific intended use is to better understand the coastal resilience to climate change. It can also provide relevant information instrumental to leverage climate finance for Thailand. To this end, data and information of stocktaking exercise will be a building block to develop an integrated plan to safeguard, protect, and enhance coastal resources and areas for synchronizing subnational and national strategies and the country's National Adaptation Plan (NAP).

## **2) OBJECTIVES OF THE ASSIGNMENT**

The objectives of the assignment are seeking technical support to conduct a comprehensive stocktaking exercise of existing climate change adaptation efforts and initiatives along the Gulf Thailand in order to understand the current landscape of climate change adaptation initiatives with a view to identifying gaps, barrier analysis, opportunities and propose solutions for further actions.

The national consultant will conduct the stocktaking of existing adaptation efforts/initiatives/projects and work collaboratively with other international and national consultants to identify adaptation options.

## **3) SCOPE OF WORK**

Key duties and responsibilities include:

Task 1: Prepare an inception report and brief summary of intended approach for the assignment:

- Literature review of key documents, reports, and other literature, including but not limited to, annual, monitoring, and progress of relevant projects, programmes, policies and other initiatives implemented by government Ministries, Departments and Agencies as well as non-governmental organisation, private sector entities, academia, UN agencies, and donor organisations;
- Identify the most appropriate methodology/tool, in consultation with the Project Management Unit (PMU), ONEP, and UNDP for technical guidance to undertake stocktaking exercise along the Gulf of Thailand and thereafter identify adaptation needs and priorities suited to key economic sectors (e.g. tourism, agriculture, and fisheries) in marine and coastal areas along the Gulf of Thailand;
- Prepare a draft inception report and brief summary of the exercise including power point presentation both in Thai and English languages; and
- Responsible as a key facilitator of stocktaking exercise inception workshop to laying the groundwork and addressing the gaps of national adaptation planning.

Task 2: Identify and synthesize the available and relevant information on climate change impacts, resilience and vulnerability factors, and adaptation practices:

- Desktop review of relevant documents, including relevant outcomes of the Department of Marine and Coastal Resources (DMCR) Work Programme on impacts, resilience and vulnerability factors, and adaptation practices, reports of the Department of Marine, the special reports of the Intergovernmental Panel on Climate Change, the guidance on adaptation communications, existing research on adaptation options of key economic sectors in the targeted areas, and other relevant reports;
- Prepare report and brief summary including power point presentation both in Thai and English languages of the assigned task; and
- Consult with Project Management Unit (PMU), ONEP, and UNDP for technical guidance.

Task 3: Prepare map of key stakeholders and actors (public sector, private sector, academia, and civil society) gender and vulnerable groups for the planning and implementation of adaptation activities

- Desktop review of relevant documentation, including the relevant outcomes of the Department of Marine and Coastal Resources (DMCR) Work Programme on impacts, resilience and vulnerability factors, and adaptation practices, the special reports of the Intergovernmental Panel on Climate Change, the guidance on adaptation communications, and other relevant reports;
- Prepare report and brief summary including power point presentation both in Thai and English languages of map of o key stakeholders and actors, gender and vulnerable groups; and
- Prepare recommendation for developing 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.

Task 4: Organize and conduct a stocktaking workshop with national stakeholders to identify and assess ongoing and past adaptation activities and, based on this, identify gaps, opportunities and make recommendations on the successful implementation of the NAP at subnational levels:

- Prepare the workshop's prospectus, agenda, materials and presentations both in Thai and English languages containing summary of key activities, gaps, and challenges identified;
- Responsible as a key facilitator of stocktaking exercise workshop to laying the groundwork and addressing the gaps of national adaptation planning;
- Undertake a rapid assessment of the gaps and needs of the enabling environment for the NAP implementation process at sub-national levels (focusing on human resources, institutional capacities, data and information, including on age, gender, etc.); the potential barriers to the planning, design, and implementation of adaptation activities, including Ecosystem-based Adaptation (EbA), Nature-based Solutions (NbS), and Community-based Adaptation (CbA); and to assess the ability to mainstream adaptation issues into sector strategies and action plans; and
- Prepare the workshop report both in Thai and English languages.

Task 5 Organize and conduct a validation workshop to present the final results of the stocktaking exercise:

- Present key 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 toward actionable decision making;

- Prepare materials (PPT) and documents of key findings and recommendations both in Thai and English languages; and
- Prepare report of validation workshop.

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

The Consultant will work under the direct supervision of Project Management Unit (PMU), ONEP, and UNDP for technical guidance.

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

This assignment is anticipated to take place between 1 July 2021 – 30 April 2022, for a maximum of 90 working days.

Duty Station: Home-based with travels in Bangkok and to the four selected areas to conduct consultations with institutions and staffs. UNDP will cover the cost of travel 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. 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. An inception report and brief summary of the exercise and methodology/tool to undertake stocktaking exercise along the Gulf of Thailand and thereafter identify adaptation needs and priorities suited to marine and coastal areas along the Gulf of Thailand, including power point presentation both in Thai and English languages.
2. Reports and brief summary of Identified and synthesized the available and relevant information on climate change impacts, resilience and vulnerability factors, and adaptation options, including power point presentation both in Thai and English languages.
3. Map and profile of key stakeholders and actors (public sector, private sector, academia, and civil society) gender and vulnerable groups for the planning and implementation of adaptation activities including power point presentation both in Thai and English languages.
4. Report of Consultations with key stakeholder-summary of consultations both in Thai and English languages.
5. First draft of stocktaking report including - Stakeholder map and profile of actors - Synthesis of ongoing and past adaptation activities and, where available, planned activities - Narrative on rapid gaps and needs analysis, assessment of barriers to planning, design and implementation of adaptation activities, and assessment of ability to mainstream adaptation issues into sector strategy and action plans - Findings from the stocktaking exercise – recommendations.

6. Validation Workshop - Agenda - Presentations - Photos - Validation Workshop report. (UNDP will organize the workshop)
7. Final stocktaking report: draft + final version incorporating comments from ONEP/the Project Manager at UNDP.
8. Summary of lessons learned from the stocktaking workshop and report to be posted on the ONEP and UNDP website.

Specific deliverables during the assignment are as follows:

No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
1	An inception report and brief summary of the exercise and methodology/tool to undertake stocktaking exercise along the Gulf of Thailand and thereafter identify adaptation needs and priorities suited to marine and coastal areas along the Gulf of Thailand including power point presentation both in Thai and English languages.  Reports and brief summary of identified and synthesized the available and relevant information on climate change impacts, resilience and vulnerability factors, and adaptation options, including power point presentation both in Thai and English languages. (10 working days)	30 July 2021	UNDP
2	Map and profile of key stakeholders and actors (public sector, private sector, academia, and civil society) gender and vulnerable groups for the planning and implementation of adaptation activities including power point presentation both in Thai and English languages. (60 working days)	30 September 2021	UNDP
3	First and final drafts of stocktaking report including - Stakeholder map and profile of actors - Synthesis of ongoing and past adaptation activities and, where available, planned activities - Narrative on rapid gaps and needs analysis, assessment of barriers to planning, design and implementation of adaptation activities, and assessment of ability to mainstream adaptation issues into sector strategy and action plans - Findings from the stocktaking exercise – Recommendations. (10 working days)	30 November 2021	UNDP
4	Validation Workshop report and Summary of lessons learned from the stocktaking workshop and report to be posted on the ONEP and UNDP website. (10 working days)	15 April 2022	UNDP

## 7) REQUIRED QUALIFICATIONS

### Education:

- At least Master's degree in Environmental Sciences, Climate Finance, Climate Change Study, Fishery, Natural Resource Management, Economics, Social Sciences or its equivalent relevant to Vulnerability and Adaptation Assessment.

Experience:

- Minimum of 5 years of working experience in an area relevant to climate change impact or marine and coastal resources research, environment.
- Minimum of 3 years' experience in undertaking vulnerability assessment and adaptation, and sustainable development issues.
- Minimum of 2 years' experience in demonstrable knowledge of collecting and analysing impact of climate change and/or key vulnerability & adaptation assessment methodologies.
- Minimum of 2 years demonstrated experience working in the sub-nation of Thailand or similar contexts, or working with government institutions, civil societies, academic institutions, private sectors.
- Minimum of 2 years' experience in the facilitation of consultation and workshops.

Language Requirements:

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

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

Consultant shall quote an all-inclusive total lump sum fee for the entire assignment. 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 proposed fee submitted in the proposal.

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 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.

No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required	Payment
1	An inception report and brief summary of the exercise and methodology/tool to undertake stocktaking exercise along the Gulf of Thailand and thereafter identify adaptation needs and priorities suited to marine and coastal areas along the Gulf of Thailand including power point presentation both in Thai and English languages.	30 July 2021	UNDP	

	Reports and brief summary of identified and synthesized the available and relevant information on climate change impacts, resilience and vulnerability factors, and adaptation options, including power point presentation both in Thai and English languages.			10 %
2	Map and profile of key stakeholders and actors (public sector, private sector, academia, and civil society) gender and vulnerable groups for the planning and implementation of adaptation activities including power point presentation both in Thai and English languages.	30 September 2021	UNDP	40%
3	First and final drafts of stocktaking report including - Stakeholder map and profile of actors - Synthesis of ongoing and past adaptation activities and, where available, planned activities - Narrative on rapid gaps and needs analysis, assessment of barriers to planning, design and implementation of adaptation activities, and assessment of ability to mainstream adaptation issues into sector strategy and action plans - Findings from the stocktaking exercise – Recommendations.	30 November 2021	UNDP	40%
4	Validation Workshop report and Summary of lessons learned from the stocktaking workshop and report to be posted on the ONEP and UNDP website.	15 April 2022	UNDP	10%

## 10) CRITERIA FOR SELECTION OF THE BEST OFFER

The award of the contract will 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 a set of weighted technical and financial criteria specific to the solicitation.
  - Technical Criteria weight; 70%
  - Financial Criteria weight; 30%

### Technical criteria for evaluation (Maximum 100 points)

- a) Criteria 1: Education - **Max 20 Points**

- b) Criteria 2: Minimum 5 years of working experience in an area relevant to climate change impact or marine and coastal resources research, environment- **Max 25 Points**
- c) Criteria 3: Minimum of 3 years experience in demonstrable knowledge of collecting and analysing impact of climate change and/or key vulnerability & adaptation assessment methodologies - **Max 25 Points**
- d) Criteria 4: Minimum of 2 years experience working in the sub-nation of Thailand or similar contexts, or working with government institutions, civil societies, academic institutions, private sectors - **Max 10 Points**
- e) Criteria 5: Minimum of 2 years in the facilitation of consultation and workshops – **Max 10 Points**
- f) Criteria 6: Language requirement – **Max 10 Points**

**Only candidates obtaining a minimum of 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;
- $\mu$  = price of the lowest priced proposal;
- $z$  = price of the proposal being evaluated.

### **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:

1. **Letter of Confirmation of Interest and Availability with Financial Proposal** (in THB) using the template provided as **Annex III**  
**[Financial proposal:** Consultant shall quote an all-inclusive total lump sum fee for the entire assignment. 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 proposed 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.
2. **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;
3. **Supportive documents namely:**



- **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.
- **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.

**\*\*Failure to submit the above-mentioned documents or Incomplete proposals shall result in disqualification**

**\*\*Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

The short-listed candidates may be contacted and the successful candidate will be notified.