



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLE: International Consultant - Risk and Vulnerability Assessment

AGENCY/PROJECT NAME: UNDP Thailand/GCF NAP Marine Project

COUNTRY OF ASSIGNMENT: Bangkok, Thailand

EXPECTED DURATION: 80 working days from 01 July to 31 Dec 2021

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 results of the assessment by economic sectors e.g. fisheries, agriculture, tourism along the coastal zone 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/sectors (including an analysis of gender and vulnerable groups, if within scope or agreed upon methodology) 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 analyses and detailed methodology of risk and vulnerability assessment on key economic sectors (agriculture, fisheries, tourism and coastal resource and ecosystem, potentially including gender and vulnerable groups) to be used as agreed by the initial scoping with key sector stakeholders and based on an initial literature review:

- Desktop reviews of relevant documentation and reports, including inception reports of four key national consultants for stocktaking, reports covering risk and vulnerability and climate change projections/modelling, and climate information system;
- 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 of the context and propose the scope (subject to agreement with government partners) and 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 in 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 existing assessments and reports from associated pilot adaptation interventions and climate change scenarios in Thailand (if available);
- Review existing data of Thailand's weather pattern including rainfall, temperature as well as trends of hazards relevant to agreed-upon focus of the assessments in the selected project areas, potentially including floods, droughts, or changing storm regimes;
- Review all relevant deliverables (including sub-regional stock takes of existing risk assessments at provincial levels) produced by four national consultants of the Project;

- Subject to approach for risk assessments, conduct field visits for site observation and the use of participatory tools with key informants from ONEP and DMCR, as well as key private sector stakeholders and communities in targeted coastal zones along the Gulf of Thailand;
- Conduct the assessment based on the designed tools and methodologies at 4 selected sites and by economic sectors (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;
- Manage, analyze, and interpret the analytical data and results of the assessment from the 4 selected sites and by key economic sectors to support the enhancement of the Climate Information System and implementation/update of Thailand's National Adaptation Plan;
- Work with ONEP, DMCR, and UNDP to propose adaptation\mitigation actions for the respective climate change hazards and develop a plan for the implementing the actions to manage associated risks;
- Prepare the assessment reports and summary including power point presentation in 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 and by key economic sector 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, reports including the reports and deliverables of the National Consultant for risk and vulnerability assessment;
- Prepare concept note of the analysis of gender and vulnerable groups in the 4 target areas and by key economic sectors;
- Identify gender and vulnerable groups in the four target areas and by key economic sectors;
- Collect data by conducting interviews and consultations with key informants, including women, youth, local stakeholders, community leaders, and local government officials;
- Manage and analyze data collected from the four selected sites and by key economic sectors and interpret the analytical data and result of the assessment to support the enhancement of the Climate Information System and implementation/update of Thailand's National Adaptation Plan;
- Prepare the assessment reports, including power point presentation in English languages;
- Provide recommendation based on the assessment and 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: Participate in consultation workshops on validation of risk and vulnerability assessment to local officers of ONEP, DMCR and other relevant line agencies:

- Validate Report of findings from assessments and consultations on climate risks and vulnerabilities including climate risk profiles;
- Prepare materials (PPT), documents on validation of risk and vulnerability in English languages.

Task 5: 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 towards actionable decision making:

- Prepare key findings and recommendation to support setting and implementing Climate Information System, including design of local marine and coastal resources management and

conservation measure, prioritization/selection of vulnerable areas highly exposed to climate change hazards.

Task 6: Provide technical advice to key national consultants, ONEP, DMCR, and relevant line/implementing government agencies to incorporate all deliverables, risk assessment and training materials into the update of Thailand's National Adaptation Plan (NAP):

- Provide technical advice to national consultants on conduct stocktaking, risk and vulnerability assessment, climate change project/modelling and climate information system;
- Peer-review and provide technical advice on climate change modeling methodology, and stocktaking reports developed by national consultants, as well as training packages; and
- Provide technical advice to relevant officers of ONEP, DMCR and line/implementing government agencies to update the National Adaptation Plan.

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.

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

This assignment is anticipated to take place between 01 July 2021 – 31 Dec 2021, for a period of 80 working days.

Duty Station: Home-based with two missions to Thailand and to the four selected areas to conduct assessments and consultations with key informants of communities, government agencies, and institutions.

UNDP will cover the cost of travel of the international consultant 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.

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 which includes a summary of the context, the potential methodology and scope of the analyses to conduct the risk and vulnerability assessments on key economic sectors (agriculture, fisheries, tourism and coastal resource and ecosystem including gender and vulnerable groups);
2. Risk and vulnerability assessments for the target areas and selected economic sectors, containing:
 - Findings from the analyses and assessments on climate hazards, exposure and socioeconomic vulnerabilities and mapping of vulnerability at targeted areas;

- The various kinds and levels (ranking) of existing and potential risks for communities in the project areas and by economic sectors;
 - The level of vulnerability of the community, based on exposure and sensitivity characteristics, to identified hazards and the current adaptive capacity of the community by findings of the assessment;
 - Summary of consultation workshops 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 in English languages; and
3. Presentation of all reports 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 potential methodology and scope of the analyses to conduct the risk and vulnerability assessments on key economic sectors (agriculture, fisheries, tourism and coastal resource and ecosystem including gender and vulnerable groups). (10 working days)	16 Jul 2021	UNDP
2	Draft and final assessment reports for four targeted areas/sectors in English languages. (60 working days)	31 Aug to 30 Nov 2021	UNDP
3	Presentations and policy brief summarizing the finding of the assessments and recommendations targeting decision makers at national and local level. (10 working days)	20 Dec 2021	UNDP

7) REQUIRED QUALIFICATIONS

Education:

- PhD's degree in Climate Finance, Climate Change Adaptation, Climate Risk Reduction, Environmental Sciences, Economics, Social Sciences or its equivalent relevant to climate change adaptation planning

Experience:

- At least 5 years of work experience in climate change adaptation, policies, and strategies formulation with national institutions, preferably with experience in Thailand;
- At least 5 year proven experience in working on and understanding of global, regional, and national processes for Impact Chain Analysis, National Adaptation Plans (NAPs) and Nationally Determined Contributions (NDCs), including up to date knowledge and international practices and guidelines;
- At least 3 years demonstrated understanding of subnational level adaptation planning processes and multi-stakeholder engagement approaches;

- At least 3 years experience in undertaking risk and vulnerability assessments, preferably in the Thai or Southeast Asian context;
- Experience of working with GCF/GEF project development and reporting will be an advantage; and
- Demonstrated experience working in the region or similar contexts and working with development partners (previous UN experience will be an advantage).

Language Requirements:

- Excellent oral and written communication skills in English.

8) SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENT

Consultant must 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 which includes a summary of the context, the scope of the analyses and detailed methodology of projections and risk and vulnerability assessments for key economic sectors to be used as agreed by the initial scoping with key sector stakeholders and based on initial review of data.	16 Jul 2021	UNDP	10%
2	Draft risk and vulnerability assessments for four targeted areas	31 Aug 2021	UNDP	30%
3	Final risk and vulnerability assessments for four targeted areas	30 Nov 2021	UNDP	40%
4	Presentation and policy briefing to key stakeholders and training & workshop	20 Dec 2021	UNDP	20%

10) CRITERIA FOR SELECTION OF THE BEST OFFER

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 consultant 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 interview (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 -70%

1. Criteria 1: Education - **Max 15 Points**
2. Criteria 2: At least 5 years of work experience in an area relevant to climate change adaptation, policies, and strategies, preferably with experience in Thailand - **Max 20 Points**
3. Criteria 3: At least 5 years proven experience in working on and understanding of global, regional, and national processes for National Adaptation Plans (NAPs) and Nationally Determined Contributions (NDCs), including up to date knowledge and international practices and guidelines - **Max 20 Points**
4. Criteria 4: At least 3 years demonstrated understanding of subnational level adaptation planning processes and multi-stakeholder engagement approaches - **Max 20 Points**
5. Criteria 5: At least 3 years experience in undertaking risk and vulnerability assessments, preferably in the Thai or Southeast Asian context– **Max 15 Points**
6. Criteria 7: At least 1 year experience of working with GCF/GEF project development and reporting will be an advantage - **Max 5 Points**
7. Criteria 8: At least 1 year demonstrated experience working in the region or similar contexts and working with development partners (previous UN experience will be an advantage) - **Max 5 Points**

Total points obtainable in Technical Evaluation – 100 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;
- μ = price of the lowest priced proposal;
- z = price of the proposal being evaluated.

9) RECOMMENDED PRESENTATION OF OFFER

Candidates wishing to be considered for this assignment are required to submit the following documents to demonstrate their qualifications

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

1. Duly accomplished Letter of Confirmation of Interest and Availability with financial proposal in USD using the template provided by UNDP (**Annex III**);
 - Consultant shall quote an all-inclusive total lump sum fee for the entire assignment in. 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.
 - Payments shall be done on **lumpsum basis**, upon verification of completion of deliverables and approval by the IC’s supervisor.
 - 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. Curriculum Vitae or P11, Indicating all past experience from similar projects, as well as the contact details (email and telephone) of the Candidate and at least three (3) professional references.

****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.**

ANNEX1

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 planning