



REQUEST FOR PROPOSAL (RFP)

Knowledge Management on Climate Change Projections and Risk and Vulnerability Assessment	DATE: July 1, 2021
	REFERENCE: RFP-2021-018

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services of **Knowledge Management on Climate Change Projections and Risk and Vulnerability Assessment**

Please be guided by the forms attached hereto as Annex 3 and Annex 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

Your Proposal must be expressed in English language and valid for a minimum period of 120 days

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system. In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through e-tendering on or before the deadline.

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions (<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>). The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Tanya Janjarasskul

Officer-in-Charge, Transactional Services Team, BRH

01 July 2021

Description of Requirements

<p>Context of the Requirement</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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 lack of options to attract financing for climate change adaptation, particularly from the private sector.</p> <p>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.</p>
<p>Implementing Partner of UNDP</p>	<p>The Office of Natural Resources and Environmental Policy and Planning (ONEP)</p>
<p>Brief Description of the Required Services</p>	<ul style="list-style-type: none"> • Task 1: Prepare an Inception Report which includes a summary of the context, the scope of the analyses and detailed methodology of Climate Change projection/modelling and risk and vulnerability assessment on coastal and natural resources, biodiversity, key habitats and ecosystem including key sectors

	<p>namely: e.g. fisheries, agriculture, tourism, gender and vulnerable groups by threat in different provincial coastal zone such as coral bleaching, soil erosion, salt intrusion along the Gulf of Thailand to be used as agreed by the initial scoping with key sector stakeholders and based on initial review of data including the roadmap of the assessment and training workshop/consultation</p> <ul style="list-style-type: none"> • Task 2: Conduct baseline assessment in different provincial coastal zone such as coral bleaching, soil erosion, salt intrusion along the Gulf of Thailand and by key sectors (e.g. fisheries, agriculture, tourism, gender and vulnerable groups along the coastal zone) • Task 3: Conduct the climate change projection/modelling covering risk and vulnerability assessment based on the scope of bullet a) to e) of Task 1 • Task 4: Prepare and conduct an analysis of gender and vulnerable groups in marine and coastal provincial zone and by key sectors to complement the data of the climate projections with bottom-up information to enable the development of holistic and gender-sensitive risk assessments • Task 5: Organize training and consultation workshops on design, implementation and validation of Climate Change projection/modelling to local officers of ONEP, DMCR and other relevant line agencies • Task 6: Present key findings and recommendations to key stakeholders. As a complement to the Climate Change projection/modelling report, prepare a presentation and policy brief that delivers the Climate Change projection/modelling results/findings and recommendations in a simplified manner and with an eye toward actionable decision making. • Task 7: Provide technical advice to key national consultants, ONEP, DMCR and relevant line/implementing government agencies to incorporate all deliverables, assessment and project/modelling reports, guidelines into the development of the National Adaptation Plan • Task 8: Prepare, develop, establish and manage database of marine and coastal resources to support the formulation of the National Adaptation Plan for short, medium and long terms <p><i>(for detail please see the TOR attached as Annex 2)</i></p>
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List and Description of Expected Outputs to be Delivered	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 Climate Change Projection/Modelling and detailed methodology to be used as agreed by the initial scoping with key sector stakeholders and based on initial review of data. (10 working days)	15 August 2021	UNDP
	2	Reports of Findings from thematic areas a-e at District level of selected sites as listed below; a) Climate/disaster risk vulnerabilities to key sectors	16 August to 31 December 2021	UNDP

	<ul style="list-style-type: none"> b) Priority climate/disaster risk mitigation actions for key sectors c) Climate/Disaster risk management mainstreamed into the planning and regulatory processes of coastal zones along the Gulf of Thailand d) Socio-economic resilience of the poor, gender and most vulnerable group in selected projection areas along the Gulf of Thailand; and e) Local knowledge management (KM) systems for communities around the selected sites. <p>(50 working days)</p>		
3	Model of the potential future climate change adaptation change in temperatures, rainfall and frequency of extreme weather events in conjunction with changing economic, demographic, environmental and other conditions (5 working days)	01 January 2021 to 28 February 2022	UNDP
4.	Draft, validated and final Report of findings from Climate Change projection/modelling and consultations (10 working days)	01 March to 30 April 2022	UNDP
5.	Presentation and policy brief summarizing the finding of the Climate Change Projection/Modelling and recommendations targeting decision makers at national and local level; summary of key training provided including objectives, participants, topics and outcomes. (5 working days)	01 May to 15 July 2022	UNDP
<i>(for detail please see the TOR attached as Annex 2)</i>			
Person to Supervise the Work/Performance of the Service Provider	The Project Manager and the Programme Analyst, UNDP and ONEP		
Frequency of Reporting	Should Submit each draft report prior to the schedule as indicated in the TOR <i>(for detail please see the TOR attached as Annex 2)</i>		
Progress Reporting Requirements	<i>(As indicated in the ToR attached as Annex 2)</i>		
Location of work	<input checked="" type="checkbox"/> At Contractor's Location		
Expected duration of work	Maximum 80 working days (spread over a period of 12 months)		
Target start date	01 August 2021		

Latest completion date	30 July 2022				
Travels Expected	With expected travel at least 1 trip to Hong Kong SAR for the dialogue event, <i>(for detail please see the TOR attached as Annex 2)</i>				
Special Security Requirements	N/A				
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the ToR attached as Annex 2				
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required				
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required				
Currency of Proposal	<input checked="" type="checkbox"/> Thai Baht				
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes				
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted				
Payment Terms	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 Climate Change Projection/Modelling and detailed methodology to be used as agreed by the initial scoping with key sector stakeholders and based on initial review of data. (10 working days)	15 August 2021	UNDP	10%

	2	<p>Report of Findings from thematic areas a-e at District level of selected sites as listed below;</p> <ul style="list-style-type: none"> a) Climate/disaster risk vulnerabilities to key sectors b) Priority climate/disaster risk mitigation actions for key sectors c) Climate/Disaster risk management mainstreamed into the planning and regulatory processes of coastal zones along the Gulf of Thailand d) Socio-economic resilience of the poor, gender and most vulnerable group in selected projection areas along the Gulf of Thailand; and e) Local knowledge management (KM) systems for communities around the selected sites. <p>(50 working days)</p>	31 December 2021	UNDP	50%
	3	<p>Model of the potential future climate change adaptation change in temperatures, rainfall and frequency of extreme weather events in conjunction with changing economic, demographic, environmental and other conditions (5working days)</p>	28 February 2022	UNDP	20%
	4.	<p>Draft, validated and final Report of findings from Climate Change projection/modelling and consultations (10 working days)</p>	30 April 2022	UNDP	10%
	5.	<p>Presentation and policy brief summarizing the finding of the Climate Change Projection/Modelling and recommendations targeting decision makers at national and local level; summary of key training provided including objectives, participants, topics and outcomes. (5 working days)</p>	15 July 2022	UNDP	10%
Person(s) to review/ inspect/ approve outputs/ completed services	The Project Manager and the Programme Analyst, UNDP and ONEP				

and authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Contract for Goods and/or Services https://www.undp.org/procurement/business/how-we-buy
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm - 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 20% <i>(Passing Threshold in Technical Evaluation is 70% or above)</i> <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, 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.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <i>Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.</i>
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)
Contact Person for Inquiries (Written inquiries only)	Mostaq Ahmed Procurement Consultant; Email: mostaq.ahmed@undp.org Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the etendering platform.

	<p>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.</p> <p>Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Required Documents that must be Submitted to Establish minimum Qualification of Proposers</p> <p>(Failure to submit the documents shall result in disqualification)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical Proposal submission form & Detail Technical Proposal as per the Template Annex 3; <input checked="" type="checkbox"/> Password protected Financial proposal Annex 4; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; <input checked="" type="checkbox"/> List of successfully completed similar projects within last 5 Years with indicative contracts values and client contact details; <input checked="" type="checkbox"/> List of current ongoing project (if any) with duration and contract value; <input checked="" type="checkbox"/> Documents to establish the minimum experience requirement (<u>Reference documents such as: copy of contracts /completion certificates</u>) as below: <ul style="list-style-type: none"> • Minimum 5 years’ experience in analysis field; • Proven track of minimum 3 research products in relevant areas conducted in last 5 years. • Minimum 3 years of Experience on analysis of projection and modelling under climate variability and change; Undertaking risk and vulnerability assessment and adaptation in marine and coastal areas and related fields; including the development of vulnerability and climate change adaptation indicators. <input checked="" type="checkbox"/> Proposed composition of team structure with completed and signed CVs for the proposed key personnel; <input checked="" type="checkbox"/> Evidence of having a local presence in Thailand and is allowed to work in Thailand; <input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;
<p>Other Information (e-tendering submission)</p>	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in PDF format; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled; • The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. <p>The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose</p>

	<p>technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u></p> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>
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DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Minimum qualified experience requirement:
 - Minimum 5 years' overall experience in analysis field;
 - Proven track of minimum 3 research products in relevant areas conducted in last 5 years.
 - Minimum 3 years of experience on analysis of projection and modelling under climate variability and change; Undertaking risk and vulnerability assessment and adaptation in marine and coastal areas and related fields; including the development of vulnerability and climate change adaptation indicators.

- The organisation must have a local presence in Thailand and is allowed to work in Thailand

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise of the Firm (40%)	400
2.	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%)	400
3.	Management Structure and Qualification of Key Personnel (20%)	200
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	General Organizational Capability which is likely to demonstrate experience analysis of projection and modelling under climate variability and change; Undertaking risk and vulnerability assessment and adaptation in marine and coastal areas and related fields; including the development of vulnerability and climate change adaptation indicators.	50
1.2	Experience to produce or deliver technical assessment and analytical reports including technical guidance on climate change projection, risk and vulnerability assessment including adaption in coastal and marine sector or relevant fields	150
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	100
1.4	Quality assurance procedures of data, information and reports	100
Total Section 1		400

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: prepared the proposed scope of the Climate Change Projection/Modelling, risk and vulnerability assessment and adaptation and detailed methodology	100
2.2	Description of the Offeror's approach and methodology to cover required thematic areas for meeting the requirements of the Terms of Reference	100
2.3	Details on how model of the potential future climate change adaptation change in temperatures, rainfall and frequency of extreme weather events in conjunction with changing economic, demographic, environmental and other conditions	100
2.4	Description of the implementation of the modelling/projection and assessment related to 2.3	100
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	20
3.2	Qualifications of key personnel proposed	
3.2 a	Lead Consultant	100
	- At least Master's degree in Environmental Sciences, Economics, Social Sciences, GIS or its equivalent relevant to Vulnerability Assessment and Climate Change Adaptation	20
	- Minimum of 5 years of working experience in an area relevant to Climate Change	30
	- Minimum 3 years of Experience in undertaking vulnerability and adaptation, and sustainable development issues	20
	-Minimum 3 years of Demonstrated experience of analytical and drafting work	10

	-Minimum 3 years of Demonstrable Experience/knowledge of key vulnerability and adaptation assessment methodologies to include climate modeling, empirical data-based analysis, scenario-based sector risk/hazards projections, risks management and strategy and programme and development	10	
	- Minimum 2 years of Demonstrated experience working in the region or similar contexts, and working with development partners.	5	
	- Language Qualifications	5	
3.2 b	Technical Expert		60
	- At least Master's degree in Environmental Sciences, Economics, Social Sciences, Geography or its equivalent relevant to Vulnerability Assessment and Climate Change Adaptation	10	
	- Minimum of 5 years of working experience in research an area relevant to marine and coastal resources prediction/analyses, land use, environmental protection, climate risk assessment	20	
	- Minimum 3 years of Experience in undertaking vulnerability and adaptation, and sustainable development issues	10	
	- Minimum 3 years of Demonstrated experience of analytical and drafting work	10	
	- Minimum 2 years of Demonstrable experience/knowledge of key vulnerability and adaptation assessment methodologies to include climate modeling, empirical data-based analysis, scenario-based sector risk/hazards projections, risks management and strategy and programme and development.	5	
	- Language Qualifications	5	
3.2 c	Project Administrative Assistant		20
	- At least a Bachelor's Degree in Science, GIS, Economics, Development studies, or another related field	5	
	- One year of Experience in project coordination and administration	5	
	- One year of Experience in the environment, climate change, natural resources management or related field	5	
	- One year of Experience to work as a part of a team, sharing information and coordinating efforts within the team	2.5	
	- Full computer literacy in internet searching and Microsoft Office programs, i.e., MS-Word, MS-Excel and MS-PowerPoint	2.5	
Total Section 3			200

Terms of Reference

KNOWLEDGE MANAGEMENT ON CLIMATE CHANGE PROJECTIONS AND RISK AND VULNERABILITY ASSESSMENT

A. Introduction

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 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 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.

B. Project Description - Climate Change projection and risk and vulnerability assessment

The climate change projection and risk and vulnerability assessment will be forecasted climate change impact to marine and coastal resources and vulnerability of these resources to climate change and recommend the ideas for adaptation measures and plan to enhance the resilience of these resources. The results of the projections will be data, information and knowledge on climate change impact to marine and coastal resources including biodiversity, key habitats and ecosystem by threat in different provincial coastal zone such as coral bleaching, soil erosion, salt intrusion along the Gulf of Thailand to advance adaptation planning in Thailand with a focus on most vulnerable key economic sectors and ecosystem services upgrading the

knowledge base for adaptation, prioritizing adaptation interventions for the medium term, building institutional capacities for integrating climate change adaptation and demonstrating innovative ways of financing adaptation at the local communities, sub-national/local and central government levels.

The objectives of the assignment are to manage in-country knowledge on climate change projections and risk and vulnerability assessment on marine and coastal resources, biodiversity, key habitats and ecosystem including key sectors namely: e.g. fisheries, agriculture, tourism, gender and vulnerable groups by threat in different provincial coastal zone such as coral bleaching, soil erosion, salt intrusion along the Gulf of Thailand, conduct downscaled climate projections/modelling, mean changes of Essential Climate Variables (ECVs) temperature and precipitation and provide an updated assessment of climate changes in Thailand and create a knowledge base for further national adaptation planning.

C. Scope of Services, Expected Outputs and Target Completion

The selected contractor will be expected to deliver on the following:

Task 1: Prepare an Inception Report which includes a summary of the context, the scope of the analyses and detailed methodology of Climate Change projection/modelling and risk and vulnerability assessment on coastal and natural resources, biodiversity, key habitats and ecosystem including key sectors namely: e.g. fisheries, agriculture, tourism, gender and vulnerable groups by threat in different provincial coastal zone such as coral bleaching, soil erosion, salt intrusion along the Gulf of Thailand to be used as agreed by the initial scoping with key sector stakeholders and based on initial review of data including the roadmap of the assessment and training workshop/consultation:

- Desktop reviews of relevant documentation and reports including annual reports of the Department of Marine and Coastal Resources (DMCR) and relevant line agencies such as the Department of Fisheries, Marine Department, inception reports of key national consultants for stocktaking, risk and vulnerability and climate change project/modelling and climate information system.
- Review institutional and policy framework for marine and coastal resources management and climate change adaptation at national and sub-national levels of Thailand.
- Identify issues, needs, data and key risk and vulnerability to climate change, the prevailing climate change hazards, their associated impacts on key economic sectors (agriculture, fisheries, tourism and coastal resource and ecosystem including gender and vulnerable groups)
- Prepare draft the context, the scope of the climate change projection/modelling covering:
 - a) Climate/disaster risk vulnerabilities to marine and coastal resources and key sectors
 - b) Priority climate/disaster risk mitigation actions for coastal resources and key sectors
 - c) Climate/Disaster risk management mainstreamed into the planning and regulatory processes of coastal zones along the Gulf of Thailand.
 - d) Socio-economic resilience of the poor, gender and most vulnerable group in selected projection areas along the Gulf of Thailand; and
 - e) Local knowledge management (KM) systems for communities around the selected sites.
- Develop and design tools and methodologies for implementing the projection/modelling, risk and vulnerability assessment.
- Prepare an inception report, summary, the scope of analyses, detailed methodology of the projection/modelling and risk and vulnerability assessment including power point both in Thai and English languages.

Task 2: Conduct baseline assessment in different provincial coastal zone such as coral bleaching, soil erosion, salt intrusion along the Gulf of Thailand and by key sectors (e.g. fisheries, agriculture, tourism, gender and vulnerable groups along the coastal zone)

- Review existing assessment reports including the Thailand National Adaptation Program of Action as well as reports from associated pilot adaptation interventions and assessments of climate change scenarios in Thailand.
- Review institutional and policy framework for marine and coastal resources management and climate change adaptation at national and sub-national levels of Thailand.
- Review all relevant deliverables produced by key national consultants of the Project.
- Review existing data of Thailand's weather pattern including rainfall, temperature as well as trends of key hazards including floods, and droughts especially in the targeted project areas.
- Conduct inventory historic climatic events, studies and adaptation responses.
- Conduct field visits for site observation and the use of participatory tools ideal for climate change risk assessment with key informants from ONEP, DMCR of 4 targeted zones along the Gulf of Thailand see Annex 1, all national consultants of the Project, fishers, farmers, local stakeholders, community leaders and local government officers) in particular and the community in general.
- Prepare and describe other threats and development pressures on the marine and coastal resources including key sectors, gender and vulnerable group.
- Assess current coping mechanisms and overall adaptive capacity of communities in the selected project areas and their extent of effectiveness to develop a series of climate change adaptation activities of the communities.
- Manage, analyze and interpret the analytical data and result of the baseline assessment to support setting and implementing Climate Information System including platform (T-PLAT) and recommendations to formulation of the National Adaptation Plan.
- Work with ONEP, DMCR and UNDP and 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 baseline assessment reports, summary, factsheet, including powerpoint presentation both in Thai and English languages.
- Consult with Project Management Unit (PMU), ONEP and UNDP for technical guidance.

Task 3: Conduct the climate change projection/modelling covering risk and vulnerability assessment based on the scope of bullet a) to e) of Task 1

- Conduct climate downscaled modelling/projection to 2050 to define treats for marine and coastal resources.
- Assess impact of those threats on the characters of the marine and coastal resources by 2050.
- Describe current values and predicted change in values of ecosystem services, biodiversity, habitats with climate change.
- Define and rank vulnerability.
- Assess adaptation capacity of the marine and coastal resources to the impact.
- Identify adaptation measures needed to maintain or enhance existing levels of marine and coastal resources, biodiversity, habitats and key sectors.
- Prepare recommendation for progressive implementation of adaptation measures.
- Manage, analyze and interpret the analytical data and result of the assessment to support setting and implementing Climate Information System and formulation of the National Adaptation Plan.
- Work with ONEP, DMCR and UNDP and 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, summary, factsheet including powerpoint presentation both in Thai and English languages.
- Consult with Project Management Unit (PMU), ONEP and UNDP for technical guidance.

Task 4: Prepare and conduct an analysis of gender and vulnerable groups in marine and coastal provincial zone and by key sectors 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 documentation
- Prepare concept note of the analysis of gender and vulnerable groups in in marine and coastal provincial zone and by key sectors.
- Identify gender and vulnerable groups in in marine and coastal provincial zone and by key sectors.
- Collect data by conducting interviews and consultations with key informants including women, youth, local stakeholders, community leaders and local government officers.
- Manage, analyze data collected from in marine and coastal provincial zone and by key sectors and interpret the analytical data and result of the Climate Change projection/modelling to support setting and implementing Climate Information System and platform (T-PLAT).
- Prepare the projection/modelling reports, summary, factsheet including powerpoint presentation both in Thai and English languages.
- Provide recommendation based on the Climate Change projection/modelling reports to enable the development of holistic and gender-sensitive risk assessments.
- Consult with Project Management Unit (PMU), ONEP and UNDP for technical guidance.

Task 5: Organize training and consultation workshops on design, implementation and validation of Climate Change projection/modelling to local officers of ONEP, DMCR and other relevant line agencies

- Design two-day training and materials on design and implementation of Climate Change projection/modelling, risk and vulnerability assessment and adaptation to climate change.
- Take a key role as an instructor of the training and consultation workshops.
- Prepare training's materials (PPT), documents, manual and its evaluation report both in Thai and English languages
- Validate Report of findings from Climate Change projection/modelling and consultations.

Task 6: Present key findings and recommendations to key stakeholders. As a complement to the Climate Change projection/modelling report, prepare a presentation and policy brief that delivers the Climate Change projection/modelling results/findings and recommendations in a simplified manner and with an eye toward 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 risk to threaten biodiversity, draft local integrated plan to safeguard, protect and enhance marine and coastal areas for incorporating in subnation or national adaptation plan.
- Prepare key findings and recommendation and reports including powerpoint presentation both in Thai and English languages.

Task 7: Provide technical advice to key national consultants, ONEP, DMCR and relevant line/implementing government agencies to incorporate all deliverables, assessment and project/modelling reports, guidelines into the development of the National Adaptation Plan

- Provide technical advice to national consultants to conduct stocktaking, risk and vulnerability assessment, climate change project/modelling and climate information system.

- Review scopes of the assessment, projection/modelling, deliverables, training module, guideline/guidance, manual and provide technical advice, comment and recommendation for further develop these mentioned documents.
- Provide technical advice to relevant officers of ONEP, DMCR and line/implementing government agencies to prepare, develop and update the National Adaptation Plan.

Task 8: Prepare, develop, establish and manage database of marine and coastal resources to support the formulation of the National Adaptation Plan for short, medium and long terms

- Review and update the national marine and coastal resources inventories and lists of important habitats, key economic flora and fauna, endanger species interfacing with GIS.
- Develop database of existing studies, research, projects programmes on marine and coastal resources.

D. Institutional Arrangement

The contractor will work under the direct supervision of Project Manager and Programme Analyst, UNDP and ONEP. The Project Management Unit (PMU) will provide necessary technical guidance.

F. Duration of the Work

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

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.

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 Climate Change Projection/Modelling and detailed methodology to be used as agreed by the initial scoping with key sector stakeholders and based on initial review of data. (10 working days)	15 August 2021	UNDP
2	Reports of Findings from thematic areas a-e at District level of selected sites as listed below; f) Climate/disaster risk vulnerabilities to key sectors g) Priority climate/disaster risk mitigation actions for key sectors h) Climate/Disaster risk management mainstreamed into the planning and regulatory processes of coastal zones along the Gulf of Thailand i) Socio-economic resilience of the poor, gender and most vulnerable group in selected projection areas along the Gulf of Thailand; and j) Local knowledge management (KM) systems for communities around the selected sites. (50 working days)	16 August to 31 December 2021	UNDP

3	Model of the potential future climate change adaptation change in temperatures, rainfall and frequency of extreme weather events in conjunction with changing economic, demographic, environmental and other conditions (5working days)	01 January 2022 to 28 February 2022	UNDP
4.	Draft, validated and final Report of findings from Climate Change projection/modelling and consultations (10 working days)	01 March 2022 to 30 April 2022	UNDP
5.	Presentation and policy brief summarizing the finding of the Climate Change Projection/Modelling and recommendations targeting decision makers at national and local level; summary of key training provided including objectives, participants, topics and outcomes. (5 working days)	01 May 2022 to 15 July 2022	UNDP

G. Location of Work

The contractor will work at its office-based with intermittently travels to the coastal areas along the Gulf of Thailand to conduct field works and consultations with institutions and staffs as table below:

Mission/workshop	Frequency (times)	remark
1. Collect data of Task 2	1	-
2. Collect data of Task 4	1	-
3. A Workshop/consultation/training for 25 local government at provincial level	2	Will be selected based on the result of submitted assessment reports

H. Qualifications of the Successful Service Provider at Various Levels

The bidding firm/institution for the assignment should have relevant elements as following:

- Minimum 5 years' overall experience in analysis field;
- Proven track of minimum 3 research products in relevant areas conducted in last 5 years.
- Minimum 3 years of experience on analysis of projection and modelling under climate variability and change; Undertaking risk and vulnerability assessment and adaptation in marine and coastal areas and related fields; including the development of vulnerability and climate change adaptation indicators.

The team of the firm/institution should at least consist of:

- (1) A **Lead Consultant** to provide leadership of the overall assignment and provide technical guidance and coordinate the work of the technical experts.
 - At least Master's degree in Environmental Sciences, Economics, Social Sciences, GIS or its equivalent relevant to Vulnerability Assessment and Climate Change Adaptation
 - A minimum of 5 years of working experience in an area relevant to Climate Change
 - Minimum 3 years of Experience in undertaking vulnerability and adaptation, and sustainable development issues
 - Minimum 3 years of Demonstrated experience of analytical and drafting work
 - Minimum 3 years of Demonstrable experience/knowledge of key vulnerability and adaptation assessment methodologies to include climate modeling, empirical data-based

analysis, scenario-based sector risk/hazards projections, risks management and strategy and programme and development

- Minimum 2 years of Demonstrated experience working in the region or similar contexts, and working with development partners.
- Excellent oral and written communication skills in Thai and English

(2) **Technical experts:** should consist of minimum **3 technical experts**-Climate/hydrometeorological projection/modelling, an economic/socio-economic with good knowledge of the National Census, and GIS. These experts work and coordinate closely with the Lead consultant and provide technical support to all assignments of the Lead Consultant.

- At least Master’s degree in Environmental Sciences, Economics, Social Sciences, Geography or its equivalent relevant to Vulnerability Assessment and Climate Change Adaptation
- A minimum of 5 years of working experience in research an area relevant to marine and coastal resources prediction/analyses, land use, environmental protection, climate risk assessment.
- Minimum 3 years of Experience in undertaking vulnerability and adaptation, and sustainable development issues
- Minimum 3 years of Demonstrated experience of analytical and drafting work
- Minimum 2 years of Demonstrable Experience/knowledge of key vulnerability and adaptation assessment methodologies to include climate modeling, empirical data-based analysis, scenario-based sector risk/hazards projections, risks management and strategy and programme and development.
- Excellent oral and written communication skills in Thai and English

(3) The **Project Administrative Assistant** will work under the direct supervision of the Policy and Strategy Section under ONEP in collaboration with the Project Manager and the PMU team members.

- At least a Bachelor’s Degree in Science, GIS, Economics, Development studies, or another related field;
- One year of Experience in project coordination and administration;
- One year of Experience in the environment, climate change, natural resources management or related field;
- One year of Experience working with a government agency including but not limited to administration, coordination, and communication;
- One year of Experience to work as a part of a team, sharing information and coordinating efforts within the team; and
- Full computer literacy in internet searching and Microsoft Office programs, i.e., MS-Word, MS-Excel and MS-PowerPoint

I. Scope of Proposal Price and Schedule of Payments

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 Climate	15 August 2021	UNDP	10%

	Change Projection/Modelling and detailed methodology to be used as agreed by the initial scoping with key sector stakeholders and based on initial review of data. (10 working days)			
2	Report of Findings from thematic areas a) to e) at District level of selected sites as listed below; f) Climate/disaster risk vulnerabilities to key sectors g) Priority climate/disaster risk mitigation actions for key sectors h) Climate/Disaster risk management mainstreamed into the planning and regulatory processes of coastal zones along the Gulf of Thailand i) Socio-economic resilience of the poor, gender and most vulnerable group in selected projection areas along the Gulf of Thailand; and j) Local knowledge management (KM) systems for communities around the selected sites. (50 working days)	31 December 2021	UNDP	50%
3	Model of the potential future climate change adaptation change in temperatures, rainfall and frequency of extreme weather events in conjunction with changing economic, demographic, environmental and other conditions (5working days)	28 February 2022	UNDP	20%
4.	Draft, validated and final Report of findings from Climate Change projection/modelling and consultations (10 working days)	30 April 2022	UNDP	10%
5.	Presentation and policy brief summarizing the finding of the Climate Change Projection/Modelling and recommendations targeting decision makers at national and local level; summary of key training provided including objectives, participants, topics and outcomes. (5 working days)	15 July 2022	UNDP	10%

Annex 1 Zonation of coastal provinces along the Gulf of Thailand

Zone 1	Rayong Chanthaburi Trat
Zone 2	Chonburi Chachengsao BKK Samut Prakan Samut Sakorn Samut Songkram Petchaburi
Zone 3	Prachuabkirikhan Chumphon Surattani
Zone 4	Nakornsrihammarat Pattalung Songkla

TECHNICAL PROPOSAL SUBMISSION FORM

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, offer to provide the services for Knowledge Management on Climate Change Projections and Risk and Vulnerability Assessment in accordance with your Request for Proposal No. **RFP-2021-018** dated: 01 July 2021 and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- d) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- e) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Our Proposal shall be valid and remain binding upon us for the period of **120 days** from the last day of submission of proposal as per the RFP requirement.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

Contact:

Telephone: _____

Email: _____

FORMAT OF TECHNICAL PROPOSAL²

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

² This serves as a guide to the Service Provider in preparing the Technical Proposal.

FORM FOR SUBMITTING FINANCIAL PROPOSAL³**(Must be Password Protected)*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)***

[insert: Location].

[insert: Date]

We, the undersigned, offer to provide the services for **Knowledge Management on Climate Change Projections and Risk and Vulnerability Assessment** in accordance with your Request for Proposal No. **RFP-2021-018** dated: 01 July 2021. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of 120 days from the last day of submission of proposal as per the RFP requirement.

We understand you are not bound to accept any Proposal you receive.

[Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal]

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	An Inception Report which includes a summary of the context, the scope of the Climate Change Projection/Modelling and detailed methodology to be used as agreed by the initial scoping with key sector stakeholders and based on initial review of data.	10%	
2	Report of Findings from thematic areas a) to e) at District level of selected sites as listed below; k) Climate/disaster risk vulnerabilities to key sectors	50%	

³ This serves as a guide to the Service Provider in preparing the Proposal.

	<ul style="list-style-type: none"> l) Priority climate/disaster risk mitigation actions for key sectors m) Climate/Disaster risk management mainstreamed into the planning and regulatory processes of coastal zones along the Gulf of Thailand n) Socio-economic resilience of the poor, gender and most vulnerable group in selected projection areas along the Gulf of Thailand; and o) Local knowledge management (KM) systems for communities around the selected sites. 		
3	Model of the potential future climate change adaptation change in temperatures, rainfall and frequency of extreme weather events in conjunction with changing economic, demographic, environmental and other conditions	20%	
	Draft, validated and final Report of findings from Climate Change projection/modelling and consultations	10%	
	Presentation and policy brief summarizing the finding of the Climate Change Projection/Modelling and recommendations targeting decision makers at national and local level; summary of key training provided including objectives, participants, topics and outcomes.	10%	
	Total	100%	

**This shall be the basis of the payment tranches*

Cost Breakdown by Cost Component **[This is only an Example]:**

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				

Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Name: _____

Title: _____

Date: _____

Signature: _____

Contact: _____

Telephone: _____

Email: _____