



REQUEST FOR PROPOSAL (RFP)

Technical Support in the preparation of Climate Change Vulnerability & Adaptation Assessment for Thailand's Fourth National Communication Report to the UNFCCC	DATE: July 5, 2021
	REFERENCE: RFP-2021-023

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services of **Technical Support in the preparation of Climate Change Vulnerability & Adaptation Assessment for Thailand's Fourth National Communication Report to the UNFCCC**

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>

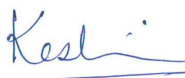
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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/condict_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Keshini Wijesundera

Manager, Transactional Services Team, BRH

05 July 2021

Annex 1

Description of Requirements

Context of the Requirement	<p>Thailand ratified the United Nations Framework Convention for Climate Change (UNFCCC) in 1994 and Kyoto Protocol (KP) in 2002. It later established the National Committee on Climate Change Policy (NCCC), chaired by the Prime Minister, as the highest policy body on climate change of Thailand for international negotiations and policy planning. The Office of Natural Resource and Environmental Policy and Planning (ONEP) through the Climate Change Management and Coordination Division is the National Focal Point (NFP) for the UNFCCC and KP at national and international levels. In fulfilling its reporting requirements, the country submitted its Initial National Communication, Second National Communication, and Third National Communication in November 2000, March 2011, and August 2018, respectively. The First Biennial Update Report and the Second Biennial Update Report were submitted to the UNFCCC in December 2015 and December 2017, respectively.</p> <p>The National Communication is a vital medium for the exchange of information on Parties' responses to climate change and UNFCCC process. Thailand has opportunity to highlight its issues, problems, gaps and constraints faced as well as technical and financial supports needed. The National Communication can form a two-way communication with the Convention in addressing climate change. In addition, the information from the National Communications has commonly been used in national sustainable development policy and planning such as National Adaptation Plan, Thailand Nationally Determined Contribution and its roadmap and action plan. More specifically, the Project Steering Committee (PSC) members, representatives of relevant agencies, and other stakeholders participated in the Third National Communication (NC3) process has replicated their knowledge and experiences learned into their relevant policy and planning practices as seen in current socio-economic policy and planning process. The implementation will take place at national, sub-national and local levels.</p> <p><i>(for detail please see the TOR attached as Annex 2)</i></p>
Implementing Partner of UNDP	The Office of Natural Resource and Environmental Policy and Planning (ONEP)
Brief Description of the Required Services	<ul style="list-style-type: none"> • Review the reporting guidelines and COP's decisions for the preparation of National communication (NC) of non-Annex I Parties to the UNFCCC, • Review and update existing information on Thailand's vulnerability assessment, climate change impacts and adaptation measures reference to the relevant methodologies and guidance for assessing climate change impacts, vulnerability, and adaptation measures adopted under UNFCCC, • Conduct a stocktaking exercise and the analysis of climate change adaptation-related activities, between 2015 and 2021 period, highlight on the adaptation good practices, and make a recommendation and/or solution identification in improving Thailand's adaptation actions and M&E approaches, • Develop the outline, heading, and V&A Chapter for Thailand's Fourth National Communication (NC4) in accordance with the reporting guidelines and COP's

	<p>decisions for the preparation of National communication (NC) of non-Annex I Parties to the UNFCCC,</p> <ul style="list-style-type: none"> • Incorporate with ONEP and UNDP, lead and organize activities such as meetings, workshops, consultations among the adaptation experts, working groups, and key stakeholders in integrated data necessary for the adaptation stocktaking exercise and analysis. <p><i>(for detail please see the TOR attached as Annex 2)</i></p>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> • Assignment workplan with the agreed scope and methodology • Updated information on progress on Thailand's on vulnerability assessment and adaptation • Report on the stocktaking exercise and the analysis of V&A, climate change adaptation-related activities, between 2015 and 2021 period, with the recommendation for further improvement • Draft V&A Chapter for NC4
Person to Supervise the Work/ Performance of the Service Provider	Project Manager – NC4-BUR3, UNDP Thailand
Frequency of Reporting	As indicated in the ToR attached as Annex 2
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	8 months
Target start date	01 August 2021
Latest completion date	31 March 2022
Travels Expected	No Travel (As indicated in the ToR attached as Annex 2)
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	<input checked="" type="checkbox"/> Required

completing the services																					
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 (Counting for the last day of submission of quotes)	<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	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percent age</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Assignment workplan with the agreed scope and methodology</td> <td>20%</td> <td>20 August 2021</td> <td rowspan="4"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>Updated information on progress on Thailand's on vulnerability assessment and adaptation</td> <td>20%</td> <td>30 September 2021</td> </tr> <tr> <td>Report on the stocktaking exercise and the analysis of V&A, climate change adaptation-related activities, between 2015 and 2021 period, with the recommendation for further improvement</td> <td>30%</td> <td>30 November 2021</td> </tr> <tr> <td>Draft V&A Chapter for NC4</td> <td>30%</td> <td>28 February 2022</td> </tr> </tbody> </table>	Outputs	Percent age	Timing	Condition for Payment Release	Assignment workplan with the agreed scope and methodology	20%	20 August 2021	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Updated information on progress on Thailand's on vulnerability assessment and adaptation	20%	30 September 2021	Report on the stocktaking exercise and the analysis of V&A, climate change adaptation-related activities, between 2015 and 2021 period, with the recommendation for further improvement	30%	30 November 2021	Draft V&A Chapter for NC4	30%	28 February 2022			
Outputs	Percent age	Timing	Condition for Payment Release																		
Assignment workplan with the agreed scope and methodology	20%	20 August 2021	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.																		
Updated information on progress on Thailand's on vulnerability assessment and adaptation	20%	30 September 2021																			
Report on the stocktaking exercise and the analysis of V&A, climate change adaptation-related activities, between 2015 and 2021 period, with the recommendation for further improvement	30%	30 November 2021																			
Draft V&A Chapter for NC4	30%	28 February 2022																			
Person(s) to review/ inspect/ approve outputs/ completed services and authorize the disbursement of payment	Project Manager – NC4-BUR3, UNDP Thailand																				
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	<p><u>Technical Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Firm - 30%</p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 30%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 40% <i>(Passing Threshold in Technical Evaluation is 70% or above)</i></p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>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.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<p><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</p> <p><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></p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Detailed TOR (Annex 2)</p> <p><input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3)</p> <p><input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<p>Mostaq Ahmed Procurement Consultant; Email: mostaq.ahmed@undp.org</p> <p>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> <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>
Required Documents that must be Submitted to Establish minimum Qualification of Proposers	<p><input checked="" type="checkbox"/> Technical Proposal submission form & Detail Technical Proposal as per the Template Annex 3;</p> <p><input checked="" type="checkbox"/> Password protected Financial proposal Annex 4;</p> <p><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</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of</p>

<p>(Failure to submit the documents shall result in disqualification)</p>	<p>Incorporation, or equivalent document if Bidder is not a corporation;</p> <p><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;</p> <p><input checked="" type="checkbox"/> List and value of similar projects performed for the last 07 years plus client's contact details who may be contacted for further information on those contracts;</p> <p><input checked="" type="checkbox"/> List and value of ongoing Projects with contact details of clients and current completion ratio of each ongoing project;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 02 clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Documents to establish the minimum experience requirement (<u>Reference documents such as: copy of contracts /completion certificates</u>) as below:</p> <ul style="list-style-type: none"> • Experience of working with national government agencies in climate change policy (at least 5 years of relevant experiences or 2 projects with similar scope and scale) • Experience of working with national government agencies in climate change adaptation or vulnerability and adaptation (V&A) assessment in Thailand (at least 2 years of relevant experience) <p><input checked="" type="checkbox"/> Document as a proof of local presence in Thailand;</p> <p><input checked="" type="checkbox"/> Proposed composition of team structure, and</p> <ul style="list-style-type: none"> • Completed and signed CVs of the proposed key personnel; • A list of publications which the proposed key personnel have authored/co-authored and the at least 1 report in english and 1 report in thai. <p><input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;</p>
<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 <u>COMPLETELY SEPARATE</u> 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 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>

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 qualification experience requirement:
 - Experience of working with national government agencies in climate change policy (at least 5 years of relevant experiences or 2 projects with similar scope and scale)
 - Experience of working with national government agencies in climate change adaptation or vulnerability and adaptation (V&A) assessment in Thailand (at least 2 years of relevant experience)
- Organization must have local presence 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.	Bidder's qualification, capacity and experience (30%)	300
2.	Proposed Methodology, Approach and Implementation Plan (30%)	300
3.	Management Structure and Key Personnel (40%)	400
	Total	1,000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Experience of working on climate change policy (at least 5 years of relevant experiences or 2 successfully completed projects with similar scope and scale)	75
1.2	Experience of working on climate change adaptation or vulnerability and adaptation (V&A) assessment in Thailand (at least 2 years of relevant experience)	75
1.3	Demonstrable proven experience in develop national report related to climate change policy or national development strategy/plan (at least 1 national report produced)	75
1.4	Demonstrable proven experience in implementing adaptation project or NAP or adaptation M&E approaches (at least 1 project support)	75
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Clear methodology for V&A assessment on the basis of the guideline for National Communication adopted by UNFCCC		100
2.2	Clear methodology for data collecting and/or stakeholder engagement		100
2.3	Clear implementation timeline/workplan in accordance with the deliverables under the TOR		100
Total Section 2			300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Proposed composition and team structure, with clear information of job division between management role and implementation role		80
3.2	Qualification of the Team Leader		200
3.2a	Master's degree of higher in environment, sciences, engineer, economics and/ or other related fields is required	40	
3.2 b	Experience climate change adaptation or vulnerability and adaptation (V&A) assessment in Thailand (at least 2 years' experience)	40	
3.2 c	Experience working with a policymaker in provide technical assistant/create policy related to vulnerability and adaptation issues (at least 2 years' experience)	40	
3.2 d	Strong analytical, reporting, and writing abilities	40	
3.2 e	Strong Thai and English language skills required	40	
3.3	Qualification of the Researcher		120
3.3 a	Master's degree of higher in environment, sciences, engineer, economics and/ or other related fields	30	
3.3 b	Research experience on environment or climate change or climate change vulnerability & adaptation (V&A) in Thailand (at least 3 years or 3 projects supported)	30	
3.3 c	Experience working and coordinating with government agencies (at least 2 years' experience)	30	
3.3 d	Strong Thai and English language skills required	30	
Total Section 3			400

Terms of Reference

Technical Support in the preparation of Climate Change Vulnerability & Adaptation Assessment for Thailand's Fourth National Communication Report to the UNFCCC

A. Background

Thailand ratified the United Nations Framework Convention for Climate Change (UNFCCC) in 1994 and Kyoto Protocol (KP) in 2002. It later established the National Committee on Climate Change Policy (NCCC), chaired by the Prime Minister, as the highest policy body on climate change of Thailand for international negotiations and policy planning. The Office of Natural Resource and Environmental Policy and Planning (ONEP) through the Climate Change Management and Coordination Division is the National Focal Point (NFP) for the UNFCCC and KP at national and international levels. In fulfilling its reporting requirements, the country submitted its Initial National Communication, Second National Communication, and Third National Communication in November 2000, March 2011, and August 2018, respectively. The First Biennial Update Report and the Second Biennial Update Report were submitted to the UNFCCC in December 2015 and December 2017, respectively.

The National Communication is a vital medium for the exchange of information on Parties' responses to climate change and UNFCCC process. Thailand has opportunity to highlight its issues, problems, gaps and constraints faced as well as technical and financial supports needed. The National Communication can form a two-way communication with the Convention in addressing climate change. In addition, the information from the National Communications has commonly been used in national sustainable development policy and planning such as National Adaptation Plan, Thailand Nationally Determined Contribution and its roadmap and action plan. More specifically, the Project Steering Committee (PSC) members, representatives of relevant agencies, and other stakeholders participated in the Third National Communication (NC3) process has replicated their knowledge and experiences learned into their relevant policy and planning practices as seen in current socio-economic policy and planning process. The implementation will take place at national, sub-national and local levels.

Facing major global and internal changes including global warming, severe national disasters, vulnerable ecosystems, coastal erosion, and sea level rise, Thailand decided to highlight for the first time the importance of developing low-carbon-society that is resilient to climate change in its Eleventh Plan - The National Economic and Social Development Plan (NESDP) (2012-2016) issued in October 2011 under one of the sixth focal areas "Strategy for Managing Natural Resources and Environmental toward Sustainable Development". Thailand's Twelfth NESDP (2017-2021), issued in October 2016, continued this strategy by highlighting the following priorities area in promoting green and inclusive growth Conserve natural resources and find a balance between conservation and utilization; Move Thailand forward via green socio-economic development; Increase capacity building to improve responds to natural disasters and climate change; Increase efficiency and improve governance of natural resources and environmental management; and Manage balance of water demand and supply

Following the National Strategy, the Government formalized Thailand Climate Change Master Plan (2012-2050) on 14 July 2016, which foresees the achievement of long-term goals in a phased approach. Through this national master plan as well as other policy document, the Government intends to establish framework and approaches to adapt to climate change and enhance climate resilience, to apply appropriate and efficient technologies to sustain national competitiveness and development toward sustainable low-carbon and sufficiency economy through strengthening three key pillars i.e., adaptation, mitigation, and capacity building.

Having a strong commitment, Thailand has pledged through its Nationally Determined Contributions (NDCs) to UNFCCC its greenhouse gas emission reduction by 20 percent from the projected business-as-usual (BAU) level by 2030 and signed the Paris Agreement on 22 April 2016 to push forward the first climate change action plan into a legally obligated commitment. The level of its contribution could increase up to 25 percent, subject to adequate and enhanced access to technology development and transfer, financial resources and capacity building support through a balanced and ambitious global agreement under the United Nations Framework Convention on Climate Change (UNFCCC).

Thailand has implemented NAMAs since 2015 on a voluntary basis. Priority sectors are energy and transport. Various measures had been implemented and reported in Thailand's Second Biennial Update Report (BUR2) involving power generation from renewable energy, heat generation from renewable energy, biofuel consumption in transport sector, energy efficiency improvement by thermal power plant, energy efficiency improvement by clean technology power plant, and energy efficiency standard and labelling electric equipment. These measures include the establishment of domestic MRV process, institutional agreement for further implementation and continuation to NDC.

For adaptation measures, National Adaptation Plan (NAP) has been approved by the National Committee on Climate Change Policy. Other adaptation issues have also been recognized and tackled in parallel through Thai government's initiatives such as pilot of NAP implementation in selected areas, selected sectoral Vulnerability and Adaptation database, integration of NAP into local climate change action plan as well as an establishment of linkages among these elements to ensure a comprehensive and effective application, and will develop M&E system for NAP in early 2021.

Thailand's Fourth National Communication (NC4) becomes a formal process and channel for all responsible sectoral stakeholders to build upon such efforts to collaborate, take stock and integrate all data available for the improvement of adaptation work in Thailand and setting a clear national direction.

To compliment these efforts and the achievement of the country's Sustainable Development Goals on climate change and Thailand 4.0 national development policy, Thailand also initiated the "Thailand Greenhouse Gas Emission Inventory System (TGEIS)" project. Institutional arrangement is a critical part of the national GHG inventory system. TGEIS provides structure, assists in institutionalizing inventory process, and improves national capacity to generate national GHG inventory in accordance with the 2006 IPCC Guidelines for National Greenhouse Gas Inventory. In addition, Thailand will be able to better manage GHG emission estimation and its approval process. Systematic estimation will also yield tremendous benefits for Thailand in achieving accurate calculation outcome and supporting policy makers to formulate national climate change policy as well as measures in comprehensive manner.

Between 2015 and 2016, Thailand began drafting a National Adaptation Plan (NAP) - a mean of identifying medium and long-term adaptation needs, developing and implementing strategies and programmes to address those needs – by performing a vulnerability assessment report. This process follows a country-driven, gender sensitive, participatory and fully transparent approach. During 2013-2018, UNDP through Strengthening Thailand's Capacity to Link Climate Policy and Public Finance Project develops Climate Change Benefit Analysis (CCBA) guidelines to serve as a tool for government agencies to integrate climate change dimension into their policy planning and budgeting process, and to assess the economic valuation of the proposed projects including co-benefits. CCBA guidelines also provide suggestions on institutional arrangement for budget allocation.

Collectively, Thailand has been continuously enhancing its national capacities on development of GHG inventory, mitigation options, vulnerability assessment, and adaptation options. However, the accumulated capacities are hardly keeping pace with increasing threats and needs to tackle the growing issues/problems. It is important for Thailand to advance further its national capacities to cope with the existing and emerging issues, achieve our commitment under Paris Agreement, and to communicate with UNFCCC parties in addressing climate change. NC4 and BUR3 to the UNFCCC will enable Thailand to continue fulfilling all commitments. The facilitative sharing of views (FSV) under the International Consultation and Analysis (ICA) process for Parties not included in Annex I to the Convention shall provide Thailand good opportunities in illustrating its national circumstances and hearing recommendations from international experts for further capacities improvement in developing Biennial Update Reports and other related national reports.

Article 13 under the Paris Agreement stated that each Party shall regularly provide national inventory report, information on progress implementation and achievement towards its INDCs, climate change impact and adaptation, relevant information on capacity building and support needed. Therefore, the National Communications and the Biennial Update Reports are considered important tools for Thailand to meet this commitment and elevate its national agenda on climate change.

The Fourth NC and Third BUR project will build on findings and recommendations from previous NC and BUR work, as well as recommendations from the ICA process for BURs. With limited resources and technical capacity, Thailand has prioritized implementing the following recommendations in NC4-BUR3 to promote effectiveness and accelerate country readiness to meet international commitments.

The recommendations are categorized as follows

- **Needs with regard to the GHG inventory** (i) Training technical staff and national experts to use the 2006 IPCC Guidelines, particularly for undertaking data collection and data processing for the agriculture, forestry and other land use sector and IPPU sector; (ii) Further enhancing the methods of collecting disaggregated data from sectoral subcategories, particularly for new industries in the IPPU sector, for use with the 2006 IPCC Guidelines; (iii) Strengthening existing institutional arrangement to improve data collection of national statistics from relevant agencies and the private sector; (iv) Enhancing processes for data collection, emission calculations and reporting on emissions of HFCs, PFCs and SF6;
- **Needs with regard to mitigation** (i) Further enhancing the capacity to report information on the status of actions and funding for measures to better understand the progress of implementation; (ii) Further enhancing the capacity to report on the progress and underlying steps taken or envisaged; (iii) Further enhancing the capacity to improve transparency by providing additional information on outcomes, such as sustainable development effects, economic and social consequences of the implementation of response measures and interaction of policies and actions;
- **Needs related to reporting cross-cutting issues** Strengthening institutional and personnel capacities to fulfil reporting obligations on a continuous basis.

Thailand can achieve the above prioritized tasks through ONEP's full implementation of the TGEIS system as a tool to store emission data and estimation, based on the 2006 IPCC Guidelines for the National Greenhouse Gas Inventory. This initiative is a crucial step in Thailand's transitioning from a Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventory to 2006 IPCC Guidelines for the National Greenhouse Gas Inventory. Through NC4-BUR3 project, Thailand will be establishing a system and mechanism for IPPU sector, to enable HFCs, PFCs and SF6 emission estimation. In additional, the Thai government has initiated "data gap analysis" project with the objective in strengthening the national capacity in data collection activities. The key concerns in applying TGEIS for BUR3 and NC4 are on how to acquire, to produce good data, and to acquire resources necessary to build capacity and support data collection methods in each sector in compliance to the 2006

IPCC Guidelines especially in greenhouse gas emission sectors. Note that these sectors have never been reported. Therefore, it is encouraged by recent COP decisions to report the use of synthetic gases.

In preparing the NC4 and BUR3, a series of workshops will be needed to demonstrate data entry into the Data Entry Template and emission estimation on TGEIS for Inventory Working Group members in details. These operations could create a complete understanding among members on how TGEIS assists in generating NC and BUR reports. Moreover, it could conduct data gap analysis as well as solution identification.

The third BUR was submitted to the UNFCCC in December 2020. The fourth NC and the fourth BUR are expected to be finalized and submitted to the UNFCCC in December 2022.

The project has been developed in consultation with the Office of Natural Resources and Environmental Policy and Planning (ONEP) under the Ministry of Natural Resources and Environment. ONEP and UNDP Thailand have signed a Project Document and a Letter of Agreement (LoA) on February 18th 2020, as an agreement to become a sole Implementing Partner and a Support Services Provider respectively for the project. This assignment is essential to the delivery of National Communication and Biennial Update Report mandated by the COP Decisions and Guidelines.

B. Specific Objectives

The objective of the assignment is, for the institute/organization to provide technical support to ensure delivery of Improved Vulnerability and Adaptation (V&A) assessment approaches and management to deal with risks of climate change, climate variability and extreme weather events chapter as components in the submission of Thailand's Fourth National Communication to the UNFCCC by December 2022.

The team of Climate Change Vulnerability and Adaptation Assessment Experts will provide these services for the NC4-BUR3 to the UNFCCC project under UNDP Thailand and in close coordination with the Office of Natural Resources and Environmental Policy and Planning (ONEP) under the Ministry of Natural Resources and Environment.

C. Scope of Work

Under the overall supervision from the Project Manager – NC4-BUR3, UNDP Thailand, the institute/organization will perform the following tasks:

- Review the reporting guidelines and COP's decisions for the preparation of National communication (NC) of non-Annex I Parties to the UNFCCC,
- Review and update existing information on Thailand's vulnerability assessment, climate change impacts and adaptation measures reference to the relevant methodologies and guidance for assessing climate change impacts, vulnerability, and adaptation measures adopted under UNFCCC,
- Conduct a stocktaking exercise and the analysis of climate change adaptation-related activities, between 2015 and 2021 period, highlight on the adaptation good practices, and make a recommendation and/or solution identification in improving Thailand's adaptation actions and M&E approaches,
- Develop the outline, heading, and V&A Chapter for Thailand's Fourth National Communication (NC4) in accordance with the reporting guidelines and COP's decisions for the preparation of National communication (NC) of non-Annex I Parties to the UNFCCC,
- Incorporate with ONEP and UNDP, lead and organize activities such as meetings, workshops, consultations among the adaptation experts, working groups, and key stakeholders in integrated data necessary for the adaptation stocktaking exercise and analysis.

D. Approach and Methodology

The contractor is expected to submit

- Clear methodology for GHG Inventory development within the Waste, Agriculture and LULUCF sectors on the basis of the guideline for National Communication adopted by UNFCCC
- Clear methodology for data collecting and/or stakeholder engagement
- Clear implementation timeline/workplan in accordance with the deliverables under the TOR

E. Activities, Outputs and Timetable

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.

No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Assignment workplan with the agreed scope and methodology	15 days after contract signing	ONEP/UNDP
2	Updated information on progress on Thailand's on vulnerability assessment and adaptation	September 2021	ONEP/UNDP
3	Report on the stocktaking exercise and the analysis of V&A, climate change adaptation-related activities, between 2015 and 2021 period, with the recommendation for further improvement	November 2021	ONEP/UNDP
4	Draft V&A Chapter for NC4	February 2022	ONEP/UNDP

F. Key Performance Indicators and Service Level

Climate change adaptation actions in Thailand enhanced

The Contractor is required to support Thailand to develop V&A information on progress updated as fundamental in improving Thailand's adaptation actions and M&E approaches by working closely with UNDP, government partners, and climate change experts.

Successful communicate of Thailand's contribution and effort to combatting climate change

Thailand as a party to the UNFCCC is committed to communicate the National Communication every 4 years. The institute/organization is required to create V&A Chapter as a part of Thailand's Fourth National Communication (NC4) which aims to submit to the secretariat by December 2022.

G. Governance and Accountability

The institute/organization will work under the supervision of the Project Manager – NC4-BUR3 and in close consultation and collaboration with the Project Assistant and with other team members of UNDP Thailand. Additional consultation with representatives of CCMC and ONEP. The success of the project depends on the timely delivery of each component. The institute/organization should ensure timely identification of potential risks and signal any delays in deliverables. The institute/organization will be effective immediately upon signature by UNDP.

UNDP will have the following responsibilities (i) Provide relevant documents; (ii) Discuss and agree on the methodologies of the assignment; and (iii) Monitor and evaluate the progress of the assignment. The contract and payments will be performance-based and regularly assessed by the UNDP Thailand.

The present ToR may be subject to modification, without changing the overall objectives and the scope of work, on the basis of mutual consultations. UNDP will hold the copyright of the assignment deliverables.

H. Expected duration of the contract/assignment

The assignment is expected to begin on **1st August 2021** and the final deliverable should be completed by **31st March 2022** (08 Months)

I. Duty Station

The contract is “home based”, with no travels required. The Contractor will be managed by the UNDP Thailand in consultation with the Office of Natural Resources and Environmental Policy and Planning (ONEP) under the Ministry of Natural Resources and Environment.

J. Professional Qualifications of the Successful Contractor and its key personnel

Applications are solicited from highly experienced institutions or organizations with specific expertise in the below fields.

The Institute/organization should have

- 1) Experience of working on climate change policy (at least 5 years of relevant experiences or 2 successfully completed projects with similar scope and scale)
- 2) Experience of working on climate change adaptation or vulnerability and adaptation (V&A) assessment in Thailand (at least 2 years of relevant experience)
- 3) Demonstrable proven experience in develop national report related to climate change policy or national development strategy/plan (at least 1 national report produced)
- 4) Demonstrable proven experience in implementing adaptation project or NAP or adaptation M&E approaches (at least 1 project support)

The proposer must propose a team leader and at least one researcher with the following qualifications. The institute/organization may propose additional team members with clear roles and appropriate qualifications for the role. Please submit the CVs of all team members along with their roles along with the proposal.

The Team Leader should have:

- 1) Master’s degree of higher in environment, sciences, engineer, economics and/ or other related fields is required
- 2) Experience climate change adaptation or vulnerability and adaptation (V&A) assessment in Thailand (at least 2 years’ experience)
- 3) Experience working with a policymaker in provide technical assistant/create policy related to vulnerability and adaptation issues (at least 2 years’ experience)
- 4) Strong analytical, reporting, and writing abilities
- 5) Strong Thai and English language skills required

The Researcher should have:

- 1) Master’s degree of higher in environment, sciences, engineer, economics and/ or other related fields
- 2) Research experience on environment or climate change or climate change vulnerability & adaptation (V&A) in Thailand (at least 3 years or 3 projects supported)
- 3) Experience working and coordinating with government agencies (at least 2 years’ experience)
- 4) Strong Thai and English language skills required.

K. Price and Schedule of Payments

The contract price is a fixed output-based price regardless of extension of the herein specific duration. In the computation of the proposed contract price, the proposal must include cost components relating to implementation support programme, transfer of funds, professional fees, and any other anticipated costs not listed below as separately covered by the assignment.

Payments shall be done based on completion of each deliverable, upon verification of completion of deliverables and approval by the supervisor.

No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Assignment workplan with the agreed scope and methodology	15 days after contract signing	20%
2	Updated information on progress on Thailand's on vulnerability assessment and adaptation	September 2021	20%
3	Report on the stocktaking exercise and the analysis of V&A, climate change adaptation-related activities, between 2015 and 2021 period, with the recommendation for further improvement	November 2021	30%
4	Draft V&A Chapter for NC4	February 2022	30%

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 Technical Support in the preparation of Climate Change Vulnerability & Adaptation Assessment for Thailand's Fourth National Communication Report to the UNFCCC in accordance with your Request for Proposal No. **RFP-2021-023** dated 05 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 **Technical Support in the preparation of Climate Change Vulnerability & Adaptation Assessment for Thailand's Fourth National Communication Report to the UNFCCC** in accordance with your Request for Proposal No. **RFP-2021-023** dated 05 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	Assignment workplan with the agreed scope and methodology	20%	
2	Updated information on progress on Thailand's on vulnerability assessment and adaptation	20%	
3	Report on the stocktaking exercise and the analysis of V&A, climate change adaptation-related activities, between 2015 and 2021 period, with the recommendation for further improvement	30%	
4	Draft V&A Chapter for NC4	30	
	Total	100%	

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

**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: _____