



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

**POST TITLES:** **National Consultant to support and develop an inclusive gender-responsive stakeholder engagement plan for NAP in marine and coastal areas project (Gender Expert)**

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

**COUNTRY OF ASSIGNMENT:** Home based with travel required

**A. General Background**

The GCF NAP Readiness and Preparatory Support project titled ‘Increasing resilience to climate change impacts in marine and coastal areas along the Gulf of Thailand’ will be an important contribution to the implementation of Thailand’s National Adaptation Plan (NAP), prepared by the Office of Natural Resources and Environmental Policy and Planning (ONEP), which provides an overarching planning framework for addressing climate change adaptation.

This project focuses on advancing climate change adaptation planning in relation to marine and coastal areas in the Gulf of Thailand (“the Gulf”). Anticipated extreme events, sea-level rise, climate induced erosion, drought, and flooding are expected to affect local tourism, agriculture, fisheries, aquaculture, and natural resources as well as create additional stress on land and water resource management.

The project is complementary to other initiatives supporting the NAP implementation in Thailand. Thailand’s NAP identified six key sectors/ thematic areas, namely: (i) water management; (ii) agriculture and food security; (iii) tourism; (iv) public health; (v) natural resource management; and (vi) human settlement and security. This project will focus on addressing gaps of current support programs. The project will work towards improving climate-responsive ‘natural resource management’ (thematic NAP area v) through the integrative approach of enhancing adaptation planning and budgeting in key marine and coastal economic sectors, e.g. targeting agriculture and fisheries (thematic NAP area ii) and tourism (thematic NAP area iii). It will be implemented in close collaboration with the Department of Marine and Coastal Resources, under the Ministry of Natural Resources and Environment (MoNRE). The overall timeline of Thailand’s NAP implementation allows this project to utilize best-practices and information from the other interventions, and to meaningfully expand the knowledge-base and regulatory framework, particularly for the sub-national level. Also, in perspective to revise and update Thailand’s NAP.

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

The project has aimed to contribute Sustainable Development Goals (SDG). SDG 5 gender equality has been integrated into the project. The project will prepare inclusive, gender-sensitive knowledge management and communication workplan and develop gender-responsive stakeholder engagement plan for the National Adaptation Plan of Thailand in marine and coastal areas. To achieve this, many forum and consultations will be organized to provide opportunity to all gender who are key stakeholders to engage in mainstreamed adaptation in planning and budgeting in marine coastal areas. Therefore, this gender will encourage to conduct participatory review, prioritization, and appraisal of adaptation options for climate-induced hazards affecting marine and coastal areas. In connection to this, the project will develop gender action plan (GAP) to be an entry point to improve gender equality and women’s empowerment. This action plan would be linkage and aligning with National Determined Contribution (NDC) project by reviewing a handbook on gender-responsive and inclusive climate change analysis and applying key message/applicable means into the gender action plan of a national adaptation plan. In this regard, a gender expert is required as a significant specialist and facilitator to technically support building enable environment to encourage gender to engage in implementing and mainstreaming national adaptation plan.

The Gender expert will assist in preparation of inclusive, gender-sensitive knowledge management and communication workplan (contributes to activity 1.1.4) and development of an inclusive, gender-responsive stakeholder engagement plan for the NAP in marine and coastal areas (provides basis for stakeholder engagement forums and identification of inclusive, gender-responsive adaptation options, under activity 2.1.1). To this end, deliverables of this exercise will be a building block to develop an integrated plan to safeguard, protect, and enhance coastal resources and areas for synchronizing subnational and national strategies and the country’s National Adaptation Plan (NAP).

## **B. Objectives of the Assignment**

The objectives of the assignment are seeking technical support to ensure that gender outputs, activities and considerations are fully implemented as part of, mainstreamed and integrated into a national adaptation plan of the project. The consultant will also develop a participatory in-depth gender analysis to refine and inform the execution of gender activities for designing national adaptation plan to make sure the activities and outputs are inclusive gender-sensitive knowledge and gender-responsiveness; identify, redress existing, potential inequalities by ensuring women, as well as men, are engaged in all levels of climate change response. The consultant should contribute to advancing climate-gender equality and women’s empowerment living along the coastal communities of the Gulf of Thailand. In addition, The consultant will propose solutions for further action and work collaboratively with other consultants to identify adaptation options.

## C. Scope of Work

The Key duties and responsibilities include:

### **Task 1:**

Prepare an inception report and brief summary of intended approach for the assignment as follow:

- ❖ Literature review of key documents, reports, and other literature, including but not limited to, annual, monitoring, and progress of relevant projects, programmes, policies and other initiatives implemented by government Ministries, Departments, Sub-national Agencies, and as well as non-governmental organization, private sector entities, academic, UN agencies, and donor organizations;
- ❖ Review stocktaking report (highlight on identified gaps), risk and vulnerability assessment to climate change reports provided by national and international consultants of the project to identify climate threats affected to gender and vulnerable groups in marine and coastal areas along the Gulf of Thailand.
- ❖ Identify the most appropriate methodology/tool, in consultation with the Project Management Unit (PMU), UNDP and ONEP for technical guidance to prepare inclusive gender-sensitive knowledge and communication, undertake gender analysis, identify climate adaptation options to improve natural resources management with key stakeholders from targeted sectors and adaptation needs and priorities suited to key economic sectors (e.g. tourism, agriculture, and fisheries) in marine and coastal areas along the Gulf of Thailand;
- ❖ Prepare a draft inception report, brief summary and contents of the exercise including power point presentation both in Thai and English languages; and
- ❖ Responsible as a key facilitator of an inclusive, gender-responsive stakeholder engagement plan for the NAP in marine and coastal areas and consultation and validation workshops to laying the groundwork and addressing the adaptation options of national adaptation planning.

### **Task 2:**

Prepare and conduct gender analysis to reveal vulnerability and adaptive capacity in terms of resource availability, entitlements, empowerment, and the ability of gender to use the resources during climate impacts in coastal provinces along the Gulf of Thailand and highlight on four selected pilot provinces, which includes:

- ❖ Review relevant documents namely inclusive, gender-responsive stakeholder mapping, sectoral adaptation option inventories, including relevant outcomes of the Department of Marine and Coastal Resources (DMCR) Work Programme on impacts, resilience and vulnerability factors, and adaptation practices, the special reports of the Intergovernmental Panel on Climate Change, the guidance on adaptation communications, existing research on adaptation options of key economic sectors in the targeted areas, and other relevant reports;
- ❖ Explore, identify and collect qualitative and quantitative data of a multilevel gender-sensitive participatory approach on past, present and future coping strategies through interviews and workshops with gender and vulnerable groups at local communities, districts, sub-national and national levels in four selected coastal provinces, where additional discussions took place on

vulnerability and adaptive capacity in terms of resource availability, entitlements and the ability of people to use the resources during climate impacts (flood, drought, etc.), gender integration in existing adaptation measures.

- ❖ Identify socio-economic scenarios in impact assessments and gender-responsive criteria in adaptation option selection.
- ❖ Undertake an assessment and analysis of the gender gaps and needs of the enabling environment for the NAP implementation process at sub-national levels (focusing on institutional capacities, data and information, etc.); the potential barriers to the planning, design, and implementation of adaptation activities, including Ecosystem-based Adaptation (EbA), Nature-based Solutions (NbS), and Community-based Adaptation (CbA); and to assess the ability to mainstream adaptation issues into sector strategies and action plans.
- ❖ Prepare recommendation for developing inclusive, gender-responsive and vulnerable groups in the 4 target areas to complement the data of the climate adaptation with bottom-up information to enable the development of holistic and inclusive, gender-responsive engagement plan.
- ❖ Prepare report of gender analysis, assessment and brief summary including power point presentation both in Thai and English languages of the assigned task.

### **Task 3:**

Prepare inclusive, gender-responsive stakeholder engagement plan for the NAP in marine and coastal areas which based on comprehensive, participatory, gender-sensitive analysis and align with conventions and laws on gender equality and gender-sensitive knowledge and communication workplan as follow:

- ❖ Review a handbook on gender-responsive and inclusive climate change analysis under the NDC project to link with a national adaptation plan.
- ❖ Design gender-responsive M&E framework, reporting, and gender-sensitive indicators.
- ❖ Design gender-responsive implementation criteria.
- ❖ Prepare draft inclusive, gender-responsive stakeholder engagement plan for the NAP in marine and coastal areas.
- ❖ Prepare draft gender-sensitive knowledge and communication workplan.
- ❖ Prepare brief summary of the draft plan including power point presentation both in Thai and English languages of map of o key stakeholders and actors, gender and vulnerable groups.

### **Task 4:**

Support organizing and conducting stakeholder engagement forums with national stakeholders to identify and assess ongoing and past adaptation activities and based on this, identify gaps, opportunities and make recommendations on the successful implementation of the NAP at subnational levels, which includes:

- ❖ Provide basis for stakeholder engagement forums
- ❖ Prepare the workshop's prospectus, agenda, materials, and presentations both in Thai and English languages containing summary of key activities, gaps, and challenges identified.
- ❖ Responsible as a key facilitator of the forums to present the detail of the draft inclusive, gender-responsive stakeholder engagement plan for the NAP in marine and coastal areas and addressing the gaps of national adaptation planning.

- ❖ Prepare summary and recommendation of the workshop/forum both in Thai and English languages.

#### **Task 5:**

Organize and conduct consultation and validation workshops to present draft and final inclusive, gender-responsive engagement action plan, which includes:

- ❖ Present key findings and recommendations to key stakeholders. As a complement to the assessment report, prepare a presentation and policy brief that delivers the assessment findings and recommendations in a simplified manner and with an eye toward actionable decision making.
- ❖ Prepare materials (PPT) and documents of key findings and recommendations both in Thai and English languages.
- ❖ Prepare a presentation for the UNDP Country Office for contributing specific learning sessions on gender.
- ❖ Prepare report of validation workshop.

#### **D. Duration of Assignment, Duty Station, and Expected Places of Travel**

**Duration: 5<sup>th</sup> January 2022 – 30<sup>th</sup> June 2022 (Up to 70 days)**

**Duty station:** Home-based with travels in Bangkok and to the four selected areas to conduct consultations with institutions and staffs. The 4 project sites where the consultant will be traveling to are: 1) Rayong; 2) Phetchaburi; 3) Surat Thani; and 4) Songkhla province (approximately 1 trip/province and 5 days/trip). The travel cost is separate from the lump sum payment and will be borne by UNDP. In case of Covid-19 resurgence or any incidence that make physical site visit impossible, the consultant should conduct an online survey or organize a virtual interview with targeted communities/stakeholder in order to complete his/her assignment. The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, specific software, etc.) and must have access to a reliable internet connection. Payments will be made upon submission of a certification of payment form and acceptance and confirmation by the project manager of GCF NAP project, UNDP Thailand based on outputs delivered.

For any unforeseen official mission apart from this TOR mentioned, the consultant will be requested to submit the concept note of mission for approval by UNDP prior to undertaking any mission. Travels will be authorized by UNDP as and when required. Travel and reimbursement will be administered in compliance with UNDP Duty Travel Policy and reimbursed in actual amount but not exceeding quotation from UNDP approved travel agent/ UNDP daily allowance rate.

#### E. Expected Outputs and Deliverables

Based on the mentioned criterion of the tasks associated with this Terms of Reference, the consultant is responsible for:

Output/Deliverable	Estimated Duration to Complete	Target Due Date	Review and Approvals Required
<b>Deliverable 1:</b> An inception report and brief summary of the exercise and methodology/tool to undertake inclusive, gender responsive engagement action plan along the Gulf of Thailand and thereafter identify adaptation needs and priorities suited to marine and coastal areas along the Gulf of Thailand, including power point presentation both in Thai and English languages.	15 days	30 Jan 2022	Project Manager (GCF NAP Project) UNDP Thailand
<b>Deliverable 2:</b> Reports and summary of an assessment of the gender gaps and needs of the enabling environment for the NAP implementation process at sub-national levels, including power point presentation both in Thai and English languages.	45 days	30 April 2022	
<b>Deliverable 3:</b> Final inclusive, gender-responsive stakeholder engagement plan for the NAP in marine and coastal areas, and gender-sensitive knowledge and communication workplan including power point presentation both in Thai and English languages.			
<b>Deliverable 4:</b> Summary report of Consultations with key stakeholder-summary of consultations both in Thai and English languages.			
<b>Deliverable 5:</b> Summary of lessons learned from the inclusive, gender-responsive stakeholder engagement plan for the NAP in marine and coastal areas to be posted on the ONEP and UNDP website.	10 days	15 June 2022	
<b>TOTAL</b>	70 Days		

#### F. Provision of Monitoring and Progress Controls

The consultant will report to GCF NAP project manager. S/he will work closely with the project management unit (PMU), project consultants' team, staffs from ONEP and relevant counterparts as

appropriate. The success of the project depends on the timely delivery of each component. The consultant should ensure timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.

The project management unit (PMU) 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 GCF NAP project manager, UNDP Thailand.

The present ToR may be subjected to modification, without changing the overall objective and the scope of work, based on mutual consultations and acceptances from both parties. UNDP will hold the copyright of the assignment deliverables.

#### G. Qualifications of the Successful Individual Contractor

The consultant should possess the following expertise and qualifications:

##### Education:

- ❖ At least Master's degree in Environmental Sciences, Economics, Social Sciences, Public Administration or its equivalent relevant to gender studies or adaptation assessment.

##### Experience and required skills:

- ❖ Minimum of 5 years of working experience in an area relevant to gender project correlated with marine and coastal resources research, environment, in public policy/planning, working on gender in relation to climate change.
- ❖ At least 2 years of experience in undertaking gender analysis or design relevant criteria and gender strategy and adaptation, and sustainable development issues.
- ❖ At least 2 years of experience in demonstrable knowledge of collecting and analyzing impact of climate change and/or key vulnerability & adaptation assessment methodologies.
- ❖ At least 1 years of demonstrated experience working in gender mainstreaming in the sub-nation of Thailand or similar contexts, or working with government institutions, civil societies, academic institutions, private sectors.
- ❖ At least 1 year of experience in the facilitation of consultation and workshops desired

##### Language:

- ❖ Excellent command of English, written and oral.

#### H. Review Time Required

The review and approval of payments will be made by the assigned supervisor(s) within 14 days.

#### I. Payment Terms

Consultant must send a **financial proposal based on Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the

TOR, including professional fee, and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Output/Deliverable	Estimated Duration to Complete	Target Due Date	Payment (% of total contract amount)	Review and Approvals Required
<b>Deliverable 1:</b> An inception report and brief summary of the exercise and methodology/tool to undertake inclusive, gender responsive engagement action plan along the Gulf of Thailand and thereafter identify adaptation needs and priorities suited to marine and coastal areas along the Gulf of Thailand, including power point presentation both in Thai and English languages.	15 Days	30 Jan 2022	10 %	Project Manager (GCF NAP Project) UNDP Thailand
<b>Deliverable 2:</b> Reports and summary of an assessment of the gender gaps and needs of the enabling environment for the NAP implementation process at sub-national levels, including power point presentation both in Thai and English languages.  <b>Deliverable 3:</b> Final inclusive, gender-responsive stakeholder engagement plan for the NAP in marine and coastal areas, and gender-sensitive knowledge and communication workplan including power point presentation both in Thai and English languages.	45 Days	30 April 2022	60 %	
<b>Deliverable 4:</b> Summary report of Consultations with key stakeholder-summary of consultations both in Thai and English languages.  <b>Deliverable 5:</b> Summary of lessons learned from the inclusive, gender-responsive stakeholder engagement plan for the NAP in marine and coastal areas to be posted on the ONEP and UNDP website.	10 Days	15 June 2022	30%	
<b>TOTAL</b>	70 Days		100%	



In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon between the respective business unit and the Individual Consultant prior to travel and will be reimbursed.

## J. Criteria for Selection of The Best Offer

### Evaluation Method and Criteria

**Cumulative Analysis:** The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of set of weighted combine technical evaluation (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

### Technical Criteria for Evaluation (Maximum 70%)

- ❖ **Criteria 1:** Education (Max 20 points)
- ❖ **Criteria 2:** Minimum of 5 years of working experience in an area relevant to gender project correlated with climate change impact or marine and coastal resources research, environment (Max 25 points)
- ❖ **Criteria 3:** At least 2 years of experience in undertaking gender analysis or design relevant criteria and gender strategy and adaptation, and sustainable development issues (Max 25 points)
- ❖ **Criteria 4:** At least 1 years of demonstrated experience working in gender mainstreaming in the sub-nation of Thailand or similar contexts, or working with government institutions, civil societies, academic institutions, private sectors (Max 10 points)
- ❖ **Criteria 5:** At least 1 year of experience in the facilitation of consultation and workshops desired (Max 10 points)
- ❖ **Criteria 6:** Language requirement (Max 10 points)

**\*\*Only candidates obtaining a minimum of 70% or above in the Technical evaluation would be considered for the Financial Evaluation.**

**Personal interview may be required.**

### Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out of 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$

Where:

- $p$  = points for the financial proposal being evaluated;
- $y$  = maximum number of points for the financial proposal;
- $\mu$  = price of the lowest priced proposal;
- $z$  = price of the proposal being evaluated.

#### Application Procedure / Recommended presentation of offer

**Instructions to Applicants:** Click on the "Apply now" button. Input your information in the appropriate Sections: personal information, language proficiency, education, resume and motivation. Upon completion of the first page, please hit "submit application" tab at the end of the page then the uploading option for the required document will be available.

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

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

1. **Letter of Confirmation of Interest and Availability with Financial Proposal** (in THB) using the template provided as **Annex III**

**[Financial proposal:** Consultant shall quote an all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided for the entire assignment. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the proposed fee submitted in the proposal]

If an Offeror is employed by an organization/ company/ institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

2. **P11 / Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
3. **Supporting documents namely:**
  - a. **Brief description** of why the individual considers him/herself as the most suitable for the assignment and a methodology on how they will approach and complete the assignment.
  - b. **Examples of prior** relevant work at least one sample/publications in Thai and one sample in English.

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

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

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

K. Consultant Presence Required on Duty Station/UNDP Premises

☒ None      ☐ Partial      ☐ Intermittent      ☐ Full-time

L. Payment Terms

Please indicate any special payment terms for the contract

☒ Lumpsum      ☐ Daily