



TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT

POST TITLE: National Consultant for providing technical support on capacity need assessment and barrier analysis to implementation of national adaptation plan (Thai Nationality)

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.

Regard to integrated planning for marine and coastal areas, Thailand has adopted the concept of an ecosystem-based approach for sustainable use and management of marine and coastal resources. The Act on Promotion of Marine and Coastal Resources Management, enacted in 2015, encourages the participation of communities and local governments in conservation by forming multi-stakeholder platforms that can propose management plans for marine and coastal resources. The practical integration of climate change concerns into relevant policy, planning, and budgetary processes must occur not only at the national level, but also at sectoral and sub-national levels. To achieve people's participation at all levels, this project has proposed outputs and activities under the Outcome 1 aims to tackle down barriers related to lack of technical capacity and methodologic tools to design, prioritise and appraise NAP projects for marine and coastal zones.

The National Consultant for Capacity Need Assessment and Barrier Analysis to implementation of national adaptation plan will assist in assess the capacity of national and sub-national government agencies, and other relevant entities, in planning, decision making, what plan and resources are there to address the capacity gaps in the national adaptation plan in marine and coastal resources, what coordination mechanism are needed, what are the best mechanism for awareness raising and knowledge sharing and implementing adaptation in marine and coastal zones (focusing on natural resource management, and associated important key economic sectors such as agriculture, tourism, fisheries) and develop capacity development workplan. To this end, deliverables of this exercise will be a building block to enable detecting structural weaknesses for developing a plan (deliverable 1.2.1b, c¹) to strengthen technical and functional skill sets of staff to develop an integrated plan to safeguard, protect, and enhance coastal resources and areas for synchronizing sub-national and national strategies and the country's National Adaptation Plan (NAP).

¹ **Deliverable 1.2.1b**

Relevant development plans and regulations screened to identify entry points for capacity development and capacity work plan drafted

Deliverable 1.2.1c

Final capacity development work plan endorsed

B. OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are seeking technical support to assess the capacity needs of national and sub-national government agencies, and other relevant entities, in planning, decision making, and implementing adaptation in marine and coastal zones (focusing on natural resource management, and associated important key economic sectors such as agriculture, tourism, fisheries) including barrier analysis for supporting a preparation of capacity development and capacity workplan.

C. SCOPE OF WORK

Key duties and responsibilities include:

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

- Literature review of key documents, reports, and other literatures, including but not limited to annual and monitoring reports, and progress of relevant projects, programmes, policies and other initiatives implemented by government Ministries, Departments and Agencies as well as non-governmental organisation, private sector entities, academia, UN agencies, and donor organisations;
- Review stocktaking report, reports of risk and vulnerability assessment to climate change, climate change project reports provided by national and international consultants of the project;
- Review and assess existing capacity of stakeholders and institutions (national and sub-national government agencies, private, academies, NGOS, CSOs) including their existing/potential roles on climate change adaptation at all levels;
- Identify the most appropriate methodology/tool, in consultation with the Project Management Unit (PMU), ONEP, and UNDP for conducting participatory need assessment and barrier analysis of 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 to conduct participatory need assessment and barrier analysis.

Task 2: Conduct capacity needs assessment and barrier analysis to provide an evaluation of the organizational structure, existing functional and technical capacity in coastal provinces along the Gulf of Thailand and in four selected pilot sites which follow the selected sites of the reports of stocktaking and risk and vulnerability assessment of the project, which includes:

- Assess the capacity of national and sub-national government agencies, and other relevant entities, in planning, decision making, coordination mechanism and implementing

- adaptation in marine and coastal zones (focusing on natural resource management, and associated important key economic sectors such as agriculture, tourism, fisheries);
- Assess existing stakeholders (national and sub-national government agencies, and other relevant entities), institution and organization knowledge base, skills, sectoral strategic plans, capacity gap and opportunities on climate change adaptation; including 1) capacity of climate governance, mainstreaming and coordination; 2) capacity to design and implement policy and regulatory frameworks; 3) technical capacity to plan adaptation responses for specific projects and programmes; and 4) coordination capacity to integrate the key economic sectors (agriculture, fisheries and tourism) in NAP formulation and implementation;
 - Identify knowledge gap of national and sub-national government agencies, and other relevant entities in the regulatory and strategic functions and environment (legal frameworks, political and specific sectoral issues);
 - Undertake a rapid assessment of the gaps and needs to develop/strengthen the enabling environment for the NAP implementation process at sub-national levels (focusing on human resources, institutional capacities, data and information, segregated by age, gender, etc.); the potential barriers to the planning, design, and implementation of adaptation activities, including Ecosystem-based Adaptation (EbA), Nature-based Solutions (NbS), and Community-based Adaptation (CbA); and to assess the ability to mainstream adaptation issues into sector strategies and action plans;
 - Identify and document barriers to adaptation planning and implementation in the marine and coastal resources and relevant key economic sectors (agriculture, fisheries, and tourism). The barriers may relate to technical and financial resources, capacity gaps, coordination, management, political constraints, institutions, or social issues; to take stock of opportunities and strengths that could support and enhance the marine and coastal resources and relevant key economic sectors (agriculture, fisheries, and tourism) planning in the NAP;
 - Evaluate stakeholder (national and sub-national government agencies, and other relevant entities) organizational structure, existing functional and technical capacity and to identify gaps. This enables detecting structural weaknesses for developing a capacity development plan (deliverable 1.2.1b, c) to strengthen technical and functional skill sets of staff; and
 - Prepare all assessment and analysis reports and brief summary including power point presentation both in Thai and English languages of the assigned task.

Task 3: Support organizing 2-day assessment workshop engaging representatives from national and sub-national government agencies, and other relevant entities and country stakeholders with the output being a capacity assessment report, which includes:

- Prepare a concept note and agenda of a 2-day assessment workshop;
- Prepare materials (PPT) and documents of key findings and recommendations of Task 2 both in Thai and English languages;
- Responsible as a key resource person and facilitator of the assessment workshop;
- Prepare summary report of the assessment workshop both in Thai and English languages.

Task 4: Organize 1 day validation workshop on the capacity need assessment and barrier analysis, whose output is recommendation with prioritized capacity development areas and results framework, which includes:

- Prepare concept note and agenda of 1 day validation workshop;
- Prepare materials (PPT) and documents of key findings and recommendations of Task 2 both in Thai and English languages;
- Responsible as a key resource person and facilitator of the validation and action planning workshops;
- 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 report of the validation and action planning workshops both in Thai and English languages.

Task 5 coordinate with other national and international consultants to prepare a capacity development and capacity workplan, which includes:

- Share, support information with prioritized capacity development areas and provide recommendation to national consultants to develop a capacity development plan and regulation.

The National Consultant will work under the direct supervision of the Project Manager of GCF NAP project, Project Management Unit (PMU), UNDP for technical guidance.

D. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: 05 January 2022 – 30 May 2023 (Up to 80 working 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:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Date	Review and Approvals Required
Deliverable 1: An inception report and brief summary of the exercise and methodology/tool to undertake Capacity needs assessment and barrier analysis 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.	10 working days	30 Jan 2022	Project Manager, GCF-NAP, UNDP
Deliverable 2: First draft Capacity needs assessment and barrier analysis rreports and brief summary including power point presentation both in Thai and English languages.	50 working days	30 Jun 2022	Project Manager, GCF-NAP, UNDP
Deliverable 3: Map and profile of key stakeholders and actors (public sector, private sector, academia, and civil society) gender and vulnerable groups for the planning and implementation of adaptation activities including power point presentation both in Thai and English languages.			
Deliverable 4: Report of Consultations with key stakeholder-summary of consultations both in Thai and English languages.	20 working days	15 May 2023	Project Manager,
Deliverable 5: Validation Workshop - Agenda - Presentations - Photos - Validation Workshop report.			

Deliverable 6: Final Capacity needs assessment and barrier analysis report: draft and final version incorporating comments from the Project Manager at UNDP.			GCF-NAP, UNDP
Deliverable 7: Summary of lessons learned from the reports and workshop to be posted on UNDP website.			

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

Education:

- At least Master's degree in Environmental Sciences, Economics, Social Sciences, Public administration, Education or its equivalent relevant to capacity need assessment or development or climate adaptation assessment.

Experience:

- Minimum of 5 years of working experience in an area relevant to conduct capacity need assessment and gap and barrier analysis with national or sub-national government agencies, and other relevant entities, in planning, decision making, and implementing adaptation in marine and coastal zones or relevant to climate change;

- At least 2 years of experience in undertaking capacity need assessment and gap and barrier analysis to climate adaptation, or sustainable development issues;
- At least 2 years of experience in demonstrable knowledge of assessing and analyzing capacity need and gap or barrier to climate adaptation or sustainable development issues;
- At least 1 years of demonstrated experience working in capacity development 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 Requirements:

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

H. Review Time Required

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

I. PAYMENT TERM

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
Deliverable 1: An inception report and brief summary of the exercise and methodology/tool to undertake Capacity needs assessment and barrier analysis 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.	10 working days	30 Jan 2022	10 %	Project Manager, GCF-NAP, UNDP

<p>Deliverable 2: First draft Capacity needs assessment and barrier analysis reports and executive summary including power point presentation both in Thai and English languages.</p> <p>Deliverable 3: Map and profile of key stakeholders and actors (public sector, private sector, academia, and civil society) gender and vulnerable groups for the planning and implementation of adaptation activities including power point presentation both in Thai and English languages.</p>	50 working days	30 Jun 2022	60%	Project Manager, GCF-NAP, UNDP
<p>Deliverable 4: Report of Consultations with key stakeholder-summary of consultations both in Thai and English languages.</p> <p>Deliverable 5: Validation Workshop - Agenda - Presentations - Photos - Validation Workshop report.</p> <p>Deliverable 6: Final Capacity needs assessment and barrier analysis reports: draft + final version incorporating comments from the Project Manager at UNDP.</p> <p>Deliverable 7: Summary of lessons learned from the reports and workshop to be posted on UNDP website.</p>	20 working days	15 May 2023	30%	Project Manager, GCF-NAP, UNDP

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 point
- Criteria 2: Minimum of 5 years of working experience in an area relevant to conduct capacity need assessment and gap and barrier analysis with national or sub-national government agencies, and other relevant entities, in planning, decision making, and implementing adaptation in marine and coastal zones- Max 25 point
- Criteria 3: At least 2 years of experience in undertaking capacity need assessment and gap and barrier analysis to climate adaptation, or sustainable development issues - Max 25 point
- Criteria 4: At least 2 years of experience in demonstrable knowledge of assessing and analyzing capacity need and gap or barrier to climate adaptation or sustainable development issues - Max 10 point
- Criteria 5: At least 1 years of demonstrated experience working in capacity development in the sub-nation of Thailand or similar contexts, or working with government institutions, civil societies, academic institutions, private sectors-Max10 point
- Criteria 6: At least 1 year of experience in the facilitation of consultation and workshops desired- Max 5 point
- Criteria 7: Language requirement – Max 5 point

****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;
- μ = 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