



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLE:	National Consultant for scrutinizing development plan and regulations
AGENCY/PROJECT NAME:	UNDP Thailand/GCF NAP Marine Project
COUNTRY OF ASSIGNMENT:	Home-based with travel required
EXPECTED DURATION:	Up to 80 working days from 05 April 2022 - 30 May 2023

1) GENERAL BACKGROUND

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

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

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

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

The Thailand’s NAP places strong emphasis on the specific context and issues facing different sectors and spatial areas, which will inform national and local agencies to effectively use the process for mainstreaming climate risks and adaptation strategies into planning and budgeting. With 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, empowers the Department of Marine and Coastal Resources to designate Mangrove Conservation Areas and Marine and Coastal Resources Protected Areas as a means to protect important marine and coastal resources. Linked to the newly adopted Act, the 5-year plan (2016-2020) defines programmes and activities for sustainable marine and coastal management as follows:

- Declaration of more conserved and reserved marine and coastal areas;
- Promotion of management effectiveness for the existing protected areas, which also includes strengthening strict law enforcement, monitoring, and surveillance of illegal practices;
- Restoration of degraded marine and coastal habitats;
- Establishment and improvement of fishing measures;
- Promotion of environmental- and ecological-friendly maritime activities;
- Application of marine spatial planning as an integral part of marine and coastal zone management; and
- Stakeholder participation and partnerships are considered as a key to success and to be assigned for involvement, as appropriate, in the course of action for each implementing programme.

The Act also 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. Under the NAP process and with support of the GIZ-supported Risk-based NAP project, sub-national governments and the Ministry of Interior’s Department of Public Works and Town and Country Planning are increasingly involved in climate adaptation¹. Therefore, there are many sub-committees at sub-national level, which are from different ministries, to play key function on natural resource management, and enforcement supported to a provincial governor in each province. These sub-committees have their department’s development plan and regulations. In this regard, it is necessary to review and screen development plan and regulations of these relevant sub-committees to prepare a documentary base of identified entry points for designing a proper capacity

¹ The project document page:8-9

development plan. This plan is for enhancing technical capacity for mainstreaming climate risk, planning, budgeting, and implementation of adaptation.

The National Consultant will assist in screening relevant development plans and regulations to identify entry points for capacity development for developing and strengthening the capacity of national and sub-national government agencies, and other relevant entities, in mainstreaming climate risk, 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) and enabling exposed subnational level perspectives and help to identify/select adaptation options best suited for the specific coastal sectors in the context of local realities in the Gulf of Thailand.

2) OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are seeking technical support to screen relevant development plans and regulations to identify entry points for capacity development and capacity work plan for developing and strengthening the capacity of national and sub-national government agencies, and other relevant entities, in mainstreaming climate risk, 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) and enabling exposed sectorial and subnational level perspectives and inputs and help to identify/select adaptation options best suited for the specific coastal sectors in the context of local realities in the Gulf of Thailand. In addition, the consultant will work collaboratively with other consultants or consultant firm of the project to support delivering the training of trainer (TOT) training in cooperation with researchers from local academic or research institutions, support providing training manuals and knowledge products (partly developed under Activity 1.1.3²), and technical assistance.

3) 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 literature, including but not limited to, annual, monitoring, 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, academic, UN agencies, and donor organisations;

² Activity 1.1.3: Develop a climate adaptation information management platform and Geographical Information System (GIS) for marine and coastal resource management, based on an inventory and gap analysis of risks, hazards, gender responsiveness, socio-economic and environmental aspects to support planning and implementation

- Review stocktaking assessment report, climate change projection report, risk and vulnerability assessment to climate change reports, capacity need assessment and barrier analysis report provided by national and international consultants of the project.
- Review national adaptation plan 2016-2020, legal and regulatory framework as related and coastal resources governance and supporting mechanisms e.g. marine project areas (MPA), awareness, capacity building and monitoring, concepts and lesson learned on conservation trust funds, payment for ecosystem services, biodiversity off-sets, blue carbon and climate finance.
- Review climate adaptation options to address specific climate change impacts, developed under the NAP process (supported by Risk-NAP).
- Identify the most appropriate methodology/tool, in consultation with the Project Management Unit (PMU), ONEP, and UNDP for technical guidance to 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 report's contents of the exercise including power point presentation both in Thai and English languages; and

Task 2: Prepare a report of relevant development plans and regulations screened to identify entry points for capacity development in designing, prioritizing, appraising, planning and budgeting a national adaptation plan (NAP) and practices including sectoral adaptation option inventories for marine and coastal areas along the Gulf of Thailand

- Review relevant documents namely development plan and regulations of subnational committees of Ministry of Natural Resources and Environment, Ministry of Agriculture and Cooperation, Ministry of Interior and Ministry of Tourism and Sports, 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;
- Review the NAP implementation process at sub-national levels (focusing on human resources, institutional capacities, data and information, including on age, gender, etc.); the potential barriers to the planning, design, and implementation of adaptation activities, including Ecosystem-based Adaptation (EbA), Marine protected area, Nature-based Solutions (NbS), and Community-based Adaptation (CbA); Carbon trade, market and credit, and to propose the ability to mainstream adaptation issues into sector strategies and action plans; and climate finance concept and practice
- Based on the result of the documents' review, draft and finalize the report of relevant development plans and regulations screened to identify entry points for capacity development in designing, prioritizing, appraising, planning and budgeting a national adaptation plan (NAP) and practices including sectoral adaptation option inventories for marine and coastal areas along the Gulf of Thailand and brief summary including power point presentation both in Thai and English languages of the assigned task; and

- Consult with the Project manager of Project Management Unit (PMU), UNDP and ONEP for technical guidance.

Task 3: Co-work with the national consultant on capacity development work plan to climate change adaption based on the report of relevant development plans and regulations screened to identify entry points for capacity development

- Provide technical support to the national consultant on capacity development work plan to climate change adaptation and the Gender Expert of the project to design and formulate a capacity development plan.

Task 4: Participate as the facilitator of the validation workshop to present the report for finalization

- 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; and
- Prepare report of validation workshop.

4) INSTITUTIONAL ARRANGEMENTS

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

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

This assignment is anticipated to take place between **05 April 2022 - 30 May 2023**, for a maximum of 80 working days.

Duty Station: Home-based with travels in Bangkok and to the four selected areas-Rayong, Petchaburi, Suratthani and Songkhla Provinces to conduct survey for one trip (5-day/trip) in each province, participate in physical or virtual consultations with institutions and staffs. The travel cost is separate from the lump sum payment and will be borne by UNDP. 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.

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.

6) EXPECTED OUTPUTS AND DELIVERABLES

All the outputs/deliverables as stipulated below needs to be reviewed and certified by ONEP/the Project Manager at UNDP prior the payment is released.

Specific deliverables during the assignment are as follows:

No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Deliverable 1: An inception report (scope and methodology) of relevant development plans and regulations screened to identify entry points for capacity development including brief summary and power point presentation both in Thai and English languages.	30 April 2022	Project Manager/ UNDP
2	Deliverable 2: draft and final reports of relevant development plans and regulations screened to identify entry points for capacity development including brief summary and power point presentation both in Thai and English languages.	30 July 2022	Project Manager/ UNDP
3	Deliverable 3: Report of Consultations with key stakeholder-summary of consultations both in Thai and English languages. Deliverable 4: Summary of lessons learned from the workshop and report to be posted on the ONEP and UNDP website.	15 May 2023	Project Manager/ UNDP

7) QUALIFICATIONS

Education:

- At least Bachelor degree with 10 years of work experience or higher degree in Environmental Sciences, Economics, Social Sciences, Public administration, Education or its equivalent relevant to capacity building studies or climate adaptation management.

Experience:

- Minimum of 5 years of working experience in an area relevant to capacity building development project correlated with climate change impact or marine and coastal resources research, environment.
- At least 2 years of experience in undertaking national, subnational development plan and analysis or design relevant criteria and strategic plan and adaptation, and sustainable development issues.
- At least 2 years of experience in demonstrable knowledge of identifying, analysing development plan and regulations relevant to coastal resources or environmental management, impact of climate change and/or key vulnerability & adaptation assessment.
- At least 1 year of demonstrated experience working in analysing, implementing and managing development plan and regulation with the subnation 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 writing skills in Thai and English.

8) SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENT

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, travel costs, living allowance (if any work is to be done outside the IC's duty station) 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.

The method of payment is an output-based lump-sum scheme. The payments shall be released upon UNDP's satisfaction of the consultant's submission of each deliverable by or before the due dates as agreed with the UNDP Thailand team.

No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required	Payment
1	Deliverable 1: An inception report (scope and methodology) of relevant development plans and regulations screened to identify entry points for capacity development including brief summary and power point presentation both in Thai and English languages.	30 April 2022	Project Manager/ UNDP	10 %

2	Deliverable 2: draft and final reports of relevant development plans and regulations screened to identify entry points for capacity development including brief summary and power point presentation both in Thai and English languages.	30 July 2022	Project Manager/ UNDP	60%
3	Deliverable 3: Report of Consultations with key stakeholder-summary of consultations both in Thai and English languages. Deliverable 4: Summary of lessons learned from the workshop and report to be posted on the ONEP and UNDP website.	15 May 2023	Project Manager/ UNDP	30%

9) 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.

- a) **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;
- b) **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. and travel cost) 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.
- c) **Supportive 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.

10) CRITERIA FOR SELECTION OF THE BEST OFFER

The criteria which shall serve as the basis for evaluating offers is as follows:

Combined Scoring method – where the qualifications and methodology will be weighted 70% and combined with the price offer which will be weighted 30%.

Technical criteria for evaluation (Maximum 100%)

Criteria 1: Education - Max 20%

Criteria 2: Minimum of 5 years of working experience in an area relevant to capacity building development project correlated with climate change impact or marine and coastal resources research, environment- Max 25%

Criteria 3: At least 2 years of experience in undertaking national, subnational development plan and analysis or design relevant criteria and strategic plan and adaptation, and sustainable development issues - Max 25%

Criteria 4: At least 2 years of experience in demonstrable knowledge of identifying, analysing development plan and regulations relevant to coastal resources or environmental management, impact of climate change and/or key vulnerability & adaptation assessment- Max 10%

Criteria 5: At least 1 years of demonstrated experience working in analysing, implementing and managing development plan and regulation with the subnation of Thailand or similar contexts, or working with government institutions, civil societies, academic institutions, private sectors-Max10%

Criteria 6: At least 1 year of experience in the facilitation of consultation and workshops – Max 5%

Criteria 7: Language requirement – Max 5%

Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.