

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 05 April 2022

Description of the assignment: National Consultant to prepare workplans development for capacity building on climate adaptation (Thai Nationality only)

Duty Station: Home-based with travels in Bangkok and to the venue of 8 trainings

Project name: UNDP Thailand/GCF NAP Marine Project

Period of assignment/services (if applicable): 05 May 2022 – 31 July 2023 (with maximum 80 working days)

Proposal should be submitted no later than **20 Apr 2022**

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1. 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.

The database of adaptation options to address specific climate change impacts, developed under the NAP process (supported by Risk-NAP), was developed at national level and with limited inputs from subnational levels and key sectoral ministries. Sectorial and subnational inputs can extend the solidity of the adaptation inventory and avoid duplications of identified adaptation options in the database. Activities to be undertaken will enable receiving 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.

Recently, provinces and local administrative organizations have climate adaptation plans and projects to prevent and mitigate impacts of climate change such flood and drought prevention and mitigation, reduction of green house gas emission, promotion of using renewable energy. So, this is indicative evidence that these provinces and local administrative organizations realize impact of climate change affected to three bottom lines-environment, social and economic and comprehend to formulate the plans and projects to contribute to the National Adaptation Plan 2015-2050.

The Thai 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. Currently, the sectorial planning cycle of DMCR is for a 5-year period. The current strategy 2017-2022, will be the primary driver of strategic marine and coastal area planning. To support the strategies implementation, there are provincial committees and sub-committees across the coastal regions specifically designated to oversee management of marine and coastal resources. Limited engagement with private sector and civil society are noted across the published committee members. The project will support enhancing the engagement with local communities and private sector. This project will ensure that the concept note development will incorporate elements of the more detailed strategic priorities in regard to management of marine and coastal resources, namely:

- Protect coastal areas by reforestation to increase mangroves;
- Conserve and accelerate the restoration of marine and coastal resources to maintain ecosystem balance;
- Monitor, control, and crackdown to reduce deforestation; and
- Enhance knowledge of public networks, communities, and local administrations to help restore coastal areas with use of natural systems.

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.

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 National Consultants will technically assist in developing capacity development work plan, collaborate, where possible, with adequate academic and training institutions, on curriculum development, which can support long-term capacity development building 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) 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. To this end, deliverables of this exercise will strengthen technical and functional skill sets of Sectorial and subnational government officials 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).

2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Objective of the Assignment

The objectives of the assignment are seeking technical support to develop capacity development work plan, collaborate, where possible, with adequate academic and training institutions, on curriculum development, which can support long-term capacity development building 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) for developing and strengthening the capacity 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) 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/firm to deliver the TOT training in cooperation with researchers from local academic or research institutions, support providing training manuals and knowledge products (partly developed under Activity 1.1.3), and technical assistance.

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, academia, UN agencies, and donor organisations;
- Review stocktaking assessment report, climate change projection report, risk and vulnerability assessment to climate change reports provided by national and international consultants of the project and the database of 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 contents of the exercise including power point presentation both in Thai and English languages; and

Task 2: Prepare capacity development plans and curriculum development for capacity development in designing, prioritizing, appraising, climate-risk and inclusive, gender-responsive 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 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, Thailand Climate Change Master Plan 2015-2050, 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
- Review an analysis of gender and vulnerable groups, gender-sensitive risk assessments in the 4 target areas to complement the data of the capacity development work plan to climate change adaptation with bottom-up information to enable the development of holistic sub-national adaptation plan; gender action plan prepared by the Gender Expert of the project;
- Communicate and discuss with the national consultant who has technically prepared the report of relevant development plans and regulations screened to identify entry points for capacity development to define the key finding for supporting the preparation of capacity development plans and curriculum development inclusive, gender-responsive stakeholder engagement for the NAP in marine and coastal areas
- Prepare draft capacity development work plan to climate change adaptation by synthesizing the result of the capacity need assessment and relevant development plans and regulations screened to identify entry points for capacity development, identified gaps and opportunities and barrier analysis; provision of on-demand advisory and technical assistance to sub-national authorities on addressing climate risks; on planning, decision making, and implementing adaptation in marine and coastal zones
- Design curriculum for capacity development with targeting Training of Trainer to build, strengthen and improve on how to think critically about climate risk, gender-responsive and social inclusion issues throughout a typical programme / project cycle, from the design and consultation stages, through planning, budgeting, delivery and monitoring and evaluation of subnational adaptation plan responded to climate risks addressed including adaptive measures to climate change.
- Prepare and present materials (PPT) and documents of the draft capacity development work plan and curriculum both in Thai and English languages to organize 6 technical capacity building trainings to subnational government officers;
- Consult with Project Manager of PMU, UNDP and ONEP for technical guidance.

Task 3: Participate in the validation workshop as the key facilitator to present the capacity development plans and curriculum development for capacity development to prepare for endorsement

- Provide prospectus and tentative agenda of the validation workshop
- Participate in the validation workshop to present the draft capacity development work plan
- Finalize the capacity development plans and curriculum development for capacity development based on the result of the validation workshop.
- Prepare final draft capacity development plans and curriculum development for capacity development both in Thai and English languages for endorsement.

- Prepare materials (PPT) and documents both in Thai and English languages to present at the workshop; and
- Prepare report of validation workshop.

Task 4: Lead organizing and participating in 8 technical capacity building trainings (30 trainees per training) to subnational government officers on planning, decision making, and implementing adaptation in marine and coastal zones; approximately 4 trainings on provision of on-demand advisory and technical assistance to sub-national authorities on addressing climate risks, developing and planning subnational adaptation plan responded to climate risks addressed including adaptive measures to climate change

- Participate in 4 trainings on provision of on-demand advisory and technical assistance to sub-national authorities on addressing climate risks.
- Participate in 4 trainings on planning, decision making, and implementing adaptation in marine and coastal zones.
- Responsible as a key facilitator of each training of approved curriculum to train subnational government officers.
- Lead two local consultants to provide technical support on all trainings
- Prepare training materials (PPT) and tools for each training both in Thai and English languages.
- Provide recommendation to subnational government officers for further developing a subnational climate adaptation plan in marine and coastal zones.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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 curriculum on relevant criteria and strategic plan and climate adaptation, and sustainable development issues.
- At least 2 years of experience in demonstrable knowledge of developing capacity development plan and curriculum relevant to coastal resources or environmental management, impact of climate change and/or key vulnerability & adaptation assessment.
- At least 1 years of demonstrated experience working in implementing, carrying out and managing capacity development plan and curriculum 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 written communication skills in Thai and English.

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

Duration of the Work:

This assignment is anticipated to take place between **05 May 2022 – 31 July 2023**, for a maximum of 80 working days.

Duty Station:

Home-based with travels in Bangkok and to the venue of 8 trainings based on tentative schedule of training (1 training trip for 3 days for physically organizing trainings or virtual training which consider based on COVID-19 Situation). 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.

5. FINAL PRODUCTS

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 and brief summary of intended approach for the assignment	30 July 2022	Project Manager, UNDP
2	Deliverable 2 draft capacity development work plan and curriculum to climate change adaptation	30 September 2022	Project Manager, UNDP

3	Deliverable 3 final capacity development work plan and curriculum to climate change adaptation both in Thai and English languages for endorsement Deliverable 4 materials (PPT) and documents both in Thai and English languages	30 November 2022	Project Manager, UNDP
4	Deliverable 5 Completion of participation in 8 trainings	15 July 2023	Project Manager, UNDP

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

Institutional Arrangement:

The National Consultant will work under the direct supervision of Project Manager, UNDP for technical guidance.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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.

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.

8. FINANCIAL PROPOSAL

Price Proposal and Schedule of Payments

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 and brief summary of intended approach for the assignment	30 July 2022	Project Manager, UNDP	10 %
2	Deliverable 2 draft capacity development work plan and curriculum to climate change adaptation	30 September 2022	Project Manager, UNDP	40%

3	Deliverable 3 final capacity development work plan and curriculum to climate change adaptation both in Thai and English languages for endorsement Deliverable 4 materials (PPT) and documents both in Thai and English languages	30 November 2022	Project Manager, UNDP	40%
4	Deliverable 5 Completion of participation in 6 trainings	15 July 2023	Project Manager, UNDP	10%

9. EVALUATION

Evaluation Method and Criteria

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 curriculum on relevant criteria and strategic plan and climate adaptation, and sustainable development issues- Max 25%

Criteria 4: At least 2 years of experience in demonstrable knowledge of developing capacity development plan and curriculum 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 implementing, carrying out and managing capacity development plan and curriculum 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 desired– 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.

ANNEXES

Annex I - TOR_ NC to prepare workplans development for capacity building on climate adaptation

Annex II - General_Terms_and_Conditions_for_Contracts_Individual_Consultants

Annex III - Letter of Confirmation of Interest and Availability and financial proposal

Annex IV - P11 Form for ICs (optional)

All documents can be downloaded at: https://procurement-notices.undp.org/view_notice.cfm?notice_id=89788