



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLE:	National Consultants to provide technical support on TOT training (Thai Nationality only) for 2 Positions
AGENCY/PROJECT NAME:	UNDP Thailand/GCF NAP Marine Project
COUNTRY OF ASSIGNMENT:	Bangkok, Thailand
EXPECTED DURATION:	Up to 80 working days from 05 May 2022 - 31 July 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.

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 provide technical assistance to train and develop capacity of government officials (following a ToT-approach) on climate-risk and inclusive, gender-responsive planning and budgeting and deliver the TOT training in cooperation with researchers from local academic or research institutions and developing training manuals and knowledge products. 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) OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are seeking technical support to train and develop capacity of government officials (following a ToT-approach) on climate-risk and inclusive, gender-responsive planning and budgeting. The consultants will deliver the TOT training. They will join the National Consultant ,who principally prepares workplans development and curriculum for capacity building on climate adaptation, and researchers from local academic or research institutions. Additionally, they will develop and provide training manuals and knowledge products and technical assistance to sub-national authorities on addressing climate risks in their planning and regulatory frameworks.

3) SCOPE OF WORK

Key duties and responsibilities include:

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

- Review relevant reports provided by national and international consultants of the project as following lists:
 - a) stocktaking assessment report,
 - b) climate change projection report,
 - c) risk and vulnerability assessment
 - d) the database of adaptation options to address specific climate change impacts,
 - e) Thailand Climate Change Master Plan 2015-2050, developed under the NAP process (supported by Risk-NAP),
 - f) gender action plan, and
 - g) approved curriculum for capacity development in designing, prioritizing, appraising, climate-risk and inclusive, gender-responsive planning and budgeting a national adaptation plan (NAP) .
- Identify the most appropriate methodology/tool, technical guidance to train subnational government officers and key stakeholders from targeted economic sectors (e.g. tourism, agriculture, and fisheries) in marine and coastal areas along the Gulf of Thailand.
- Refer to bullet (g), design plan for conducting eight TOT training courses.
- Prepare a draft inception report, including a brief summary and contents of the exercise as well as a power point presentation both in Thai and English languages; and
- Consult with the Project Management Unit (PMU), ONEP, and UNDP

Task 2: Prepare training manuals of approved curriculum development for capacity development in designing, prioritizing, appraising, climate-risk and inclusive, gender-responsive planning and budgeting a national adaptation plan (NAP) for marine and coastal areas along the Gulf of Thailand

- 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 training manuals of approved curriculum development inclusive, gender-responsive stakeholder engagement for the NAP in marine and coastal areas
- Communicate with the national consultant who has principally prepared workplans development and curriculum for capacity building on climate adaptation to prepare training manual and provide 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
- Prepare training manuals for Training of Trainer to build and improve the capacity 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 for technical capacity building trainings to subnational government officers;
- Consult with Project Manager of PMU, UNDP and ONEP for technical guidance.

Task 3: organize eight technical capacity building trainings to subnational government officers on planning, decision making, and implementation of adaptation activities in marine and coastal zones

- Coordinate with the national consultant who has prepared approved curriculum for capacity development to organize and facilitate eight trainings
- 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 plan responded to climate risks addressed including adaptive measures to climate change in marine and coastal zones.
- Responsible as technical facilitator of each training of approved curriculum to train subnational government officers.
- 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.
- Prepare report of trainings.

4) INSTITUTIONAL ARRANGEMENTS

The National Consultants will work under the direct supervision of Project Manager of the GCF/NAP, UNDP for technical guidance.

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

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.

6) EXPECTED OUTPUTS AND DELIVERABLES

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

No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Deliverable 1 an inception report and brief summary of intended approach for conducting the assignment	30 July 2022	Project Manager, UNDP
2	Deliverable 2 draft training manuals on climate change adaptation	30 October 2022	Project Manager, UNDP
3	Deliverable 3 final training manuals on 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 conducting and technical facilitation in 6 trainings	15 July 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 corelated with climate change impact or marine and coastal resources research, environment.
- At least 2 years of experience in undertaking to organize or facilitate capacity building for national, subnational government; prepare training manual relevant to criteria and strategic plan and climate adaptation, and sustainable development issues.
- At least 2 years of experience in demonstrable knowledge of developing capacity building curriculum and training manuals 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 building, training and curriculum with the subnation of Thailand or similar

contexts, or working with government institutions, civil societies, academic institutions, private sectors.

- At least 1 years of experience to prepare and develop training manual or guideline.
- At least 1 year of experience in the facilitation of consultation and workshops desired

Language Requirements:

- Excellent written communication 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 and brief summary of intended approach for the assignment	30 July 2022	Project Manager, UNDP	10 %
2	Deliverable 2 draft training manuals on climate change adaptation	30 October 2022	Project Manager, UNDP	40%
3	Deliverable 3 final training manuals on 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 conducting and technical facilitation in 6 trainings	15 July 2023	Project Manager, UNDP	10%

9) RECOMMENDED PRESENTATION OF OFFER

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

- 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 and Financial Proposal** that indicates the daily rate/fee of the candidate, in Thai Baht.
- 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.

Incomplete proposals may not be considered. The shortlisted 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 correlated with climate change impact or marine and coastal resources research, environment - Max 25%

Criteria 3: At least 2 years of experience in undertaking to organize or facilitate capacity building for national, subnational government; prepare training manual relevant to criteria and strategic plan and climate adaptation, and sustainable development issues - Max 20%

Criteria 4: At least 2 years of experience in demonstrable knowledge of developing capacity building curriculum and training manuals 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 building, training 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 years of experience to prepare and develop training manual or guideline-Max5%

Criteria 7: At least 1 year of experience in the facilitation of consultation and workshops desired–
Max 5%

Criteria 8: Language requirement – Max 5%

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