



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: April 8, 2022
	REFERENCE: RFP-2022-14

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Research Team on subsidies with impacts on biodiversity**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days.

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with**

the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT “1” AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>


UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link:

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:

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Varisara Anansiribovorn
Procurement and Administrative Analyst

08-Apr-2022

Annex 1**Description of Requirements**

Context of the Requirement	<i>Research Team on subsidies with impacts on biodiversity</i>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	As per TOR attached in Annex 2
List and Description of Expected Outputs to be Delivered	As per TOR attached in Annex 2
Person to Supervise the Work/Performance of the Service Provider	National BIOFIN Project Manager, UNDP Thailand
Frequency of Reporting	<i>Monthly</i>
Progress Reporting Requirements	<i>Monthly</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	15th May 2022 to 14th May 2023;
Target start date	15th May 2022
Latest completion date	14th May 2023
Travels Expected	<p>The duty travel is expected to identified areas:</p> <ul style="list-style-type: none"> • The mission shall be undertaken in a nation-wide range to cover at least 4 main regions in Thailand -- Northern part, North-eastern part, Southern part, and Central of Thailand; • The mission will be considered as part of duty travels to conduct the research work for UNDP; • The proposed mission shall include 1 visit to each region and not more than 5 trips in total based on different sectors according to Thailand Gross Domestic Product;

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<ul style="list-style-type: none"> • It is required to undertake a mission with maximum of 3 persons under the range of maximum 4 days per visit; • It is required that the Service Provider's team members will be travelling not more than twice to each selected province(s) for conducting such work; • It is required for BIOFIN to receive the list of travellers prior to approval; • It is recommended that the mission team members should be the same team members identified in the interdisciplinary team; • The expenditures related to the trips are to be included in the cost estimation form upon the submission of the proposal.
Special Security Requirements	<input checked="" type="checkbox"/> Others: N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: <ul style="list-style-type: none"> a) UNDP will assist the Service Provider in gaining access to relevant information if needed; b) The Service Provider will ensure they have regional and district level access (where needed). The Service Provider will identify the need for meetings and will host the meetings (if needed) upon the approval from the Project Manager; c) The Service Provider will have sole responsibility for all logistical, administrative and maintenance support necessary to its personnel for the duration of the contract with no responsibility on the part of UNDP. This shall include the following: <ul style="list-style-type: none"> • The welfare of its staff including payment of salaries, medical insurance, medical and casualty evacuation in the event of a security breakdown. • Arrangements for logistics across all aspects of the assignment including transportation for its operations, accommodation and any visa requirements if travels are foreseen in the TOR. The cost related to travels should be included within the total contract mount. • Security for all its personnel and assets. Neither the UNDP nor its partners shall provide security facilities or be liable for any individual and material damage.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in	<input checked="" type="checkbox"/> Required

completing the services	
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (Thai Baht) All prices shall be quoted in the currency or currencies indicated. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals: <ul style="list-style-type: none"> • UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and • In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	As per TOR attached in Annex 2
Person(s) to review/inspect/ approve outputs/completed services and authorize the	National BIOFIN Project Manager, UNDP Thailand

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm: 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: 50% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: 20%
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Description of Requirements (Annex 1) <input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁶	<p>Onanong Wuthimonkolkul Procurement Associate Email: onanong.wuthimonkolkul@undp.org; procurement.th@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the e-tendering platform.</p> <p>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Required Documents that must be submitted to establish minimum qualification of proposers</p> <p>(Failure to submit the documents shall result in disqualification)</p>	<ul style="list-style-type: none"> ☒ Technical Proposal submission form as per the Template (Annex 3); ☒ Password protected Financial proposal (Annex 4); ☒ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ☒ Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; ☒ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; ☒ Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. for 2019, 2020 and 2021; ☒ List of at least 3 similar projects completed successfully within last 5 Years; ☒ Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references including name and email address; ☒ Completed and signed CVs for the Proposed Key personnel; and ☒ Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference.
<p>Special note</p>	<p>Electronic submission through e- Tendering shall be governed as follows:</p> <ul style="list-style-type: none"> ● Electronic files that form part of the proposal must be in PDF format; ● The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled; ● The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT “1” AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>

DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the TOR.

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Minimum qualification experience requirement:
 - The Service Provider must be a registered institution/organization/company with at least 5 years of experience on research and consultant with proven track record of professional competence and consulting;
 - Proven (minimum 5 years) specialized knowledge and experience on environmental, economic, biodiversity issues, and/or other development areas;
 - Proven record of having undertaken completed or running at least 3 similar projects in the last 5 years;
- Completed and signed CVs for the Proposed Key personnel.

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	400
Total		1000

Technical Evaluation Passing Threshold – 70% of the Total Points obtainable

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Professional competence and consulting experience	110
1.2	Specialized knowledge and experience in environment, economic, biodiversity issues, and development areas	110
1.3	Experience in undertaken completed or running similar projects	70
1.4	Organizational Commitment to Sustainability - Organization is compliant with ISO 14001 or ISO 14064 or equivalent	5
1.5	Specific experience on subsidies policy	5
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Description of the Offeror's approach and methodology meeting or exceeding the requirements of the Terms of Reference - Methodology and elaborated proposal show a clear understanding of the assignment based on the TOR.	250
2.2	Details on work plan including clear steps, strategic goals, preparation and follow-up plans - Clear and concise workplan for the technical proposal demonstrating extensive knowledge, experience, and ability to carry out the study.	125
2.3	Quality assurance procedures and risk mitigation measures	125
Total Section 2		500

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed with experts from an interdisciplinary background		30
	The team is technically sound, qualified and with experience in delivering study and research analysis. An interdisciplinary team of expert to carry out the assignment includes knowledge in: <ul style="list-style-type: none"> • Biodiversity • Economics • Finance/taxation • Policy/legal framework 		
3.2	Qualifications of key personnel proposed		10
3.3	Qualifications of Team Leader		100
	- Educational background	45	
	- Specific Experience relevant to the assignment	40	
	- Language Qualifications	10	

	- Specific Experience on projects related to biodiversity	5	
	Qualifications of Team members		60
	- Educational background	30	
3.4	- Specific Experience relevant to the assignment	25	
	- Language Qualifications	5	
Total Section 3			200

Annex 2

TERM OF REFERENCE

Research Team on subsidies with impacts on biodiversity Phase 2 in Thailand

a. Project Description

The United Nations Development Programme (UNDP), in October 2012, launched the Biodiversity Finance Initiative (BIOFIN) as a global partnership seeking to address the biodiversity finance challenge in a comprehensive manner – building a sound business case for increased investment in the management of ecosystems and biodiversity, with a particular focus on the needs and transformational opportunities at the national level.

For its Phase II extension (2018 – 2025), BIOFIN is supporting the Royal Thai Government and other key stakeholders from the private sector and civil society to achieve the Bio-Circular-Green Economy model as a sustainable and inclusive approach for socio-economic and environmental development in the post COVID-19 era. With this support, the Biodiversity Finance Plan - BFP (2018 – 2022) for Thailand has been officially acknowledged by the Royal Thai Government as the major policy tool to implement biodiversity finance solutions in 2021 SDGs Voluntary National Report.

The Plan identifies a mix of suitable biodiversity finance solutions to reduce the biodiversity finance gap in Thailand. With this, Thailand is now implementing key biodiversity finance solutions for which they will provide impacts designed to reach national biodiversity targets (i.e., NBSAP, 20-year National Strategy, etc.) through four main results: a) **Generate revenues**, i.e. any existing or innovative mechanism or instrument that can generate and/or leverage financial resources to allocate to biodiversity. Examples include the attraction of impact investment in conservation projects, etc.; b) **Realign current expenditures**, i.e. any measure that can reorient existing financial flows towards biodiversity.; c) **Avoid future biodiversity expenditures**, i.e. any measure that can prevent or reduce future investment needs by eliminating or amending existing counter-productive policies and expenditures, and d) **Deliver financial resources more effectively and efficiently**, i.e. any measure or instrument that can enhance cost-effectiveness and efficiency in budget execution, achieve synergies and/or favour a more equitable distribution of resources.

The key findings of BIOFIN in Thailand revealed that the financial resources required for the achievement of biodiversity conservation priorities articulated in the National Biodiversity Strategy and Action Plan (NBSAP) are substantial. It has been calculated that current funding levels for biodiversity conservation in the country are insufficient and **the country will need at least USD 942 million (THB 31.977 billion) between 2019 and 2021 to adequately restore ecosystems and biodiversity resources.**

BIOFIN Thailand, together with a diversity of actors and experts, has developed the prioritized set of finance solutions for biodiversity which are now undergoing implementation (2018 – 2025). Finance solutions that are the most promising and realistic were chosen and judged as being significant in terms of 'impact on biodiversity' and 'impact on finance' as well as 'likelihood of success'.

Therefore, the objective of Phase II extension (2018 – 2025) is to **support Thailand with the implementation of the Biodiversity Finance Plan at national and sub-national levels.** The Plan looks forward to delivering a prioritized set of biodiversity finance solutions – seizing this opportunity to

address thematic areas of intervention by recommending new partnerships and finance mechanisms for investing in biodiversity. The prioritized biodiversity finance solutions in the Plan are complementary and offer a combination of system and site level sustainable financing, policy changes, and other incentive mechanisms. This can be summarized as follows:

1. *Sustainable Tourism Finance Solution*: Increasing sources of revenue for safeguarding biodiversity (coral reef rehabilitation) and environmental management (waste management) through the sufficient management of established financial mechanism (the establishment of biodiversity conservation fund)
2. *Wildlife and Protected Areas Finance Solution*: Deployment of conservation vehicle license plates to support wildlife conservation in Thailand (with demonstration for tiger conservation at the Western Forest Complex)
3. *Government Budget Finance Solution*: Enhancing effectiveness and biodiversity impact of local budgets in Thailand
4. *Private Sector Finance Solution*: Mobilizing the private sector and impact investment in support biodiversity

In line with the extension of the Phase II extension, the Project aims to implement one of its five signature solutions – ‘Repurposing harmful subsidies / incentives. With this, the study will aim for identifying and assessing subsidies with possible negative impacts on biodiversity and proposing redesign options.

For the purpose of this study, subsidies can cover incentives and policy instruments which can have harmful effect to biodiversity. The scope of the study should be adapted to Thailand context. Such subsidies are not limited to direct financial support. They can include direct transfers of funds and indirect transfers (to cover possible liabilities e.g. for nuclear accidents). They can be delivered as income or price support (e.g. for agricultural goods and water), tax credits, exemptions, and rebates (e.g. for fuel), low-interest loans and guarantees, preferential treatment, and use of regulatory support mechanisms (e.g. demand quotas). They can take the form of implicit income transfers when natural resources or services are not priced at full provisioning cost (e.g. water, energy). There are as well non-tariffs (import quotas) and tariffs (import tariffs) border measures that provide an important advantage to the domestic industry. Some subsidies are sectorial on-budget (clearly visible in government budgets or can be estimated from budget accounts) while others are off-budget (not accounted for in national budgets). Some of the on-budget subsidies have been traditionally used by governments in developing countries to support local livelihoods, reduce poverty and promote economic and productive activities. Many of these subsidies have unintended impacts on biodiversity, which often lack environment (and social) safeguard frameworks.

In this regards, BIOFIN Thailand is looking for a Research Team for identifying and assessing subsidies with possible negative impacts on biodiversity and proposing redesign options.

b. Specific Objectives

The specific objectives of this assignment are to:

- i. Identify, assess, and quantify the value and the cost of each type of subsidies and incentives likely to have a harmful impact on biodiversity for each key sector identified in the Policy and Institutional Review;

- ii. Understand the potential of redesigned options and prioritize efforts that take into consideration a full range of social, environmental, economic, and political economy concerns and trade-offs throughout the re-design and transition process, including within the COVID-19 context, and;
- iii. Develop an action plan for redesigning the prioritized subsidies

c. Scope of work

The Interdisciplinary team members of the Research Team will be required to undertake and complete the following tasks/stages:

1. Scoping stage

- Propose a structure of a national task force which consists of key representatives from government agencies, private sector counterparts, civil society organizations and/or build on existing inter-sectoral groups dedicated to overseeing and guiding the process.
- Define the scope (priority sectors and working definition) of the study and develop a stakeholders' consultation and engagement plan including key communication messages tailored to the national context to support this process
- Stock taking of all available international best practices relevant to national context (e.g. publications, databases, web articles).
- A detailed methodology approach and an outline of the study.

2. Research stage

- Rapid mapping of all major subsidies in the country in key selected sectors (including subsidies, tax breaks, tax credits, grants, under-pricing, and subsidized tariffs. It could include a review of COVID-19 recovery programs and relevant ODA interventions).
- Green subsidies will be included, as they also could have unintended adverse impacts.
- Both production and consumption subsidies will be considered.
- Preparation of an initial inventory of subsidies that may be harmful to nature
- Desk review of these subsidy policies, legal and institutional framework, the objective and results, the total annual government financial costs, financial impacts of these subsidies at the level of the different category of household and category of producers, anticipated unintended effects of subsidy and if possible related economic costs preferably over a time period of 5 years.
- Prioritization of the at-least three subsidies for in-depth assessment considering financial/economic and biodiversity impacts following desk review and consultative processes
- Draft report with initial inventory and draft suggestions for an action plan for redesigning prioritised.

3. Validation stage

- A series of validation meetings with key stakeholders including representatives of relevant civil society groups, business associations, local communities, and local governments, etc.

- Final national inventory of subsidies of key sectors that are likely to harm biodiversity and ecosystems.
- Final report with first suggestions of prioritised subsidies to redesign (prioritize at least 3 major subsidies).

4. Review the potential for re-design options

- Develop criteria and indicators for assessment of prioritized subsidies focusing on financial/economic and biodiversity impacts including political economic consequences.
- In-depth review of initially prioritized harmful subsidies, with detailed information on the objectives, size, nature, and impact of the subsidies.
- Define the final/priority list of subsidies to redesign (at least 3 major subsidies to redesign).
- Develop a policy recommendation for change.

5. Redesign scenarios and action plan

- Development of redesign options aligned with national priority within the sector with 2-3 major scenarios that will be compared to the business-as-usual scenario for selected subsidies, including potential for avoided costs, perceived effectiveness, other climate/environmental impact. Redesign options can consist of either eliminating, reducing, or greening the selected subsidy or redirecting savings to support nature-based solutions.
- An Initial Impact Assessment analysis that identifies which part of the economy and society that will be affected directly and indirectly by different redesign options over time.
- Political Economy Analysis including gender dimensions and with dedicated attention for vulnerable groups, indigenous people, poverty, and health impacts.
- Design support programs that ease the path of adaptation for companies or ease path of transition away from harmful practices and possible targeted compensation or exemption to low-income groups, certain groups of workers, and other households affected by the proposed change.
- Assess opportunities for action including options for repurposing savings generated to strengthen resilience and reduce future risks
- Develop feasible redesign action plan including objective, indicators, intended effects, inevitable effects, and strategy to overcome side effects.
- Redesign Action Plan including budget and communication/advocacy strategy
- Review and endorsement by formal review committee.

d. Approach and Methodology

The Research Team is required to propose existing approach, reliable resources, network, and tools with elements that are in line with the BIOFIN methodology. The Team is also required to develop detailed workplan with travel plan for this assignment. The mission shall be proposed as per below information:

- The team is required to propose mission programme(s) with estimated budget in Thai Baht currency along with their proposal;
- The mission detail shall be linked with the proposed methodology/approach;
- The mission shall be undertaken in a nation-wide range to cover at least 4 main regions in Thailand -- Northern part, North-eastern part, Southern part, and Central of Thailand;

- The mission will be considered as part of duty travels to conduct the research work for UNDP;
- The proposed mission shall include 1 visit to each region and not more than 5 trips in total based on different sectors according to Thailand Gross Domestic Product;
- It is required to undertake a mission with maximum of 3 persons under the range of maximum 4 days per visit;
- It is required that the Service Provider's team members will be travelling not more than twice to each selected province(s) for conducting such work;
- It is required for BIOFIN to receive the list of travellers prior to approval;
- It is recommended that the mission team members should be the same team members identified in the interdisciplinary team;
- The expenditures related to the trips are to be included in the cost estimation form upon the submission of the proposal.

BIOFIN is keen to provide any official letter as an introductory protocol to the research team prior to undertaking any mission.

e. Expected Outputs and Deliverables

The Service Provider will be responsible to submit expected deliverables as listed below:

Deliverable	Output	Target Due Dates
1 st deliverable	Submission of an Inception Report presenting the methodology and workplan including consultative and validation process based on desk review of best practices	30 June 2022
2 nd deliverable	Submission of an Inventory Report that takes stock of subsidies likely to harm biodiversity in prioritized sectors and should include but not limit to: <ul style="list-style-type: none"> - Assessment of the major subsidy policies, the objective of the subsidy, total annual government financial costs, financial impacts for the subsidies per socio-economic group; - A result of the subsidy anticipated unintended effects of subsidy and related economic costs; - Harmful effects of the subsidy to the biodiversity; and - Subsidy disbursement procedures, including political economic analysis - Briefing of progress made to BIOFIN Thailand and conducting a briefing session to the 	31 July 2022

3 rd deliverable	Submission of quarterly progress report to BIOFIN Thailand	31 August 2022
4 th deliverable	A Report and Redesign Action Plan of Prioritized Subsidy under different scenarios, including compensations measures required, opportunities and challenges validated by stakeholders and government. It should include the following but not limit to: <ul style="list-style-type: none"> - Environmental and social consequences assessment of the prioritized subsidy - Political and economic analysis of prioritized subsidy; - Implications of COVID 19 recovery measures on subsidy; - Action Plan; and 	30 September 2022
5 th deliverable	Conducting a briefing session to the national steering committee of BIOFIN Thailand	31 October 2022
6 th deliverable	Submission of monthly progress report to BIOFIN Thailand	30 November 2022
7 th deliverable	Submission of quarterly progress report to BIOFIN Thailand	31 December 2022
8 th deliverable	Submission of a Policy Brief for each prioritized subsidy	31 January 2023
9 th deliverable	<ul style="list-style-type: none"> - Presentation of the draft final report to the National Steering Committee of BIOFIN Thailand - Submission of the Final Report to the Global BIOFIN for perusal 	28 February 2023
10 th deliverable	Submission and approval of the Final Report	15 April 2023

f. Key Performance Indicators and Service Level

- The performance of the Research Team will be evaluated based on the quality of deliverables, the relevance to the areas of scoping described, and the applicability of insights and knowledge obtained from the tasks;
- If the Research Team does not meet the required service level, the UNDP/BIOFIN Thailand will not certify the payments for the deliverables. Ultimately, if the deliverables are not met as per specifications, the contract may be terminated as per UNDP Procurement rules and regulations.

g. Duration of Assignment, Duty Station and Expected Places of Travel

- **Duration of Assignment:** 15th May 2022 to 14th May 2023;
- **Duty station:** The Interdisciplinary team members of the Research Team will be required to work under home-based modality in Thailand with expected duty travel to identified areas. The areas for conducting baseline data collection are proposed by the Service Provider upon the submission of proposal and agreed upon by the BIOFIN (as stated in point d. above);
- Target date of commencement of the work and expected completion date: as indicated in the Expected Outputs and Deliverables.

CONSULTANT PRESENCE REQUIRED ON DUTY STATION/ UNDP PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL TIME

The Service Provider is not required to be presence at UNDP premises unless there are meetings with the National BIOFIN team which both parties need to agree upon in advance. The Service Provider shall, therefore, be responsible for arranging a workplace without any further extra costs to UNDP. For any logistics support, which must be approved by the National BIOFIN Project Manager, the Service Provider is responsible for their own cost for commuting from/to the data collection fields. No further costs from what has been agreed on the contract shall be posed to UNDP.

h. Facilities to be provided by UNDP

- a) UNDP will assist the Service Provider in gaining access to relevant information if needed;
- b) The Service Provider will ensure they have regional and district level access (where needed). The Service Provider will identify the need for meetings and will host the meetings (if needed) upon the approval from the Project Manager;
- c) The Service Provider will have sole responsibility for all logistical, administrative and maintenance support necessary to its personnel for the duration of the contract with no responsibility on the part of UNDP. This shall include the following:
 - The welfare of its staff including payment of salaries, medical insurance, medical and casualty evacuation in the event of a security breakdown.
 - Arrangements for logistics across all aspects of the assignment including transportation for its operations, accommodation and any visa requirements if travels are foreseen in the TOR. The cost related to travels should be included within the total contract mount.
 - Security for all its personnel and assets. Neither the UNDP nor its partners shall provide security facilities or be liable for any individual and material damage.

i. Institutional Arrangement

The Interdisciplinary team members of the Research Team will be leading by a Team Leader. The Leader will act as the focal point to coordinate with UNDP BIOFIN Thailand. He/she will report to the National BIOFIN Project Manager. The Research Team will have to interact and coordinate with, but not limited

to, UNDP Thailand officers and other BIOFIN national team members during the technical consultation sessions.

j. Minimum Organization and Consultancy Requirement

The prospective Service Provider is expected to:

- The Service Provider must be financially stable;
- The Service Provider must be a registered institution/organization/company with at least 5 years of experience on research and consultant with proven track record of professional competence and consulting;
- Proven (minimum 5 years) specialized knowledge and experience on environmental, economic, biodiversity issues, and/or other development areas;
- Proven record of having undertaken completed or running at least 3 similar projects in the last 5 years;
- Proof of Organizational Commitment to Sustainability (ISO 14001 or ISO 14064 or equivalent) is preferable;
- Specific experience on subsidies policy will be an advantage;
- The interdisciplinary team of experts shall comprise key technical personnel not less than 3 persons but not more than 4 persons per team. The Research Team shall be led by a Team Leader. **The Team Leader will have:**
 - Demonstrated managerial competence and experience in organizing, leading and coordination;
 - Strong substantive experience and in-depth knowledge of environmental economics, environmental policy, and political economy in Thailand;
 - Extensive working experience in research and similar study;
 - Excellent oral, written, communication and reporting skills in English language.
- Each interdisciplinary team member shall hold different academic backgrounds in economics, finance, taxation, biodiversity, policy, gender, and/or other related fields;
- One of the interdisciplinary team members shall demonstrate extensive working experience and in-depth knowledge of policy and legal framework;
- Ability to deliver on time.

k. Key Personnel and Professional Qualifications

The key team members are as follow:

1. Team Leader (1 person)
2. Team members (maximum 3 persons)

The team members who are assigned for this assignment shall demonstrate having the relevant qualification and experiences required to deliver quality results of this assignment including data analytics. Professional qualifications of each team members are as follow:

- **Team leader** (1 Team leader)
 - Minimum Master's degree in economics, political sciences, finance, social sciences, environment, or related fields;

- Minimum 3 years of experience in leading environmental economic research or similar projects; preferably with a focus on nature and biodiversity in Thailand;
 - Excellent communication and interpersonal skills; preferably with experience in working effectively in a multi-cultural environment; and
 - Proficiency in English and Thai, writing and speaking is required. Please provide proof of previous publications in both languages you have involved in as a leading member.
- **Team members** (maximum 3 team members)
 - Minimum Bachelor's degree in economics, finance, taxation, biodiversity, policy, gender, laws, and other related fields;
 - Minimum 2 years of professional experience in conducting research on environmental economic or similar; preferably with a focus on biodiversity in Thailand.
 - Proficiency in either English or Thai, both in writing and speaking is required.

I. Criteria for Selection of the Best Offer

The award of the contract shall be made to the institution, organization, and/or company whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted: technical criteria (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.

A. Technical Evaluation

Criteria for the selection:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Bidder's Qualification, Capacity and Experience	30	300
2.	Proposed Methodology, Approach, and Implementation Plan	50	500
3.	Management Structure and Key Personnel	20	200
	Total	100%	1,000

Description and scores allocated for each criteria:

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Professional competence and consulting experience	110
1.2	Specialized knowledge and experience in environment, economic, biodiversity issues, and development areas	110
1.3	Experience in undertaken completed or running similar projects	70
1.4	Organizational Commitment to Sustainability	5

	- Organization is compliant with ISO 14001 or ISO 14064 or equivalent	
1.5	Specific experience on subsidies policy	5
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Description of the Offeror's approach and methodology meeting or exceeding the requirements of the Terms of Reference - Methodology and elaborated proposal show a clear understanding of the assignment based on the TOR.	250
2.2	Details on work plan including clear steps, strategic goals, preparation and follow-up plans - Clear and concise workplan for the technical proposal demonstrating extensive knowledge, experience, and ability to carry out the study.	125
2.3	Quality assurance procedures and risk mitigation measures	125
Total Section 2		500

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed with experts from an interdisciplinary background The team is technically sound, qualified and with experience in delivering study and research analysis. An interdisciplinary team of expert to carry out the assignment includes knowledge in: <ul style="list-style-type: none"> • Biodiversity • Economics • Finance/taxation • Policy/legal framework 		30
3.2	Qualifications of key personnel proposed		10
3.2 a	Team Leader		100
	- Educational background	45	
	- Specific Experience relevant to the assignment	40	
	- Language Qualifications	10	
	- Specific Experience on projects related to biodiversity	5	
3.2 b	Team members		60
	- Educational background	30	
	- Specific Experience relevant to the assignment	25	

	- Language Qualifications	5	
Total Section 3			200

B. Financial proposal

All-inclusive amount includes all costs components required to perform the deliverables identified in the TOR, including professional fee, consultation costs, travel costs, living allowance (if any work is to be done outside the Service Provider 's duty station) and any other applicable cost to be incurred by the Service Provider in completing the assignments.

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

m. Price and Payment Terms

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, consultation costs, travel costs, living allowance (if any work is to be done outside the Service Provider's duty station) and any other applicable cost to be incurred by the Service Provider in completing the assignment.

The Service Provider shall then be paid in the lump sum contract amount upon certification of the completed tasks satisfactory, as per the following payment schedule:

Installment of Payment/ Period	Deliverable or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 st Installment	Upon approval of Inception Report and Work Plan; by 30 June 2022 (1 st Deliverable)	BIOFIN	20%
2 nd Installment	Upon submission and approval of Inventory Report; by 31 July 2022 (2 nd Deliverable)	BIOFIN	20%
3 rd Installment	Upon the submission and approval of the Report and Redesign Action Plan of Prioritized Subsidy; by 30 September 2022 (3 rd - 4 th Deliverables)	BIOFIN	20%
4 th Installment	Upon the approval of the Policy Brief for each Prioritized Subsidy; by 31 January 2023 (5 th - 8 th Deliverables)	BIOFIN	10%

5 th Installment	Completion of the presentation of the draft final report to the National Steering Committee of BIOFIN Thailand; by 28 February 2023 (9 th Deliverable)	BIOFIN	15%
6 th Installment	Upon the submission and approval of the Final Report; by 15 April 2023 (10 th Deliverable)	BIOFIN	15%

In general, UNDP shall not accept travel costs exceeding the value of an economy class ticket. Should the Research Team members wish to travel on a higher class, he/she should do so by using their own resources. The travel costs shall be included in the total amount agreed upon between UNDP and the Service Provider when sign contract. In the event of unforeseeable duty travel not anticipated in this TOR, payment of duty travel costs including tickets, lodging and terminal expenses should be agreed upon, prior to travel, between the BIOFIN Manager and the Team Leader. Upon completion of the duty travel, a mission report will be submitted together with other supporting document for approval. Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP Living Allowance rates.

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references including name and email address;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

Annex 4

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁹ (Must be Password Protected)

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price <i>(Lump Sum, All Inclusive) in THB</i>
1	The 1 st payment shall be made upon the submission and completion of the Deliverable 1	20%	
2	The 2 nd payment shall be made upon the submission and completion of the Deliverable 2	20%	
3	The 3 rd payment shall be made upon the submission and completion of the Deliverable 3-4	20%	
4	The 4 th payment shall be made upon the submission and completion of the Deliverable 5-8	10%	
5	The 5 th payment shall be made upon the submission and completion of the Deliverable 9	15%	
6	The 6 th payment shall be made upon the submission and completion of the Deliverable 10	15%	
	Total	100%	THB

**This shall be the basis of the payment tranches*

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. Cost Breakdown by Cost Component [This is only an Example]:**Table 1: Summary of Overall Prices**

	Amount(s)
Total Professional Fees (from Table 2)	
Total Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days	Total Amount
		A	B	C=A+B
Home Based				
A. Expertise 1				
B. Expertise 2				
C. Expertise 3				
D. Expertise 4				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*