



TERM OF REFERENCE

POSITION TITLE	NATIONAL CONSULTANT – TECHNICAL SUPPORT ON FOOD SYSTEMS INNOVATION AND POLICY IN SOUTHERN THAILAND (FOR THAI NATIONAL ONLY)
Location :	Home-based with possible travel within Thailand
Type of Contract :	Individual Contract
Post Level :	Consultant
Languages Required :	Thai & English
Starting Date : (date when the selected candidate is expected to start)	20 June 2022
Duration of Initial Contract :	Up to 30 working days between 20 June 2022 – 31 December 2022

1) PROJECT DESCRIPTION

As an upper-middle-income country, Thailand has advanced far beyond having many of the more basic development challenges affecting other nations. However, several challenges remain. COVID-19 pandemic revealed weaknesses of some public policies and services delivery. It shows that the traditional approach for designing and formulation policy and delivering public services lacks agility and how both efficiency and effectiveness need to be further improved to tackle such challenges.

To address complex development challenges in Thailand, Thailand Policy Lab; established under a partnership of the United Nations Development Programme (UNDP) and the Royal Thai Government through the Office of National Economic and Social Development Council (NESDC) seeks to identify paradigm shifts emerging from the current response of the Royal Thai Government to current challenges. It will ask which new models of governance can enable better preparedness for future crises and the achievement of the Sustainable Development Goals (SDG) in Thailand and identify interventions that are grounded in system thinking and can accelerate the transition from short-term to long-term policy and planning.

Early 2021, Thailand has signed up for the UN Food Systems Summit 2021 where dialogues were held at all levels. Therefore, the development policy related to food and agriculture in Thailand has become a high priority. The five action tracks determined by the Summit led to an important realization that sustainable food systems can no longer be solved by government sector only, or cannot be achieved from the market mechanism only, or a lot of people may not survive another day due to hunger if the systems are not transformed. It needs integrated actions for higher collective impacts. Five actions tracks for national pathway are:

1. Ensuring *access to safe and nutritious food for all* (enabling all people to be nourished and healthy, progressive realization of the right to food)
2. Shifting to *sustainable consumption patterns* (promoting and creating demand for healthy and sustainable diets, reducing waste)
3. Boosting *nature-positive production at sufficient scale* (acting on climate change, reducing emissions and increasing carbon capture, regenerating and protecting critical ecosystems, and reducing food loss and energy usage, without undermining health or nutritious diets)
4. Advancing *equitable livelihoods and value distribution* (raising incomes, distributing risk, expanding

- inclusion, promote full and productive employment and decent work for all)
5. Building **resilience to vulnerabilities, shocks, and stress** (ensuring the continued functionality of healthy and sustainable food systems)

Going beyond traditional community participation and consultation mechanisms, UNDP in collaboration with Agirre Lehendakaria Center for Social and Political Studies since 2020 have been facilitating an active listening process in the southern border provinces to gather narratives through (digital) deep listening exercises with a diverse set of key stakeholders including artists, activists, civil society, academics, youth, farmers, fisher folks, government and companies to define both area's real needs and opportunities. Listening, combined with sense-making exercises, is harnessing collective intelligence, and generate a process of co-creation that results in an extensive portfolio of investment prototypes that interconnects multiple development issues through the '*Southern Thailand Social Innovation Platform (South TSIP)*'.

It is statistically apparent that the region's development is regressing in all dimensions including poverty, health, education, and inequalities; however, the active listening process with local stakeholders has identified food and agricultural sector as both significant barriers and windows of opportunities to accelerate the progress in livelihood, poverty and inequality reduction, and social cohesion in the region. Shifting from single-point solutions and linear projects to an open innovation platform (variety of actors, methodologies, and interconnected actions) that is holistically framed by the principle of SDGs integration, the South TSIP initiative strategically is promoting integrated solutions to local food systems challenges through a portfolio approach and development dialogue platform in the southern border provinces. Hence, the South TSIP, Thailand Policy Lab, NESDC, and UNDP will organize three-day workshops to foster the interconnection of subnational intervention, learning, and capacity to national policy dialogue and formulation.

In this context, UNDP is looking for a national consultant for the development of policy papers on strengthening portfolio approach and practices to transforming local food systems in the southern border provinces. The policy papers shall include desk/literature review comprising of a review of local and international frameworks, mechanisms, practices, and other relevant resources, in addition to UN-based resources to be provided, interviews with key informants and a series of training workshops and dialogue consultations at interagency and multisectoral levels. The Consultant will report directly to UNDP's Project Manager, under the overall supervision and guidance from UNDP's Integrated Programme Analyst.

2) FUNCTIONS AND SCOPE OF WORK

The Consultant shall support UNDP in undertaking operations related to portfolio of food systems and policy innovation in the southern border provinces, collaboration and partnership, and experiment design and knowledge management.

Scope of work shall include:

- **Provide technical advice and policy review on subnational governance of food systems in the southern border provinces**

The purpose is to map an overall picture of policies, plans, regulations, and agencies that govern subnational food systems illustrating priority and overlapping areas of intervention led by various agencies in Thailand. With close supervision of UNDP, Thailand Policy Lab, and NESDC, the Consultant will conduct desk assessment of relevant available literature/resource materials on subnational governance of food systems in Thailand and in SBPs' context. Based on such review, the Consultant will conceptualize, design, and produce a summary and an initial map with priority areas of intervention aligned to the 5 Action Tracks of UNFSS or national principles whichever are applicable for subsequent discussions.

- **Prepare, facilitate workshops, and moderate discussions with stakeholders during three-days event in June 2022**

The purpose of three-days event is to gain insights and develop systems understanding of local policy and planning practices related to food systems at subnational level from all local and national stakeholders including government, civil society, and private sectors; support the sharing of experiences and views on innovative process in local development including Social Innovation Platforms; simulate scenarios for changes by learning innovative tools (Listening, Platform, Sense-making, Design Thinking, Co-creation, SDG integration, Right-based approach, etc.), and identify capacity development strategy for local practitioners. The Consultant will use the baseline mapping of policy related to subnational governance of food systems developed above to facilitate policy dialogue, and moderate seminar discussions between local stakeholders, national policymakers, and international experts. Technical advice on partnership and stakeholder engagement shall be provided for the preparation of such event. The Consultant shall develop and conduct a pre – post participant survey to understand the background and interests of potential participants, the increased level of awareness of innovative policymaking and planning and the increase in the level of understanding of the innovative tools and/or how to apply innovative tools in policy making, planning, and implementation and provide a summary of the survey. The Consultant will collaborate closely with UNDP and Thailand Policy Lab in the design of process/tools, substantive focus, and facilitation of such workshops and seek supports from local relevant agencies where necessary.

- **Document and analyze the results of discussions on policy and practices**

The Consultant shall undertake required conceptualization and analysis of all mapping exercises, discussions, and narratives documented during aforementioned workshops and seminars to produce one 20-25-page Policy Discussion Paper (Maps, Gaps, and Learnings) and one 20-25-page Strategic Policy Paper (Goals, Actors, Decisions, Actions, and Capacities) to strengthen subnational integration and promote portfolio approach to transforming sustainable food systems. Key-informants interview; if necessary, can be conducted to ensure comprehensive understanding of local context, solutions, and policy process.

- **Design and facilitate follow-up meeting or/and capacity building workshops**

The Consultant will develop a training program according to capacity development priority for practitioners identified in the policy papers and shall adhere to the sustainable development principles around gender responsiveness, inclusion, integrity, and empowerment – topics may include but not limited to green and healthy procurement, policy innovation, SDG integration, etc. The program shall consist of 2 workshops targeting maximum 30 participants each. In measuring impact of capacity development design, the Consultant will conduct capacity assessment and impact evaluation among target participants to understand the background and interests of potential participants, the increase in the level of understanding of the innovative tools and/or how to apply innovative tools in designing, decision making, planning, and implementation of development intervention and provide a summary of the survey. Any training materials shall be designed, and printing costs shall be covered by the Consultant. This should inform longer-term support for further capacity building and concrete initiatives by respective local/national agencies and related support system including UNDP. The training program shall be an opportunity to present and validate the policy papers with local policy makers and planners as well as key local stakeholders.

3) EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables/ Outputs	Expected Date of Deliverables	Number of Working Days
1.	<p>Provide technical advice and policy review on subnational governance of food systems in the southern border provinces</p> <p>Submission of a report, consisting of:</p> <ul style="list-style-type: none"> - An overall review of policies, plans, and regulations that govern subnational food systems illustrating priority and 	26 June 2022	5

	<p>overlapping areas of intervention led by various agencies in Thailand</p> <ul style="list-style-type: none"> - A summary and initial maps with priority areas of intervention linked to the 5 Action Tracks of UNFSS or national principles whichever are applicable for subsequent discussions. 		
2.	<p>Prepare, facilitate workshops, and moderate discussions with stakeholders during three-days event in the end of June 2022</p> <p>Submission of a report in Thai and English Languages, consisting of:</p> <ul style="list-style-type: none"> - the overall general data and information presented, learning and key discussion points during the event, innovative tools and processes throughout the event - short articles of the above content written for online dissemination - a summary of pre – post participant survey 	20 July 2022	10
3.	<p>Document and analyze the results of discussions on policy and practices to strengthen subnational integration and promote portfolio approach to transforming sustainable food systems.</p> <p>Submission in Thai and English Languages of:</p> <ul style="list-style-type: none"> - Updated review of policies, plans, and regulations that govern subnational food systems illustrating priority and overlapping areas of intervention led by various agencies in Thailand - Draft one 20-25-page Policy Discussion Paper - Draft one 20-25-page Strategic Policy Paper 	30 September 2022	10
4.	<p>Design and facilitate follow-up meeting and capacity building workshops</p> <p>Submission in Thai and English Languages of:</p> <ul style="list-style-type: none"> - Training outline and materials - A summary of pre – post participant survey and evaluation - Final version of 20-25-page Policy Discussion Paper - Final version of 20-25-page Strategic Policy Paper 	30 November 2022	5

4) INSTITUTIONAL ARRANGEMENTS

The consultant will work under the guidance from UNDP's Integrated Programme Analyst, and work closely with Head of Thailand Policy Lab and Project Manager of Social Cohesion for SDGs in Southern Border Provinces and team who will review the progress and quality of assignment upon outputs prior to issuance the payment. Review/approval time required to review/ approve outputs prior to authorizing payments is 7 – 10 days.

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

Duration of Assignment: 20 June 2022 – 31 December 2022

Maximum working days: 30 days

Duty Station and Travel: The Consultant will be home-based with possible travel within Thailand.

This will be a home-based assignment with possible travel within Thailand. The expected duration of the assignment is 30 working days 20 June 2022 – 31 December 2022, unless revised in a mutually agreed upon timetable between the Consultant and UNDP. DSA will not be provided under this assignment, however, UNDP will arrange transportation, food, and accommodation costs for travel undertaken for this assignment.

In light of the COVID-19 pandemic, all work and travel of the Individual Consultant shall be done within the guidelines and protocols set by the local and national government. Field work, trainings, meetings, and coordination shall be done in compliance with the United Nations and Thai government policies.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

- At least Master's Degree in Public Administration, Public Policy, Food and Health Systems Management, Agricultural and Environmental Management, Social Policy, Development Studies, and related fields;
- At least 5-year experience with proven track record of analyses on subnational policy formulation and planning process related to food systems;
- At least 5-year operational experience of facilitation, capacity building, and engagement of multi-level and multi-sector stakeholders; and
- Ability and willingness to work as part of a team to meet tight deadlines, produce high quality work; and
- Good command of Thai and English language (speaking, writing, listening and reading).

7) PAYMENT TERMS

Consultant must send a financial proposal on professional fee based on Lump Sum amount. The total amount quoted shall include all cost components to perform the deliverables identified in the TOR. The cost should include professional fee and any other applicable cost to be incurred by the IC in completing the assignment. Travel, as deemed relevant by UNDP and compliant with government guidelines, will be arranged and paid for by UNDP and should not be included in the financial proposal.

Medical/health insurance must be purchased by the individual at his/her own expense, and upon award of contract, the Contractor must be ready to submit proof of insurance valid during contract duration

The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon satisfactory completion of the delivery by target due dates. Outputs will be certified by UNDP Project Manager prior to release of payments.

Payment terms:

- **First payment - 20%** of total contract amount upon the completion of the first milestone
- **Second payment - 40%** of total contract amount upon the completion of the second milestone

- **Third payment - 30%** of total contract amount upon the completion of the third milestone
- **Fourth payment - 10%** of total contract amount upon the completion of the fourth milestone

8) REQUIRED DOCUMENTS

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. Please group them into one (1) single PDF document:

- 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;
- Letter of Confirmation of Interest and Availability and Financial Proposal that indicates the daily rate/fee of the candidate, in Thai Baht.

****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.

9) CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the following methodology

Evaluation Method and Criteria

Cumulative Analysis: The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of set of weighted combine technical and financial evaluation.

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Evaluation – 70%

Technical Evaluation Criteria	Point Obtainable
At least Master's Degree in Public Administration, Public Policy, Food and Health Systems Management, Agricultural and Environmental Management, Social Policy, Development Studies, and related fields;	15
At least 5-year experience with proven track record of analyses on subnational policy formulation and planning process related to food systems;	30
At least 5-year operational experience of facilitation, capacity building, and engagement of multi-level and multi-sector stakeholders	25
Total	70

Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$.
- Where:
- p = points for the financial proposal being evaluated;
- y = maximum number of points for the financial proposal;
- μ = price of the lowest priced proposal;
- z = price of the proposal being evaluated.

Contract award: Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.