



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: June 10, 2022
	REFERENCE: RFP-2022-24

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Stakeholder engagement forums & consultations in participatory review, prioritization, and appraisal of adaptation options and inventories (LOCAL FIRM/INSTITUTION)**.

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:

EF7FCAA67C5C4B3...

Varisara Anansiribovorn
Procurement and Administrative Analyst

Annex 1**Description of Requirements**

Context of the Requirement	<p>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.</p> <p>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.</p> <p>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 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.</p> <p>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 lack of options to attract financing for climate change adaptation, particularly from the private sector. To achieve the project objective, there is demand from the Royal Thai Government (RTG) and key stakeholders is rising to build local capacity and advance planning for more climate resilient sustainable development.</p> <p>In general, stakeholder engagement is the process involves people who may be affected by the decisions it makes or by its implementation. This process is crucial</p>
----------------------------	--

	to build awareness and knowledge of local relevant stakeholders in planning and implementing national climate change adaptation plan. The project has planned to develop a knowledge base (based on existing data, research findings, and additional assessments to fill knowledge gaps) and provides easily accessible information to key stakeholders in the project area. In addition, the project has also planned to conduct participatory review of identified adaptation options to improve natural resource management (building on knowledge base) with key stakeholders from targeted sectors in perspective to their social and political acceptability and inclusive, gender-responsiveness.											
Implementing Partner of UNDP	the Office of Natural Resources and Environmental Policy and Planning (ONEP)											
Brief Description of the Required Services ¹	<p>Task 1: Prepare an Inception Report of this assignment to organize stakeholder forum on 1) climate information, adaptation options and risk assessment for the marine and coastal areas and 2) participatory review of identified adaptation options to improve natural resource management (building on activity 1.1.1) with key stakeholders from targeted sectors in perspective to their social and political acceptability and inclusive, gender-responsive</p> <p>Task 2: Prepare and analyse inclusive, gender-sensitive stakeholder mapping in climate adaptation for climate-induced hazards affecting marine and coastal areas</p> <p>Task 3: Organize two public forums on climate information, and risk assessment for the marine and coastal areas (each forum per region for 25 participants)</p> <p>Task 4: Organize Stakeholder engagement forums and workshops on participatory review and selection of adaptation options with inclusive, gender-responsive Multi Criteria Analysis (MCA) to improve natural resource management</p> <p>Task 5: Prepare two inclusive, gender-responsive MCAs of adaptation options identified in inventory</p> <p>Task 6: Prepare a concept note, incorporating the prioritized adaptation options (analysed in Task 5), in collaboration with key stakeholders</p> <p>Task 7: Organise 2 stakeholder consultations to identify entry points to integrate the recommendations and best practices into the revision and update of Thailand’s NAP to enhance public and private (e.g. private sector, CSOs, NGOs, local communities) stakeholder coordination and collaboration</p> <p><i>(for detail please see the TOR attached as Annex 2)</i></p>											
List and Description of Expected Outputs to be Delivered	<table><tr><td>No</td><td>Deliverables/ Outputs</td><td>Estimated Duration to Complete</td><td>Review and Approvals Required</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>				No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required				
No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required									

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.

	1	Deliverable 1 an inception report, summary, the scope and workplan of the assignment	30 July 2022	UNDP
	2	Deliverable 2 stakeholder mapping including identified sectoral CCA inventories, prioritization of adaptation options and reports, summary, factsheet, including power point presentation both in Thai and English languages	20 September 2022	UNDP
	3	Deliverable 3 completion of 2 public forums on climate information, and risk assessment for the marine and coastal areas	20 October 2022	UNDP
	4.	Deliverable 4 completion of Stakeholder engagement forums and workshops on participatory review of identified adaptation options to improve natural resource management	20 November 2022	UNDP
	5.	Deliverable 5 reports of inclusive, gender-responsive MCAs of adaptation options identified in inventory in Thai and English versions including power point Deliverable 6 adaptation project concept note including power point presentation both in Thai and English languages.	20 January 2023	UNDP
	6.	Deliverable 7 completion of 2 stakeholder consultations to identify entry points to integrate the recommendations and best practices into the revision and update of Thailand's NAP including report and recommendations of the consultations	20 June 2023	UNDP
	<i>(for detail please see the TOR attached as Annex 2)</i>			
Person to Supervise the	Project Manager of the NAP/GCF Marine Project, UNDP Thailand			

Work/Performance of the Service Provider	
Frequency of Reporting	Should Submit each draft report prior to the schedule as indicated in the TOR (for detail please see the TOR attached as Annex 2)
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	15 July 2022 – 30 June 2023
Target start date	15 July 2022
Latest completion date	30 June 2023
Travels Expected	<p>The local Firm/institution will work at its office-based with intermittently travels to the coastal areas along the Gulf of Thailand to conduct stakeholder engagement forum and consultations with subnational government agencies, local institutions/communities and staffs.</p> <p>The detail of travel will be different in each lot. Please refer to the travel details of each lot as indicated in the TOR</p>
Special Security Requirements	<input checked="" type="checkbox"/> Others: N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the ToR attached as Annex 2
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 completing the services	<input checked="" type="checkbox"/> Required

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	Proposers are allowed for Minimum One LOT or Maximum TWO LOTs of any follows: LOT-1: Central and Eastern Part of the Gulf of Thailand LOT-2: the Lower Gulf of Thailand <i>Important Note: Bidders are required to submit the different Team members for each LOT.</i>														
Payment Terms ³	<table border="1"> <thead> <tr> <th>No</th><th>Deliverables/ Outputs</th><th>Estimated Duration to Complete</th><th>Review and Approvals Required</th><th>Payment</th></tr> </thead> <tbody> <tr> <td>1</td><td>Deliverable 1 an inception report, summary, the scope and</td><td>30 July 2022</td><td>UNDP</td><td>10%</td></tr> </tbody> </table>					No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required	Payment	1	Deliverable 1 an inception report, summary, the scope and	30 July 2022	UNDP	10%
No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required	Payment											
1	Deliverable 1 an inception report, summary, the scope and	30 July 2022	UNDP	10%											

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.

		workplan of the assignment (10 working days)			
	2	Deliverable 2 stakeholder mapping including identified sectoral CCA inventories, prioritization of adaptation options and reports, summary, factsheet, including power point presentation both in Thai and English languages. (30 working days)	20 September 2022	UNDP	30%
	3	Deliverable 3 completion of 2 public forums on climate information, and risk assessment for the marine and coastal areas (20 working days) Deliverable 4 completion of Stakeholder engagement forums and workshops on participatory review of identified adaptation options to improve natural resource management (20 working days)	20 November 2022	UNDP	30%
	4.	Deliverable 5 reports of inclusive, gender-responsive MCAs of adaptation options identified in inventory in Thai and English versions including power point (10 working days) Deliverable 6 adaptation project concept note including power point presentation both in Thai and English languages. (10 working days) Deliverable 7 completion of 2 stakeholder consultations to identify entry points to integrate the recommendations and best practices into the revision and update of Thailand's NAP	20 June 2023	UNDP	30%

	<table border="1"> <tr> <td></td><td>including report and recommendations of the consultations</td><td></td><td></td><td></td></tr> </table> <p>As per TOR attached in Annex 2</p>		including report and recommendations of the consultations			
	including report and recommendations of the consultations					
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager of the NAP/GCF Marine Project, UNDP Thailand					
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services https://www.undp.org/procurement/business/how-we-buy					
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: 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan: 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel: 20%					
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, 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.</p> <p>Evaluation will be conducted for each LOT.</p>					
	<input checked="" type="checkbox"/> One or more Service Providers, depending on the following factors:					

UNDP will award the contract to:	One Service Provider per LOT and maximum two LOTs if the required eligibility of recommended company per RFP is met.
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 <i>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.</i>
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>

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.

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 – (balance sheets, including all related notes, and income statements) for past 3 years: 2019, 2020 and 2021; ☒ 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>Mandatory subject of files: please select LOT Number depending on the bidder's submission of proposals for Lot/s. Please note that if the bidder would like to submit the proposals for 2 Lots, the technical and financial proposal must be separated and indicate the lot no. in each proposal.</p> <p>e.g.</p> <p>Technical Proposal (LOT 1/LOT 2) BIDDER NAME</p> <p>Financial Proposal (LOT 1/LOT 2) BIDDER NAME</p>
--	--

<p>Other Information</p> <p>Pre-proposal Conference</p>	<p>A pre-proposal conference will be conducted online through Zoom meeting as per below schedule. Bidders are encouraged to participate for better understanding of the Scope of Work:</p> <p>Time: 11:00AM (Bangkok Time), Date: 17 Jun 2022 (Friday)</p> <p>Venue: Online Meeting using ZOOM, Zoom Meeting ID: 864 3226 4597 https://undp.zoom.us/j/86432264597</p> <p>Please register to attend this pre-proposal conference via email :</p> <p>Within : 16 June 2022 Onanong Wuthimonkolkul</p> <p>Contact person: Onanong Wuthimonkolkul, Procurement Associate</p> <p>Email: onanong.wuthimonkolkul@undp.org ; procurement.th@undp.org</p>
<p>(e-tendering submission)</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;
- Financial Standing Minimum average annual turnover of USD 90,000 for the last 5 years;
 - For the bidders who submit more than One LOT, Financial Standing Minimum average annual turnover of USD 180,000 for the last 5 years
- Minimum qualification experience requirement:
 - Valid of Government registration or business license
 - Minimum 5 years' experience in organizing stakeholder engagement forum
 - Minimum of 3 years of relevant experience - with a comprehensive expertise in stakeholder engagement, community development, project /programme management or other related fields;
 - Minimum of 3 years of relevant experience working with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities and civil society organizations and other relevant stakeholders;
- Completed and signed CVs for the Proposed Key personnel.
 - **Separate Technical proposal including team composition and separate financial proposal (for the bidders who submit more than One LOT)**

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	400
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	200
	Total	1000

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

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	experience in organizing stakeholder engagement forum with a comprehensive expertise in stakeholder engagement, community development, project /programme management or other related fields;	50
1.2	experience working with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities and civil society organizations and other relevant stakeholders	150
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	100
1.4	Quality assurance of manual, training tools, information and reports	100
Total Section 1		400

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: prepared the proposed scope of organize stakeholder forum on 1) climate information, adaptation options and risk assessment for the marine and coastal areas and 2) participatory review of identified adaptation options to improve natural resource management and detailed methodology	100
2.2	Description of the Offeror's approach and methodology to cover required thematic areas for training/forum/meeting the requirements of the Terms of Reference	100
2.3	Details on how stakeholder engagement forum/training build local capacity for participatory planning, implementation and monitoring, develop inclusive, gender-sensitive stakeholder mapping, organize stakeholder engagement forums & consultations, and develop an inventory of sectoral adaptation options	100
2.4	Description of the implementation of the forum/training related to 2.3	100
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	20
3.2	Qualifications of Lead Consultant	100
	- Education : At least Master's degree in Environmental/Natural Sciences, Economics, Social Sciences, Business Administration, Education, Political Sciences or other related fields	20

	- A minimum of 5 years of working experience in with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities and civil society organizations and other relevant stakeholders	40	
	- Minimum 3 years of Experience in expertise in stakeholder engagement, community development, project /programme management or other related fields	10	
	- Minimum 3 years of demonstrated ability of stakeholder analysis and mapping	10	
	- Minimum 2 years of demonstrated experience comprehensively working in the subnational government/private sectors/local communities or similar contexts,	15	
	- Language Qualifications	5	
3.3	Qualifications of Technical Expert (minimum 4 positions)		80
	- Education: At least Master's degree in Environmental/Natural Sciences, Economics, Social Sciences, Business Administration, Education, Political Science, Geography or its equivalent	20	
	- A minimum of 3 years of working experience in with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities and civil society organizations and other relevant stakeholders	30	
	- Minimum 1 years of Experience in working in stakeholder engagement, community development, project /programme management or other related fields	10	
	- Minimum 1 years of demonstrated ability of stakeholder analysis and mapping	10	
	- Minimum 1 years of demonstrated experience comprehensively working in the subnational government/private sectors/local communities or similar contexts,	5	
	- Language Qualifications	5	
Total Section 3			200

Annex 2

TERM OF REFERENCE

Stakeholder engagement forums & consultations in participatory review, prioritization, and appraisal of adaptation options and inventories (LOCAL FIRM/INSTITUTION)

LOT 1 – Central and Eastern Part of the Gulf of Thailand

A. Introduction

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 Ministry of Natural Resources and Environment (MoNRE). The overall timeline of Thailand’s NAP implementation allows this project to utilise best-practices and information from the other interventions, and to meaningfully expand the knowledge-base and regulatory framework, particularly for the sub-national level. Also, in perspective to revise and update Thailand’s NAP.

In this context, the project objective is to “Integrate climate change adaptation into marine and coastal area related planning and budgeting”. GCF resources will be used to address barriers that hinder information, knowledge, and coordination for adaptation planning; technical capacities for integration of risk informed approaches in planning and budgeting; and lack of options to attract financing for climate change adaptation, particularly from the private sector. To achieve the project objective, there is demand from the Royal Thai Government (RTG) and key stakeholders is rising to build local capacity and advance planning for more climate resilient sustainable development.

In general, stakeholder engagement is the process involves people who may be affected by the decisions it makes or by its implementation. This process is crucial to build awareness and knowledge of local relevant stakeholders in planning and implementing national climate change adaptation plan. The project has planned to develop a knowledge base (based on existing data, research findings, and additional

assessments to fill knowledge gaps) and provides easily accessible information to key stakeholders in the project area. In addition, the project has also planned to conduct participatory review of identified adaptation options to improve natural resource management (building on knowledge base) with key stakeholders from targeted sectors in perspective to their social and political acceptability and inclusive, gender-responsiveness.

B. Project Description

The project has placed importance of stakeholder engagement at high priority. The project provided milestones to strongly encourage stakeholders to participate in the implementation. The milestones are to cover stakeholders' need which is for more sufficient availability and accessibility of information and knowledge. Regard to this need, there are gaps in information on climate change impacts, risks and, adaptation options for coastal areas which affect marine and coastal adaptation planning. This insufficient availability of reliable data also relates to a lack of adequate tools and an appropriate monitoring system for climate change induced risks in coastal areas. The absence of key information at present is compounded by limited knowledge about pressing adaptation needs of key public and private stakeholders. This hinders strategic planning and implementation of adaptation in Thailand's marine and coastal areas.

A lesson-learned from the finalisation of the existing NAP (by 2018) is limited by insufficient elaboration of adaptation priorities and mainstreaming of adaptation strategies, particularly for Thailand's marine and coastal areas. Furthermore, the existing Climate Change Adaptation (CCA) prioritisation tool has not been widely adopted by other government entities to inform their planning processes. So, stakeholder engagement is key process to deal with the needs for elaboration of adaptation priorities and application of integration/mainstreaming tools for marine and coastal areas in Thailand's NAP process.

Stakeholders are groups and/or individuals, civil society, private sectors and public sectors that have a stake and/or interest in and/or right to marine and coastal resources and areas and that will be affected negatively or positively by the resources and areas change. Thus, role and participation of stakeholders would be crucial and useful to build effective mechanism to create participatory decision making and planning; sufficient institutional coordination to facilitate effective coastal adaptation processes; and applicable application of CCA prioritisation tools in planning and budgeting in marine and coastal areas.

A local firm/institution will assist to build local capacity for participatory planning, implementation and monitoring, develop inclusive, gender-sensitive stakeholder mapping, organize stakeholder engagement forums & consultations, and develop an inventory of sectoral adaptation options that can be used to showcase existing and potential actions for different key stakeholder groups enabling continued adaptation planning. Stakeholder consultations will facilitate public and non-state actors to identify adaptation needs and prioritise strategic adaptation actions to enhance the resilience and ability of key sectors in the Gulf of Thailand on a sustainable, inclusive development.

B. Scope of Services, Expected Outputs and Target Completion

The Local Firm/institution will be selected for this assignment through a competitive process and will be expected to deliver the following:

Task 1: Prepare an Inception Report of this assignment to organize stakeholder forum on 1) climate information, adaptation options and risk assessment for the marine and coastal areas and 2) participatory review of identified adaptation options to improve natural resource management (building on activity 1.1.1) with key stakeholders from targeted sectors in perspective to their social and political acceptability and inclusive, gender-responsive

- Desktop reviews of relevant documentation and reports prepared by key national consultants and other relevant concept/theory as following lists:
 - a) stocktaking assessment,
 - b) risk and vulnerability and climate change project/modelling and climate information system,
 - c) report of capacity need assessment and barrier analysis to implementation of national adaptation plan including gap and barriers analysis,
 - d) gender action plan
 - e) concept of multicriteria decision analysis
- Review institutional and policy framework for marine and coastal resources management and climate change adaptation at national and sub-national levels of Thailand.
- Synthesize results/findings of reviewed reports/document to prepare an inception report, summary, the scope and workplan of the assignment, detailed methodology of organizing stakeholder engagement forums on, and assessment as follow:
 - 1) climate information, adaptation options and risk assessment for the marine and coastal areas;
 - 2) participatory review of identified adaptation options to improve natural resource management;
 - 3) existing inclusive, gender-responsive Multi Criteria Analysis (MCA) and other methods to analyse effectiveness of identified adaptation options (under (2)) and to prioritise most efficient measures for those line-agencies mandated to manage marine and coastal areas in the two coastal zones (assessments to be undertaken in 2 selected provinces)
 - 4) prioritisation of adaptation options (analysed in (3)), in collaboration with key stakeholders, to select one adaptation priority of concern to climate-responsive natural resource management and develop adaptation project concept note.
 - 5) organise 3 stakeholder consultations to identify entry points to integrate the recommendations and best practices into the revision and update of Thailand's NAP to enhance public and private (e.g. private sector, CSOs, NGOs, local communities) stakeholder coordination and collaboration.
- Prepare inception report, including summary, the scope and workplan of the assignment, detailed methodology and power point presentation both in Thai and English languages.

Task 2: Prepare and analyse inclusive, gender-sensitive stakeholder mapping in climate adaptation for climate-induced hazards affecting marine and coastal areas

- Review relevant reports as following lists:

- a) capacity need assessment and barrier analysis to implementation of national adaptation plan
 - b) institutional and policy framework for marine and coastal resources management and climate change adaptation at national and sub-national levels of Thailand.
 - c) all relevant deliverables produced by key national consultants of the Project.
- Identify key stakeholders and assess how stakeholders could be impacted or have effects from prioritization, and appraisal of adaptation options for climate-induced hazards affecting marine and coastal areas
 - Identify areas of conflict in prioritization of adaptation options for climate-induced hazards affecting marine and coastal areas
 - Prioritize reconcile and balance among stakeholders and align stakeholder's need with adaptation options suited to local climate impacts/threats/local impacts of climate change projections
 - Prepare stakeholder mapping including identified sectoral CCA inventories, prioritization of adaptation options and reports, summary, factsheet, including power-point presentation both in Thai and English languages.
 - Consult with the project manager of Project Management Unit (PMU), UNDP and ONEP for technical guidance.

Task 3: Organize two public forums on climate information, and risk assessment for the marine and coastal areas (each forum per region for 25 participants)

- Design forum prospectus and agenda of the forum
- Closely work with the project manager and focal point of ONEP to invite resource persons
- Facilitate breaking group discussion to let participants to share and participate in:
 - a) Address gaps in knowledge to recognize a lack of understanding and misconceptions about climate change and its impacts
 - b) Address skepticism of stakeholders regarding climate change impacts/threats/projections
 - c) Address and identify climate risk especially in the process of promoting notions of personal vulnerability, individuals may feel helpless and/or fearful, which can stall or prevent behavior change
 - d) Identify positive and tangible actions that stakeholders/participants can take, and by encouraging them to focus on being part of a collective response and adaptation options.
- Prepare report of the forum and recommendation both in Thai and English languages.

Task 4: Organize Stakeholder engagement forums and workshops on participatory review and selection of adaptation options with inclusive, gender-responsive Multi Criteria Analysis (MCA) to improve natural resource management

- Design prospectus and agenda of the forum to foster stakeholders participation made adaptation option decision making 1) more responsive after climate change impact has occurred; 2) more proactive for improving long-term planning; 3) more flexible based on ongoing climate change to learning from previous experience and new condition on ground; 4) more durable and 5) more cost-effective
- Facilitate breaking group discussions to let participants share and participate in the prioritization and appraisal of adaptation options in addressing climate-induced hazards affecting marine and coastal areas and select one adaptation priority of concern to climate-responsive natural resource

management.

- Facilitate group discussion to select and implement sectoral adaptation options inventories that can be used to showcase existing and potential action for different key stakeholder groups enabling continued adaptation planning
- Develop a concept note (just one?) with key stakeholders to up-scale identified best-practices and locally feasible adaptation action
- Prepare report of the forum and recommendation both in Thai and English languages.

Task 5: Prepare two inclusive, gender-responsive MCAs of adaptation options identified in inventory

- Apply existing inclusive, gender-responsive Multi Criteria Analysis (MCA) and other methods to analyse effectiveness of identified adaptation options (Task 4) and
- Conduct assessment to prioritise most efficient measures for those line-agencies mandated to manage marine and coastal areas in the two coastal zones (assessments to be undertaken in two selected provinces)
- Prepare reports of inclusive, gender-responsive MCAs of adaptation options identified in inventory in Thai and English versions including power point.

Task 6: Prepare a concept note, incorporating the prioritized adaptation options (analysed in Task 5), in collaboration with key stakeholders

- Organize stakeholder consultation to prioritise adaptation options (analysed in Task 5), in collaboration with key stakeholders
- Select one adaptation priority of concern to climate-responsive natural resource management and
- Develop a concept note with key stakeholders to up-scale identified best-practices and locally feasible adaptation action, including co-finance strategies involving private sector finance including power point presentation in Thai and English version.

Task 7: Organise 2 stakeholder consultations to identify entry points to integrate the recommendations and best practices into the revision and update of Thailand's NAP to enhance public and private (e.g. private sector, CSOs, NGOs, local communities) stakeholder coordination and collaboration.

- Design prospectus and agenda of the forum to foster stakeholders participation in identify entry points to integrate the recommendations and best practices into the revision and update of Thailand's NAP.
- Prepare the consultation materials and power point
- Facilitate the stakeholder consultations
- Prepare report and recommendation from the consultation

C. Institutional Arrangement

The local Firm/institution will work under the direct supervision and technical guidance of the Project Manager of GEF/NAP Marine project, UNDP Thailand.

D. Duration of the Work

This assignment is anticipated to take place between 15 July 2022 – 30 June 2023.

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

Specific deliverables during the assignment are as follows:

No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Deliverable 1 an inception report, summary, the scope and workplan of the assignment	30 July 2022	UNDP
2	Deliverable 2 stakeholder mapping including identified sectoral CCA inventories, prioritization of adaptation options and reports, summary, factsheet, including power point presentation both in Thai and English languages	20 September 2022	UNDP
3	Deliverable 3 completion of 2 public forums on climate information, and risk assessment for the marine and coastal areas	20 October 2022	UNDP
4.	Deliverable 4 completion of Stakeholder engagement forums and workshops on participatory review of identified adaptation options to improve natural resource management	20 November 2022	UNDP
5.	Deliverable 5 reports of inclusive, gender-responsive MCAs of adaptation options identified in inventory in Thai and English versions including power point Deliverable 6 adaptation project concept note including power point presentation both in Thai and English languages.	20 January 2023	UNDP
6.	Deliverable 7 completion of 2 stakeholder consultations to identify entry points to integrate the recommendations and best practices into the revision and update of Thailand's NAP including report and recommendations of the consultations	20 June 2023	UNDP

E. Location of Work

The local Firm/institution will work at its office-based with intermittently travels to the coastal areas along the Gulf of Thailand to conduct stakeholder engagement forum and consultations with subnational government agencies, local institutions/communities and staffs as table below:

Forum/workshop	Frequency (times)	Targeted areas	Targeted Venue
1. Public forum (task 3)	2 (Max 25 pax/time)	1.Rayong 2.Chanthaburi 3.Trat 4.Chonburi 5.Chachoengsao 6.Bangkok 7.Samut Prakan 8.Samut Sakhon 9.Samut Songkhram 10.Phetchaburi	1. Phetchaburi 2. Rayong
2. Stakeholder engagement forum/consultation (task 4)	2 (Max 80 pax/time)	1.Rayong 2.Chanthaburi 3.Trat 4.Chonburi 5.Chachoengsao 6.Bangkok 7.Samut Prakan 8.Samut Sakhon 9.Samut Songkhram 10.Phetchaburi	1. Phetchaburi 2. Rayong
3. Stakeholder engagement forum/consultation (task 6)	1 (Max 25 pax/time)	1.Rayong 2.Chanthaburi 3.Trat 4.Chonburi 5.Chachoengsao 6.Bangkok 7.Samut Prakan 8.Samut Sakhon 9.Samut Songkhram 10.Phetchaburi	1. Phetchaburi
4. Stakeholder engagement forum/consultation (task 7)	2 (Max 30pax/time)	1.Rayong 2.Chanthaburi 3.Trat 4.Chonburi 5.Chachoengsao 6.Bangkok 7.Samut Prakan 8.Samut Sakhon 9.Samut Songkhram 10.Phetchaburi	1. Phetchaburi 2. Rayong

F. Qualifications of the Successful Service Provider at Various Levels

The bidding firm/institution for the assignment should have relevant elements as following:

- Valid of Government registration or business license
- Minimum 5 years' experience in organizing stakeholder engagement forum
- Minimum of 3 years of relevant experience - with a comprehensive expertise in stakeholder engagement, community development, project /programme management or other related fields;
- Minimum of 3 years of relevant experience working with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities and civil society organizations and other relevant stakeholders;
- Minimum of 1 years of relevant experience working in planning, climate change adaption plan, environment, natural resource management would be an asset;

The team of the firm/institution should consist of:

- (1) A Lead Consultant provides leadership of the overall assignment and provide technical guidance and coordinate the work of the technical experts.

Education and Experience of the Lead Consultant

- At least Master's degree in Environmental/Natural Sciences, Economics, Social Sciences, Business Administration, Education, Political Sciences or other related fields
- A minimum of 5 years of working experience in with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities and civil society organizations and other relevant stakeholders
- Minimum 3 years of Experience in expertise in stakeholder engagement, community development, project /programme management or other related fields
- Minimum 3 years of demonstrated ability of stakeholder analysis and mapping
- Minimum 2 years of demonstrated experience comprehensively working in the subnational government/private sectors/local communities or similar contexts,
- Excellent oral and written communication skills in Thai and English

- (2) Technical experts should consist of minimum 4 technical experts, these experts work and coordinate closely with the Lead consultant and provide technical support to all assignments of the Lead Consultant.

Education and Experience of the Technical experts (minimum 4 positions)

- At least Master's degree in Environmental/Natural Sciences, Economics, Social Sciences, Business Administration, Education, Political Science, Geography or its equivalent

- A minimum of 3 years of working experience in with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities and civil society organizations and other relevant stakeholders
- Minimum 1 years of Experience in working in stakeholder engagement, community development, project /programme management or other related fields
- Minimum 1 years of demonstrated ability of stakeholder analysis and mapping
- Minimum 1 years of demonstrated experience comprehensively working in the subnational government/private sectors/local communities or similar contexts,
- Excellent oral and written communication skills in Thai and English

G. Scope of Proposal Price and Schedule of Payments

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, summary, the scope and workplan of the assignment	30 July 2022	UNDP	10%
2	Deliverable 2 stakeholder mapping including identified sectoral CCA inventories, prioritization of adaptation options and reports, summary, factsheet, including power point presentation both in Thai and English languages.	20 September 2022	UNDP	30%
3	Deliverable 3 completion of 2 public forums on climate information, and risk assessment for the marine and coastal areas Deliverable 4 completion of Stakeholder engagement forums and workshops on participatory review of identified adaptation options to improve natural resource management	20 November 2022	UNDP	30%
4.	Deliverable 5 reports of inclusive, gender-responsive MCAs of adaptation options identified in inventory in Thai and English versions including power point			

	<p>Deliverable 6 adaptation project concept note including power point presentation both in Thai and English languages.</p> <p>Deliverable 7 completion of 2 stakeholder consultations to identify entry points to integrate the recommendations and best practices into the revision and update of Thailand's NAP including report and recommendations of the consultations</p>	20 June 2023	UNDP	30%
--	--	--------------	------	-----

TERM OF REFERENCE

Stakeholder engagement forums & consultations in participatory review, prioritization, and appraisal of adaptation options and inventories (LOCAL FIRM/INSTITUTION)

LOT 2 –the Lower Gulf of Thailand

A. Introduction

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 Ministry of Natural Resources and Environment (MoNRE). The overall timeline of Thailand’s NAP implementation allows this project to utilise best-practices and information from the other interventions, and to meaningfully expand the knowledge-base and regulatory framework, particularly for the sub-national level. Also, in perspective to revise and update Thailand’s NAP.

In this context, the project objective is to “Integrate climate change adaptation into marine and coastal area related planning and budgeting”. GCF resources will be used to address barriers that hinder information, knowledge, and coordination for adaptation planning; technical capacities for integration of risk informed approaches in planning and budgeting; and lack of options to attract financing for climate change adaptation, particularly from the private sector. To achieve the project objective, there is demand from the Royal Thai Government (RTG) and key stakeholders is rising to build local capacity and advance planning for more climate resilient sustainable development.

In general, stakeholder engagement is the process involves people who may be affected by the decisions it makes or by its implementation. This process is crucial to build awareness and knowledge of local relevant stakeholders in planning and implementing national climate change adaptation plan. The project has planned to develop a knowledge base (based on existing data, research findings, and additional assessments to fill knowledge gaps) and provides easily accessible information to key stakeholders in the

project area. In addition, the project has also planned to conduct participatory review of identified adaptation options to improve natural resource management (building on knowledge base) with key stakeholders from targeted sectors in perspective to their social and political acceptability and inclusive, gender-responsiveness.

B. Project Description

The project has placed importance of stakeholder engagement at high priority. The project provided milestones to strongly encourage stakeholders to participate in the implementation. The milestones are to cover stakeholders' need which is for more sufficient availability and accessibility of information and knowledge. Regard to this need, there are gaps in information on climate change impacts, risks and, adaptation options for coastal areas which affect marine and coastal adaptation planning. This insufficient availability of reliable data also relates to a lack of adequate tools and an appropriate monitoring system for climate change induced risks in coastal areas. The absence of key information at present is compounded by limited knowledge about pressing adaptation needs of key public and private stakeholders. This hinders strategic planning and implementation of adaptation in Thailand's marine and coastal areas.

A lesson-learned from the finalisation of the existing NAP (by 2018) is limited by insufficient elaboration of adaptation priorities and mainstreaming of adaptation strategies, particularly for Thailand's marine and coastal areas. Furthermore, the existing Climate Change Adaptation (CCA) prioritisation tool has not been widely adopted by other government entities to inform their planning processes. So, stakeholder engagement is key process to deal with the needs for elaboration of adaptation priorities and application of integration/mainstreaming tools for marine and coastal areas in Thailand's NAP process.

Stakeholders are groups and/or individuals, civil society, private sectors and public sectors that have a stake and/or interest in and/or right to marine and coastal resources and areas and that will be affected negatively or positively by the resources and areas change. Thus, role and participation of stakeholders would be crucial and useful to build effective mechanism to create participatory decision making and planning; sufficient institutional coordination to facilitate effective coastal adaptation processes; and applicable application of CCA prioritisation tools in planning and budgeting in marine and coastal areas.

A local firm/institution will assist in build local capacity for participatory planning, implementation and monitoring, develop Inclusive, gender-sensitive stakeholder map, organize stakeholder engagement forums & consultations, and develop sectoral adaptation options inventories that can be used to showcase existing and potential action for different key stakeholder groups enabling continued adaptation planning. The implementation of consultations will facilitate public and non-state actors to identify adaptation needs and prioritise strategic adaptation action to enhance the resilience and ability of key sectors in the Gulf of Thailand on a sustainable, inclusive development.

C. Scope of Services, Expected Outputs and Target Completion

The local Firm/institution will be selected for this assignment through a competitive process and will be expected to deliver on the following:

Task 1: Prepare an Inception Report of this assignment to organize stakeholder forum on 1) climate information, adaptation options and risk assessment for the marine and coastal areas and 2) participatory review of identified adaptation options to improve natural resource management (building on activity 1.1.1) with key stakeholders from targeted sectors in perspective to their social and political acceptability and inclusive, gender-responsive

- Desktop reviews of relevant documentation and reports prepared by key national consultants and other relevant concept/theory as following lists:
 - f) stocktaking assessment,
 - g) risk and vulnerability and climate change project/modelling and climate information system,
 - h) report of capacity need assessment and barrier analysis to implementation of national adaptation plan including gap and barriers analysis,
 - i) gender action plan
 - j) concept of multicriteria decision analysis
- Review institutional and policy framework for marine and coastal resources management and climate change adaptation at national and sub-national levels of Thailand.
- Synthesize results/findings of reviewed reports/document to prepare an inception report, summary, the scope and workplan of the assignment, detailed methodology of organizing stakeholder engagement forums on, and assessment as follow:
 - 1) climate information, adaptation options and risk assessment for the marine and coastal areas;
 - 2) participatory review of identified adaptation options to improve natural resource management;
 - 3) existing inclusive, gender-responsive Multi Criteria Analysis (MCA) and other methods to analyse effectiveness of identified adaptation options (under (2)) and to prioritise most efficient measures for those line-agencies mandated to manage marine and coastal areas in the two coastal zones (assessments to be undertaken in 2 selected provinces)
 - 4) prioritisation of adaptation options (analysed in (3)), in collaboration with key stakeholders, to select one adaptation priority of concern to climate-responsive natural resource management and develop adaptation project concept note.
- Prepare inception report, summary, the scope and workplan of the assignment, detailed methodology and power point both in Thai and English languages.

Task 2: Prepare and analyse inclusive, gender-sensitive stakeholder mapping in climate adaptation for climate-induced hazards affecting marine and coastal areas

- Review relevant reports as following lists:
 - d) capacity need assessment and barrier analysis to implementation of national adaptation plan
 - e) institutional and policy framework for marine and coastal resources management and climate change adaptation at national and sub-national levels of Thailand.
 - f) all relevant deliverables produced by key national consultants of the Project.

- Identify key stakeholders and assess how stakeholders could be impacted or have effects from prioritization, and appraisal of adaptation options for climate-induced hazards affecting marine and coastal areas
- Identify areas of conflict in prioritization of adaptation options for climate-induced hazards affecting marine and coastal areas
- Prioritize reconcile and balance among stakeholders and align stakeholder's need with adaptation options suited to local climate impacts/threats/local impacts of climate change projections
- Prepare stakeholder mapping including identified sectoral CCA inventories, prioritization of adaptation options and reports, summary, factsheet, including power-point presentation both in Thai and English languages.
- Consult with the project manager of Project Management Unit (PMU), UNDP and ONEP for technical guidance.

Task 3: Organize 2 public forums on climate information, and risk assessment for the marine and coastal areas (each forum per region for 25 participants)

- Design forum prospectus and agenda of the forum
- Closely work with the project manager and focal point of ONEP to invite resource persons
- Facilitate breaking group discussion to let participants to share and participate in:
 - e) Address gaps in knowledge to recognize a lack of understanding and misconceptions about climate change and its impacts
 - f) Address skepticism of stakeholders regarding climate change impacts/threats/projections
 - g) Address and identify climate risk especially in the process of promoting notions of personal vulnerability, individuals may feel helpless and/or fearful, which can stall or prevent behavior change
 - h) Identify positive and tangible actions that stakeholders/participants can take, and by encouraging them to focus on being part of a collective response and adaptation options.
- Prepare report of the forum and recommendation both in Thai and English languages.

Task 4: Organize Stakeholder engagement forums and workshops on participatory review of identified adaptation options and select adaptation options with inclusive, gender-responsive Multi Criteria Analysis (MCA) to improve natural resource management

- Design prospectus and agenda of the forum to foster stakeholder participation made adaptation option decision making 1) more responsive after climate change impact has occurred; 2) more proactive for improving long-term planning; 3) more flexible based on ongoing climate change to learning from previous experience and new condition on ground; 4) more durable and 5) more cost-effective
- Facilitate breaking group discussion to let participants to share and participate in prioritization, and appraisal of adaptation options for climate-induced hazards affecting marine and coastal areas and select one adaptation priority of concern to climate-responsive natural resource management.
- Facilitate group discussion to select and implement sectoral adaptation options inventories that can be used to showcase existing and potential action for different key stakeholder groups enabling continued adaptation planning
- Develop adaptation project concept note with key stakeholders to up-scale identified best-

practices and locally feasible adaptation action

- Prepare report of the forum and recommendation both in Thai and English languages.

Task 5: Prepare 2 inclusive, gender-responsive MCAs of adaptation options identified in inventory

- Apply existing inclusive, gender-responsive Multi Criteria Analysis (MCA) and other methods to analyse effectiveness of identified adaptation options (Task 4) and
- Conduct assessment to prioritise most efficient measures for those line-agencies mandated to manage marine and coastal areas in the two coastal zones (assessments to be undertaken in 2 selected provinces)
- Prepare reports of inclusive, gender-responsive MCAs of adaptation options identified in inventory in Thai and English versions including power point.

Task 6: Prepare adaptation project concept note with prioritisation of adaptation options (analysed in Task 5), in collaboration with key stakeholders

- Organize stakeholder consultation to prioritise adaptation options (analysed in Task 5), in collaboration with key stakeholders
- Select one adaptation priority of concern to climate-responsive natural resource management and
- Develop adaptation project concept note with key stakeholders to up-scale identified best-practices and locally feasible adaptation action, including co-finance strategies involving private sector finance.
- Prepare adaptation project concept note including power point presentation in Thai and English version

Task 7: Organise 2 stakeholder consultations to identify entry points to integrate the recommendations and best practices into the revision and update of Thailand's NAP to enhance public and private (e.g. private sector, CSOs, NGOs, local communities) stakeholder coordination and collaboration.

- Design prospectus and agenda of the forum to foster stakeholders participation in identify entry points to integrate the recommendations and best practices into the revision and update of Thailand's NAP.
- Prepare the consultation materials and power point
- Facilitate the stakeholder consultations
- Prepare report and recommendation from the consultation

D. Institutional Arrangement

The local Firm/institution will work under the direct supervision and technical guidance of the Project Manager of GEF/NAP Marine project, UNDP Thailand.

E. Duration of the Work

This assignment is anticipated to take place between 15 July 2022 – 30 June 2023.

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

Specific deliverables during the assignment are as follows:

No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Deliverable 1 an inception report, summary, the scope and workplan of the assignment	30 July 2022	UNDP
2	Deliverable 2 stakeholder mapping including identified sectoral CCA inventories, prioritization of adaptation options and reports, summary, factsheet, including power point presentation both in Thai and English languages.	20 September 2022	UNDP
3	Deliverable 3 completion of 2 public forums on climate information, and risk assessment for the marine and coastal areas	20 October 2022	UNDP
4.	Deliverable 4 completion of Stakeholder engagement forums and workshops on participatory review of identified adaptation options to improve natural resource management	20 November 2022	UNDP
5.	Deliverable 5 reports of inclusive, gender-responsive MCAs of adaptation options identified in inventory in Thai and English versions including power point Deliverable 6 adaptation project concept note including power point presentation both in Thai and English languages.	20 January 2023	UNDP
6.	Deliverable 7 completion of 2 stakeholder consultations to identify entry points to integrate the recommendations and best practices into the revision and update of Thailand's NAP including report and recommendations of the consultations	20 June 2023	UNDP

F. Location of Work

The local Firm/institution will work at its office-based with intermittently travels to the coastal areas along the Gulf of Thailand to conduct forum and consultations with subnational government agencies, local institutions/communities and staffs as table below:

Forum/workshop	Frequency (times)	Targeted areas	Targeted Venue
1. Public forum (task 3)	2 (Max 25 pax/time)	1.Prachuap Khiri Khan 2.Chumphon 3.Suratthani 4.Nakorn Si Thammarat 5.Phatthalung 6.Songkhla 7.Pattani 8.Narathiwat	1. Suratthani 2. Songkhla
2. Stakeholder engagement forum/consultation (task 4)	2 (Max 80 pax/time)	1.Prachuap Khiri Khan 2.Chumphon 3.Suratthani 4.Nakorn Si Thammarat 5.Phatthalung 6.Songkhla 7.Pattani 8.Narathiwat	1. Suratthani 2. Songkhla
3. Stakeholder engagement forum/consultation (task 6)	1 (Max 25 pax/time)	1.Prachuap Khiri Khan 2.Chumphon 3.Suratthani 4.Nakorn Si Thammarat 5.Phatthalung 6.Songkhla 7.Pattani 8.Narathiwat	1. Songkhla
4. Stakeholder engagement forum/consultation (task 7)	2 (Max 30 pax/time)	1.Prachuap Khiri Khan 2.Chumphon 3.Suratthani 4.Nakorn Si Thammarat 5.Phatthalung 6.Songkhla 7.Pattani 8.Narathiwat	1. Suratthani 2. Songkhla

G. Qualifications of the Successful Service Provider at Various Levels

The bidding firm/institution for the assignment should have relevant elements as following:

- Valid of Government registration or business license
- Minimum 5 years' experience in organizing stakeholder engagement forum
- Minimum of 3 years of relevant experience - with a comprehensive expertise in stakeholder engagement, community development, project /programme management or other related fields;

- Minimum of 3 years of relevant experience working with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities and civil society organizations and other relevant stakeholders;
- Minimum of 1 years of relevant experience working in planning, climate change adaption plan, environment, natural resource management would be an asset;

The team of the firm/institution should consist of:

- (1) A Lead Consultant provides leadership of the overall assignment and provide technical guidance and coordinate the work of the technical experts.

Education and Experience of the Lead Consultant

- At least Master's degree in Environmental/Natural Sciences, Economics, Social Sciences, Business Administration, Education, Political Sciences or other related fields
- A minimum of 5 years of working experience in with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities and civil society organizations and other relevant stakeholders
- Minimum 3 years of Experience in expertise in stakeholder engagement, community development, project /programme management or other related fields
- Minimum 3 years of demonstrated ability of stakeholder analysis and mapping
- Minimum 2 years of demonstrated experience comprehensively working in the subnational government/private sectors/local communities or similar contexts,
- Excellent oral and written communication skills in Thai and English

- (2) Technical experts should consist of minimum 4 technical experts, these experts work and coordinate closely with the Lead consultant and provide technical support to all assignments of the Lead Consultant.

Education and Experience of the Technical experts (minimum 4 positions)

- At least Master's degree in Environmental/Natural Sciences, Economics, Social Sciences, Business Administration, Education, Political Science, Geography or its equivalent
- A minimum of 3 years of working experience in with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities and civil society organizations and other relevant stakeholders
- Minimum 1 years of Experience in working in stakeholder engagement, community development, project /programme management or other related fields
- Minimum 1 years of demonstrated ability of stakeholder analysis and mapping
- Minimum 1 years of demonstrated experience comprehensively working in the subnational government/private sectors/local communities or similar contexts,
- Excellent oral and written communication skills in Thai and English

1. Scope of Proposal Price and Schedule of Payments

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, summary, the scope and workplan of the assignment	30 July 2022	UNDP	10%
2	Deliverable 2 stakeholder mapping including identified sectoral CCA inventories, prioritization of adaptation options and reports, summary, factsheet, including power point presentation both in Thai and English languages.	20 September 2022	UNDP	30%
3	Deliverable 3 completion of 2 public forums on climate information, and risk assessment for the marine and coastal areas Deliverable 4 completion of Stakeholder engagement forums and workshops on participatory review of identified adaptation options to improve natural resource management	20 November 2022	UNDP	30%
4.	Deliverable 5 reports of inclusive, gender-responsive MCAs of adaptation options identified in inventory in Thai and English versions including power point Deliverable 6 adaptation project concept note including power point presentation both in Thai and English languages. Deliverable 7 completion of 2 stakeholder consultations to identify entry points to integrate the recommendations and best practices into the revision and update of Thailand's NAP including report and recommendations of the consultations	20 June 2023	UNDP	30%

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷**LOT no.**

(Please indicate the lot no. the you would like to submit. For the bidders who submit more than One LOT, please submit the separate Technical proposal including team composition and separate financial proposal)

(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

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

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 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)****LOT no.**

(Please indicate the lot no. the you would like to submit. For the bidders who submit more than One LOT, please submit the separate Technical proposal including team composition and separate financial proposal)

(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 (Lump Sum, All Inclusive) in THB
1	The 1 st payment shall be made upon the submission and completion of the Deliverable 1	10%	
2	The 2 nd payment shall be made upon the submission and completion of the Deliverable 2	30%	
3	The 3 rd payment shall be made upon the submission and completion of the Deliverable 3-4	30%	
3	The 4 th payment shall be made upon the submission and completion of the Deliverable 5-7	30%	
	Total	100%	THB

*This shall be the basis of the payment tranches

B. Cost Breakdown by Cost Component [This is only an Example]:

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

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				
E. Expertise 5				
F. Expertise 6				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
Air Ticket / Travel cost				
Subsistence allowance				
Miscellaneous travel expenses				
Local transportation costs				
Out-of-Pocket Expenses				
Stakeholder engagement forum/consultation cost (please provide cost breakdown)				
Other Costs: (please specify)				
Subtotal Other Costs:				

[Name and Signature of the Service Provider's]

Authorized Person]
[Designation]
[Date]