

# **TERMS OF REFERENCE**

## **FOR INDIVIDUAL CONTRACT**

<b>POSITION TITLE:</b>	<b>National Consultant for Conducting Strategic Foresight Research to Improve Access to Quality Health Service in Thailand</b>
<b>AGENCY/PROJECT NAME:</b>	<b>Thailand Policy Lab / UNDP</b>
<b>COUNTRY OF ASSIGNMENT:</b>	<b>Home-based with no travel</b>
<b>Duration:</b>	<b>1 August 2022 - 30 November 2022 with maximum 70 days worked</b>

### **1) GENERAL BACKGROUND**

Public Health Service in Thailand has been well recognized as one of the best health coverage schemes in the world. The current service includes several actors in the ecosystem such as government agencies as fund providers, hospital as service providers, community engagement as enabling factors, etc. Among this universal health coverage under the National Health and Security Office (NHSO) is considered a key scheme of healthcare system due to its coverage to around 70 percent of population in Thailand as well as access of marginalized groups.

Despite proven success of health service in Thailand there is some room for improvement, especially service for marginalized groups, who are not able to access to health service from different factors such as awareness, access to registration, access to health service provider and compliant system. Additionally, emerging issues and potential futures also pose both opportunities and threat to health service in Thailand. Several issues have become key drivers for future services, while many uncertainties remain unknown but impactful to the system.

The drivers and uncertainly covers global and national trends such as digital technology, global security and its impact on economy, societal change, and flourish of CSO, climate change, etc. These futures illustrate the importance of strategic foresight for government of Thailand, and it is critical for the government to have better understanding, seize potential opportunities and mitigate potentials risks.

Thailand Policy Lab, a collaboration between NESDC and UNDP, is planning to improve access to quality health service in Thailand through improved quality and inclusion of the service under various schemes including universal health coverage by setting scope of strategic foresight, conducting stakeholders mapping and proposed methodology for health service in Thailand.

With the upcoming results of scope, stakeholder mapping and proposed methodology, Thailand Policy Lab is looking for implement foresight that identify future trend and forecast scenario that would affect the universal health coverage. The result of foresight would lead to policy implication on how health service should be developed to reflect different scenario.

## 2) OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to conduct strategic foresight for health service in Thailand in the next 5-years and beyond.

## 3) SCOPE OF WORK

The selected national consultant is expected to undertake the following tasks:

- Conduct desk review and interviews with key persons on future health and non-health trends and factors that might affect public health in Thailand.
- Analyze drivers, uncertainty, megatrend, opportunities, and threats for the 5-year time frame affecting Thailand healthcare system, particularly the National Health Security Office.
- Provide technical support and facilitate a multi-stakeholder workshop including both health and non-health sectors on strategic foresight.
- Conduct and facilitate a validation workshop with National Health and Security Office and partners to present findings and recommendations.
- Provide technical input and facilitate a high-level roundtable discussion of future of health service in Thailand
- Prepare and develop reports (in Thai and English) on the findings and the results of strategic foresight in health services.

## 4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Duration:** The expected starting date is 1 August 2022, and the expected ending date is 30 November 2022.

**Required Working Days:** Up to a maximum of 70 days.

**Duty Station and expected places of travel:** Home-based. No travel is required.

## 5) Expected Deliverables

Considering the above, the consultant is therefore entrusted with the following deliverables:

No.	Deliverables	Tentative Timeline
1.	Progress report and presentation on the result of desk review	2 weeks after contract signed
2.	A multi-stakeholder workshop facilitated	3 weeks after contract signed
3.	High-level roundtable discussion organized	5 weeks after contract signed
4.	An analysis of the insights collected from deliverables 1, 2 and 3, and on findings and results of strategic foresight in health services compiled into a report in Thai and English	7 weeks after contract signed

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work under supervision and regular consultations of UNDP project manager (Head of Thailand Policy Lab), for progress monitoring and quality assurance as well as to ensure the timely delivery of the specified deliverables.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

### Essential

- Minimum Master's degree in development economics, business administration, social sciences or other fields related to the scope of the assignment.
- Minimum 3 years of work experience in knowledge management and technical advisory experience in strategic foresight.
- Minimum 3 years of experience in facilitating training and/or workshops on strategic foresight.
- Minimum 2 years of experience in conducting strategic foresight in the public sector or experience working with the public sector.
- Demonstrated understanding of applying gender analysis and principles of LNOB

### Desirable

- Prior experience with international work environments would be an asset.
- Experience with major transformation themes such as digitalization, sustainability and/or the future of specific industries or sectors.

### Competencies

- Strong command of English.
- Ability to perform tasks in timely manner and under pressure, to tight deadlines.
- Ability to communicate clearly in writing.
- Ability to work independently.
- Analytical thinking and ability to transform theoretical concepts to action plan.
- Ability to work in multicultural environment and demonstrate respect for diversity.

## 8) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within 14 days.

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

X NONE                      ☐ PARTIAL                      ☐ INTERMITTENT                      ☐ FULL-TIME

## 10) PAYMENT TERMS

Payments shall be done on an output basis, upon verification of completion of deliverables

**Payment method:**

No.	Deliverables	Percentage of Payment	Tentative Timeline
1.	1. Progress report and presentation on the result of desk review 2. A multi-stakeholder workshop facilitated 3. High-level roundtable discussion organized	50%	5 weeks after contract signed
4.	An analysis of the insights collected from deliverables 1, 2 and 3 and on findings and results of strategic foresight in health services compiled into a report in Thai and English	50%	7 weeks after contract signed

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

## **11) RECOMMENDED PRESENTATION OF OFFER**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- Duly accomplished **Letter of Confirmation of Interest** and Availability using the template provided by UNDP.
- **Personal CV**, indicating all relevant and similar previous experiences, as well as the contact details (email and telephone number) of the Applicant and at least three (3) professional references.
- Brief description of **why the applicant considers him/herself as the most suitable** for the assignment, relating how he/she proposes to conduct the assignment to their previous experience.
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

- **Supportive documents namely:** prove of work, such as reports, analysis, data visualization, presentations on conducting strategic foresight related to the Project. (The consultant should submit at least two – three pieces of relevant work.)

Incomplete proposals may not be considered. The short-listed candidates may be contacted, and the successful candidate will be notified.

**\*\*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.

## 12) CRITERIA FOR SELECTION OF THE BEST OFFER

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 evaluation of desk review and interview (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

### Technical Evaluation - 70%

Criteria	Weight	Max. Point
Technical	70%	70
Minimum Master's degree in development economics, business administration, social sciences or other fields related to the scope of the assignment.	15%	15
Minimum 3 years of work experience in knowledge management and technical advisory experience in strategic foresight.	20%	20
Minimum 3 years of experience in facilitating training and/or workshops on strategic foresight.	20%	20
Minimum 2 years of experience in conducting strategic foresight in the public sector or experience working with the public sector.	15%	15
Financial	30%	30
Total	100%	30

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

### 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;
- $\mu$  = price of the lowest priced proposal;
- $z$  = price of the proposal being evaluated.