



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: July 29, 2022
	REFERENCE: RFP-2022-25

Dear Sir / Madam:

We kindly request you to submit your Proposal for **INCLUSIVE, GENDER-RESPONSIVE VALUE CHAIN ANALYSIS (IVCA) for Climate Change Adaptation.**

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:
Varisara Anansiribovorn
EF7FCAA67C5C4B3...

Varisara Anansiribovorn
Procurement and Administrative Analyst

Annex 1**Description of Requirements**

Context of the Requirement	<i>INCLUSIVE, GENDER-RESPONSIVE VALUE CHAIN ANALYSIS (IVCA) for Climate Change Adaptation</i>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	As per TOR attached in Annex 2
List and Description of Expected Outputs to be Delivered	As per TOR attached in Annex 2
Person to Supervise the Work/Performance of the Service Provider	The Project Manager of GCF-NAP Project Management Unit (PMU), UNDP Thailand
Frequency of Reporting	<i>As per deliverables</i>
Progress Reporting Requirements	N/A
Location of work	<input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	This assignment is anticipated to take place between 15 September 2022 – 30 September 2023.
Target start date	15 September 2022
Latest completion date	30 September 2023
Travels Expected	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; and also include 5-day training in selected country (South-South exchange/Southeast Asia)
Special Security Requirements	<input checked="" type="checkbox"/> Others: N/A
Facilities to be Provided by UNDP (i.e., must be	<input checked="" type="checkbox"/> Others: The Contractor is expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistics services

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.

excluded from Price Proposal)	for implementation. The Contractor will utilize his/her/their own equipment to complete the assignment. For all costs associated with the travel will be responsible by service provider and should be included in the cost breakdown.
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) For local bidder and/or entity is located in Thailand territory 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.

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

Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	As per TOR attached in Annex 2
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The Project Manager of GCF-NAP Project Management Unit (PMU), UNDP Thailand
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm: 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>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at:

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.

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.

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

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

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

<p>Required Documents that must be submitted to establish minimum qualification of proposers</p> <p>(Failure to submit the documents shall result in disqualification)</p>	<ul style="list-style-type: none"> ☒ Technical Proposal submission form as per the Template (Annex 3); ☒ Password protected Financial proposal (Annex 4); ☒ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ☒ Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; ☒ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; ☒ Latest Audited Financial Statement – (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>Special note</p>	<p>Electronic submission through e- Tendering shall be governed as follows:</p> <ul style="list-style-type: none"> ● Electronic files that form part of the proposal must be in PDF format; ● The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled; ● The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT “1” AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>

DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

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

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Minimum qualification experience requirement:
 - Minimum 5 years' experience in organizing marketing and value chain analysis
 - Minimum 3 years of relevant experience - with a comprehensive expertise in facilitating training and workshop on finance, marketing and value chain analysis in key economic sectors (agriculture, fisheries and tourism) or other related fields;
 - Minimum 3 years of relevant experience working with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities and civil society organizations, private sectors and other relevant stakeholders;
 - Minimum 1 year of relevant experience working in planning, climate change adaption plan, environment, natural resource management would be an asset;

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	Minimum 5 years' experience in organizing marketing and value chain analysis	50
1.2	Minimum 3 years of relevant experience - with a comprehensive expertise in facilitating training and workshop on finance, marketing and value chain analysis in key economic sectors (agriculture, fisheries and tourism) or other related fields; stakeholders	150
1.3	Minimum 3 years of relevant experience working with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities and civil society organizations, private sectors and other relevant stakeholders;	100
1.4	Minimum 1 year of relevant experience working in planning, climate change adaption plan, environment, natural resource management would be an asset;	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 and workplan of organize stakeholder forum, training, on: 1) the assignment training material tailored to the needs and identified capacities of key stakeholders of priority sectors 2) inclusive, gender-responsive value chain mapping and capacity of the local people/groups/entities to deal about the small-medium enterprises/business of key economic sectors	100
2.2	Description of the Offeror's approach and methodology to cover required thematic areas for meeting the requirements of the Terms of Reference	100
2.3	Details on how model of the potential future climate change adaptation change in temperatures, rainfall and frequency of extreme weather events in conjunction with changing economic, demographic, environmental and other conditions	100
2.4	Description of the implementation of the modelling/projection and assessment related to 2.3	100
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable
	Qualifications of key personnel proposed	
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
	At least Master's degree in Environmental Sciences, Economics, Social Sciences, Business Administration, Education or other related fields	20

	A minimum of 5 years of working experience in value chain analysis and mapping including marketing system organizations and other relevant stakeholders	40	
	A minimum of 3 years of working experience with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities, civil society organizations, private sectors and other relevant stakeholders	15	
	Minimum 3 years of experience in organizing training and workshop on climate finance, value chain analysis, marketing or other related fields	10	
	Minimum 2 years of demonstrated experience comprehensively working in the subnational government/private sectors/local communities or similar contexts,	10	
	Language Qualifications contexts,	5	
3.3	Qualifications of Technical experts		80
	At least Master's degree in Environmental Sciences, Agriculture, Fisheries, Economics, Social Sciences, Business Administration, Tourism or its equivalent	20	
	A minimum of 3 years of working experience in value chain analysis and marketing system organizations and other relevant stakeholders	30	
	Minimum 1 year of experience in working with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities, civil society organizations, private sectors, and other relevant stakeholders	10	
	Minimum 1 year of demonstrated ability of value chain analysis and mapping and/or capacity building	10	
	Minimum 1 year of demonstrated experience comprehensively working in gender mainstreaming in the subnational government/private sectors/local communities or similar contexts contexts,	5	
	Language Qualifications	5	
Total Section 3			200

Annex 2

TERM OF REFERENCE

INCLUSIVE, GENDER-RESPONSIVE VALUE CHAIN ANALYSIS (IVCA) for Climate Change Adaptation

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 address these key needs, the NAP-Agriculture (NAP-Ag) Project, funded by BMU, is being implemented with the support of UNDP and FAO. Several meetings were held with government officials from the Ministry of Agriculture and Cooperatives (MoAC) to take stock on their existing programmes and projects related to NAP as well as to explore tools and methodologies that could be used for mainstreaming NAP into their existing planning and budgeting processes.

The global NAP-Ag programme (under UNDP) developed a “Toolkit for value chain analysis and market development integrating climate resilience and gender responsiveness”⁷ (in the process of being published), which is supposed to help countries in selecting and analysing value chains for opportunities

⁷ Will soon be made publicly available on the following website: <https://www.adaptation-undp.org/naps-agriculture>

to improve climate change resilience and reduce gender inequalities; and subsequently help in identifying and prioritizing investments to promote market development in line with these opportunities. Elements of this toolkit will be used in this proposed project to strengthen the inclusiveness of vulnerable groups, including women. The toolkit is, in particular, designed for productive sector value chains (e.g. agriculture and fisheries), while it could be adjusted to also analyse service sector value chains (e.g. tourism).

The outcome 3 of the GCF/NAP project has aimed to identify and develop financing strategies for climate change adaptation in marine and coastal areas, with a specific focus on private sector engagement in three key economic sectors-agriculture, fisheries, and tourism. In this regard, the project has focused on value chain analysis⁸ to improve farming, fishing/aquaculture and tourism activities and services to be resilient and adaptive livelihood and engagement to climate change impacts. In general, the project is intended to support for local private sectors to improve income and sustain livelihood through improvement of farming, fishing/aquaculture practices and tourism services and linkage of these three economic sectors' goods and service in marketing system.

B. Project Description

The project's outcome 3 has an aim to overcome barriers related to:

- Lack of financing strategy and framework for NAP components addressing marine and coastal zones;
- Limited knowledge by or negative perceptions of private actors about adaptation;
- Limited available best-practices of mechanisms and incentives to engage the private sector in co-financing coastal and marine area adaptation; and
- Weak public-private collaboration and coordination to pool and harmonize adaptation-related investments.

GCF resources will be used to address the main gaps to integrating climate change adaptation needs into marine and coastal area planning and budgeting. GCF resources will enable the Royal Thai Government (RTG) to formulate financing strategies and mechanisms for scaling up adaptation in marine and coastal zones by sub-national governments, with a focus on private sector engagement in natural resource management. So, the first output (3.1) of the outcome 3 will sensitise key economic sector stakeholders, such as SMEs and cooperatives, about sector-specific climate risks for enterprises and value chains. It will also support the integration of best adaptation practices into green tourism certification schemes and help facilitate enterprises to be able to carry out this certification themselves.

A local firm/institution will assist in providing the following:

- Provide 3 trainings on climate finance for 150 key economic sector stakeholders (public and private) in identified priority sectors (e.g. tourism, agriculture, fishery) for climate resilient business and value-chain development in perspective to enhance natural resource management practices (if eligible the trainings will be jointly provided with national financial institutions), particularly focusing on vulnerable groups.

⁸ Value chain analysis (VCA) is a process where a firm identifies its primary and support activities that add value to its final product and then analyze these activities to reduce costs or increase differentiation. Value chain represents the internal activities a firm engages in when transforming inputs into outputs ([Value Chain Analysis: The Ultimate Guide - SM Insight \(strategicmanagementinsight.com\)](https://www.strategicmanagementinsight.com/value-chain-analysis-the-ultimate-guide-sm-insight/))

- analyse inclusive, gender- responsive value chain mapping of key economic sector stakeholders (public and private) in identified priority sectors (e.g. tourism, agriculture, fishery) for climate resilient business and value-chain development; organise 4 workshops and undertake 2 value chain mapping and analyses;
- identify investment opportunities in climate risk reduction measures and adaptation related market opportunities and support relevant public and private decision makers in climate-proofing local supply chains;
- organize and train 120 private value chain actors (30 participants in 4 zones), including vulnerable groups (e.g. women) from local communities, in identifying investment opportunities in risk reduction measures and adaptation related market opportunities and support relevant public and private decision makers in climate-proofing local supply chains.
- organize and facilitate 5-day training visit to a selected country in South/ Southeast Asia (South-South knowledge exchange) which is relevant to climate finance, private value chain and financial strategy for the implementation and scale-up of the NAP focusing on one relevant priority sector (e.g., tourism, agriculture, fisheries)
- organize and facilitate 5-workshop/ stakeholder consultation to support the integration of identified viable options and mechanisms to co-finance adaptation, e.g. through public-private partnerships into the next phase of NAP 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 and work plan

- 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) the global NAP-Ag programme (under UNDP) developed a “Toolkit for value chain analysis and market development integrating climate resilience and gender responsiveness”
 - f) report of relevant development plans and regulations screened to identify entry points for capacity development.
- 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:
 - 1) Preparation of training material tailored to the needs and identified capacities of key stakeholders of priority sectors and organize 3 climate finance workshops for 150 key stakeholders.

- 2) 4-workshop for inclusive, gender- responsive value chain mapping and analysis of key economic sector stakeholders (public and private) in identified priority sectors (e.g. tourism, agriculture, fishery) for climate resilient business and value-chain development
- 3) identifying investment opportunities in climate risk reduction measures and adaptation related market opportunities and support relevant public and private decision makers in climate-proofing local supply chains
- 4) 4-training for 120 private value chain actors (30 participants in each 4 selected provinces), including vulnerable groups (e.g. women) from local communities, in identifying investment opportunities in climate risk reduction measures and adaptation related market opportunities and support relevant public and private decision makers in climate-proofing local supply chains.
- 5) 5-day training visit to a selected country in South/ Southeast Asia (South-South knowledge exchange) which is relevant to climate finance, private value chain and financial strategy for the implementation and scale-up of the National Adaptation Plan (NAP) focusing on one relevant priority sector (e.g., tourism, agriculture, fisheries).
- 6) 5-workshop/ stakeholder consultation to support the integration of identified viable options and mechanisms to co-finance adaptation, e.g. through public-private partnerships into the next phase of NAP development.

Task 2: Prepare training material tailored to the needs and identified capacities of key stakeholders (gender inclusion) of priority sectors and organize 3 climate finance workshops for 150 key stakeholders

- Design syllabus of training to train key stakeholders(gender inclusion) of key economic sector stakeholders (public and private) in identified priority sectors (e.g. tourism, agriculture, fishery) for climate resilient business and value-chain development in perspective to enhance natural resource management practices
- Prepare training material, which is both in Thai and English version, tailored to need and identifies capacities of key stakeholders of priority sectors
- organize 3 climate finance workshops for 150 key stakeholders (gender inclusion) (50 pax per sector) of key economic sector stakeholders (public and private) in identified priority sectors (e.g. tourism, agriculture, fishery).
- prepare reports of 3 trainings.

Task 3: prepare and analyse inclusive, gender- responsive value chain mapping of key economic sector stakeholders (public and private) in identified priority sectors (e.g. tourism, agriculture, fishery) for climate resilient business and value-chain development

- Review relevant reports as following lists:
 - a) capacity need assessment and barrier analysis to implementation of national adaptation plan
 - b) all relevant deliverables produced by key national consultants of the Project.
- Develop appropriate and detailed methodological tools and timeline for conducting inclusive, gender-sensitive value chain mapping and analysis

- Design prospectus and agenda to organize 4 consultation workshops for undertaking 2 inclusive, gender-responsive value chain mapping and analysis (1- targeting vulnerable groups and gender advocates)
- Organize 4 consultation workshops based on the designed prospectus and agenda
- Prepare inclusive, gender- responsive value chain mapping and analysis in identified priority sectors (e.g. tourism, agriculture, fishery) for climate resilient business and value-chain development including
 - a) Mapping of productions and services of key economic sectors (agriculture, fisheries, and tourism)
 - b) Mapping of existing small-medium enterprises/business of key economic sectors including identification of potentiality of developing these enterprises/businesses in the 4 selected provinces
 - c) Marketing and value chain potentiality of three key economic sectors' productions and services within and outside local communities, districts in 4 selected provinces
 - d) Mapping of capacity of the local people/groups/entities to deal about the small-medium enterprises/business of key economic sectors in the 4 selected provinces
 - e) Suggestion on good strategies to local people/groups/entities and market and marketing of key economic sectors' productions and services in the 4 selected provinces
- Provide report of (a) to (e) including power point presentation both in Thai and English languages.
- Consult with the project manager of GCF-NAP Project Management Unit (PMU), UNDP and ONEP for technical guidance.

Task 4: organize 4-training for 120 private value chain actors (30 participants in 4 selected provinces), including vulnerable groups (e.g. women) from local communities, in identifying investment opportunities in climate risk reduction measures and adaptation related market opportunities and support relevant public and private decision makers in climate-proofing local supply chains.

- Conduct an identification of investment opportunities in risk reduction measures and adaptation related market opportunities and support relevant public and private decision makers in climate-proofing local supply chains
- Design prospectus and agenda of the training in closely consult with the project manager and focal point of ONEP
- Prepare training materials both Thai and English and tools
- Organize and facilitate the training and prepare report of the training and recommendation both in Thai and English languages.
- Develop report documenting identified investment opportunities and proposed interventions both in Thai and English languages which will be input of climate finance trainings to the inclusive, gender-responsive Value Chain Analysis (iVCA) (activity 3.1.1⁹ and 3.2.1¹⁰) (task 2 and 3).

⁹ Activity 3.1.1: Provide trainings on climate finance for 150 key economic sector stakeholders (public and private) in identified priority sectors (e.g. tourism, agriculture, fishery) for climate resilient business and value-chain development in perspective to enhance natural resource management practices (if eligible the trainings will be jointly provided with national financial institutions), particularly focusing on vulnerable groups. (e.g. commission consultants; prepare training materials; organise 3 workshops; undertake 2 value chain mapping and analyses)

¹⁰ Activity 3.2.1 Train 120 private value chain actors (30 participants in 4 zones), including vulnerable groups (e.g. women) from local communities, in identifying investment opportunities in risk reduction measures and adaptation related market opportunities and support relevant public and private decision makers in climate-proofing local supply chains (collaborate with local private actors, e.g. financial institutions, where applicable). The trainings will provide inputs to the inclusive, gender-responsive Value Chain Analysis (iVCA) (activity 3.1.1 and 3.2.1). (e.g. commission consultants; organise trainings; develop report documenting identified investment opportunities and proposed interventions)

Task 5: organize and facilitate 5-day training visit to a selected country in South/ Southeast Asia (South-South knowledge exchange) which is relevant to climate finance, private value chain and financial strategy for the implementation and scale-up of the NAP focusing on one relevant priority sector (e.g., tourism, agriculture, fisheries) including cost estimation of the training

- Recommend targeted country for conducting 5-day training visit.
- Design tentative schedule for 5-day training visit from Thailand to targeted country.
- Estimate all costs of 2-bidder's staff who will travel and facilitate the training in the selected country
- Estimate all costs of the training for 16 pax.
- Provide all logistics arrangement from Airport-Hotel-training venue
- Provide report of the training and key lesson-learned.

Task 6: organize and facilitate 5 workshops/ stakeholder consultations to support the integration of identified viable options and mechanisms to co-finance adaptation, e.g. through public-private partnerships into the next phase of NAP development.

- Design prospectus and agenda of the workshops in closely consult with the project manager and focal point of ONEP
- Prepare workshops materials both Thai and English and tools
- Organize and facilitate the training and prepare report of the workshops and recommendation both in Thai and English languages.
- Develop report documenting identified viable options and mechanisms to co-finance adaptation into the next phase of NAP development both in Thai and English languages.

D. Institutional Arrangement

The local Firm/institution will work under the direct supervision the project manager of GCF-NAP Project Management Unit (PMU), UNDP for technical guidance.

E. Duration of the Work

This assignment is anticipated to take place between **15 September 2022 – 30 September 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 training material tailored to the needs and identified capacities of key stakeholders of priority sectors and organize 3 climate finance workshops for 150 key stakeholders.	30 September 2022	UNDP
2	Deliverable 2 training material tailored to the needs and identified capacities of key stakeholders of priority sectors and 3 climate finance workshops for 150 key stakeholders.	25 October 2022	UNDP
3	Deliverable 3 2 inclusive, gender-responsive value chain mapping and analyses undertaken based on 4 consultation workshops including <ul style="list-style-type: none"> a) Mapping of productions and services of key economic sectors (agriculture, fisheries, and tourism) b) Mapping of existing small-medium enterprises/business of key economic sectors including identification of potentiality of developing these enterprises/businesses in the 4 selected provinces c) Marketing and value chain potentiality of three key economic sectors' productions and services within and outside local communities, districts in 4 selected provinces d) Mapping of capacity of the local people/groups/entities to deal about the small-medium enterprises/business of key economic sectors in the 4 selected provinces e) Suggestion on good strategies to local people/groups/entities and market and marketing of key economic sectors' productions and services in the 4 selected provinces 	25 November 2022	UNDP
4	Deliverable 4 report documenting identified investment opportunities and proposed interventions including power point presentation both in Thai and English languages	25 November 2022	UNDP

5	Deliverable 5 4-training for 120 participants	25 September 2023	UNDP
	Deliverable 6 training visit to a selected country in South/ Southeast Asia		
	Deliverable7 5 workshops/ stakeholder consultations		

F. Facilities to be provided by UNDP

The Contractor is expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistics services for implementation. The Contractor will utilize his/her/their own equipment to complete the assignment. For all costs associated with the travel will be responsible by service provider and should be included in the cost breakdown.

G. 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 site
1) 3 climate workshop of priority sectors (task 2)	3 times (50 pax per sector-agriculture, fisheries and tourism sectors)	1.Petchaburi 2.Surattani 3.Songkhla
2) 4 consultation workshops for undertaking 2 inclusive, gender-responsive value chain mapping and analysis (task 3)	2 times (4 selected provinces, 25 pax per time)	1.Rayong 2.Petchaburi 3.Surattani 4.Songkhla
3) 4 trainings for 120 private value chain actors (task 4)	4 times (120pax in total)	1.Rayong 2.Petchaburi 3.Surattani 4.Songkhla
4) a 5-day training in selected country (South-South exchange/Southeast Asia) (task5)	1 time (16 pax in total and travel cost for 16 pax will be borne by UNDP separately)	To be confirmed, based on the contractor recommends

5) 5 workshops/ stakeholder consultations (task 6)	5 times (30 pax/times)	1.Rayong 2.Petchaburi (2 times) 3.Surattani 4.Songkhla
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H. 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 marketing and value chain analysis
- Minimum of 3 years of relevant experience - with a comprehensive expertise in facilitating training and workshop on finance, marketing and value chain analysis in key economic sectors (agriculture, fisheries and tourism) 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, private sectors and other relevant stakeholders (gender inclusion);
- Minimum of 1 year 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 Sciences, Economics, Social Sciences, Business Administration, Education or other related fields
- A minimum of 5 years of working experience in value chain analysis and mapping including marketing system
- A minimum of 3 years of working experience with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities, civil society organizations, private sectors and other relevant stakeholders
- Minimum 3 years of experience in organizing training and workshop on climate finance, value chain analysis, marketing or other related fields
- 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

- At least Master's degree in Environmental Sciences, Agriculture, Fisheries, Economics, Social Sciences, Business Administration, Tourism or its equivalent
- A minimum of 3 years of working experience in value chain analysis and marketing system
- Minimum 1 year of experience in working with a wide spectrum of stakeholders, governmental and non-governmental institutions, local communities, civil society organizations, private sectors, and other relevant stakeholders
- Minimum 1 year of demonstrated ability of value chain analysis and mapping and/or capacity building
- Minimum 1 year of demonstrated experience comprehensively working in gender mainstreaming in the subnational government/private sectors/local communities or similar contexts
- Excellent oral and written communication skills in Thai and English

I. 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 training material tailored to the needs and identified capacities of key stakeholders of priority sectors and organize 3 climate finance workshops for 150 key stakeholders.	30 September 2022	UNDP	10%
2	Deliverable 2 training material tailored to the needs and identified capacities of key stakeholders of priority sectors and 3 climate finance workshops for 150 key stakeholders.	25 October 2022	UNDP	30%
3	Deliverable 3 2 inclusive, gender-responsive value chain mapping and analyses undertaken based on 4 consultation workshops including a) Mapping of productions and services of key economic sectors (agriculture, fisheries, and tourism) b) Mapping of existing small-medium enterprises/business of key economic sectors including identification of potentiality of developing	25 November 2022	UNDP	30%

	<p>these enterprises/businesses in the 4 selected provinces</p> <p>c) Marketing and value chain potentiality of three key economic sectors' productions and services within and outside local communities, districts in 4 selected provinces</p> <p>d) Mapping of capacity of the local people/groups/entities to deal about the small-medium enterprises/business of key economic sectors in the 4 selected provinces</p> <p>e) Suggestion on good strategies to local people/groups/entities and market and marketing of key economic sectors' productions and services in the 4 selected provinces</p> <p>Deliverable 4 report documenting identified investment opportunities and proposed interventions including power point presentation both in Thai and English languages</p>			
4	<p>Deliverable5 4-training for 120 participants</p> <p>Deliverable 6 training visit to a selected country in South/ Southeast Asia</p> <p>Deliverable7 5 workshops/ stakeholder consultations</p>	25 September 2023	UNDP	30%

J. The Evaluation Criteria

Highest Combined Score method (based on the 70% technical offer and 30% price weight distribution).

Technical Evaluation Criteria (weighting 70%)

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Bidder's Qualification, Capacity and Experience	40%	400
2.	Proposed storyline and workplan for 4 documentaries	40%	400

3.	Management Structure Key Personnel	20%	200
	Total		1000

Evaluation forms for technical proposals follow on the next two pages. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The Technical Proposal Evaluation Forms are:

Form **1**: Bidder's Qualification, Capacity and Experience

Form **2**: Proposed Storyline of Promotional Launch Video

Form **3**: Management Structure and Key Personnel

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹¹***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹²)***

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

B. Proposed Methodology for the Completion of Services

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

¹¹ This serves as a guide to the Service Provider in preparing the Proposal.

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

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

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

Annex 4

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL¹³ (Must be Password Protected)

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁴)

[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%	
4	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]:**

Table 1: Summary of Overall Prices

	Amount(s)
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¹³ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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
		<i>A</i>	<i>B</i>	<i>C=A+B</i>
Home Based				
A. Expertise 1				
B. Expertise 2				
C. Expertise 3				
D. Expertise 4				
E. Expertise 5				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs *[This is only an Example]:*

Description	UOM	Quantity	Unit Price	Total Amount
International flights				
Subsistence allowance				
Miscellaneous travel expenses				
Local transportation costs				
Out-of-Pocket Expenses				
Training Event (please provide cost breakdown)				
Other Costs: (please specify)				
Subtotal Other Costs:				

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