



## **TERMS OF REFERENCE** **FOR INDIVIDUAL CONTRACT**

**POST TITLE:** Climate Financing Expert for climate change related risks and opportunities in marine and coastal areas  
**(National Consultant<sup>1</sup>)**

**AGENCY/PROJECT** UNDP Thailand/GCF NAP Marine Project

**NAME:**

**COUNTRY OF** Bangkok, Thailand

**ASSIGNMENT:**

**EXPECTED** Up to 90 working days from **05 September 2022 - 31 July**

**DURATION:** **2023**

### **1) GENERAL BACKGROUND**

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

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<sup>1</sup> BL46, NAP Project

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 the 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” and to develop models for financing public and private investments for climate-resilient coastal development which is the priority intervention to achieve the project's objective and results. 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 a lack of options to attract financing for climate change adaptation, particularly from the private sector.

In this connection, this project requires two experts which are international and national consultants to provide technical assistance to develop guideline on climate change related risks and opportunities and private sector engagement in certification schemes for climate change adaptation in marine and coastal areas. This term of reference is for a national consultant who are interested in this assignment.

The national consultant will assist to provide technical support to

- develop guidelines and support integration of climate adaptation and natural resource conservation practices into certification schemes (e.g. collaborating with Green Leaf Environmental Standard for Thai Hotel Operation, 7 Green Scheme under the Tourism Authority of Thailand, Good Agricultural Practice (GAP));
- create synergies between different economic sectors in national and sub-national marine and coastal areas;
- facilitate certification of hotels and agriculture, and fishery enterprises to foster awareness and adaptation investments through the process<sup>2</sup>;
- provide recommendation to improve climate-risk informed business development and planning at the provincial, sub-district, and local levels;
- 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.

The national consultant of this assignment will closely work with an international consultant to prepare and develop a guideline on climate change related risks and opportunities and private sector engagement in certification schemes for climate change adaptation in marine and coastal areas, with a specific focus on private sector engagement. The national consultant will mainly provide local existing policy relevant to climate and financial aspects including data and information to the international consultant and support developing the guideline. With technical guidance of the international consultant, the national consultant will be key facilitator to organize workshops/consultations to review, develop and validate the guideline.

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<sup>2</sup> Activity 3.1.3

## 2) OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are seeking technical support to develop a guideline on climate change related risks and opportunities and private sector engagement in certification schemes for climate change adaptation in marine and coastal areas, with a specific focus on private sector engagement. The expert will help to respond to facilitation of certification of tourism, agriculture, and fishery enterprises through advising enterprises on how to fulfil certification requirements and inform them about benefits to comply with climate resilient certification standards; and to current challenges including the lack of a financing strategy for NAP components, weak public-private collaboration on adaptation-related investments, limited CCA understanding in the private sector, and limited demonstrated best-practices for mechanisms and incentives to engage the private sector in co-financing marine and coastal area adaptation. In addition, the expert will propose solutions for further action and work collaboratively with other consultants by sharing and exchanging data and information including results and recommendations to synergize or integrate into the guideline.

## 3) SCOPE OF WORK

Key duties and responsibilities include:

Task 1: Prepare an inception report and brief summary of intended approach for the assignment:

- Literature review of key relevant documents, reports, and other literature to solve or 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
- Review stocktaking report, risk and vulnerability assessment to climate change reports and other project's relevant reports provided by national and international consultants of the project.
- Identify the most appropriate methodology/tool, in consultation with the Project Management Unit (PMU), UNDP and ONEP for technical guidance to identify climate adaptation options to improve natural resources management with key stakeholders from targeted sectors and adaptation needs and priorities suited to key economic sectors (e.g. tourism, agriculture, and fisheries) in marine and coastal areas along the Gulf of Thailand;
- Prepare a draft inception report, brief summary and contents of the exercise including power point presentation in English languages; and

- Assist the international consultant on climate finance for climate change related risks and opportunities in marine and coastal areas to prepare concept note, guideline on climate change related risks and opportunities and private sector engagement in certification schemes for climate change adaptation in marine and coastal areas to foster financial engagement of private actors from one relevant priority sector.

Task 2: develop guidelines and support integration of climate adaptation and natural resource conservation practices into certification schemes

- Review reports of public-private collaboration on adaptation-related investments, climate resilient business and value-chain development in perspective to enhance natural resource management practices, best-practices for mechanisms and incentives to engage the private sector in co-financing marine and coastal area adaptation.
- Assist the International Consultant to undertake a rapid assessment of the gaps and needs of the enabling environment for the NAP implementation process at sub-national levels (focusing on human resources, institutional capacities, data and information, including on age, gender, etc.); the potential barriers to the planning, design, and implementation of adaptation activities, including Community-based Adaptation (CbA); and to assess the ability to mainstream adaptation issues into key economic sector stakeholders, such as SMEs and cooperatives, about sector-specific climate risks for enterprises and value chains, sector strategies and action plans;
- Summarize and synthesize the finding of the review and assessment to develop guideline tailored to the context and needs of integration of climate adaptation and natural resource conservation practices into certification schemes (e.g. collaborating with Green Leaf Environmental Standard for Thai Hotel Operation, 7 Green Scheme under the Tourism Authority of Thailand, Good Agricultural Practice (GAP));
- Prepare recommendation to improve climate-risk informed business development and planning at the provincial, sub-district, and local levels;
- Assist the international consultant to prepare brief summary of the guideline including power point presentation both in Thai and English languages;
- Assist the international consultant prepare recommendations on improving access and reporting of climate finance which are prepared according to the GCF criteria;
- Support the international consultant to facilitate and conduct validation workshop with all relevant national stakeholders, private sector actors.
- Prepare the workshop's tool/materials (e.g. PPT, hand-out in Thai and English versions) and present the draft guideline and obtain feedback to finalize the guideline and endorsement.
- As a complement to the guideline, prepare a policy brief that delivers the assessment findings and recommendations in a simplified manner and with an eye toward actionable decision making;

Task 3: create synergies between different economic sectors in national and sub-national marine and coastal areas:

- Assist with the international consultant on climate finance for climate change adaptation in marine and coastal areas to undertake analysis of different economic sectors in national and sub-national marine and coastal areas, financial sources of climate finance, including instruments used and institutions providing support to countries involved in the needs-based climate
- Assist the international consultant to prepare result and recommendation of the analysis
- Assist the international consultant to prepare synergies between different economic sectors in national and sub-national marine and coastal areas based on the result of analysis.
- Assist the international consultant to synthesize the recommendation and synergies into the guideline for the implementation and scale-up of the National Adaptation Plan (NAP) focusing on one relevant priority sector (e.g., tourism, agriculture, fisheries)

Task 4 organize and facilitate a workshop/training on certification of tourism (hotels) and agriculture, and fishery enterprises to foster awareness and adaptation investments through the process:

- Assist with the international consultant to prepare the training/workshop's prospectus, agenda, materials, and presentations.
- Assist the international consultant to facilitate and present presentations and recommendations to key stakeholders.
- Prepare summary report of the training/workshop and recommendations in Thai language.

Task 5 Support organizing a consultation/workshop for knowledge sharing on best practices in planning for and engaging the private sector in climate risk-informed development in coastal settings

- develop the prospectus of the consultation/workshop

#### **4) INSTITUTIONAL ARRANGEMENTS**

The Expert will work under the direct supervision of Project Management Unit (PMU), UNDP and ONEP for technical guidance.

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

This assignment is anticipated to take place between **05 September 2022 – 31 July 2023**, for a maximum of 90 working days.

Duty Station: Home-based with travels in Bangkok and to the venue of 4 selected provinces (Rayong, Petchaburi, Surattani, and Songkhla provinces) based on tentative schedule of consultation/workshop (1 consultation/workshop trip for 3 days for physically organizing consultation/workshop or virtual consultation/workshop which consider based on COVID-19 Situation). The travel cost is separate from the lump sum payment and will be borne by UNDP. Travels will be authorized by UNDP as and when required. Travel and reimbursement will be

administered in compliance with UNDP Duty Travel Policy and reimbursed in actual amount but not exceeding quotation from UNDP approved travel agent/ UNDP daily allowance rate.

For any unforeseen official mission apart from this TOR mentioned, the Consultant will be requested to submit the concept note of mission for approval by UNDP prior to undertaking any mission. Travels will be authorized by UNDP as and when required.

## 6) EXPECTED OUTPUTS AND DELIVERABLES

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

Specific deliverables during the assignment are as follows:

No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
1	An inception report and brief summary of the exercise	30 September 2022	UNDP
2	Draft and final guidelines developed that can be distributed to private sector actors to inform them about climate change related risks and opportunities as well as how they can engage in certification schemes (in Thai language)	30 January 2023	UNDP
3	Facilitation of certification of tourism, agriculture, and fishery enterprises through advising enterprises on how to fulfil certification requirements and inform them about benefits to comply with climate resilient certification standards	30 June 2023	UNDP

## 7) QUALIFICATIONS

Education:

- At least Master's degree in business management, finance, economics, development finance, environmental management, environmental policy or closely related field is required

Experience:

- At least 3 years working experience in environmental projects (national, international), preferably related environment, climate change, climate finance;

- At least 3 years of working experience in structuring SMEs and Cooperative finance engagements with banks, government entities, institutional donors, community initiative funds;
- At least 2 years of working experience in engagements with key players and stakeholders in public-private partnership, the international development funding and the private sector finance (commercial banks, investment funds etc.)
- At least 2 years of working experience in applying for methodologies related to project finance, financial modeling and structuring, as well as policy environment and legal aspects of private - public partnership arrangements.
- Excellent oral and written communication skills in Thai and English.

## 8) SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENT

Consultant must send a financial proposal based on Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages.

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	An inception report and brief summary of the exercise	30 September 2022	UNDP	10 %
2	Draft and final Guidelines developed that can be distributed to private sector actors to inform them about climate change related risks and opportunities as well as how they can engage in certification schemes (in Thai language)	30 January 2023	UNDP	40%
3	Facilitation of certification of tourism, agriculture, and fishery enterprises through advising enterprises on how to fulfil certification requirements and inform them about benefits to comply with climate resilient certification standards	30 June 2023	UNDP	50%

## 9) RECOMMENDED PRESENTATION OF OFFER

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document:

- a) **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- b) **Letter of Confirmation of Interest and Availability and Financial Proposal** that indicates the daily rate/fee of the candidate, in Thai Baht.
- c) **Supportive documents namely:**
  - a. **Brief description** of why the individual considers him/herself as the most suitable for the assignment and a methodology on how they will approach and complete the assignment.
  - b. **Examples of prior** relevant work at least one sample/publications in English and Thai.

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

## 10) CRITERIA FOR SELECTION OF THE BEST OFFER

The criteria which shall serve as the basis for evaluating offers is as follows:

Combined Scoring method – where the qualifications and methodology will be weighted 70% and combined with the price offer which will be weighted 30%.

Technical criteria for evaluation (Maximum 100%)

Criteria 1: Education - Max 20%

Criteria 2: At least 3years working experience in environmental projects (national, international), preferably related environment, climate change, climate finance- Max 25%;

Criteria 3: At least 3 years of working experience in structuring SMEs and Cooperative finance engagements with banks, government entities, institutional donors, community initiative funds- Max 25%;

Criteria 4: At least 2 years of working experience in engagements with key players and stakeholders in public-private partnership, the international development funding and the private sector finance (commercial banks, investment funds etc.)- Max10%

Criteria 5: At least 2 years of working experience in applying for methodologies related to project finance, financial modeling and structuring, as well as policy environment and legal aspects of private - public partnership arrangements-Max10%.

Criteria 6: Excellent oral and written communication skills in Thai and English-Max10%.



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