

## **TERMS OF REFERENCE**

<b>POSITION TITLE:</b>	<b>Technical Management Specialist (Climate Change)</b>
<b>AGENCY/PROJECT NAME:</b>	UNDP CO/NC4-BUR3 Project
<b>DURATION OF CONTRACT:</b>	<b>10 October 2022 – 30 June 2023</b>
<b>DUTY STATION:</b>	<b>Home-based no travel</b>

### **1) GENERAL BACKGROUND**

Thailand's Fourth National Communication (NC4) becomes a formal process and channel for all responsible sectoral stakeholders to build upon such efforts to collaborate, take stock and integrate all data available for the improvement of adaptation work in Thailand and setting a clear national direction.

To compliment these efforts and the achievement of the country's Sustainable Development Goals on climate change and Thailand 4.0 national development policy, Thailand also initiated the "Thailand Greenhouse Gas Emission Inventory System (TGEIS)" project. Institutional arrangement is a critical part of the national GHG inventory system. TGEIS provides structure, assists in institutionalizing inventory process, and improves national capacity to generate national GHG inventory in accordance with the 2006 IPCC Guidelines for National Greenhouse Gas Inventory. In addition, Thailand will be able to better manage GHG emission estimation and its approval process.

Between 2015 and 2016, Thailand began drafting a National Adaptation Plan (NAP) - a mean of identifying medium and long-term adaptation needs, developing and implementing strategies and programmes to address those needs – by performing a vulnerability assessment report. This process follows a country-driven, gender sensitive, participatory and fully transparent approach. During 2013-2018, UNDP through Strengthening Thailand' Capacity to Link Climate Policy and Public Finance Project develops Climate Change Benefit Analysis (CCBA) guidelines to serve as a tool for government agencies to integrate climate change dimension into their policy planning and budgeting process, and to assess the economic valuation of the proposed projects including co-benefits. CCBA guidelines also provide suggestions on institutional arrangement for budget allocation.

Collectively, Thailand has been continuously enhancing its national capacities on development of GHG inventory, mitigation options, vulnerability assessment, and adaptation options. However, the accumulated capacities are hardly keeping pace with increasing threats and needs to tackle the growing issues/problems. It is important for Thailand to advance further its national capacities to cope with the existing and emerging issues, achieve our commitment under Paris Agreement, and

to communicate with UNFCCC parties in addressing climate change. NC4 and BUR3 to the UNFCCC will enable Thailand to continue fulfilling all commitments. The facilitative sharing of views (FSV) under the International Consultation and Analysis (ICA) process for Parties not included in Annex I to the Convention shall provide Thailand good opportunities in illustrating its national circumstances and hearing recommendations from international experts for further capacities improvement in developing Biennial Update Reports and other related national reports.

Article 13 under the Paris Agreement stated that each Party shall regularly provide national inventory report, information on progress implementation and achievement towards its INDCs, climate change impact and adaptation, relevant information on capacity building and support needed. Therefore, the National Communications and the Biennial Update Reports are considered important tools for Thailand to meet this commitment and elevate its national agenda on climate change.

The Fourth NC and Third BUR project will build on findings and recommendations from previous NC and BUR work, as well as recommendations from the ICA process for BURs. With limited resources and technical capacity, Thailand has prioritized implementing the following recommendations in NC4-BUR3 to promote effectiveness and accelerate country readiness to meet international commitments.

The recommendations are categorized as follows:

- (a) **Needs with regard to the GHG inventory:** (i) Training technical staff and national experts to use the 2006 IPCC Guidelines, particularly for undertaking data collection and data processing for the agriculture, forestry and other land use sector and IPPU sector; (ii) Further enhancing the methods of collecting disaggregated data from sectoral subcategories, particularly for new industries in the IPPU sector, for use with the 2006 IPCC Guidelines; (iii) Strengthening existing institutional arrangement to improve data collection of national statistics from relevant agencies and the private sector; (iv) Enhancing processes for data collection, emission calculations and reporting on emissions of HFCs, PFCs and SF6;
- (b) **Needs with regard to mitigation:** (i) Further enhancing the capacity to report information on the status of actions and funding for measures to better understand the progress of implementation; (ii) Further enhancing the capacity to report on the progress and underlying steps taken or envisaged; (iii) Further enhancing the capacity to improve transparency by providing additional information on outcomes, such as sustainable development effects, economic and social consequences of the implementation of response measures and interaction of policies and actions;
- (c) **Needs related to reporting cross-cutting issues:** Strengthening institutional and personnel capacities to fulfil reporting obligations on a continuous basis.

Thailand can achieve the above prioritized tasks through ONEP's full implementation of the TGEIS system as a tool to store emission data and estimation, based on the 2006 IPCC Guidelines for the National Greenhouse Gas Inventory. This initiative is a crucial step in Thailand's transitioning from a Revised 1996 IPCC Guidelines for National Greenhouse Gas Inventory to 2006 IPCC Guidelines for the National Greenhouse Gas Inventory. Through NC4-BUR3 project, Thailand will be establishing a system and mechanism for IPPU sector, to enable HFCs, PFCs and SF6 emission estimation. In addition, the Thai government has initiated "data gap analysis" project with the objective in strengthening the national capacity in data collection activities. The key concerns in applying TGEIS for BUR3 and NC4 are on how to acquire, to produce good data, and to acquire resources necessary to build capacity and support data collection methods in each sector in compliance to the 2006 IPCC Guidelines especially in greenhouse gas emission sectors. Note that

these sectors have never been reported. Therefore, it is encouraged by recent COP decisions to report the use of synthetic gases.

In preparing the NC4, a series of workshops will be needed to demonstrate data entry into the Data Entry Template and emission estimation on TGEIS for Inventory Working Group members in details. These operations could create a complete understanding among members on how TGEIS assists in generating NC and BUR reports. Moreover, it could conduct data gap analysis as well as solution identification.

The third BUR was submitted to the UNFCCC in Dec 2020. The fourth NC is expected to be finalized and submitted to the UNFCCC in December 2022.

The project has been developed in consultation with the Office of Natural Resources and Environmental Policy and Planning (ONEP) under the Ministry of Natural Resources and Environment. ONEP and UNDP Thailand signed a Project Document and a Letter of Agreement (LoA) on 18<sup>th</sup> February 2020, as an agreement to become the sole Implementing Partner and a Support Services Provider respectively for the project. The project is now seeking a Technical Management Consultant, who could provide effective management of the project to initiate the preparation of Thailand's Fourth National Communication report and the GEF8's proposal for the First Biennial Transparency Report (1BTR) and a combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR), leveraging information from NC4 and BUR3 reports. This assignment is essential to the delivery of the project's objective in submitting Thailand's Fourth National Communication to the UNFCCC as stipulated in the Project Document by December 2022 and the management, and implementation of the project strategies to deliver Thailand's commitment.

## **2) OBJECTIVES OF THE ASSIGNMENT**

The objective of the assignment is, for the Technical Management Specialist, to lead on technical aspect and provide technical guidance to ensure the delivery of one core component of submission of Thailand's Fourth National Communication to the UNFCCC by December 2022 and the timely submission of GEF8's proposal for the First Biennial Transparency Report (1BTR) and a combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR). The Technical Management Specialist will also take lead in project planning, budgeting, and reporting for the NC4-BUR3 project under UNDP Thailand and in close coordination with the Office of Natural Resources and Environmental Policy and Planning (ONEP) under the Ministry of Natural Resources and Environment.

## **3) SCOPE OF WORK**

Under direct supervision of the Climate Action Portfolio Manager, and overall guidance of the Integrated Team Leader, UNDP, the Consultant will perform the following tasks:

- In consultation with UNDP, ONEP, and UNDP NCSP, facilitate the preparation of the GEF8's proposal for the First Biennial Transparency Report (1BTR) and a combined Fifth

National Communication and Second Biennial Transparency Report (5NC/2BTR) per guidelines and requirements of GEF-8<sup>1</sup>, taking into account the prior preparation work on drafted EA.

- Take lead on NC4-BUR3 project implementation to ensure key information and reference sources are identified; verify accuracy and reliability of information to be presented in NC4, and ensure accuracy and completeness of the NC4 toward the COP's decision/guidelines and Thailand's requirement;
- Coordinate and consult closely with UNDP, ONEP, and experts under the project to ensure that the same technical approaches are applied in preparing and reporting Thailand's Fourth National Communication;
- Facilitate UNDP and ONEP in organizing technical meeting and/or consultation workshops with key stakeholders and/or working groups, with technical support as required;

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

**Duration: 10 October 2022 – 30 June 2023 (110 working days)**

**Duty Station: Homebased with no travel required**

#### 5) FINAL PRODUCTS

All the outputs/deliverables as stipulated below needs to be reviewed and certified by ONEP/ UNDP prior or to release of the payment.

- Ensuring timely preparation of the Fourth National Communication Report to the UNFCCC;
- Maintaining strategic partnerships and support between UNDP, ONEP and other partners; and
- Ensuring successful request for the First Biennial Transparency Report (1BTR) and a combined Fifth National Communication and Second Biennial Transparency Report (5NC/2BTR) under the GEF Trust Fund.

Specific deliverables during the assignment are as follows:

No	Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Draft Project Document, budget breakdown in UNDP – GEF template (1BTR;5NC/2BTR)	20 Oct 2022	UNDP
2	2.1 Final SESP (1BTR;5NC/2BTR) 2.2 LPAC meeting minute	20 Nov 2022	UNDP

<sup>1</sup> [https://www.thegef.org/sites/default/files/documents/2022-06/EN\\_GEF\\_C.62\\_Inf.15\\_Information%20Note%20on%20the%20Update%20to%20the%20Financing%20of%20Biennial%20Transparency%20Reports%20for%20the%20Developing%20Country%20Parties%20to%20the%20Paris%20Agreement.pdf](https://www.thegef.org/sites/default/files/documents/2022-06/EN_GEF_C.62_Inf.15_Information%20Note%20on%20the%20Update%20to%20the%20Financing%20of%20Biennial%20Transparency%20Reports%20for%20the%20Developing%20Country%20Parties%20to%20the%20Paris%20Agreement.pdf)

	2.3 Draft Project Document, budget breakdown in UNDP – GEF template taking into account results from LPAC (1BTR;5NC/2BTR) .		
3	3.1 Final Project Document, budget breakdown in UNDP – GEF template taking into account feedback and comments from UNDP- GEF (1BTR;5NC/2BTR) 3.2 The progress report related to the preparation of Thailand's NC4	30 Dec 2022	UNDP
4	4.1 Summary of Thailand submission the NC4 to UNFCCC 4.2 The progress report related to the preparation of Thailand's NC4	30 Jan 2023	UNDP
5	5.1 Summary of the NC4 dissemination publications and outreach materials 5.2 The progress report related to the preparation of Thailand's NC4	30 Mar 2023	UNDP
6	Summary report for NC4-BUR3 project closure	30 May 2023	UNDP

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

Under the overall guidance of the Integrated Team Leader, UNDP Thailand, the Technical Management Specialist will report to the Climate Action Portfolio Manager in close consultation with the Office of Natural Resources and Environmental Policy and Planning (ONEP), under Ministry of Natural Resources and Environment (MoNRE) and other relevant stakeholders.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Applications are solicited from highly experienced specific expertise in the below fields.

The minimum qualifications required are as follows:

### *Education:*

- Minimum bachelors degree in international development, economics, engineering, environmental studies, and relevant natural science studies.

### *Work Experience:*

- Minimum two (2) years experience in working with Thai government agencies or international development projects, especially related to climate change;
- Minimum two (2) years of proven knowledge of climate change issues (mitigation/adaptation), including (but not limited to) Thailand's greenhouse gas emissions situation, NDC Road Map for Mitigation, National Adaptation Plans;

- Minimum two (2) years experience in the procedures involved with UNFCCC reporting and GEF's project proposal and project document preparation;
- Familiar with UNDP project implementation and management procedures is an advantage;
- Experience in the usage of computers, office software packages (MS Word, Excel, etc.) is required

Functional competencies:

- Ability to interact with government officials is an asset;
- Strong facilitation, coaching and presentation skills;
- Strong interpersonal skills, communication, coordination and diplomatic skills;
- Openness to change and ability to receive and integrate feedback
- Strong analytical and writing abilities; and
- Ability to work under pressure and time constraints

Language requirements:

- Fluency in English and Thai languages is required;

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

The method of payment is output-based and as per below deliverable. The payments shall be released upon UNDP's satisfaction of the service providers 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	Draft Project Document, budget breakdown in UNDP – GEF template (1BTR;5NC/2BTR)	20 Oct 2022	UNDP	20%
2	4.1 Final SESP (1BTR;5NC/2BTR) 4.2 LPAC meeting minute 4.3 Draft Project Document, budget breakdown in UNDP – GEF template taking into account results from LPAC (1BTR;5NC/2BTR) .	20 Nov 2022	UNDP	20%
3	5.1 Final Project Document, budget breakdown in UNDP – GEF template taking into account feedback and comments from UNDP- GEF (1BTR;5NC/2BTR) 5.2 The progress report related to the preparation of Thailand's NC4	30 Dec 2022	UNDP	15%
4	6.1 Summary of Thailand submission the NC4 to UNFCCC	30 Jan 2023	UNDP	15%

	6.2 The progress report related to the preparation of Thailand's NC4			
5	7.1 Summary of the NC4 dissemination publications and outreach materials 7.2 The progress report related to the preparation of Thailand's NC4	30 Mar 2023	UNDP	15%
6	Summary report for NC4-BUR3 project closure	30 May 2023	UNDP	15%

## 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.

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: Educational background - Max 10%
- Criteria 2: Experience in working with Thai government agencies or international development projects - Max 25%
- Criteria 3: Knowledge of climate change issues (mitigation/adaptation), including (but not limited to) Thailand's greenhouse gas emissions situation, NDC Road Map for Mitigation, National Adaptation Plans - Max 30%
- Criteria 4: Experience in the procedures involved with UNFCCC reporting and GEF's project proposal and project document preparation - Max 25%
- Criteria 5: Fluency in English and Thai languages - Max 10%

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