



## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACT**

<b>POST TITLE:</b>	<b>National Project Evaluator (Thai National Only)</b>
<b>AGENCY/PROJECT NAME:</b>	<b>UNDP Thailand / Mainstreaming Climate Change Adaptation and Disaster Risk Reduction in Development Planning in Thailand (MADRiD)</b>
<b>COUNTRY OF ASSIGNMENT:</b>	<b>Home-based with travel in Thailand</b>

#### **1. PROJECT DESCRIPTION**

Mainstreaming Climate Change Adaptation and Disaster Risk Reduction in Development in Thailand (MADRiD) is an integrated multi-sectoral and multi-donor initiative that aims to integrate both disaster risk reduction (DRR) and climate change adaptation (CCA) in national and sub-national development policies, plans and budget. The project is built on two recent UNDP projects implemented with the Royal Thai Government, "Strengthening the Capacity of Vulnerable Coastal Communities to Address the Risk of Climate Change and Extreme Events" and "Strengthening Disaster Management Capacities in Thailand" and extends the already existing UNDP's support, taking into account both CCA and DRR using an area-based approach and a single project implementation structure to ensure greater coherence, synergy and cost-effectiveness. Ultimately the Project's impact will be to enhance National development processes towards climate and disaster resilience and environmental sustainability.

With the goal of contributing to overall CP/UNDAF outcome "Climate change adaptation and disaster risk reduction mainstreamed by key line ministries into their sectorial and provincial plans, policies and budget", the project is focused on achievement of three key objectives:

- (i) To ensure that disaster and climate risk information is available and accessible for effective decision-making;
- (ii) To equip national and provincial governments with skills, tools and methodologies for mainstreaming DRR/CCA into development policies, plans and budgets;
- (iii) To develop and implement social innovations for disaster resilience by promoting active participation of the at-risk communities as well as public private partnership for disaster risk reduction;

With financial contributions from Bureau for Policy and Programme Support (BPPS-UNDP), Asian Development Bank (ADB), public and private sectors the project is implemented by UNDP through a Direct Implementation Modality (DIM) with the Office of National Economic and Social Development Board (NESDB) and Department of Disaster Prevention and Mitigation (DDPM) of the Royal Government Thailand as Senior Beneficiaries while Asian Disaster Preparedness Center (ADPC) and ChangeFusion, serving as Responsible Parties.

## 2. OBJECTIVE OF THE ASSIGNMENT

The overall objective of this assignment is to assess the results of the "Mainstreaming Climate Change Adaptation and Disaster Risk Reduction in Development Planning in Thailand (MADRiD)" Project. The specific objectives are:

- To review the project performance and assess its achievement
- To identify lessons learned and provide recommendations for the use of results and further replication by the Royal Thai Government and relevant stakeholders
- To explore the possibility of UNDP being involved in future activities in this subject area

## 3. SCOPE OF WORK

The scope of the work for the assignment includes:

- (1) *Review of the project design, implementation and its achievement.* In addition to completing a standard project evaluation, the evaluator shall focus on
  - a. Identifying and analyzing the results and impacts of the above project on the capacity of DDPM, NESDB, Chiang Rai and Songkhla Province as ones of the key actors on disaster risk management and integration of risk information in development planning, as well as a wider impact of the project on disaster risk governance.
  - b. Assessing if and how the project contributes to strengthening partnerships and engagement of government and non-government agencies in disaster related issues in Thailand
  - c. Analyzing if and how the project is able to sustain its innovative activities, and whether or not further upscaling/replication took place.
- (2) *Identification of lessons learned and recommendations.* Lessons learned (both positive and negative) and tools/instruments used to achieve the expected results, especially which have been used for capacity building activities, should be documented. In collecting the lessons learned, the evaluator should look into the innovative and catalytic aspects of the project and relate them to recommendations for future practices.
- (3) *Exploration of the possibility for UNDP future intervention in this subject area.* Based on lessons learned, the recommendations should also be made to UNDP for future programme intervention in disaster risk management and disaster risk governance in Thailand.

The following is the key guiding questions for determining the scope and focus of the evaluation:

- Is the project relevant and appropriate to the current governance and development situation in Thailand?
- Is this project able to respond to the challenges and emerging needs of RTG and the country?
- Did it address any critical issues considered important by the government and stakeholders?
- Is the project innovative and catalytic, and if so, in what ways?
- Has it initiated any pilot activities that can be replicated in the future?
- Has it served to push the frontier of interest of the governments and other stakeholders on disaster risk assessment, disaster risk reduction, and innovation for disaster risk management in the future?
- Did the project provide due emphasis to gender in the context of initiatives it supported?

#### 4. EXPECTED OUTPUTS AND DELIVERABLES

Specific deliverables during the assignment are as follows:

Deliverables	Details	Target Due Dates
1	Initial scope and schedule of project evaluation plan	Within 2 working days
2	Draft evaluation report for comment and review	Within 16 working days
3	A final evaluation/assessment report which incorporated comments and suggestions.	Within 20 working days

#### 5. INSTITUTIONAL ARRANGEMENTS/ PROVISION OF MONITORING AND PROGRESS CONTROL

The Consultant will report to the Programme Specialist, Democratic Governance and Social Advocacy Unit, UNDP Thailand, and work in close collaboration with MADRID Project Manager and Programme Associate of UNDP Thailand, and relevant counterparts.

#### 6. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The consultant will work on a home-based basis but requires travels within Bangkok and to Chiang Rai and Songkhla Provinces for interviews with relevant partners. UNDP will help arrangement meetings with beneficiaries in Bangkok. The duration of work is 20 days (8 days in Bangkok, 2 days in Songkhla, 2 days in Chiang Rai, and 8 days home-based), between 12 December – 31 January 2016.

#### 7. DEGREE OF EXPERTISE AND QUALIFICATIONS

##### I. Academic Qualifications:

- Master Degree in International Development, Public Administration, Economics, or other related fields

##### II. Technical Experience:

- A minimum of 5 years relevant professional experience in the area of project design, monitoring and evaluation;
- Past experience in disaster risk management and other development projects is an advantage;
- Demonstrated ability to effectively conduct research on policy, governance system and related issues;
- Demonstrated ability to advise government institutions in an effective and cooperative manner;
- Familiarity with the frameworks on Disaster Risk Management such as the Sendai Framework for Disaster Risk Reduction, National Disaster Prevention and Mitigation Plans;
- Knowledgeable in national and provincial governance system as well as key players in disaster risk management in Thailand.

### III. Language:

- Excellent command of English and Thai (speaking, writing, listening and reading);
- Strong skills in written communication in English, particularly in preparing issue-based papers, reports, and presentation.

### IV. Competencies:

#### **Functional Competencies:**

- Strong analytical skill with ability to lead strategic planning, results-based management and reporting;
- Ability to work with minimal supervision;
- Ability to lead formulation and evaluation of development programs and projects;
- Consistently approach work with energy and a positive, constructive attitude;
- Ability to build strong relationships with clients and external actors;
- Having previous experiences in the country and/or the region and good networks within the different sectors of society in order to be immediately operational will be an asset.
- Strong motivation and ability to work and deliver under pressure and short deadlines
- Excellent communication and organization skills
- Strong networking and interpersonal skills
- Full computer literacy and experience in working with PC-based equipment and using MS-Office (Excel, Words, PowerPoint)

## **8. REQUIRED DOCUMENTS**

Interested individuals must submit the following documents /information to demonstrate their qualification, experience and suitability to undertake the assignment. **All supporting documents (a-d) must be part of the detailed CV and uploaded as one document**

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P11, 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;
- c) Brief description of why the individual considers him/herself as the most suitable for the assignment;
- d) Financial Proposal that indicates the all-inclusive **fixed total contract price** supported by a breakdown of costs (in Thai Baht), as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

## **9. CRITERIA FOR SELECTION OF THE BEST OFFER**

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
  - \* Technical Criteria weight; 70%
  - \* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 490 technical points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<b>Technical</b>	<b>70%</b>	<b>700</b>
• Education	(10%)	70
• Experience in the areas of project design, monitoring and evaluation, disaster risk management, development projects, research and other related fields	(25%)	175
• Knowledge in disaster risk management, public administration and governance system and related issues in Thailand	(20%)	140
• Written proposal	(20%)	140
• Language & Availability	(25%)	175
<b>Financial</b>	<b>30%</b>	<b>300</b>

#### 10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/ UNDP PREMISES

NONE
  PARTIAL
  INTERMITTENT
  FULL TIME

#### 11. PAYMENT TERMS

Hourly                      Currency:                      Amount:  
 Daily                              Currency:                      Amount:  
 Weekly                              Currency:                      Amount:  
 Lump sum                      Currency: THB                      Amount:

The payment shall be paid by upon submission of the deliverables

- 70 % upon submission of an initial scope and schedule of evaluation plan and draft evaluation report for comment and review
- 30 % upon submission of a final evaluation/assessment report which incorporated comments and suggestions

#### 12. ANNEXES

1. Letter of Confirmation of Interest and Availability Template

2. Financial Proposal Template
3. P11 Form