## Terms of reference (ToRs) for the procurement of services below the EU threshold

**Expert(s) for the development of a national guideline for climate-sensitive River Basin Master Plan (RBMP) process**

<table>
<thead>
<tr>
<th>Task</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>0. List of abbreviations</td>
<td>2</td>
</tr>
<tr>
<td>1. Context</td>
<td>3</td>
</tr>
<tr>
<td>2. Tasks to be performed by the contractor</td>
<td>4</td>
</tr>
<tr>
<td>3. Concept</td>
<td>7</td>
</tr>
<tr>
<td>Technical-methodological concept</td>
<td>8</td>
</tr>
<tr>
<td>4. Personnel concept</td>
<td>8</td>
</tr>
<tr>
<td>5. Costing requirements</td>
<td>8</td>
</tr>
<tr>
<td>Assignment of personnel</td>
<td>8</td>
</tr>
<tr>
<td>Travel</td>
<td>8</td>
</tr>
<tr>
<td>Workshops, training</td>
<td>9</td>
</tr>
<tr>
<td>6. Inputs of GIZ or other actors</td>
<td>9</td>
</tr>
<tr>
<td>7. Requirements on the format of the bid</td>
<td>9</td>
</tr>
</tbody>
</table>
0. **List of abbreviations**

**AVB** General Terms and Conditions of Contract (AVB) for supplying services and work 2018

**BMU** The German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety

**DPT** The Department of Public Works and Town & Country Planning, Ministry of Interior

**EbA** Ecosystem-based Adaptation

**DWR** The Department of Water Resources

**GIZ** Deutsche Gesellschaft für Internationale Zusammenarbeit (The German Agency for International Cooperation)

**HII** Hydro Informatic Institute

**IKI** The International Climate Initiative

**IWRM** Integrated Water Resources Management

**MNRE** Ministry of Natural Resources and Environment

**NAP** National Adaptation Plan

**NDC** Nationally Determined Contribution

**ONWR** The Office for National Water Resources

**RBCs** River Basin Committee

**RBMP** River Basin Master Plan

**RID** The Royal Irrigation Department, Ministry of Agriculture and Cooperate

**TGCP** The Thai-German Climate Programme

**ToRs** Terms of reference
1. **Context**

In 2017, the Global Climate Risk Index ranked Thailand as the 10th country most affected by climate change. A growing population, expanding urban centres, economic growth, and risks posed by climate change are expected to make sustainable water management more difficult in the coming years. The water security situation in Thailand is likely negatively impacted by these developments covering among others the unbalanced use and allocation of water as well as general water quality issues.

In response, Thailand is undertaking increased efforts to enhance climate resilience in its national and sub-national water resources management. Thailand’s Nationally Determined Contribution (NDC) under the Paris Agreement prioritises the promotion of Integrated Water Resources Management (IWRM) as a key adaptation effort to achieve water security, reduce flood and drought risks, and manage extreme weather events.

The German Agency for Development Cooperation (GIZ) is supporting Thailand in that endeavour through the Thai-German Climate Programme (TGCP), financed by the International Climate Initiative (IKI) of the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) for the period of January 2018 - December 2021.

Working across five sectors – climate policy, agriculture, energy, waste, and water - TGCP supports Thailand's transition towards a low-carbon and climate-resilient future. The water component of TGCP (TGCP-Water) is guided by Thailand’s Water Resources Act (2018), the 20-year National Water Resources Management Master Plan (2018–2037) and water sector related climate change policies and strategies, namely Thailand’s National Adaptation Plan (NAP) and the Thai NDC under the Paris Agreement.

The main objectives of TGCP-Water are to:

- Support the improvement of the national framework conditions for climate-sensitive IWRM and advocate for Ecosystem-based Adaptation (EbA) solutions in preventing and reducing the impacts of climate and water related disasters at national and river basin scale.
- Enhance our partners’ capacities to monitor and evaluate adaptation measures in water resources management.
- Identify and recommend options to integrate and elevate climate finance in the Thai water sector.

Climate change will have significant implications at the scale of river basins, increasing pressure on the status of the catchment area, its communities and its economy. Following the project objectives, there is a clear need for a better understanding of the IWRM concept and its relevance for adaptation to climate change (climate-sensitive IWRM). Climate risk information needs to be systematically reflected and Ecosystem-based Adaptation solutions identified in river basin planning processes. The standardization of methodologies and instruments to guide the climate resilient development of River Basin Master Plans (RBMP) is of particular importance.

Thailand adopted the Water Resources Act BE 2561 on 27 December 2018, stipulating access to sufficient and stable water resources for all and recalibrating water resources management to be more adaptive to the changing environment. One of the objectives of the new Act is to strengthen the water management in Thailand’s 22 river basins through participatory approaches. The 22 River Basin Committees (RBCs) play the leading role for
water resources management at the river basin level and are the key unit tasked with the development of a River Basin Master Plan (RBMPs).

Although climate change has been addressed in the National Water Resources Master Plan for Thailand, climate risks and potential impacts are so far not explicitly integrated in the river basin planning processes, programmes and projects. Hence, TGCP-Water in close cooperation with ONWR is to develop a national guideline for the development of climate-sensitive River Basin Master Plans (RBMP) guiding RBCs and other related stakeholders in the systematic integration of climate risk information as well as prioritisation and selection of (Ecosystem-based) - adaptation actions. This is to ensure the proposed measures in the basins are sufficient to achieve the national water resources management strategy objectives under potential future climate change scenarios.

2. Tasks to be performed by the contractor

Under supervision of the TGCP-Water Project Director, the contractor will work directly with the TGCP-Water team and collaborate with a range of partners including the Office for National Water Resources (ONWR), the Department of Water Resources (DWR) / MNRE, the Department of Public Works and Town & Country Planning (DPT)/ Ministry of Interior and the Royal Irrigation Department (RID) / Ministry of Agriculture and Cooperate and Hydro Informatic Institute (HII).

The overall goal of the assignment is the development of a guideline for climate-sensitive River Basin Master Plans (RBMP) based on experiences from Yom basin and Sakaekrang basin.

In this regard, the contractor will be responsible for the following tasks:

1. Conduct the assessment of the current RBMP and its development process in terms of content, criteria, budgeting and M&E at river basin scale and define entry points and a strategy to integrate climate change aspects and Ecosystem-based Adaptation (EbA) measures into the overall RBMP process;
2. Prepare a national guideline for the development of climate-sensitive RBMP and support pilot implementation at the pilot basins on a learning-by-doing approach building on climate-sensitive IWRM and EbA concepts;
3. Strengthening awareness and capacity on climate-sensitive River Basin Master Plan (RBMP) by contributing to the capacity development programme developed by TGCP-Water and ONWR for the subnational level.

Specific tasks under work packages for the contractor are provided below as a reference. The contractor is responsible for the consistency and quality of the various assessments and reports required under the consulting services.

Work Package 1: Assessment of the current RBMP and its process in terms of content, project selection criteria, budgeting and M&E at river basin scale and identification of entry points and strategy to integrate climate change aspects and EbA measures into the overall RBMP process.

Specific tasks under the Work Package 1 are:

- Preparation of the Inception Report including: detailed methodology for the preparation of the guideline for climate-sensitive River Basin Master Plan (RBMP)
development process, detailed work plan with timeline, detailed list of planned activities and consultation meetings, detailed plan for additional monitoring, detailed list of deliverables such as reports, data sets, draft and final plan etc.

- Collect available data and information including the government policies, institutional setting, financial framework and monitoring and evaluation system at river basin scale for RBMP process
- Conduct assessment of data availability and quality leading to the identification of gaps for the mainstreaming of climate change and EbA measures in accordance to the preparation of the RBMP
- Review good international practices and assess their application of climate change adaptation and EbA measures for river basin planning to apply in the Thai water sector in light of the political, institutional, administrative, and economic contexts
- Provide recommendation and propose entry points and strategy to integrate climate change aspects and EbA measures into the overall RBMP planning process
- Present identified gaps and proposed strategy to the TGCP-Water and the ONWR
- Organize a meeting or workshop and contribute to the meeting or workshop as needed

Expected outputs/ deliverables:

I. Inception report reflecting status-quo of current RBMP process, available data sets to support the RBMP process and strategy to integrate climate change aspects including EbA, climate finance and M&E into the overall RBMP planning process based on data collection, assessment of current practice and international good practices (10-20 pages)

II. Inception workshop (in Bangkok)

Work Package 2: Prepare a national guideline for the climate-sensitive RBMP development and implement at the pilot basins on learning by doing approach.

Specific tasks under the Work Package 2 are:

- Work with partner agencies, local communities, research institutes, River Basin Committee secretariat and other relevant stakeholders to prepare a general concept, scope and framework of the guidelines based on the concepts of integrated water resources management (IWRM), climate change adaptive management, EbA, area-based water resources management, participatory approaches highlighted in the water resources act and the approach of the 20-years Thailand water resources management master plan;
- Consult with other TGCP-Water’s contractors to identify a sustainable approach to integrate results of related support processes and studies under the TGCP-Water Programme to the guideline for a climate-sensitive RBMP process: Climate Risk Vulnerability Assessment (CRVA), cause-impact chain results, Ecosystem-based Adaptation (EbA) guidebook, EbA feasibility study, EbA Code of Practice, Oxbow lake (side arm) feasibility study and other relevant studies;
- Prepare a draft guideline for climate-sensitive RBMP process taking into account the inputs from partner agencies, local communities, TGCP-Water contractors;
Propose an enhanced and consolidated monitoring and evaluation system at river basin scale that allows for a contribution to national adaptation reporting;

Propose an enhanced and consolidated climate financing mechanism to secure the implementation of selected adaptation measure building on the results of respective studies / reports already initiated by TGCP;

Prepare, facilitate and document at least three meetings/ workshops to present the draft and final versions of the guideline for RBMP process with participation from the TGCP-Water, the ONWR representative, River Basin Committee secretariat members and relevant stakeholders for comments and guidance;

Prepare the final guideline for RBMP process based on inputs and suggestions from the meeting/ workshop and submit to the TGCP-Water;

Prepare final report including lessons learnt from the process of developing the guideline

Expected outputs/ deliverables:

I. A draft guideline for RBMP process
II. 1st interim workshop to present a draft guideline in Sakaekrang or Yom river basin
III. The 2nd draft guideline for RBMP process
IV. 2nd interim workshop to present a draft guideline in Sakaekrang or Yom river basin
V. The final guideline for climate-sensitive RBMP process
VI. Final workshop to present final draft guideline in Bangkok
VII. Final report including lessons learnt and recommendations

Work Package 3: Build awareness and capacity on climate-sensitive River Basin Master Plan (RBMP) through the capacity development programme

In order to strengthen capacity of the institution on a climate-sensitive IWRM and ecosystem-based solutions for adaptation to climate change at river basin scale TGCP-Water cooperates with the Academy for International Cooperation (AIZ Bangkok) to implement a capacity development programme to support the ONWR staff and the RBC members as well as relevant stakeholders on both institutional and technical aspects. To support the capacity development programme, the contractor is tasked to:

- Develop and comment on training materials for a training module on climate-sensitive RBMP and other relevant training modules
- Provide three training session within the framework of the capacity development programme

Expected outputs/ deliverables:

I. Developing and commenting on training materials
II. Provide training as part of the Capacity Development Programme
III. Provide final training materials for the Toolbox
Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Deadline/place/person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception report reflecting status-quo of current RMBP process, available data set support the RMBP process in Thailand and strategy to integrate climate change aspects including EbA, climate finance and M&amp;E into the overall RBMP planning process based on data collection, assessment of current practice and international good practices (10-20 pages)</td>
<td>Sept 2020 / Home-based</td>
</tr>
<tr>
<td>Facilitation of the inception workshop</td>
<td>Sept 2020 / Bangkok, Thailand</td>
</tr>
<tr>
<td>A draft guideline for RBMP process</td>
<td>Nov 2020 / Home-based</td>
</tr>
<tr>
<td>Facilitation of the 1st interim workshop to present a draft guideline (in SKK or Yom)</td>
<td>Nov 2020 / Sakaekrang river basin or Yom river basin, Thailand</td>
</tr>
<tr>
<td>The 2nd draft guideline for RBMP process</td>
<td>Feb 2021 / Home-based</td>
</tr>
<tr>
<td>Facilitate the 2nd interim workshop to present a draft guideline</td>
<td>Mar 2021 / Sakaekrang river basin or Yom river basin, Thailand</td>
</tr>
<tr>
<td>The final guideline for RBMP process</td>
<td>July 2021 / Home-based</td>
</tr>
<tr>
<td>Final workshop to present the guideline</td>
<td>July 2021 / Bangkok, Thailand</td>
</tr>
<tr>
<td>The final report including lessons learnt and recommendations</td>
<td>Sept 2021 / Home-based</td>
</tr>
<tr>
<td>Developing and commenting on training materials</td>
<td>Oct 2020, Mar and Sept 2021 / Home-based</td>
</tr>
<tr>
<td>Provide training as part of the Capacity Development Programme</td>
<td>Oct 2020, Mar and Sept 2021 / Thailand</td>
</tr>
<tr>
<td>Provide final training materials for the Toolbox</td>
<td>Sept 2021 / Home-based</td>
</tr>
</tbody>
</table>

Period of assignment: From **20 July 2020** until **31 October 2021**.

3. **Concept**

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.
Technical-methodological concept

**Strategy**: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to describe the key processes for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (learning and innovation).

4. **Personnel concept**

**Qualifications of the contractor**

- University qualification (equivalent to Master) in water resources management, environmental/ climate change management, or other relevant fields
- Very good business language skills in Thai and English. Fluency in Thai is a required.
- 15 years of professional experience in the water sector including proven experience in river-basin development / planning processes and IWRM
- 10 years professional experience on water and climate change topics with a focus on adaptation. Profound knowledge on NbS/EbA concepts is considered as an advantage.
- 10 years of experience in implementing projects in South-East Asia (region), of which 5 years in projects in Thailand (country)
- 4 years of experience in International Cooperation / Development Cooperation (IC/DC) projects
- 5 years of experience in the design and development of training materials as well as implementation of capacity development measures

5. **Costing requirements**

**Assignment of personnel**

Assignment for up to 100 expert/pax days.

**Travel**

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses, using the most cost-efficient, direct, economy class flight available.
Workshops, training

The workshops indicated in Chapter 2 will be organized by GIZ or a party on behalf of GIZ. The bidder will only be responsible for the development of the content and facilitation before, during and after the event.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Workshops and meeting logistics

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as ‘up to’ amounts. The specifications for pricing are defined in the price schedule.