

SECTION A:

MEMORANDUM OF AGREEMENT (MOA)

Memorandum of Agreement (hereinafter referred to as the "Agreement") made between **THE UNITED NATIONS DEVELOPMENT PROGRAMME–THAILAND** (hereinafter referred to as "UNDP-Thailand") and **CHANGE FUSION** under **THE THAILAND RURAL RECONSTRUCTION MOVEMENT FOUNDATION UNDER ROYAL PATRONAGE** (hereinafter referred to as "Change Fusion").

WHEREAS **UNDP-Thailand** manages the project defined in project document [**Output ID 00090996: Mainstreaming Climate Change Adaptation and Disaster Risk Reduction in Development Planning in Thailand**] (hereinafter referred to as "the Project"), implemented at the request of the Government of Thailand.

WHEREAS **UNDP-Thailand** desires to provide funding to **Change Fusion** in the context of a Project, as approved by the Project Executive Group (hereinafter referred to as the "PEG") at a meeting held on 18 May 2015 and on the terms and conditions hereinafter set forth, and

WHEREAS **Change Fusion** is ready and willing to accept such funds from the **UNDP-Thailand** through the administration of **UNDP-Thailand** for the above mentioned activities on the said terms and conditions.

NOW, therefore, the parties hereto agree as follows:

I. Responsibilities of CHANGE FUSION

1.1 Change Fusion agrees to: 1) Undertake the activities described in the Terms of References and Project Proposal approved by the PEG on Development and Implementation of Social Innovations for Disaster Risk Reduction Campaign with Private Partnership [Annex A]; 2) Provide progress reports; and 3) Provide Annual Audited Statements [Income Statement and Balance Sheets]. In projects where a technical contractor is providing assistance to Change Fusion, the contractor shall be responsible for verifying the accuracy of these reports/statements. Funds provided pursuant to this Agreement shall be used for purposes related to producing results specified in its performance targets [Section C].

1.2 Change Fusion agrees to reach the performance targets contained in Section C. If Change Fusion fails to meet its responsibilities outlined in article 1.1, then this will be considered grounds for the PEG to suspend any further micro-capital grant support. The suspension shall remain in effect until Change Fusion has achieved the target. In projects with a technical assistance contractor, the contractor may, at its discretion, continue to provide technical assistance to Change Fusion during this suspension period.

1.3 Change Fusion agrees to inform the PEG about any problems it may face in attaining the objectives agreed upon.

II. Duration

2.1 This Agreement will come into effect on **signature by both parties** and shall expire on **31 August 2016**, covering the anticipated term of the project. It can be extended, if necessary by exchange of letters, noting the new expiration date.

III. Payments

3.1 UNDP-Thailand shall provide funds to Change Fusion in an amount up to **THB 2,289,900 (Two Million Two-Hundred Eighty-Nine Thousand and Nine Hundred Thai Baht Only)**

according to the schedule of the project budget set out below. Payments are subject to Change Fusion's meeting the outputs as specified in the Terms of Reference [Annex A] and Performance Targets [Section C] and to Change Fusion's submission of timely and accurate expense reports:

Tranche 1: THB 686,970 (Six Hundred Eighty-Six Thousand Nine Hundred and Seventy Thai Baht Only), upon submission of Inception Report.

Tranche 2: THB 801,465 (Eight Hundred One Thousand Four Hundred and Sixty-Five Thai Baht Only), upon submission of PR/communication materials, summary of calls for ideas, and report on innovation camp

Tranche 3: Amount up to THB 801,465 (Eight Hundred One Thousand Four Hundred and Sixty-Five Thai Baht Only), upon submission of final deliverables

3.2 All payments shall be deposited into Change Fusion's bank account of which the details are as follows:

Name of Bank:	Siam Commercial Bank
SWIFT:	SICOTHBK
Account Name:	TRRM for Change Fusion
Account Number:	043-269251-2
Address of Bank:	2046 New Patchouli Rd., Khet Hai Khwang, Bangkok, Thailand

3.3 The amount of payment of such funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by Change Fusion in the performance of the activities under this Agreement.

IV. Records, Information and Reports

4.1 Change Fusion shall maintain clear, accurate and complete records in respect of the funds received under this Agreement.

4.2 Change Fusion shall furnish, compile and make available at all times to UNDP-Thailand any records or information, oral or written, which UNDP-Thailand may reasonably request in respect of the funds received by Change Fusion.

4.3 Within sixty days after completion of project activities, Change Fusion shall provide UNDP-Thailand with a final report with respect to all expenditures made from such funds (including salaries, travel and supplies) and indicating the progress made toward the goals of the activities undertaken, utilizing the reporting format contained in Annex B.

4.4 All funds which remain unutilised after completion of grant activities shall be promptly returned by Change Fusion to UNDP-Thailand.

4.5 Subjected to paragraph 4.6 below, all further correspondence regarding the implementation of this Agreement should be addressed to:

For UNDP-Thailand:

Mr. Kwanpadh Suddhi-Dhamakit,
Programme Analyst
UNDP Thailand, 12th Floor, United Nations Building,
Rajdamnern Nok Avenue, Bangkok 10200

For Change Fusion:

Mr. Klaikong Vaidhyakarn
Director of Social Technology Institute
ChangeFusion, 444 Olympia Tower, 22nd Floor,
Ratchadaphisek Road, Samsen Nok, Huaykwang, Bangkok 10310

4.6 All correspondence regarding disputes or termination of this Agreement, or changes in the implementation schedule should be addressed to:

For UNDP-Thailand:

Mr. Luc Stevens,
UN Resident Coordinator and UNDP Resident Representative,
UNDP Thailand, 12th Floor, United Nations Building,
Rajdamnern Nok Avenue, Bangkok 10200

With a copy to:

Mr. Kwanpath Suddhi-Dhamakit
Programme Analyst
UNDP Thailand, 12th Floor, United Nations Building,
Rajdamnern Nok Avenue, Bangkok 10200

For Change Fusion:

Mr. Klaikong Vaidhyakarn
Director of Social Technology Institute
ChangeFusion, 444 Olympia Tower, 22nd Floor
Ratchadaphisek Road, Samsen Nok, Huaykwang, Bangkok 10310

V. General Provisions

5.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between Change Fusion and UNDP-Thailand, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

5.2 Change Fusion shall carry out all activities described in its Workplan with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that Change Fusion shall have exclusive control over the administration and implementation of the activities referred to above in paragraph 1.1 and that UNDP-Thailand shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of such activities shall be subject to review by UNDP-Thailand in consultation with the PEG. If at any time the UNDP-Thailand is not satisfied with the quality of work or the progress being made toward achieving such goals, UNDP-Thailand may in its discretion: (i) withhold payment of funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to Change Fusion as described in paragraph 5.7 below; and/or seek any other remedy as may be necessary. UNDP-Thailand's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon Change Fusion insofar as further payments are concerned.

5.3 UNDP-Thailand undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by Change Fusion.

5.4 The rights and obligations of Change Fusion are limited to the terms and conditions of this Agreement. Accordingly, Change Fusion and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

5.5 Change Fusion shall be solely liable for claims by third parties arising from Change Fusion's acts or omissions in the course of performing this Agreement and under no circumstances shall UNDP-Thailand be held liable for such claims by third parties.

5.6 Assets (Equipment) supplied by UNDP funds to Change Fusion shall be the property of UNDP-Thailand until the end of the project, at which time UNDP-Thailand shall determine the best use of these assets. In cases where Change Fusion has met its responsibilities under this agreement, and handover of the asset would contribute to the sustainability of activities, UNDP would normally handover these assets to Change Fusion. The assets shall be used for the purpose indicated in the Proposal [Annex A] throughout the period of this Agreement.

5.7 This Agreement may be terminated by either party before completion of the Agreement by giving thirty (30) days written notice to the other party, and Change Fusion shall promptly return any unutilized funds to UNDP-Thailand as per paragraph 4.4 above.

5.8 Change Fusion acknowledges that UNDP-Thailand and its representatives have made no actual or implied promise of funding except for the amounts specified by this particular Agreement. Although project related documents may indicate a total amount of funds that could be available for Change Fusion, actual disbursements will be based upon Change Fusion's meeting performance targets. If any of the funds are returned to UNDP-Thailand or if this Agreement is rescinded, Change Fusion acknowledges that UNDP-Thailand will have no further obligation to Change Fusion as a result of such return or rescission.

5.9 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

5.10 Any controversy or claim arising out of, or in accordance with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force.

The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

5.11 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations, or UNDP.

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of UNDP-Thailand, and Change Fusion, respectively, have on behalf of UNDP-Thailand and Change Fusion signed the present Memorandum of Agreement on the dates indicated below their respective signatures.

On behalf of UNDP-Thailand:

Name: Mr. Luc Stevens
Title: UN Resident Coordinator and
UNDP Resident Representative

Date: 30/05/2015

**On behalf of Change Fusion under the
Thailand Rural Reconstruction Movement
Foundation under Royal Patronage**

Name: K. Jiraprasit
Title: Director of Social Technology Institute.
Change Fusion
Date: 3/06/2015

SECTION B:

PROJECT BUDGET OF THE RECIPIENT INSTITUTION
(in Local Currency)

Output ID: 00090996

Project Title: Mainstreaming Climate Change Adaptation and Disaster Risk Reduction in Development Planning in Thailand (MADRiD)

Area of Responsibility: Development and Implementation of Social Innovations for Disaster Risk Reduction Campaign with Private Partnership (Output 3)

Recipient Institution: Change Fusion under the Thailand Rural Reconstruction Movement Foundation under Royal Patronage

Total Amount of Funds under the Agreement: THB 2,289,900.00

Period Covering From: Date of Signature of Agreement to 31 August 2016

General Category of Expenditures	Type of Expenditure	Expenditure Breakdown	Budget (THB)
Activities			
1. Organise Private Sector Forum	Workshop	1,440 THB x 50 Pax x 1 Day	72,000.00
	Travel	Lumpsum	28,800.00
2. Brainstorming event targeting relevant stakeholders to identify scope for calls for ideas	Workshop	1,440 THB x 20 Pax x 1 Day	28,800.00
	Travel	Lumpsum	16,000.00
3. Develop and prepare groundwork for PR/communication materials and campaigns for social innovation	Publication	95 THB x 500 copies	47,500.00
	Social Network Campaign	Lumpsum	32,000.00
	VDO campaign	32,000 THB x 2 VDO clips	64,000.00
4. identify resource persons, team mentors and potential partners to help develop prototypes	Workshop/ Meeting	Lumpsum	80,000.00
	Travel	Lumpsum	48,000.00
5. Organize social innovation camp in Bangkok, to identify viable prototypes to be developed into projects/ventures	Workshop	4,800 THB x 50 Pax x 2 Days	480,000.00
	Travel	Lumpsum	32,000.00
6. Crowd funding campaign for promote and get feedback of the prototype		Lumpsum	96,000.00
7. Organize incubation labs with key partners to work out implementation steps	Pilot Projects	64,000 THB x 5 Projects	320,000.00
	Travel	Lumpsum	32,000.00
	Workshop	Lumpsum	64,000.00
8. Documentation the prototyping process and pilot implementing		Lumpsum	96,000.00
Administration			
9. Project Personnel	Team Leader/ IT/Communication Specialist	1,280 THB x 200 days x 1 pax	256,000.00
	Innovation Specialist	1,280 THB x 200 days x 1 pax	256,000.00
	Project Advisor/ Private Sector Partnership Specialist	1,280 THB x 110 days x 1 pax	140,800.00
10. Institutional Overhead		Lumpsum	100,000.00
Total			2,289,900.00

SECTION C: RECIPIENT INSTITUTION Performance Targets

NAME OF RECIPIENT INSTITUTION: Change Fusion under the Thailand Rural Reconstruction Movement Foundation under Royal Patronage

Main Activities	Timeframe															Expected Achievement	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Activity 1 Plan and Organise a business sector forum	*																<ul style="list-style-type: none"> - Resource mapping for stakeholders for expertise and areas of work. - Identification of potential private sectors as campaign sponsorship and investors to DRR innovations - crucial points for the establishment of sustainable CSR for DRR - Media coverage of the event - An inception report on private sector's role in Disaster Management and DRR as well as the idea of creating a national platform for private sector engagement in DRR
Activity 2 brainstorming event targeting relevant stakeholders to identify scope for calls for ideas		*															<ul style="list-style-type: none"> - A Forum and a brainstorming workshop with key stakeholders; - Identify type(s) of hazards the campaign will focus on. - Categorize problem areas (e.g. education/awareness raising, flood response preparation, flood vulnerability reduction). - Identify scope for calls for ideas. - Inform appropriate criteria for selection. - List of potential coaches and judges to the campaign.
Activity 3,4 Develop PR/communication strategies and prepare groundwork for the launch of social innovation for DRR campaign, prepare dedicated website or online channel for call for ideas.			*	*	*												<p>A set of PR/communication materials including audio-visual tools, dedicated website, media coverage with a summary report on the communication outreach</p> <ul style="list-style-type: none"> - The Facebook page to be the hub of project's information - At least 5 e-posters for attractive graphic content to promote its activity

Main Activities	Timeframe															Expected Achievement		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
Activity 5 Publicize social innovations for DRR campaign and stimulate interest of potential idea generators through events such as university roadshows, with engagement of media partners and private sectors				*	*	*												- Around 50 ideas be submitted and then 10 potential ideas will be selected - A summary of campaign launch and calls for ideas, including the portfolio of ideas (at least 30 DRR innovation ideas) and profile of idea submitters;
Activity 6 Identify resource persons to facilitate social innovation for DRR campaign and team mentors					*		*				*		*					- A list of team mentors - At least 5 experts will work as an advisory team - Assist ideas owners to refine their idea
Activity 7 Organize social innovation camp in Bangkok, to identify viable prototypes to be developed into projects/ventures						*												At least one social innovation camp for DRR with report on prototyping process, portfolio of developed prototypes of at least 10 qualifying ideas, and a list of participants and resource persons;
Activity 8 Secure seed funding from private sector in the investment of top qualifying DRR innovations, and if need be, develop and utilize crowd funding platform to generate feedback on the prototype, and crowdsource for additional seed funding for other qualifying innovations						*												- 5 fundraising packages content (article, photos, VDO clip) will be posted on the crowd funding platform - Content of Social Innovation Prototype for disaster risk reduction will be posted to Change - A summary report on the public-private outreach and results of fundraising activities
Activity 9 Organize incubation labs with key partners to work out implementation steps								*	*	*	*	*	*	*	*	*	*	- At least one incubation lab with established private partnership for at least 5 winning DRR innovations with roll-out plans for the application of DRR innovations in at-risk communities; - Reliable 5 solutions for Disaster Risk Reduction innovation
Activity 10 Document and publicize all processes of social innovation for DRR campaign particularly prototyping process and pilot implementation of DRR innovations with private sector and at-risk communities engagement with media partnership						*	*	*	*	*	*	*	*	*	*	*	*	- Documentation of the campaign, prototyping process and application of DRR innovations, in the form of audio-visual media such as VDO clips, posters, infographic, and media coverage; - A strategy paper for establishing a funding mechanism through a stronger public-private partnership to invest in DRR innovations



TERMS OF REFERENCE

Development and Implementation of Social Innovations for Disaster Risk Reduction Campaign with Private Partnership

Project on Mainstreaming Climate Change Adaptation and Disaster Risk Reduction in Development Planning in Thailand (MADRiD Project)

Project ID: 00081867 Output ID: 00090996

1) GENERAL BACKGROUND

Mainstreaming Climate Change Adaptation and Disaster Risk Reduction in Development Planning 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 four key outputs:

- (i) To ensure that disaster and climate risk information is made 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;
- (iv) To design and implement pilot projects to increase resilience to disasters and climate change in two selected cities.

Thailand is vulnerable to many natural and human-induced hazards especially the hydrological events such as floods, storms, and droughts that cause severe impact on Thailand on a re-current basis. When disasters occur, the impact usually spreads across many different sectors and sub-sectors of the economy. There is enough evidence to show that the private sector is becoming more vulnerable to the impact of disasters in Thailand. According to the Post Disaster Needs Assessment (PDNA) conducted by the World Bank and the UN, the private sector accounted for 90% of the total value of damage and losses of USD 45 billion sustained in the aftermath of the catastrophic 2011 flooding that affected over 13 million people.

The event of 2011 floods also saw an unprecedented level of response by many of the country’s largest private corporations mobilising their resources to address the emergency situation; provide humanitarian assistance to flood victims; and contribute to the broader reconstruction efforts. In the

aftermath of 2011 floods, there were many discussions and attempts to support private sector resilience and assist small and medium enterprises (SMEs). In addition, there has been a call for a greater role of business in disaster risk reduction and resilience building. Companies are encouraged to take a longer-term perspective, look beyond their operational boundaries and support concerted, multi-stakeholder efforts that build resilient communities and economies. More specifically, stakeholders are increasingly expecting more strategic and coherent business strategies and CSR programmes that look beyond philanthropic efforts and commercial opportunities.

Despite these calls, there is no national platform to fully engage private sector actors to bring them on board in sharing risk reduction visions and/or providing them with opportunities to venture beyond emergency response and reconstruction and into ex-ante initiatives to reduce disaster risks.

In this context, the purpose of this assignment is to explore and create a national platform for private sector engagement in DRR in Thailand. It will focus on the private sector's participation in the management and financing of prevention activities. Particularly, the platform will be created to promote social innovations and innovative community initiatives to reduce disaster risks.

During the 2011 Floods, people and communities strived for solutions to help them survive the impact of floods. Simple materials and tools were innovatively transformed into survival goods: empty water bottles tied up with t-shirts could become life vests, and cardboard boxes with garbage bags could become mobile toilets. These innovative products gained popularity among flood victims not because they were fancy, but because they were cheap and quick and helped save their lives. At the same time, the 2011 floods also revealed potential of technology and social media in disaster response. Thus, technological innovations will also provide opportunities to build resilience and improve effectiveness of disaster prevention and preparedness.

Against this backdrop, the project will launch a campaign for social innovation in DRR to crowdsource creative and innovative ideas from the public which can help at-risk communities' and businesses reduce underlying disaster risk factors. In the long-run, the project envisages to establish a funding mechanism through a stronger public-private partnership to invest in DRR innovations that will not only protect big, medium and small businesses or global supply chains but will also contribute to building community's resilience.

2) OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment as follows:

- i) To explore and create a national platform for private sector engagement in DRR in Thailand with a focus on the private sector's participation in the management and financing of disaster prevention risk reduction activities,
- ii) To design and implement a campaign for social innovation in DRR to crowdsource creative and innovative ideas from the public which can help at-risk communities' and businesses reduce underlying disaster risk factors, and
- iii) To formulate a strategy for establishing a funding mechanism through a stronger public-private partnership to invest in DRR innovations

3) SCOPE OF WORK

The scope of work includes:

1. Design, plan and organize a forum with large/medium private corporations, companies and relevant stakeholders including potential private investors, the Thai Chamber of Commerce and Board of Trade of Thailand, government and Civil Society Organizations (CSOs), at-risk communities, media partners, and/or academia to share experience and exchange ideas on private sector's role in Disaster Management and DRR as well as promoting the idea of creating a national platform for private sector engagement in DRR;

2. Organize a brainstorming event with relevant stakeholders including representatives from the private sector, government and non-government organizations (NGOs), CSOs, at-risk communities, and/or academia to discuss on overall framework of social innovation campaign for DRR and identify scope for calls for ideas;
3. Develop PR/communication strategies and prepare groundwork for the launch of social innovation for DRR campaign including development of various types of medias and audio-visual tools which help elaborate on calls for idea details, provide fundamental knowledge on DRR, and accommodate clarification on the scope of DRR innovation with relevant case examples;
4. Prepare dedicated website or online channel for call for ideas, idea submission and monitoring, as well as for communication and other announcements;
5. Publicize social innovations for DRR campaign and stimulate interest of potential idea generators such as youth and university students, creative designers, social media gurus, social investors and entrepreneurs, NGOs, CSOs, academic and private enterprises, through events such as university roadshows, with engagement of media partners and private sectors;
6. Identify resource persons to facilitate social innovation for DRR campaign and team mentors such as DRR experts, IT/engineers, relevant government officials, private sector actors, and pool expertise and involvement of potential partners such as programmers, designers, and business developers from private sector to help develop and support prototypes;
7. Organize social innovation camp for short-listed candidates to nurture DRR innovative ideas into fine-tuned prototypes to sharpen their solutions to the selected sets of DRR problems and identify viable prototypes to be developed into projects/ventures with the support of targeted investors from private sectors;
8. Secure seed funding from private sector in the investment of top qualifying DRR innovations, and if need be, develop and utilise crowd funding platform to generate feedback on the prototype, and crowdsource for additional seed funding for other qualifying innovations;
9. Organize incubation labs with key partners from public and private sectors as well as at-risk communities for the roll-out of winning DRR innovations and demonstrate quick wins of public private partnership for DRR innovations
10. Document and publicize all processes of social innovation for DRR campaign particularly prototyping process and pilot implementation of DRR innovations with private sector and at-risk communities engagement with media partnership

4) TARGET BENEFICIARIES

Direct beneficiaries are the innovative idea generators who are trained and nurtured in the DRR innovation development processes as well as at-risk communities in which the DRR innovations are rolled out. Indirectly, the outputs benefit officials from government and non-governmental offices, all line ministries, civil society organizations (CSOs), academic institutions, other at-risk communities and population in which DRR innovations can be replicated especially with stronger support from non-traditional donors as private sectors.

5) ROLES AND RESPONSIBILITIES

A team of experts is required to deliver the work identified above. Roles and responsibilities to be performed by each individual should include, but not limited to the following outlines provided below:

- **Team Leader/Innovation and Private Sector Partnership Specialist** is to lead the social innovation for DRR campaign and is responsible for coordinating and managing work plan within the specified time frame, as well as reporting back to UNDP. S/he will be the contact

point with UNDP. The position will require 5 years of relevant experience in social innovation in Thailand preferably with a good network and experience working with media and private sector, and knowledge on disaster risk reduction and disaster resilience.

- **IT/Communication Specialist** is to be responsible for PR/communication, development of offline and online communication tools, management of social media, and coordination with media partners. The position requires 1-2 years of experience in design communication, social media management, IT, and related fields.

6) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The duration of the contract is from 15 May 2015 – 31 August 2016. Proposed activities must be completed upon agreed timeline and all deliverables must be submitted by 31 August 2016. The location of the assignment is in Bangkok with potential travels to pilot provinces.

7) FINAL DELIVERABLES

Specific deliverables to be developed during the assignment are as follows:

- a) A forum and a brainstorming workshop with private sector and key stakeholders;
- b) An inception report on private sector's role in Disaster Management and DRR as well as the idea of creating a national platform for private sector engagement in DRR
- c) A workplan for social innovation campaign for DRR, including critical dates and delivery schedule;
- d) A set of PR/communication materials including audio-visual tools, dedicated website, media coverage with a summary report on the communication outreach
- e) A summary of campaign launch and calls for ideas, including the portfolio of ideas (at least 30 DRR innovation ideas) and profile of idea submitters;
- f) At least one social innovation camp for DRR with report on prototyping process, portfolio of developed prototypes of at least 10 qualifying ideas, and a list of participants and resource persons;
- g) A summary report on the public-private outreach and results of fundraising activities;
- h) At least one incubation lab with established private partnership for at least 3 winning DRR innovations with roll-out plans for the application of DRR innovations in at-risk communities;
- i) Documentation of the campaign, prototyping process and application of DRR innovations, in the form of audio-visual media such as VDO clips, posters, infographic, and media coverage; and
- j) A strategy paper for establishing a funding mechanism through a stronger public-private partnership to invest in DRR innovations

8) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant team will work under the guidance and supervision of the Programme Specialist, Democratic Governance and Social Advocacy Unit, UNDP CO, in consultation with the Programme Analyst, Democratic Governance and Social Advocacy Unit, UNDP CO; the Project Manager; the Working Groups; the Senior Beneficiaries (DDPM & NESDB); and other relevant counterparts.

9) REVIEW TIME REQUIRED AND PAYMENT

The required review time is between two to four weeks after submission of the final products. The payment will be made in three milestones upon the completion of the following:

- Submission of inception report with summary from the private sector forum and brainstorming workshop (30%)
- Submission of PR/communication materials, summary of calls for ideas, and report on innovation camp (35%)
- Submission of final deliverables including a strategy paper for establishing a funding mechanism through a stronger public-private partnership to invest in DRR innovations, crowdfunding tools, report on incubation lab, documentation materials (35%)