

Develop the Request for Climate Change Enabling Activity for GEF Support, and FNC-TBUR Project Document in UNDP template

Approach and Detailed Work Plan

This work plan is prepared for the United Nations Development Programme, Thailand Country Office. It describes the scope of work, the approach for project proposal and project document development, the submission schedule, and the roles and responsibilities.

1. Scope of Work

The consultant will work closely with ONEP's Office of Climate Change Coordination (OCCC), UNDP Thailand, and UNDP's National Communications Support Programme (NCSP) to develop the Request for Climate Change Enabling Activity for GEF Support, and FNC-TBUR Project Document.

Key tasks include the followings with emphasize on achieving GEF and UNDP's expected outcomes

- 2.1 Consultation with ONEP's Climate Change Management and Coordination Division and UNDP on the key issues to be included in the FNC-TBUR proposal and project document;
- 2.2 Review the NCs, BURs and related documents to identify gaps and needs to be included in the FNC and TBUR;
- 2.3 Write-up the project proposal and project document;
- 2.4 Coordinate with UNDP's NCSP to ensure that the quality of project proposal and project document is up to GEF and UNDP standard.

2. Approach

Obligation and Framework – Thailand ratified the United Nations Framework Convention for Climate Change (UNFCCC) in 1994. As part of the obligation, Thailand must submit its National Communications (NCs) and Biennial Update Reports (BURs). Key elements of these two reports can be found in Annex 1.

Methods – the main data collection methods used will be:

- Desk review – a focused literature review will be done to identify gaps and needs from previous experiences, as well as new developments to be included in this FNC-TBUR proposal and project document
- Interview – involves rapidly reviewing a wide range of information. This includes interviewing key informants and conducting consultation meetings. The aim is to better understand national approach in and activities anticipated for FNC-TBUR development.
- Participation and collaboration – among the Consultant, ONEP's Office of Climate Change Coordination (OCCC), national experts from the Royal Thai Government, and UNDP. These parties will meet on occasional basis to review information and refine the project proposal and the project document as the work progresses.

In keeping good standard, the consultant will discuss with ONEP to determine national requirements and expected outcomes.

In response to the start and end time imposed on the assignment, the consultant will apply each method in the 4 main tasks as described below.

Task 1: Consultation with ONEP's CCMC and UNDP experts on the key issues to be included in the FNC-TBUR proposal and project documents (3 days)

- Desk review
 - Overview of key documents and guidelines in developing National Communications and Biennial Update Reports required by UNFCCC
 - Overview of Thailand's National Reports such as SNC, FBUR, draft TNC, draft SBUR, and other related documents
 - Overview of Thailand's activities implemented and reported in the national report and the current implementation on climate change
- Development of a consultation paper
 - Situation analysis
 - New areas for Thailand's FNC and TBUR based on the completed outcome of its Third NC and Second BUR
 - Draft FNC and TBUR project framework
 - Draft key deliverables and timelines
- Consultation with CCMC to understand their current approach for the National Communications (NCs) development and expectations for the future development in term of quality and effectiveness

Task 2: Review the NCs, BURs and related documents to identify gaps and needs to be included in the FNC and TBUR (7 days)

- In-depth review
 - Key documents and guidelines in developing National Communications and Biennial Update Reports required by UNFCCC
 - Thailand's National Communications such as SNC, FBUR, draft TNC, draft SBUR and other related documents
 - Current process of the National Communications production
 - Institutional arrangements for climate change implementations
 - Thailand's approaches towards climate change and climate resilience in three strategic areas - Mitigation, Adaptation, and Support –, its mechanism to provide and receive financial, technological and capacity building support from internal and external parties
- Interview and consultation
 - Interview and consultation methods will be used to collect data and information for drafting gap analysis section. The analysis will help indicate gaps, needs, and new areas where FNC and TBUR need to cover as improvement.

Task 3: Write-up the project proposal and project document (10 Days)

- Preparation of project proposal and project document
 - The consultant will initiate a zero-draft proposal and project document for consultation with ONEP's CCMC and UNDP experts
 - The draft will be further revised according to their feedbacks and recommendations.

Task 4: Finalise the project proposal and project document

The consultant will finalise

- the first draft of project proposal and project documents with recommendations from CCMC and UNDP experts incorporated to UNDP for review and further advice; and
- Coordinate with UNDP's NCSP to ensure that the quality of project proposal and project document is up to GEF and UNDP standard.

The consultant will follow UNFCCC reporting guidelines and the IPCC technical guidelines (including the good practice guidelines and uncertainty management) as guiding principles for proposal and project development, as well as use the template of GEF-6 Request for Climate Change Enabling Activity: Proposal for Funding under the GEF Trust Fund, and UNDP Project Document for completion.

3. Submission

Tasks	Completion date
<ul style="list-style-type: none">• Review National Communication and Biennial Update Report Guidelines and other key documents such as COP decision, previous NCs and BURs for discussion with CCMC and UNDP experts	21 October 2017
<ul style="list-style-type: none">• Prepare a consultation paper for discussion with CCMC and UNDP experts on the key issues to be included in the FNC-TBUR proposal and project document	23 October 2017
<ul style="list-style-type: none">• Participate in the 1st Consultation Meeting with CCMC and UNDP experts	24 October 2017
<ul style="list-style-type: none">• Perform desk review on key documents including previous National Communications, Biennial Update Reports, and other documents to identify gaps and needs to be included in this FNC-TBUR proposal and project document	31 October 2017
<ul style="list-style-type: none">• Conduct an interview with CCMC experts to better understand their approach in and activities anticipated for FNC-TBUR development	10 November 2017
<ul style="list-style-type: none">• Submit a zero draft of project proposal and project document for discussion with CCMC and UNDP experts	29 November 2017
<ul style="list-style-type: none">• Participate in the 2nd Consultation Meeting with CCMC and UNDP experts on the zero-draft proposal and project document	30 November 2017

<ul style="list-style-type: none"> • Submit the first draft of project proposal and project documents with recommendations from CCMC and UNDP experts incorporated to UNDP for review and further advice 	8 December 2017
<ul style="list-style-type: none"> • Coordinate with UNDP's National Communications Support Programme (NCSP) to ensure the quality of project proposal and project document is up to GEF and UNDP standard 	15 December 2017
<ul style="list-style-type: none"> • Participate in the 3rd Consultation Meeting with CCMC and UNDP experts on the first drafts 	24 December 2017
<ul style="list-style-type: none"> • Revise and submit the final version of the project proposal and project document to UNDP 	25 December 2017

4. Roles and Responsibilities

The term of reference outlines the roles and responsibilities for each party as followed. These will be followed for the proposal and project development.

Proposal and project development by:
the Consultant

In consultation with: Government Officials from ONEP and other RTG counterparts
Project Manager, LECB Project
Project Coordinator, TNC-BUR Project

Monitoring and progress control by:
Programme Analyst, UNDP Thailand

Quality control by: UNDP's National Communications Support Programme (NCSP)

Final approver: Secretary General, ONEP
Deputy Resident Representative, UNDP Thailand