

Terms of Reference (ToR)

Consultant for Proposal Development on Climate change Adaptation / Natural Resources Management in Thailand

CARE France – Raks Thai

CARE is developing a full proposal for the French Development Agency and AXA for the [Where The Rain Falls](#) project in Thailand and India. The concept note has been accepted by both donors and a full proposal needs to be finalized by the end of december. This project has started in both countries in 2011 and is entering its 3rd phase. Each country team will develop its own project as a first step of the development of the joint proposal and then project managers will meet in December to look at the synergies, identify common activities and refine the proposal.

Purpose of the Consultancy: The consultant will take the lead, in conjunction with RaksThai and its partner's staff, to develop a compelling, evidence-based proposal for the activities in Thailand (only). The consultant will bring to the programme design process a thorough understanding of and prior experience in bid-writing for institutional donors. Preferably, the consultant will have prior experience working in the natural resources management and climate change adaptation sector in Thailand and designing programmes that are aimed around consolidating best practices, evaluating, and scaling up of innovative ideas.

Specific Tasks to be performed by the Consultant: The consultant will develop, in consultation with Raks Thai senior management, a detailed work plan that will include undertaking at least the following tasks:

1. Review secondary literature on climate change adaptation and natural resources' management challenges and policies in Thailand (in particular Northern Thailand) as well as existing innovative pilots and their evidence from other stakeholders.
2. Review existing project documents: reports, evaluations, best practices report (in progress)
3. Review CARE literature and main programmes on climate change adaptation as well as innovative models from other countries/donors to apply to the design of this proposal.
4. If not already done by the start of the consultancy, help to identify appropriate implementation/research partners to enhance the evaluation/learning component of the project.
5. Meet with key education stakeholders in Thailand as needed to ensure that the programme design integrates expertise from all relevant actors/sectors, including private sector, social ventures, academia, institutes, Government departments, and others as needed.
6. Work with relevant CARE staff to identify the staffing needs/organigramme for the proposed programme.
7. Write a draft of the comprehensive bid, including all annexes and especially logframe and budget; also work with relevant staff to edit and finalize the bid.
8. Work with Raks Thai, Financial Controller, and others to develop the programme budget.

Outcomes of the Consultancy: A completed, comprehensive bid/proposal for Where the Rain Falls 3rd phase in Thailand.

Lines of Communication: The consultant will report to Raks Thai WtRF project Manager and CARE France project Manager.

Timeframe: Starting as soon as possible (ideally by November 7th) and completing the proposal approximately by Dec 1st 2016 (submission date of the bid).

Qualifications and Experience

- Preferably an advanced university degree (masters or equivalent) in international affairs/studies, development, climate change adaptation, or natural resource management.
- Minimum 5 years of experience in the design, proposal writing, and/or management of climate change adaptation programmes, preferably in Thailand. Strong programme design skills, including capacity to prepare logical, coherent, and consistent documents including logframes and budgets.
- Prior demonstrated experience developing proposals for institutional donors.
- Ability to work efficiently and effectively with project members in various locations and from multiple organisations, including remotely writing and revising proposal documents.
- Ability to integrate different experiences, methodologies, and approaches from a diverse range of stakeholders, organisations, and technical experts from multiple sectors.
- Working relationships with relevant education sector authorities and stakeholder would be an advantage.
- Excellent English speaking/writing skills required. Thai speaking skills an advantage.

Note: This consultancy is open to both national and international applicants. Individuals, group of individuals as well as consultancy firms having the requisite skills/experience are eligible to apply. International applicants having prior work experience in Thailand would be preferred. The above mentioned tasks to be performed are intended as a guide and should not be viewed as an inflexible specification as it may be modified following discussion with the selected consultant or firm.

Application & Deadline Interested Firms/Individuals should send the following requested documents at Aurélie Ceinos ceinos@carefrance.org and Sarinthip Promrit sarinthip.rtf@gmail.com **before Nov 1st, 2016.**

- Cover letter detailing the firms/Individual suitability for the assignment and current contact information.
- Detailed proposal including technical (including work plan to carry out the consultancy) and financial information and detail profiles/CVs of key person(s) to be involved at any stage.

Due to urgent need of the consultancy, proposals will be short listed on a regular basis and we may offer the consultancy before the closing date. Only short-listed consultants will be contacted.