
EUROPEAN FOREST INSTITUTE

TENDER SPECIFICATIONS

PROCUREMENT REFERENCE NUMBER 8_15.2_2021 SIDA

National Coordinator to wood based MSMEs in Thailand

1. TERMS OF REFERENCE

1.1 Background

Micro, small, and medium enterprises (MSMEs) in Thailand, in particular micro- and small-scale processors, are often poorly organized and not accustomed to advocate for regulatory reforms. They also lack specialized training and do not have the knowledge and the tools to improve their practices, grow sustainably and fully comply with all relevant laws and regulations. Input-output monitoring (IOM) of timber used, access to legal timber, access to finance, sustainable forest management, business administration and development are some of the key challenges faced by MSMEs in Thailand. With growing demands to demonstrate legality, these MSMEs increasingly need to show they fully conform to all aspects of regulatory requirements.

The European Forest Institute (EFI) has been testing approaches to enable forest- and timber-based MSMEs in the Mekong region to operate legally and sustainably since 2015. In Thailand, EFI has conducted two pilot interventions. The first pilot led to the establishment of the Reclaimed Timber Association and the recognition of reclaimed timber as a legal source of timber in the legality definition of Thailand's timber legality assurance system. The second pilot supported the development of a self-declaration (SD) concept as supply chain control tool for native timber from private land by testing it on the ground with tree growers and sawmills. The field tests contributed to the simplification and operational practicality of the SD for the benefit of the tree growers.

As part of the pilot, a group of tree growers was formed in Lampang, Thailand. The tree growers were trained in silvicultural techniques and learned to calculate volumes and values of their trees. The pilot is currently supporting the tree growers to access subsidized loans and develop a market for their forest products building on the SD. An important aspect of the pilot is feeding information to the Private Land Sub-Working Group of the Thailand-EU VPA process on findings and lessons learnt from testing and training.

With this tender, EFI is seeking a Contractor to support the upscaling to the national level of the approach and the lessons learnt from the two pilots.

1.2 Objectives

The primary objective of this tender is upscaling the approach, the achievements and the lessons learnt from the two pilots in Thailand. Upscaling involves extending the pilots from the local to the national level, building long-term capacity and support for wood-based MSMEs in Thailand and contributing to the development of legal supply chains for timber products from tree growers to processors and markets. A related objective of this tender is to promote gender equality (GEE), women's economic empowerment (WEE) and the human rights based approach (HRBA) through the pilots' activities.

1.3 Scope and tasks

The assignment will be implemented by one expert (hereafter referred to as 'national MSME coordinator') that will carry out the following tasks:

- Upscale the pilot in Lampang by:
 - Establishing a partnership with the Bank of Agriculture and Agricultural Cooperatives (BAAC) to promote sustainable agroforestry practices among Treebank communities nationwide. Train district and provincial staff on silvicultural techniques in the context of agroforestry using pilot sites as demonstration. Trainings should be basic, focus on sustainability aspects and cover topics such as thinning, pruning, planting, tree measurement. The purpose of the trainings is to enable BAAC staff on the ground to better evaluate forestry operations, provide support to Treebank communities and raise awareness about best practices.
 - Testing the pilot's approach to other areas to incentive more tree growers to plant trees and secure finance by using their trees as collaterals. Improve the silvicultural practices of tree

growers in the context of agroforestry and their capacity to calculate volumes and values of their trees, store and share the data using information technology applications.

- Building on the pilot in Lampang, make use of the self-declaration for timber from private land to establish legal supply chains (domestic and international) and create market development opportunities for tree growers and sawmills. Test the approach to other areas, document the lessons learnt and evaluate the potential of implementing the approach nationwide.
- Upscale the approach, the progress, the achievements, and the lessons learnt from the pilots by cooperating with key institutions such as the Royal Forest Department (RFD), development partners, CSOs and industry associations. Make use of VPA structures to share lessons learnt and cooperate with key players in the EU-Thailand VPA process. The upscaling of the pilots should support:
 - The 20-year national strategy to increase the forest area in Thailand from 32% to 40%
 - The continuous improvement of policies related to the application of the SD and the use of trees as collateral for loans.
- Promote GE and WEE among Treebank communities nationwide by working with BAAC to develop policies and trainings on GE and WEE in support of Thailand's national gender commitments.
- Support EFI's gender expert in collecting and analysing gender-related data on the small-scale forest sector in Thailand and developing relevant knowledge products.

- Establish a strong national network of reclaimed timber operators composed of individual entrepreneur groups from 6 regions.
- Support network members to comply with the legal requirements of the reclaimed timber supply chains.
- Work closely with EFI's private sector experts in Kuala Lumpur to analyse lessons learnt from pilots for sharing them regionally and internationally.

1.4 Resources, timetable and reporting

The indicative start of the contract is November 2021 with a duration of two years, up to 475 working days. The national MSME coordinator shall be based in Thailand, Bangkok with frequent engagement and travel to Lampang and other provinces. Given that pilots take place in different parts of the country and taking into account travel and other restrictions due to COVID-19, two local experts must be engaged to support logistical arrangements in the implementation of the workplan. The local experts will be nominated in the implementation phase, for approval by EFI.

A "work plan budget" will be made available by EFI to cover costs related for example domestic travel, costs of meetings and trainings (including associated expenses) for a maximum of 38,000 Euro. This provision should be integrated as part of the total financial proposal. The total budget for this assignment which includes fees and work plan budget will not exceed 180,000 Euro.

All travel needs to be approved by EFI prior to departure. The national MSME coordinator is expected to have approx. 24 national and 2 continental flights (on average one mission is 3 days). The number of days of mission will be agreed with EFI in each case prior to the mission. The national MSME coordinator will prepare within four weeks after the signing of the contract, and every six months thereafter, a detailed work plan estimating the number of workdays and the missions during that period.

The national MSME coordinator will **regularly report** on progress related to above listed tasks by email/skype/personal meetings/videoconferencing to the EFI's private sector experts based in Kuala Lumpur. The national MSME coordinator prepares **monthly update reports** on the implementation of this contract. A **final report** covering all interventions during the period of assignment shall be prepared by the end of the contract at the latest. All reports are to be produced in English and must be approved by EFI.

2. TENDER DOCUMENTATION

2.1. Administrative Documentation

The tender shall include the following documentation, properly filled out and signed:

- Cover letter (Annex 1)
- Identification form (Annex 2) including supporting documentation
- Bank identification form (Annex 2a)
- Declaration on Exclusion Criteria and Absence of Conflict of Interest (Annex 3)
- Nomination of Experts form (Annex 4)
- Minimum criteria declaration (Annex 5)

The consortium agreement (Annex 6) shall be included, properly filled out and signed, if the tender is submitted jointly by a consortium of economic operators. The consortium agreement (Annex 6) shall not be included if the tender is submitted by a single Tenderer proposing subcontracting of tasks.

2.2. Technical Proposal

In order to evaluate the tender against the minimum criteria and the award criteria A.I. – A.II in section 3.1. and 3.2., the Tenderer shall submit a technical proposal consisting only of the following elements:

1) A nomination of the following Experts to carry out the tasks in the Terms of Reference:

- **one Team Leader (Expert)**

The Technical Proposal shall include CVs of the nominated Experts.

The Tenderer shall be able to certify the information contained in the CVs for the nominated Experts at EFI's request.

The CV shall have all the information as in the EuroPass CV

<https://europass.cedefop.europa.eu/documents/curriculum-vitae>

The Tenderer can use the EuroPass CV template or its own CV template.

2) A description of no more than three pages, **making reference to the Terms of Reference and the previous experience of the Expert** showcasing understanding of the aims and the context of the tasks and **addressing the following topics:**

- Establishing legal timber supply chains and creating market development opportunities for tree growers and sawmills in Thailand.
- Promoting GE and WEE in Thailand's forest sector.

3) A presentation of no more than four pages on the Tenderer's methodology for the assignment – building upon the Terms of Reference and the experience of the Experts – addressing the following elements under separate headings:

- Approach to cooperating with BAAC's Treebank to promote sustainable forest management, tree planting, GE and WEE.

- Approach to facilitating access to finance, creating legal timber supply chains and markets for tree growers and small-scale sawmills.
- Approach to supporting compliance by reclaimed timber operators nationwide with the legal requirements of the reclaimed timber supply chains.
- Timing and sequence of tasks and deliverables, indicating the approximate allocation of time per nominated expert for each task and analysis of risks and mitigation measures (including in relation to eventual COVID-19 impact) on the implementation of the service.

2.3. Financial Proposal

The Tenderer shall submit a financial proposal, which shall be completed by using the form in annex 7 and by following the instructions therein.

The full general conditions applicable to the payment of fees and per diem as well as the reimbursement of costs can be found in annex 8 (model contract).

3. EVALUATION OF TENDERS AND AWARD OF THE CONTRACT

3.1. Minimum Criteria

The Expert nominated must meet the following criteria:

N°	Criteria description
M.I.	Advanced university degree (Master's degree or equivalent) in natural resource management, forestry, forest products marketing and trade or related disciplines.
M.II.	Ten (10) years' experience managing projects in areas related to forest management, timber supply chains, forest products marketing and trade.
M.III.	Established /functional network with the Royal Forest Department, the Bank for Agriculture and Agricultural Cooperatives, industry associations and CSOs in the context of the FLEGT process in Thailand.
M.IV.	Experience engaging MSMEs, industry associations and government authorities in the wood processing sector.
M.V.	Understanding, speaking, and writing English and Thai as demanded with respect to all tasks covered by the Terms of Reference. Native speaker of Thai preferred.

Tenders not fulfilling the minimum criteria will be rejected.

3.2. Award Criteria

Tenders which fulfil the minimum criteria will be evaluated using the following award criteria:

A. Technical component (maximum 75 points)		
N°	Award criteria	Max points
A.I.	Understanding of:	
i.	Establishing legal timber supply chains and creating market development opportunities for tree growers and sawmills using the self-declaration (SD) concept as supply chain control tool for native timber from private land.	15
ii.	Promoting GE and WEE in Thailand's forest sector.	10
A.II.	Proposed methodology for the implementation of the tasks	
i.	Approach to cooperating with BAAC's Treebank to promote sustainable forest management, tree planting, GE and WEE.	10

ii.	Approach to facilitating access to finance, creating legal timber supply chains and market development opportunities for tree growers and small-scale sawmills.	15
iii.	Approach to supporting compliance by reclaimed timber operators nationwide with the legal requirements of the reclaimed timber supply chains.	15
iv.	Timing and sequence of tasks and deliverables, indicating the approximate allocation of time per nominated expert for each task and analysis of risks and mitigation measures (including in relation to eventual COVID-19 impact) on the implementation of the service.	10

The Technical component (TC) is calculated according to the following formula:

$$TC = A.I. + A.II.$$

Tenders must receive a score of more than half of the maximum Technical component to be considered qualitatively acceptable.

Tenders not considered qualitatively acceptable will not be considered further.

B. Financial component (maximum 25 points)

Tenders presenting a total financial proposal (Fo) superior to the maximum contract value of EUR 180000 will not be considered further.

For tenders being considered, the Financial component (F) is calculated according to the following formula:

$$F = (Fmin / Fo) \times 25$$

where

Fmin is total sum in the tender in the evaluation with the lowest total financial proposal; and

Fo is the total sum in the financial proposal being considered.

C. Most economically advantageous tender

A combined score (CS) will be calculated according to the following formula:

$$CS = TC + F$$

The Tenderer with the highest combined score (CS) for Technical component (TC) and Financial component (F) will be awarded the Contract.

Where two or more tenders have an equal combined score the contract will be awarded according to the highest score for the financial component (F).

ANNEXES

Annex 1	Cover letter
Annex 2	Identification form
Annex 2a	Bank identification form
Annex 3	Declaration on exclusion criteria and absence conflict of interest
Annex 4	Nomination of Experts form
Annex 5	Minimum criteria declaration
Annex 6	Consortium agreement
Annex 7	Financial Proposal form
Annex 8	Model contract