

Terms of Reference (ToR)

Consolidating and proofreading guiding implementation of Integrated Coastal Zone Management (ICZM) and OECMs Management Plan in Chumphon Province

1. Background

Thailand's marine and coastal ecosystems are essential for biodiversity conservation, climate change adaptation, and the livelihoods of coastal communities. The integration of Integrated Coastal Zone Management (ICZM), Other Effective Area-Based Conservation Measures (OECMs), and Nature-based Solutions (NbS) provides a strategic framework for conserving and restoring marine and coastal resources while supporting sustainable socio-economic development.

This consultancy contract aims to review, consolidate and proofread **guiding implementation of Integrated Coastal Zone Management (ICZM) and OECMs Management Plan** work closely with the consultant under the contract titled *Guiding the Implementation of Integrated Coastal Zone Management (ICZM) and OECMs Management Plan*, and support conducting data gap analysis and validating content to ensure the highest technical quality, relevance, and alignment with international and national standards as a secondary technical consultant.

2. Objectives

The technical consultant will:

1. consolidate and proofread guiding implementation of Integrated Coastal Zone Management (ICZM) and OECMs Management Plan.
2. Ensure a final quality review report with recommendations for implementation.

3. Scope of Work and Tasks

Task 1: Data Consolidation and Organisation

- Coordinate with the consultant under the contract titled Guiding the Implementation of Integrated Coastal Zone Management (ICZM) and OECMs Management Plan to link and integrate datasets relevant to ICZM, OECMs, and NbS for improving the plan and MEL system.
- Review baseline data from Ramkhamhaeng University surveys, DMCR's Marine and Coastal Resources Situation and Coastal Erosion Reports, and other sources

Task 2: Data Gap Analysis

- Identify missing or insufficient data required for the plan's completion.
- Recommend methods to fill gaps, including:
 - Additional stakeholder interviews.
 - Requests for information from government agencies.

Task 3: Scientific Content Quality Review and verification

- Verify the technical accuracy of key sections, including:
 - Management recommendations.
 - Resource status assessments.
 - Proposed zoning and management measures.
- Ensure consistent use of technical terminology in line with global standards and Thai legal frameworks.
- Confirm alignment with NbS principles, ecosystem-based management, and coastal governance policies.

Task 4: Citation and Evidence Verification

- Check the accuracy and validity of references (documents, GIS data, statistics).
- Ensure all cited sources are credible and verifiable.
- Cross-check quantitative/spatial data with corresponding maps, charts, and graphics.

Task 5: Executive Summary and Technical Annex Preparation

- Draft a concise Executive Summary reflecting the final content of the guiding.

- Review completeness and clarity of annexes, including data tables, maps, and diagrams.
- Ensure annex materials are properly referenced in the main report.

Task 6: Participation in Validation Workshop(s)

- Attend and/or co- facilitate sessions to review the draft management plan.
- Provide real-time feedback on completeness, accuracy, and consistency.
- Support documentation of workshop outputs and integration into the final plan.

Task 7: Final Quality Review Report

- Produce a written report summarising findings from the quality review process.
- Include a checklist assessing the quality of each section of the management plan.
- Improve the management plan based on recommendations from validation workshops before finalisation.

4. Deliverables and payment plan

Deliverables	Description	Deadline (after contract signing)	Payment plan (%)
D1	Inception report: methodology, detailed workplan	31 Dec 2025	30%
D2	Data Consolidation Log: record of datasets integrated, sources, and formats.		
D3	Data Gap Analysis Report: identifying missing data and proposed methods to address them.	28 Feb 2026	30%
D4	Content Quality Review Notes: technical feedback on each section of the plan.		
D5	Verified Citations List: validated references and evidence sources.		
D6	Executive Summary Draft: aligned with final plan content.		
D7	Technical Annex Review: completeness and accuracy check.	30 April 2026	40%
D8	Validation Workshop Notes: key points and recommendations from sessions.		
D9	Final Quality Review Report: improvement of the final management plan		

5. Duration and Timeline

The consultancy is expected to be implemented over **6 months**, with tasks aligned to the lead consultant's schedule to ensure timely review before submission of the final management plan.

- Month 1: Inception and baseline studies.
- Month 2–3: data gap analysis report and content quality review notes
- Month 4: verified citations list and executive summary draft
- Month 5: technical annex review and validation workshop notes
- Month 6: Final management plan submission

6. Reporting and Coordination

The consultant/team will report to IUCN and coordinate closely with IUCN, and Ramkhamhaeng University. Regular progress updates and stakeholder consultations will be required.

7. Qualifications

- At least master's degree (PhD preferred) in natural resource management, fisheries, marine science, or similar field with 5+ years' work experience in natural resource management, fisheries, ecology, or related fields.
- At least 10 years of proven experience in coastal and marine resource management, ICZM, OECMs, and NbS.
- At least 10 years of experience in participatory planning and stakeholder facilitation.
- At least 5 years of experience in technical editing, quality assurance, and scientific review
- Demonstrated understanding of Thai Coastal Governance and Policies conservation governance of Thai context (e.g., protected areas, restoration, stakeholder processes)
- Excellent Bilingual proficiency in Thai and English.