

Terms of Reference

Technical Advisor on Environmental Finance for the Biodiversity Finance Initiative (BIOFIN) for the African Region

Type of Contract:	Individual Contract (International)
Location:	Home-based with mission travel to pilot countries
Starting Date:	17 April 2017
Supervisor:	BIOFIN Manager
Duration of Initial Contract:	180 working days over 12 months
Expected Duration of Assignment:	Up to 2 years with a maximum of 300 working days in the period, dependent on demand for services and good performance

Background

Available evidence and decisions adopted by Parties to the Convention on Biological Diversity (CBD) indicate a significant gap in finance for biodiversity – a major barrier for countries to scale up their efforts and achieve the 20 Aichi Targets defined in the CBD's Strategic Plan for 2011-2020. While various global and national estimates exist, detailed national-level (bottom-up) assessments are required to provide more robust information on the biodiversity finance gap, fully taking into account the effects of the enabling policy environment. These need to be followed by significant national campaigns to re-direct finance and mobilise the necessary resources to fill this gap. In this context, at COP-11 in October 2012, UNDP and the European Commission (EC) launched a new partnership project "The Biodiversity Finance Initiative - BIOFIN" that seeks to build a sound business case for increased investment in the management of ecosystems and biodiversity at the national level. With the Governments of Germany, Switzerland, Norway and Flanders having joined this project since, it has grown into a multi-partner global endeavour. BIOFIN is initially set to run to 2018, while a second phase is currently being designed, tentatively scheduled for 2017 – 2020.

Led by the UNDP biodiversity team, an entirely new methodological framework has been developed for assessing – at national level – the biodiversity-relevant enabling context, baseline expenditures in biodiversity, biodiversity finance needs & gaps, and the suitability of financial solutions; and for establishing a policy engagement process that will lead to the adoption of the recommendations expected to emerge from these BIOFIN assessments. At present 30 core countries participate in BIOFIN, operating at various stages of progress. Based on lessons drawn from national implementation, the methodological framework is regularly refined, and disseminated for wider application through global and regional workshops, and international platforms such as the [BIOFIN website](#). A full iteration of the methodology was launched in December 2016 at COP 13, [the 2016 BIOFIN Workbook](#). During the COP, BIOFIN was discussed widely, as countries universally agreed on the relevance of the BIOFIN Methodology as the main strategy for countries to pursue their resource mobilisation goals. In the formal decision on resource mobilisation, CBD

parties call upon governments and other entities to provide resources for the implementation of the second phase of BIOFIN.

BIOFIN is hosted by the Ecosystems and Biodiversity (EBD) cluster under the Sustainable Development Group of UNDP's Bureau for Policy and Programme Support (BPPS), responsible for providing leadership and technical support to engineer delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. The work of BIOFIN is also part of the UNDP Global Environmental Finance (UNDP-GEF) unit, which supports countries to access finance for better managing ecosystems and biodiversity, from the abovementioned donors, the Global Environment Facility and the Green Climate Fund.

UNDP-GEF is seeking a Technical Advisor on Environmental Finance to BIOFIN to provide technical services and support to BIOFIN core countries in the roll out of the national level BIOFIN process. The assignment will primarily focus on the African Region, but may also include countries in other regions depending on the evolution of the programme and its team.

Duties and Responsibilities

The Individual Consultant will be primarily home-based and work under the supervision of the BIOFIN Manager. The Consultant will work with the global BIOFIN Team, national BIOFIN Teams, UNDP Country Offices, core and donor country governments, other international/multi-lateral organisations, and contractors.

Responsibilities include:

- Liaise with national BIOFIN teams, core country governments, UNDP country offices, UNDP regional technical advisors and the global BIOFIN team, including helping to gauge progress, identify barriers, and provide timely interventions;
- Build the capacity of national BIOFIN teams and other core stakeholders, ensuring a good understanding of the BIOFIN Methodology, including gender aspects;
- Provide general oversight, technical support, quality assurance and impact monitoring of BIOFIN outputs and processes in BIOFIN core countries, in particular in ensuring national level outputs are produced in line with scheduled deadlines and existing quality standards for data, based on the 2016 Workbook and emerging new guidance. This entails reviewing documents delivered by national BIOFIN teams such as budgets, strategies, proposals, programmatic documents, Policy and Institutional Reviews, Biodiversity Expenditure Reviews, Financial Needs Assessments, Biodiversity Finance Plans and related Synthesis Recommendations, and providing timely feedback utilizing the BIOFIN peer review framework;

- Support the BIOFIN Manager in guiding and overseeing core countries in the identification and establishment of the most appropriate transformational national-level processes, targeting key finance-related stakeholders such as Ministries of Finance and Planning and private sector entities;
- Travel to BIOFIN core countries as needed to support the engagement and technical success of the National BIOFIN Teams by providing policy advice, technical advice and delivering trainings;
- Engage in capacity assessments and capacity development of national stakeholders as required, helping to build up a large pool of experts in each country that possess the basic skills to implement the BIOFIN tools;
- Support and provide inputs to global, regional and national technical workshops, regional conference calls, technical webinars and discussions on online platforms as requested by the global BIOFIN team;
- Support the continuous improvement of the BIOFIN Framework, methodology and specific tools and other materials provided to core and non-core countries as part of BIOFIN's methodology development objectives. Develop guidance documents and training materials to enhance the BIOFIN methodological toolkit and implementation packages;
- Write up articles, case studies and other materials emerging from the BIOFIN process, summarizing key experiences and lessons from core countries, including delivering content for at least one case study and website article per quarter;
- Develop four specific knowledge management products per year based on in-country learning;
- Deliver high quality inputs for bi-annual donor reports on progress and impact in BIOFIN countries within given deadlines, and provide other inputs as required for briefing notes, case studies, knowledge management products, press releases and other media products develop by the global BIOFIN Team.

Information on Working Arrangements:

- Estimated level of effort including travel days: 180 days during the first year;
- The initial contract would be for one year with an option for renewal in the subsequent year (up to 31 December 2018) dependent on demand for services, availability of financial resources and satisfactory performance evaluation;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;

- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the BIOFIN Manager on days worked (with a “day” calculated as 8 hours of work) and outputs delivered.

Travel:

- International travel will be required to core countries (mainly in the Africa region) and relevant methodological and coordination meetings;
- Any necessary missions must be approved in advance and in writing by the BIOFIN Project Manager;
- The [Advanced and Basic Security in the Field II courses](#) must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
- Consultants are responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;
- The Consultant is required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- The consultant will be responsible for making his/her own mission travel arrangements in line with [UNDP travel policies](#);
- All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants. Costs for airfares, terminal expenses, and living allowances should not be included in financial proposal.

Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN’s values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

Technical Competencies:

- Analytic capacity and demonstrated ability to process, analyse and synthesise complex, technical information from different disciplines;
- Ability to innovate, combining methodological approaches and data from various levels and disciplines including economics, finance, development and conservation;
- Proven ability to support the development of high quality knowledge and training materials, and to train technical teams;
- Proven experience in the developing country context and working in different cultural settings.

Communication:

- Communicate effectively in writing to a varied and broad audience in a simple and concise manner.

Professionalism:

- Capable of working in a high pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Teamwork:

- Work well in a team to advance the priorities of BIOFIN and UNDP as a whole;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

Required Skills and Experience:**Education:**

- Master's degree or higher in economics, environmental economics, public administration, financial management, natural/environmental sciences, social sciences with a specialization in environmental finance and development, or other closely related field. (max. 10 points)

Experience:

- At least 8 years' demonstrated expertise in public or private sector finance, development or environmental finance, environmental mainstreaming, innovative resource mobilisation strategies, biodiversity policy, or a related field; (max. 20 points)
- Experience in environmental policy development, as well as, in biodiversity conservation and biodiversity finance would be an advantage (max. 15 points);
- International and developing country experience, in particular in the Africa region would be desirable (max.10 points);
- Prior experience in expenditure and other financing assessment approaches and in the development of knowledge and exchange materials and platforms would be an advantage (max. 15 points);
- Expertise in planning and conducting exchange workshops and technical trainings on financial assessments at the international level (max. 10 points);
- Experience with UNDP policies, procedures and practices particularly in relation to project development and implementation and/or working experience in an international organization is an advantage (max. 10 points).

Language:

- Excellent oral and written communication skills in English (max. 8 points);
- Good command of French or Portuguese will be an advantage (max. 2 points).

Evaluation method:

- Only those applications which are responsive and compliant will be evaluated;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, languages [max 100 points]) interview [max 60 points] and written samples [max 10 points]) will be based on a maximum 170 points. Only the top 5 candidates scoring 70 points or higher from the review of the education, experience, and languages will be considered for the interview;
- Candidates obtaining 42 points or higher in the interview will considered for submission of writing samples;
- Applicants obtaining 70% of the combined total technical points (education, experience, languages, interview and writing samples) will be considered technically qualified and considered for financial evaluation;

- Financial score (max 100 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive daily fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment);
- The applicant receiving the Highest Combined Score and have accepted UNDP's General Terms and Conditions will be awarded the contract.

Documentation to be submitted:

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) to be downloaded from the below link;
- Applicants must reply to the mandatory questions asked by the system when submitting the application.
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

Kindly note you can upload only one document to this application (scan all documents in one single PDF file to attach).

UNDP Personal History form (P11) required of all applicants:

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc.

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.

Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment

http://procurement-notice.undp.org/view_notice.cfm?notice_id=36076

Additional Questions

- I have read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors.
- Have you submitted a duly completed and signed UNDP Personal History form (P11)?

- Have you attached to your P-11 and CV Annex II duly signed and completed including your all-inclusive fee and all foreseeable expenses for this assignment (except travel)? Your application will not be considered without submission of Annex II.