

TERMS OF REFERENCE

Consultant on Environmental Finance for the UNDP Biodiversity Finance Initiative (BIOFIN)

Type of Contract:	Individual Consultant (IC)
Additional Category:	Sustainable Development
Languages Required:	English
Location:	Istanbul, Turkey with mission travel
Supervisor:	BIOFIN Manager
Duration of Initial Contract:	Up to 220 working days over 12 months
Expected Duration of assignment:	Dependent on project extension, 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 management – 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 mobilize the necessary resources to fill this gap. In this context, at COP-11 in October 2012, UNDP and the European Union launched a new partnership project "Building Transformative Policy and Financing Frameworks to Increase Investment in Biodiversity Management" 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 – the UNDP-managed Biodiversity Finance Initiative – BIOFIN (<http://www.biodiversityfinance.net/>), set to run up to the end of 2018. A second phase of the programme is currently being developed.

Led by the UNDP Ecosystems and Biodiversity team and additional experts, 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 mechanisms; 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. Based on the lessons drawn from national implementation, the methodological framework is regularly refined, and disseminated for wider application through global and regional workshops, and two important online platforms, the NBSAP Forum (<http://nbsapforum.net/>), the BESnet and the BIOFIN website.

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.

With this call, the UNDP-GEF is seeking the services of a consultant on Environmental Finance for BIOFIN to provide technical services and support to the BIOFIN Global Team and the Initiative's management, and who will overall support the successful implementation of BIOFIN core countries and the regional nodes, knowledge management platforms and resource mobilization efforts.

Description of Responsibilities:

Scope of work:

Under the guidance and supervision of the BIOFIN Manager, and in close collaboration with the global BIOFIN Team, national BIOFIN Teams, UNDP Country Offices, core and donor country governments, other international/multi-lateral organizations, and contractors, the consultant on Environmental Finance will:

Provide management support to BIOFIN management:

- Contribute to the development of the project document and the resource mobilization strategy for BIOFIN phase II, analyse resource mobilization opportunities and prepare project proposals;
- Support the management and monitoring of the overall UNDP Biodiversity Finance Initiative to ensure timely implementation of BIOFIN activities at the global level, in core countries, and through the regional CBD-BIOFIN Nodes;
- Assist 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;
- Liaise with national BIOFIN teams, core country governments, UNDP country offices, UNDP regional technical advisors and the global BIOFIN team to provide assistance in determining progress, identifying barriers, and supporting the provision of timely interventions;
- Maintain and improve strategic partnerships with current BIOFIN partners and identify new opportunities for strengthening BIOFIN position globally;
- Travel to BIOFIN core countries as needed to assist with monitoring, documentation and the organization of activities;
- Support the organization and implementation of global, regional and national technical workshops;
- Organize and coordinate quarterly regional conference calls for national BIOFIN teams;
- Lead the organization of the BIOFIN Webinar Series for the BIOFIN core countries, BIOFIN Regional Nodes countries and the general public, and identify relevant partners and ensure collaboration with related initiatives;
- Contribute to the hiring process of short and long term experts and oversee the BIOFIN internship programme;
- Regularly update the document management platform for national BIOFIN teams.

Provide technical support to the BIOFIN technical team:

- Develop guidance documents and training materials to enhance the BIOFIN methodological toolkit and implementation packages and catalogue relevant environmental financial mechanisms which can serve as the best biodiversity finance solutions in function of economic situation of the country;
- Identify key initiatives and stakeholders focusing on biodiversity and environmental finance in the countries where BIOFIN aims to enter (conduct an in-depth research and landscape analysis);
- Support technically the development of the new version of the BIOFIN workbook for 2018;
- Coordinate translations in different languages of BIOFIN tools and publications;
- Prepare technical documents on finance solutions for the Financing Solutions for Sustainable Development platform.

Contribute to the consolidation and positioning of BIOFIN initiative's outcomes and knowledge outputs:

- Prepare regular monthly and ad hoc reports offering general oversight on BIOFIN core countries' projects, given technical support, and quality assurance, highlighting BIOFIN outputs and processes (including their impacts) in BIOFIN core countries;
- Assist in the preparation and delivery of bi-annual donor reports on progress and impact from BIOFIN countries within given deadlines, and support the preparation of briefing notes, case studies summarizing key experiences and lessons learnt from core countries, knowledge management products, press releases and other media products developed by the global BIOFIN Team;
- Build trust and maintain effective corporate relationships with Donors;
- Provide support to the implementation of the knowledge-management strategy and the roll-out of the BIOFIN communication strategy;
- Raise the visibility of BIOFIN's work and support the development and management of BIOFIN strategic partnerships through various communications and media channels, and in collaboration with the BIOFIN Communications Specialist;
- Maintain all existing BIOFIN communications channels, social media and co-lead the redesign of the BIOFIN website identifying potential areas for further improvement.

Information on Working Arrangements:

- The consultant will work out of UNDP's Istanbul Regional Hub offices;
- Estimated level of effort including travel days: 220 days during the first year;
- The initial contract would be for one year with an option for renewal dependent on project extension, 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 provided with a work station (internet, office phone, scanner/printer, etc.);

- The Consultant will be responsible for providing her/his own laptop and mobile phone with active calling and data plan;
- 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 and outputs delivered.

Travel to join the duty station:

- Travel to join the duty station (Istanbul, Turkey) might be required depending on the place of residence at the time of selection;
- The [Advanced and Basic Security in the Field II courses](#) must be successfully completed prior to commencement of travel to join the duty station or first mission travel, whichever ever takes place first;
- 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 joining the duty station 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 the [UNDP travel policies](#);
- Costs for airfares, terminal expenses to join the duty station and living allowances for the whole assignment should be included in the financial proposal.

Mission travel:

- International mission travel might be required to core countries and relevant methodological and coordination meetings (approx. four or five 3-day missions per year);
- Any necessary missions must be approved in advance and in writing by the BIOFIN 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 the [UNDP travel policies](#);
- All travel expenses related to mission travels (not to join the duty station) 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:**

- 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.

Functional:**Professionalism:**

- Demonstrates professional competence and mastery of subject matter;
- Conscientious and efficient in meeting commitments and observing deadlines and achieving results;
- Motivated by professional rather than personal concerns;
- Shows persistence when faced with difficult problems or challenges;
- Remains calm in stressful situations;
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Technical Competencies:

- Analytic capacity and demonstrated ability to process, analyze and synthesize 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;

Communication:

- Speaks and writes clearly and effectively, listens to others, correctly interprets messages from others and responds appropriately;
- Asks questions to clarify, and exhibits interest in having two-way communication;
- Tailors language, tone, style and format to match audience;
- Demonstrates openness in sharing information and keeping people informed.

Technological awareness:

- Keeps abreast of available technology;
- Demonstrated ability and knowledge in the design and management of websites and complex information management systems;
- Understands applicability and limitation of technology to the work of the office;
- Actively seeks to apply technology to appropriate tasks;
- Shows willingness to learn new technology.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals;
- Solicits input by genuinely valuing others' ideas and expertise;
- Willing to learn from others;

- Places team agenda before personal agenda;
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position;
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications:

Education (max. 15 points):

- 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; or
- A first-level university degree (Bachelor or equivalent) in any of the above mentioned fields (or related) in combination with at least two additional years of qualifying experience from the minimum experience requirement stated below.

Experience:

- At least 2 years of relevant professional experience in public or private sector management, finance, operations, development or environmental finance, biodiversity policy or similar (10 points max);
- Experience with project development and implementation (10 points max);
- International and developing country experience would be desirable (10 points max);
- Experience in results-based and results-oriented project implementation and management (10 points max);
- Experience in dealing with international and national experts and institutions (10 points max);
- Experience in the development of knowledge and exchange materials and platforms (10 points max);
- Good working knowledge in computers and office software packages (MS Word, Excel, etc.), spreadsheet and database packages; experience in handling of web based management systems would be desirable (5 points max).

Language skills:

- Excellent oral and written communication skills in English (10 points max);
- Good command of French, Spanish, or Portuguese will be an advantage (10 points max).

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 and language [max. 100 points], and interview [max. 60 points]) will be based on a maximum of 160 points. Only the top 3 candidates scoring 70 points or above from the review of education, experience and language will be considered for the interview;

- Applicants obtaining 42 points or above in the interview will be deemed technically compliant 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 the fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);
- Applicant receiving the Highest Combined Score and has 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 link below;
- 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-notices.undp.org/view_notice.cfm?notice_id=37904

Additional Questions:

1. I have read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors
2. Have you submitted a duly completed and signed UNDP Personal History form (P11)?
3. Have you attached the Annex II to your P-11 and CV duly completed and signed including your all-inclusive fee and all foreseeable expenses for this assignment? Your application will not be considered without submission of Annex II.