

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 07 August 2018

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**Country:** Bangkok, Thailand

**Description of the assignment:** Technical Coordinator for Feasibility Studies of biodiversity finance solutions in Thailand

**Duty Station:** Bangkok based, Thailand, with travel required within Thailand and the Philippines.

**Project name:** UNDP Thailand, Biodiversity Finance Initiative (BIOFIN)

**Period of assignment/services (if applicable):** 1 September 2018 – 31 December 2018 with maximum of 56 working days.

Proposal should be submitted no later than **21 August 2018**

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### 1. BACKGROUND

The United Nations Development Programme (UNDP), in October 2012, launched the **Biodiversity Finance Initiative – BIOFIN**. It was a new global partnership seeking to address the biodiversity finance challenge in a comprehensive manner – building a sound business case for increased investment in the management of ecosystems and biodiversity, with a particular focus on the needs and transformational opportunities at the national level.

The BIOFIN works along two main axes:

I. Globally-led development of a new methodological framework

An entirely new methodological framework is being developed for undertaking national-level “bottom-up” analyses of the finance-relevant enabling context; for determining the current / baseline investment in biodiversity; for quantifying the full cost of meeting national biodiversity conservation targets and the resulting finance gap; and for assessing the suitability of financial mechanisms and developing national resource mobilisation strategies. The methodologies applied in the project will be refined through regional and global learning, and made available more widely.

II. Adaptation and implementation of this new methodological framework at national level

To help countries increase the importance attributed to biodiversity and in consequence bridge the financing gap, the work at national level will be led by concerned Ministries --Ministries of Finance, Planning or Economics and the Ministry of Environment, and is articulated through the following components:

- a. *Analyse the integration of biodiversity and ecosystem services in sectoral and development policy, planning and budgeting (Policy and Institutional Review and Biodiversity Expenditure Review);*
- b. *Assess future financing flows, needs and gaps for managing and conserving biodiversity and ecosystem services (Financial Needs Assessment);*
- c. *Develop comprehensive national Biodiversity Finance Plan to meet the biodiversity finance gap;*
- d. *Initiate implementation of the biodiversity finance solutions at national level.*

In Thailand, BIOFIN has become operational in 2014. The initiative supports the Royal Thai Government in implementing the National Economics and Social Development Plan (NESDP) and the National Biodiversity Strategy and Action Plan (NBSAP), in particular relevant sections on sustainable utilization of natural resources, green growth, and inclusive development, through the formulation and implementation of financial strategies.

The expected outputs include:

- i. Technical analyses of policies, institutions, expenditures covering the fiscal year 2011 – 2015 that related to biodiversity conservation and sustainable utilisation in Thailand;
- ii. Cost estimation for biodiversity investment for Thailand;
- iii. Biodiversity Finance Plan for Thailand as resource mobilisation strategy for achieving the national biodiversity targets;
- iv. Localization of BIOFIN process through implementation of biodiversity finance solutions.

The national BIOFIN process involves several detailed and interrelated assessments and processes. For BIOFIN Thailand, the process must ensure all outputs, as envisioned in the Theory of Change, will be achieved whilst planning for the attainment of outcomes beyond the project lifetime. The BIOFIN Thailand's outputs corresponding to the Policy and Institutional Review (PIR), Biodiversity Expenditure Review (BER), and Financial Needs Assessment (FNA) and the Biodiversity Finance Plan (BFP). Thus, the exit strategy for Thailand is to transition of Phase I (June 2014 – Dec 2018) to Phase II (Jan 2019 – Dec 2022) strategically.

For Phase 2 activity, BIOFIN Thailand will identify the zero-risk finance solutions to implement in the country. One of the potential biodiversity finance solutions, as stated in the national Biodiversity Finance Plan, is called "wildlife conservation license plate" scheme. The scheme will be implemented in Huai Kha Kaeng Wildlife Sanctuary of the Western Forest Complex (WEFCOM) by BIOFIN Thailand and other strategic partners at the pilot project site. *See detailed BIOFIN output 5 proposal in Annex I.*

In this connection, BIOFIN Thailand would like to hire a short-term international consultant to conduct a feasibility study on biodiversity finance solution –wildlife conservation license plate in Thailand.

The study will be treated as a policy document produced to support an advocacy for Thailand when pitching a business case for increasing investment in biodiversity conservation and management.

It is recommended that the BIOFIN methodology must be applied when conducting the feasibility study.

## **2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

### **Scope of work:**

The international consultant is required to complete the following assignments:

- Feasibility study on biodiversity finance solution—Increasing revenue to finance the tiger conservation by featuring a wildlife conservation theme on vehicle license plates in Thailand
  - Baseline data analysis on wildlife conservation license plate scheme;
  - Comprehensive feasibility study on wildlife conservation license plate according to the BIOFIN methodology.
- Thailand's Biodiversity Finance Plan
  - Participating as a resource person in a series of bilateral meetings with key line agencies – Department of National Parks, Wildlife and Plant Conservation, Royal Forest Department and Department of Marine and Coastal Resources and summarizing the detailed discussions;
  - Scoping the potential finance solutions on establishing of Community Enterprise for local community in Chor 1 land of Huai Kha Kiang Wildlife Sanctuary;
  - Finalizing the Biodiversity Finance Plan for Thailand and attending the Project Steering Committee meeting to seek endorsement on the proposed Biodiversity Finance Plan for Thailand.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

The candidate who would like to apply should have the following qualifications:

- Profound knowledge of the Biodiversity Finance Initiative and its methodology
- Bachelor or Master levels with degree in Politics, Economics, Finance, Environment, Social sciences and/or other related fields;
- Work experience in relevant research areas for at least 3 years in research analysis, biodiversity conservation scheme and analysis of resources/environment and economic linkages;
- Familiar and up-to-date with global issues on biodiversity conservation and finance solutions;
- Excellent English report-writing and speaking skills;
- Obtain or have residence in Thailand is desirable.

#### 4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

##### Duration of the Assignment and Duty Station

**Duration of Assignment:** 1 September 2018 to 31 December 2018 (max. 14 days per month; total of 56 man-days)

The consultant will be Bangkok-based which required at least 4 days per month to be working at UNDP Country Office, Bangkok Thailand

\*ID card to enter the UNDP premises will be provided to the consultant for the period 1 September to 31 December 2018.

\*UNDP email account will be provided to the consultant during the contract period.

\* Working space in UNDP CO for the 4-days-per-month arrangement will be facilitated by BIOFIN.

Travel arrangement -- The consultant should propose the cost for following foreseeable trips in the *ANNEX III Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment*:

- One official mission to Koh Tao Island in Surat Thani province. (03 days)  
\*\*\*To be authorized by the National BIOFIN coordinator
- One official mission to WEFCON in Uthai Thani province. (03 days)  
\*\*\*To be authorized by the National BIOFIN coordinator
- One official mission to attend the Regional BIOFIN workshop in Cebu, the Philippines for the period 10 to 14 September 2018 (05 days).  
\*\*\*To be authorized by the Global BIOFIN manager

For any unforeseen official mission apart from this TOR mentioned, the Consultant will be requested to submit the concept note of mission for approval by UNDP's BIOFIN Thailand 07 days prior to undertaking any mission in Thailand or abroad. The concept Note will elaborate the key points as follows:

- (1) mission purposes,
- (2) main activities,
- (3) tentative programme,
- (4) list of mission members, and
- (5) expected outputs.

The complete document (max 2 pages) will be sent to the Project Management Unit of BIOFIN Thailand for approval. Upon receipt of approval from the National BIOFIN Coordinator, the Consultant should arrange his or her own travel as planned. Upon completion of the mission, the Consultant shall submit the following documents:

- (1) Mission report
- (2) List of persons met
- (3) Summary of cost incurred for reimbursement.

For any unforeseen travel cost incurred, the Consultant shall be responsible for an advance payment. The reimbursement shall be proceeded in accordance with the UNDP procedures upon submission of the mission report. The reimbursed cost shall be transferred directly into the registered bank account of Consultant under the UNDP vendor system. After submission of complete document, the reimbursement process shall be done within 10 working days.

## 5. FINAL PRODUCTS

### Expected Outputs and Deliverables

The consultant is expected to deliver the followings:

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
<b>1<sup>st</sup> Deliverable:</b> <ul style="list-style-type: none"> <li>- Participating in the Monitoring and Evaluation mission of Global BIOFIN in Bangkok and providing technical comments and/or suggestions on the Theory of Change for BIOFIN Phase 2 in Thailand (Tentative plan: 3 - 6 September 2018);</li> <li>- Completion of an outline of the feasibility study on biodiversity finance solution 'wildlife conservation license plate' scheme.</li> </ul>	15 September 2018	<ul style="list-style-type: none"> <li>- National BIOFIN Coordinator of UNDP Thailand;</li> <li>- Senior Technical Advisor of Global BIOFIN</li> </ul>
<b>2<sup>nd</sup> Deliverable:</b> <ul style="list-style-type: none"> <li>- Completion of the feasibility study on biodiversity finance solution 'wildlife conservation license plate' scheme.</li> </ul>	30 September 2018	
<b>3<sup>rd</sup> Deliverable:</b> <ul style="list-style-type: none"> <li>- Participating as a resource person in a series of bilateral meetings with key line agencies i.e. Department of National Parks, Wildlife and Plant Conservations, Royal Forest Department and Department of Marine and Coastal Resources. Meetings to be scheduled for the whole month of October 2018;</li> <li>- Summarizing the detailed discussions and key findings from the bilateral meetings as inputs for the Biodiversity Finance Plan for Thailand.</li> </ul>	31 October 2018	
<b>4<sup>th</sup> Deliverable:</b> <ul style="list-style-type: none"> <li>- Scoping the potential finance solutions on establishing of Community Enterprise for local community in Chor</li> </ul>	30 November 2018	

1 land of Huai Kha Kiang Wildlife Sanctuary.		
5 <sup>th</sup> Deliverable:  - Finalizing the Biodiversity Finance Plan for Thailand together with the Chief Technical Advisor and attending the Project Steering Committee meeting to seek endorsement on the proposed Biodiversity Finance Plan for Thailand.	15 December 2018	

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

### Institutional Arrangement

The consultant will report to the National BIOFIN Coordinator, UNDP's Inclusive Green Growth and Sustainable Development Unit in UNDP Thailand and the Senior Technical Advisor of the Global BIOFIN. He/she will work in close collaboration with the National BIOFIN Coordinator and the Chief Technical Advisor of BIOFIN Thailand.

## 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Candidates wishing to be considered for this assignment are required to submit the following documents to demonstrate their qualifications. Please group them into one (1) single PDF document/ or one ZIP File as the application only allows to upload maximum one document:

- a) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.

## 8. FINANCIAL PROPOSAL

### Price Proposal and Schedule of Payment :

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Deliverables/ Outputs	Percentage
1 <sup>st</sup> Deliverable: Completion of an outline of the feasibility study on biodiversity finance solution 'wildlife conservation license plate' scheme	20%
2 <sup>nd</sup> Deliverable: Completion of the feasibility study on biodiversity finance solution 'wildlife conservation license plate' scheme	20%
3 <sup>rd</sup> Deliverable: Submission of the detailed discussions and key findings from the bilateral meetings with key line agencies as inputs for the Biodiversity Finance Plan for Thailand	20%
4 <sup>th</sup> Deliverable: Scoping the potential finance solutions on establishing of Community Enterprise for local community in Chor 1 land of Huai Kha Kiang Wildlife Sanctuary	20%
5 <sup>th</sup> Deliverable: Finalizing the Biodiversity Finance Plan for Thailand together with the Chief Technical Advisor and attending the Project Steering Committee meeting to seek endorsement on the proposed Biodiversity Finance Plan for Thailand	20%

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

## 9. EVALUATION

### Criteria for Selection of the Best Offer

The candidate who qualify will be evaluated with the following manner:

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%

Criteria on Technical skills	Percentage
Relevance of Education or Degree	20%
Profound knowledge of the Biodiversity Finance Initiative and its methodology	40%
Experiences with global issues on biodiversity conservation and BIOFIN finance solutions (BIOFIN catalogues)	20%
Report-writing and Speaking skills	20%
<b>TOTAL</b>	<b>100%</b>

Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.

### ANNEXES

Annex I - TOR\_ Technical Coordinator for Feasibility Studies

Annex II- General Condition of Contract

Annex III - Offeror's Letter to UNDP Confirming Interest and Availability, including Financial Proposal

All documents can be downloaded at : [http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=48768](http://procurement-notices.undp.org/view_notice.cfm?notice_id=48768)