

Terms of Reference

Development of Options for REDD+ Finance Management

Project Title:	UN-REDD National Programme
Type of Contract:	Individual Contract (National)
Duration:	50 days during September-December 2018
Location:	Home-based with travel within Myanmar, totalling up to 30 days

1. BACKGROUND

With support from the Government of Norway, the UN-REDD Programme¹, in partnership with the Regional Community Forestry Training Centre (RECOFTC), assisted the Government of Myanmar (GoM) and other stakeholders to develop a “REDD+ Readiness Roadmap” in the period July 2012-August 2013.

Some initial support to the implementation of the Roadmap was provided through the UN-REDD Targeted Support window during 2014-15. In early 2015, Myanmar was invited to submit an Expression of Interest for a UN-REDD National Programme, and subsequently to make a presentation on this Expression of Interest to the 14th and 15th meetings of the UN-REDD Policy Board. The Policy Board provisionally approved the allocation of USD 5,554,370 to the Myanmar UN-REDD National Programme (‘The Programme’). This decision became operational following the confirmation of availability of funds provided to the interim governance body on July 6, 2016. The signature of the National Programme Document was completed on 15th November 2016, with a duration of 4 years. The first funds transfer from the MPTF-O occurred in November 2016.

The UN-REDD Programme has supported the development of a National REDD+ Strategy and the other elements of the “Warsaw Framework for REDD+”. Consequently, Myanmar will soon complete “Phase 1” of REDD+ (“Readiness”), and will move into Phase 2, and towards Phase 3. During Phase 2, investment finance” will need to be mobilized in order to support implementation of the National REDD+ Strategy, while in Phase 3 Myanmar will qualify for Results-based Payments from the international community.

Consequently, there is a need to explore modalities for management of REDD+ finance. This includes the design of an appropriate mechanism for management of finance from international sources, including investment finance and results-based payments. The term “management of REDD+ finance” covers all aspects of resource mobilization and expenditure management. It comprises of a number of inter-related country systems covering planning, budgeting, procurement, accounting, auditing, and reporting, and the roles of Parliament and Treasury. It includes the management arrangements for the raising and spending of finance for REDD+, including the use of REDD+ finance in providing incentives to stakeholders, or sharing financial benefits in Phase 3. Sources of REDD+ finance may be public or private, international or domestic, including regular budgetary resources.

¹ The UN-REDD Programme is the United Nations Joint collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD+) in developing countries. The Programme builds on the convening role and technical expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP)

2. SCOPE OF WORK

The objectives of the work to be conducted under this consultancy are:

- Describe the relevant public financial management processes relevant to operationalizing the National REDD+ Strategy in Myanmar, including emerging mechanisms such as the “Environmental Management Fund”;
- Assess options for national management of REDD+ finance in Myanmar, and recommend a specific approach;
- Consult with key national and sub-national institutions and other stakeholders to secure broad stakeholder feedback;
- Based on this feedback, develop and refine an implementation plan for the most viable option, including an approach to mitigate risks associated with the recommended option.

The work will be carried out through a combination of desk research, expert discussion, and consultation with key stakeholders.

A team of consultants (one international and one national expert) will deliver the outputs. The consultation process required under this work will involve, *inter alia*, members of the National REDD+ Taskforce, its Technical Working Groups, Union-level ministries, especially Ministry of Planning and Investment and Ministry of Natural Resources and Environmental Conservation, state/regional governments, and NGO's/CSO's representing a range of interests, including the rights of Indigenous Peoples.

The Consultants will work under the direct supervision and guidance of the UN-REDD Chief Technical Advisor, with additional guidance from the UN-REDD Programme Coordinator, and the UN-REDD Programme Regional Advisors.

Approach

The International Consultant for management of REDD+ finance will develop an initial workplan. This will include a description of activities to be undertaken by the National Consultant, but initial activities by the National Consultant will include to collection, compilation and, where necessary, analysis of information related to public financial administration in Myanmar, including emerging mechanisms such as the Environmental Management Fund.

During an initial in-country mission by the International Consultant, the National Consultant facilitate consultations with key stakeholders at the national level, based on nominations provided by the UN-REDD PMU, in order to generate ideas on options for management of REDD+ finance. The UN-REDD PMU will be responsible for organizing meetings and group discussions, as required.

Subsequent to this initial mission by the International Consultant, the National Consultant will gather additional information, undertake further analyses, and (under guidance from the International Consultant) prepare sections of an initial report, outlining options for management of REDD+ finance and identifying a preferred option. This initial report will cover:

1. Possible sources of REDD+ finance for Myanmar (international/national, public/private) and lessons learned/best practice from other countries;
2. The processes required to ensure optimal and transparent management of REDD+ investment finance (i.e., for Phase 2 of REDD+);
 - 2 (a) A number of options (≥ 2) for systems that will ensure effective operation of the required processes;
3. The processes required to ensure optimal and transparent management of results-based finance (Phase 3 of REDD+);
 - 3 (a) A number of options (≥ 2) for systems that will ensure effective operation of the required processes;

4. Proposals for principles governing the provision of incentives, or the fair and equitable sharing of benefits from REDD+;
 - 4 (a) A number of options (≥ 2) for systems that will ensure principles for provision of incentives, or the fair and equitable sharing of benefits are respected
5. Initial recommendations among the options for 2 (a), 3 (a), and 4 (a);
6. An outline of additional work required to further refine the options and recommendations.

This initial report will be shared with stakeholders for feedback. Actions outlined in section 6 of the report (above) will be undertaken by the UN-REDD PMU and/or the National Consultant, as appropriate. Subsequently, a second mission will be undertaken by the International Consultant, during which the National Consultant will facilitate further consultations, collect additional information, and undertake further analyses as required, leading to broad stakeholder endorsement of the recommended option and generate information to allow the consultant team to generate a final report. This final report should include implementation arrangements for the recommended option, an analysis of possible risks and recommended actions for risk mitigation, as well as recommendation for further consultations or other actions.

Roles and Responsibilities

The National Consultant for management of REDD+ finance will have experience in public finance management and experience of working with the international organizations in a related area. S/he will:

- Collect, compile and analyze information on public financial management processes in Myanmar.
- Jointly with the International Consultant, develop a workplan to define activities required on the specified deliverables;
- Undertake additional activities identified in the workplan in preparation for the initial mission by the International Consultant;
- Join the International Consultant in consultations with relevant stakeholders, and collect and compile information generated through those consultations
- Under the guidance of the International Consultant, produce sections of the initial report containing the information described above.
- On the basis of further work identified in the initial report, undertake additional activities, including further consultations (during the 2nd mission of the International Consultant) with stakeholders on the recommended options and possible risks associated with them.
- Contribute to the development of an implementation plan, including risk mitigation measures, with an assignment of roles, responsibilities, timeline and levels of effort, including required technical and functional capacity development.
- Under the guidance of the International Consultant, produce sections of a final report, reflecting issues raised during consultations and identifying additional work required, including further consultations.

3. Deliverables by the consultant team:

- Before the initial mission: A workplan including key issues to be covered, methodology and consultation plan; National Consultant to collect, compile and analyse relevant information, and to contribute ideas for actions required.
- Within 2 weeks of completion of the initial mission: An initial report containing the information described above; National Consultant to contribute sections agreed with the International Consultant.
- Within 2 weeks of the 2nd mission: a final report containing the information described above; National Consultant to contribute sections agreed with the International Consultant.

4. Payment Schedule:

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

- Acceptance of the workplan. (20%)
- Acceptance of the initial report (40%)
- Acceptance of the final report (40%)

5. Information on working arrangements:

- Estimated level of effort including missions: 50 days;
- 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;
- The consultant will be supervised by the UN-REDD/Myanmar Chief Technical Advisor, but direct guidance will be provided by the International Consultant;
- Payment will be made upon submission of deliverables, acceptance by the Chief Technical Advisor, and submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked and outputs delivered.

6. Travel:

- Any necessary missions must be approved in advance and in writing by the Supervisor;
- The [Advanced and Basic Security in the Field II courses](#) must be successfully completed prior to commencement of travel;
- The Consultant is required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>
- The UN-REDD PMU will arrange domestic travel
- All related travel expenses (airfares, terminal expenses, accommodation) will be supported by the UN-REDD Programme and will be reimbursed as per UNDP rules and regulations for consultants. Such costs should therefore not be included in the financial proposal.

7. Required skills and experience:

Education:

- Master degree or higher in international development, natural resource management, environmental economics, or other closely related field.

Experience:

- At least 7 years of relevant work experience in areas such as environmental finance, natural resource management, public administration and related initiatives;
- Experience working with and delivering support to the government;
- Experience working on capacity building for climate change is an asset.

Languages:

- Excellent oral and written communication skills in English is mandatory.

8. EVALUATION OF APPLICANTS

Applicants will be evaluated based upon the offer which gives the best value for money, selected by the UNDP Myanmar Country Office in consultation with the UN-REDD PMU and UN-REDD Lead Advisor.

The Technical and the Financial Proposal (daily fee) submitted by the National Consultant will be evaluated on the basis of the weight of the technical criteria [70] and of the financial proposal [30].

The evaluation will be performed in two stages:

Stage One (Technical Evaluation of Proposals). All Individual Contractors proposals comprising the information/documentation provided will be evaluated to ascertain the suitability of the individual contractors to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter.

Stage Two (Financial Evaluation). The financial proposals of all the individual contractors who pass stage one will be evaluated. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points}$ for other proposer's fees

The award of contract shall be based on the individual contractor who receives the highest cumulative score.

Technical criteria

The following criteria will be used to evaluate the individual contractors' technical proposals:

Education – 10 points

Experience – 10 points

Technical strength – 50 points

TOR is prepared by:



Signature:
Name: Khin Hnin Myint
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Date: 8 August 2018

Approved by:



Signature:
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Date: 8 August 2018