**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

5th November 2018

**Country:** Botswana

**Description of the assignment:** Consultancy to finalize the Biodiversity Expenditure Review (BER) report and the Biodiversity Finance Needs Assessment (BFNA) Report

**Project name:** Biodiversity Finance Initiative (BIOFIN).

**Period of assignment/services (if applicable):** Within November and December 2018

**Proposal should be submitted** at the following address:

United Nations Development Programme, United Nations Building,

Government Enclave, Cnr.Khama Crescent and President’s drive

P.O Box 54, Gaborone, Botswana or

by email to [procurement.bw@undp.org](mailto:procurement.bw@undp.org)

**Submission date:** 12th November 2018 at 12:00 noon (Botswana time).

**Request for Clarification:** Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP procurement will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**1. BACKGROUND**

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| The Biodiversity Finance Initiative (BIOFIN) project supports countries to develop a sound business case for increased investment in the sustainable management, protection and restoration of biodiversity and ecosystems in an equitable manner. Through a series of assessments and the development of a finance plan, BIOFIN guide countries to assess biodiversity expenditures, finance needs, management challenges, and to mobilize financial resources to ensure that the National Biodiversity Strategy and Action Plan (NBSAP) is successfully implemented.  With the support of United Nations Development Programme (UNDP), Botswana is one of the countries implementing the BIOFIN project. It is therefore carrying out a series of studies with the following goals:   1. o analyze the impacts of current policies, institutions and expenditure, and to identify opportunities to mainstream biodiversity considerations into economic sectors and development planning, in order to reduce the pressures exerted by the drivers of biodiversity loss and to achieve improved cost-effectiveness. 2. To undertake a comprehensive assessment of current funding and future needs to achieve the NBSAP Targets, following the questions: (a) What are the cost coefficients of basic biodiversity management functions? What are opportunities and barriers to improve cost-effectiveness? (b) How much would it cost to remove the above barriers? (c) What financing is hence required to meet national targets set in terms of the global biodiversity targets adopted under the new CBD Strategic Plan for the period 2011-2020? 3. To roll out appropriate national-level biodiversity financing strategies and mechanisms through which countries can identify, access, combine and sequence multiple sources of environmental and development finance for meeting their biodiversity needs and achieving the NBSAP and CBD’s Aichi Targets.   Currently the draft Policy and Institutional Review, Biodiversity Expenditure review and the Finance needs assessment are done but not to the standard expected. Therefore, the project requires the services to improve and complete the BER and BFNA to the expected standard as articulated in the scope of work below. |

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

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| The expert will carry out the following actions;   * 1. **Finalize Biodiversity Expenditure Review Report (BER)**   2. Re-draft some sections of the BER report and address comments made by the project steering committee, the global technical advisor and the Project Technical Reference Group (TRG)   3. Re-consider all expenditure data used for the BER, in collaboration with the BIOFIN team and determine which data can and should be re-analyzed and revised.   4. Obtain and analyze additional data for the BER’ specifically NGO biodiversity expenditure data to the degree that it can be obtained from major NGO actors in Botswana’s conservation sector.   5. Address comments by the PSC, TRG and global advisor in the BER report.   6. Submit an approved final copy of the BER to the BIOFIN (UNDP)   7. **Finalize the Finance Needs Assessment (FNA ) (Text revision only)**  1. Assist the BIOFIN Project Leader in finalizing edits to the FNA. 2. Re-draft some sections of the FNA. 3. Submit the revised draft of the FNA to BIOFIN (UNDP) for review by TRG & PSC. 4. Submit an approved final copy of the FNA to BIOFIN (UNDP)   The expert will study the BIOFIN Workbook, Draft Biodiversity Expenditure Review report, draft Biodiversity Needs Assesment report, spreadsheet on data used for the BER and the FNA and comments provided by the Project Steering committee and the Global BIOFIN technical advisor. (This will all be provided by the Project team). The expert will then have to act on 2.1. a,b,c,d to deliver outcome 2.1.e and act on 2.2.a,b & c to deliver outcome 2.2 d above. All deliverables documents should be in soft copies to the BIOFIN Project Lead. |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| I. Academic Qualifications:  At least a master’s degree in Environmental Economics or Finance for a senior consultant and at least a Bachelors degree in economics or related field, or equivalent relevant work experience for a junior consultant.  II. Years of experience:  Experience with BIOFIN methodology is essential given the short period of time.   * 5 years or more of experience in one or more of the following areas, environmental economics, environmental fiscal reforms, budget preparations, financial analysis, statistical analysis for the Senior consultant. * Exposure and demonstrable to BIOFIN projects reports drafting in more than 1 country. * Very good command of MS Office/excel and spreadsheets and data analysis. * Fluency in written and spoken English.   III. Competencies:   * Strong analytical writing and communication skills. * Ability to prepare reports and presentations. * Ability to work with a multidisciplinary and multicultural team. * Strong motivation and ability to work and delver under short deadlines. * Ability to work independently with little or no supervision. * Focus on impact and result for the client and ability to respond positively to critical feedback. * Demostrated indepth knowledge with BIOFIN Reports writing * Good financial analysis and modelling techniques. (BIOFIN Methodology)   Language: fluency in English. |

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:  1. Proposal:  (i) Explaining why they are the most suitable for the work  (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)  2. Financial proposal  3. Personal CV including past experience in BIOFIN methodology for the senior consultant. |

**5. FINANCIAL PROPOSAL**

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| * **Lump sum contracts**   The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).  **Travel;**  All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed. |

**6. EVALUATION**

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| *2. Cumulative analysis*  *When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*  *a) responsive/compliant/acceptable, and*  *b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*  *Only candidates obtaining a minimum of 72 point (80%) would be considered for the Financial Evaluation*   |  |  |  | | --- | --- | --- | |  | ***Weight*** | ***Max. Point*** | | Technical |  |  | | **Context:**  Knowledge and experience in BIOFIN and biodiversity in Botswana. | 20 | 20 | | **Technical Competence/ Methodology** –  Detailed BIOFN methodology/strategy to be adopted in executing the mandate during the period. Methodology to be used in analyzing the data collected. Demonstrate understanding of the assignment/terms. | 30 | 30 | | **Relevant Professional /Work Experience**  Provide information regarding previous assignments of a similar nature (including those listed in the Qualifications), including country/location, experience in BIOFIN studies methodoly and report writing. | 20 | 20 | | **Detailed Workplan**  Propose the timelines for the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. Work plan should be consistent with the technical approach and methodology,showing understanding of the TOR and ability to translate them into a feasible working plan. | 20 | 20 | |