

### Terms of Reference

#### **National REDD+ Policy and Finance Expert to support the assignment on strengthening capacity of decision making on REDD+ in PNG**

<b>Project Title:</b>	REDD+ Readiness project – Forest Carbon Partnership Facility
<b>Type of Contract:</b>	Individual Contract
<b>Duration:</b>	45 days over the period of December 2018 – September 2019
<b>Location:</b>	Home-based, with mission to Port Moresby, PNG
<b>Application Deadline:</b>	10 <sup>th</sup> December 2018

*Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.*

#### **1. PROJECT DESCRIPTION**

PNG has a significant area of intact tropical forest covering 77.8% of the country's 46.9m ha of land. Together with the forest of West Papua (Island of New Guinea) they represent one of the largest areas of intact tropical forest in the world. These forests are critical to the livelihoods and economy of the country and a commercial logging industry has for a long period been a central part of the economy.

These forests, however, have been impacted by development activities linked to a rapidly growing population and efforts towards economic development. These impacts while unavoidable in some areas have been identified as being excessive in other areas and as result the Government of Papua New Guinea (GoPNG) has started efforts towards developing an approach to reducing those impacts through engagement in the mechanism for Reducing Emissions from Deforestation and Forest Degradation, the Sustainable Management of Forests and the Conservation and Enhancement of Forest Carbon Stocks (REDD+) as laid out under the United Nations Framework Convention on Climate Change (UNFCCC).

With support from the Forest Carbon Partnership Facility's (FCPF) REDD+ Readiness Funds implemented by UNDP Country Office in PNG, the GoPNG developed key elements of the Warsaw Framework on REDD+ including a Forest Reference Level (submitted to the UNFCCC in 2017) and a National REDD+ Strategy, approved by National Executive Council (NEC) under Decision 126/2017 in 2017.

Based on these documents the Climate Change and Development Authority (CCDA) with continuing support from FCPF and in partnership with other government agencies has worked to develop a REDD+ Finance and Investment Plan (RFIP) that identifies the potential costs and benefits of implementing the National REDD+ Strategy (NRS). The RFIP provides a basis for the GoPNG to make more informed policy decisions relating to the potential costs and impacts of different action areas within the NRS.

With the nature of international markets for REDD+ continuing to evolve and a need for the GoPNG to be able to both access additional international and domestic finance to support the implementation of the RFIP further support is required to increase understanding of the potential financing options available to the GoPNG and the steps and structures needed to access these, as well as to support action to access upfront finance to implement the RFIP.

## 2. OBJECTIVE

Under supervision of the FCPF REDD+ Technical Advisor and overall guidance of the Team Leader (International) and the General Manager for REDD+ and Mitigation of the Climate Change and Development Authority as well as close collaboration with the team of consultations, the National REDD+ Policy and Finance Expert is responsible to support the assignment on strengthening government capacity for effective decision-making on REDD+ and increase opportunities to access climate finance.

## 3. SCOPE OF WORK

The National REDD+ Policy and Finance Expert will work closely with the Team Leader and FCPF CTA in strengthening the RFIP document and the financial and economic analysis within the GCF proposal as well as working to strengthen national understanding of potential financing sources and the financial management structures needed to support these.

The National REDD+ Policy and Finance Expert will:

- Work with partner agencies to identify existing operational budgets for target REDD+ activities and support data collection on potential costs of additional activities
- Work with partner agencies to provide information on levels of taxes, fees, levies and royalties collected and paid through different financing mechanisms
- Work with the FCPF CTA to ensure that other consultancy assignments working under the FCPF project are aware of and work in line with work on the RFIP and GCF proposal, including attendance at workshops and consultant briefings
- In partnership with the FCPF PMU establish relationships with partner agencies and projects working in compatible areas with RFIP development to support data collection on status of the sector as well as identify areas for potential collaboration
- Facilitate strategic and policy discussions within partner agencies and with other stakeholders with regard to development of approaches to REDD+ and financing action on REDD+.
- Facilitate consultation and feedback processes on RFIP and GCF proposal development

## 4. DELIVERABLES

The National REDD+ Policy and Finance Expert will be responsible for delivering the following outputs:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete and percentage of payment</b>	<b>Target Due Dates</b>	<b>Certifying/ Authorizing officer</b>
Payment upon acceptance and certification of an Inception report (15-20 pages) with step-by-step methodology and timelines.	5 days 10%	December 20, 2018	FCPF CTA
Payment upon acceptance and certification of the report on sector financing through state and development partner mechanisms.	10 days 20%	February 20, 2019	FCPF CTA

Collation of feedback on policy recommendations from RFIP			
Payment upon acceptance and certification of the facilitation of sector consultation meetings on GCF proposal including consolidated inputs for proposal revisions	15 days 30%	5 <sup>th</sup> March, 2019	FCPF CTA
Payment upon acceptance and certification of the report on consultations on revised RFIP	5 days 20%	20 <sup>th</sup> March, 2019	FCPF CTA
Payment upon acceptance and certification of the Final report of all work undertaken	10 days 20%	10 <sup>th</sup> April, 2019	FCPF CTA

## 5. INSTITUTIONAL ARRANGEMENTS

This assignment will be conducted in partnership with relevant government agencies and development partners in PNG.

The FCPF REDD+ Project will provide financial support in organising consultation workshop related to this assignment and National REDD+ Policy and Finance Expert will take care of travel and mission arrangements by her/himself.

## 6. RESOURCES PROVIDED

UNDP PNG Country Office and Climate Change and Development Authority will provide space for the National REDD+ Policy and Finance Expert during the assignment.

In the case of travel beyond initial deployment and final repatriation, 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.

## 7. DURATION OF THE ASSIGNMENT

The work will be undertaken 45 days over a period of December - April 2019.

In accordance with expected outputs and deliverables, the National REDD+ Policy and Finance Expert submits reports to FCPF REDD+ Project Chief Technical Advisor for reviewing outputs, comments, and certifying approval/acceptance of works afterwards.

In case of any delays to achieve the expected outputs, the National REDD+ Policy and Finance Expert should notify the FCPF REDD+ Chief Technical Advisor in advance to take necessary steps.

## 8. DUTY STATION

The duty station for this assignment is Port Moresby, PNG.

## 9. EDUCATION AND EXPERIENCE

### Education

- Minimum university degree in forestry, natural resources economics, development economics, finance, or closely related field. Post-graduate degree (MSc) is an advantage.

### Work experience

- A minimum of 10 years progressive experience in forestry, natural resource economics and management or a related field;
- Minimum 5 years of experience with public expenditure reviews related to forestry finance, natural resource management in developing country contexts;
- Minimum 5 years of experience with REDD+ in PNG or the Pacific region an advantage.

### Competencies

- Fluency in written and spoken English.
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;
- Ability to quickly adapt to change, and to remain calm under pressure;

## 10. EVALUATION

### Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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.

\* Technical Criteria weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
<b>Qualification</b>		<b>10%</b>
▪ Minimum university degree in forestry, natural resources economics, development economics, finance, or closely related field. Post-graduate degree (MSc) is an advantage.	10	
<b>Experience</b>		<b>55%</b>

<ul style="list-style-type: none"> <li>• A minimum of 10 years progressive experience in forestry, natural resource economics and management or a related field;</li> </ul>	20	
<ul style="list-style-type: none"> <li>• Minimum 5 years of experience with public expenditure reviews related to forestry finance, natural resource management in developing country contexts;</li> </ul>	20	
<ul style="list-style-type: none"> <li>• Minimum 5 years of experience with REDD+ in PNG or the Pacific region an advantage.</li> </ul>	15	
<b>Competencies</b>		<b>5%</b>
<ul style="list-style-type: none"> <li>• Fluency in written and spoken English.</li> </ul>	1	
<ul style="list-style-type: none"> <li>• Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.</li> </ul>	1	
<ul style="list-style-type: none"> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> </ul>	1	
<ul style="list-style-type: none"> <li>• High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;</li> </ul>	1	
<ul style="list-style-type: none"> <li>• Ability to quickly adapt to change, and to remain calm under pressure;</li> </ul>	1	
<b>Technical Criteria</b>		<b>70%</b>
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		<b>30%</b>
<b>Total</b>		<b>100%</b>

### Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- b) **Signed 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) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment. Please paste the letter into the "Resume and Motivation" section of the electronic application.
- d) **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 stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

### 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 instalments 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, living expenses, 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, they 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.

### **Submission Instructions**

Proposals may be submitted on or before the deadline as indicated below. Proposals must be submitted using this generic email [procurement.png@undp.org](mailto:procurement.png@undp.org) address only.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Completed proposals should be submitted using no later **than 10<sup>th</sup> December 2018**.

For any clarification regarding this assignment please write to Tirnesh Prasad on [procurement.pg@undp.org](mailto:procurement.pg@undp.org)

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.