

TERMS OF REFERENCE

Framework Agreement for the provision of support to special events, budgeting, and planning Consultant for the Biodiversity Finance Initiative (BIOFIN)

(Turkish Nationals or Others Legally Authorized to Work in Turkey)

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| Location | Istanbul, Turkey with limited travels |
| Type of Contract | Individual Contract as Framework Agreement |
| Level | National consultant |
| Languages Required | English |
| Starting Date | 15 April 2019 |
| Expected duration of assignment | Up to 3 years (Max. 380 working days in the period) depending on demand for services and performance |
| Supervisor | BIOFIN Manager and BIOFIN Project Management Associate |

Background

In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity goals and broader sustainable development objectives. Improved choice, design and implementation of effective, well-tailored finance solutions will strengthen countries' chances of achieving national and global biodiversity targets.

The Biodiversity Finance Initiative – BIOFIN – was developed to provide a comprehensive methodology for governments to: 1) review the existing policy context, 2) measure expenditure levels for biodiversity, 3) calculate future financial needs and 4) design strategic plans to deploy the right mix of finance solutions, tailored to the country context. The methodology has been conducted in 30 countries to date, with many now having reached the implementation stage.

BIOFIN is supported by the Governments of Germany, Flanders, Norway, Switzerland and the European Union. The initiative is part of UNDP's Global Environmental Finance (UNDP-GEF) unit, hosted by the Ecosystems and Biodiversity (EBD) cluster under UNDP's Bureau for Policy and Programme Support (BPPS).

BIOFIN's first phase (2012-2018) enabled full assessments and initial implementation of finance plan elements in target countries. Based on lessons learned, a new and comprehensive version of the [BIOFIN Methodology](#) was developed. Significant scaling up of finance solutions is required in all countries to address the biodiversity finance challenge. BIOFIN's second phase (2018 – 2022) focuses mainly on the implementation of prioritised finance solutions while also allowing additional countries to undertake the initial assessments and create the finance plan. See www.biodiversityfinance.org for further information.

The BIOFIN Team is seeking an individual consultant to support with the organisation of a series of events leading up to the 2020 4th Global Biodiversity Finance Conference, including work related to the transition between BIOFIN Phase I and II. The individual consultant will work under the direct supervision of the BIOFIN Manager and the BIOFIN Project Management Associate. The Consultant will work in close collaboration with the global BIOFIN Team, national BIOFIN Teams, UNDP Country Offices to provide the required services,

Tasks to be performed

Providing support to project's international events:

- Clearance of documentation submitted for approval by the UNDP Country Offices or Regional Offices related to: flight ticket purchases, Purchase Orders/payment approvals, and F10s claims for the participants from 35 BIOFIN countries, global consultants and external resource persons;
- Process mission travel advance payments and reimbursements for the Global Consultants;
- Provide advice and orientation to the CO workshop focal points with regard to travel related expenses/procedures;
- Keeping an accurate track record (simple/excel form) of the payments processed;
- Keeping a track record of travel schedules and flight information for all participants (simple/excel form);
- Timely clearance of Atlas Travel Requests, Purchase orders, Payment Vouchers, ensuring accuracy of entitlements and documentation in line with the UNDP Travel Rules and Regulations;
- Any other related tasks required for the organization of the Regional Workshops and Global Conference.

Provide effective support to the project's budget planning and management focusing in achieving the following results:

- Provide support with all budgeting requirements of the project, especially those related to project funding management, monitoring and accounting;
- Support the review, and elaboration of, project work plans and budgets at the global and national levels;
- Support the organization of project reviews/tripartite meetings;
- Assist with the review and revision of global and national budgets in Atlas;
- Support the timely preparation and submission of progress reports, donor reports, project reviews, financial reports, audit reports and any other required project reports;
- Support filing processes and assist with drafting of formal letters, agreements and contracts;
- Any other related tasks.

Contribute to facilitation of knowledge sharing and development:

- Attend BIOFIN related guidance and training sessions and contribute to lessons learnt and best practices in budget and travel management;
- Contribute to the BIOFIN knowledge networks and communities of practice.

Information on Working Arrangements:

- To be considered for this consultancy, the applicant must either be a Turkish Citizen, Turkish Permanent Resident, or holder of a valid employment visa for Turkey at the time of their application;
- The consultant will work in UNDP's Istanbul Regional Hub offices;
- The overall objective of this Framework Agreement is to facilitate and expedite the process by which UNDP can hire the services of a Support Consultant for the Biodiversity Finance Initiative (BIOFIN) once there are specific assignments over the next 3 years;
- Estimated level of effort: Up to 380 days over 3 years;
- UNDP does not guarantee that any quantity of services will be purchased during the term of the Framework Agreement as this will depend on forthcoming needs;
- IC as a Framework Agreement is non-exclusive (i.e. it does not prohibit UNDP from entering

into another such framework agreement with other individuals or entities);

- The Framework Agreement will be for a fixed all-inclusive daily fee;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person at BIOFIN would contact the Consultant by email informing of the specific deliverables required, and timeline for delivery;
- The consultant must advise within 48 hours whether s/he is available to deliver the requested service;
- Thereafter a Purchase Order will be raised. Financial commitments will only be established each time the services are requested within the scope of the Framework Agreement through the transmitted email and purchase order;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones where applicable;
- 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 working station (i.e. desk, internet, office phone, scanner/printer, etc.);
- The Consultant will be responsible for providing her/his own laptop;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a “day” calculated as 8 hours of work) and outputs delivered.

Travel:

- Limited travel may be required to international workshops relevant to BIOFIN to check logistical arrangements made in the meeting venue, and provide support to the participants administrative matters;
- Any necessary mission travel must be approved in advance and in writing by the Supervisor;
- The [BSAFE course](#) 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 also required to comply with the UN security directives;
- Consultants are responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;
- The consultant will be responsible for making his/her own mission travel arrangements in line with [UNDP travel policies](#);
- All related travel expenses 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 Competencies

- Demonstrates commitment to UNDP’s vision, mission and values;
- 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 Competencies:

Communication

- Effective written and oral communication skills.

Development and Operational Effectiveness

- Results-driven, initiative-taking, ability to work under pressure and to meet deadlines;
- Ability to plan and organize work and establish priorities;
- Remains calm and in control even under pressure, and consistently approaches work with energy and a positive, constructive attitude;
- Informed and sound, transparent decision-making;
- Thoroughly and methodically collects, verifies and records data, demonstrating attention to detail and identifying and correcting errors on own initiative;
- Ability to work under minimum supervision.

Client Orientation

- Ability to work with multiple stakeholders from a wide range of disciplines and fields, from both developed and developing countries, and having diverse and competing worldviews;
- Good interpersonal and networking skills, ability to establish and maintain effective working relations, supports and encourages open communication in the team, and facilitates team work.

Qualifications

Education (max 10 points):

- Bachelor's Degree or equivalent in finance, administration, social sciences and/or another relevant field.

Experience:

- At least 3 years of work experience related to administrative work, including experience with travel and project budget management (max 10 points);
- Experience in with UNDP and/or another UN agency/international organization is a strong asset (max. 10 points);
- Proficient in software applications relating to word processing and proficiency in excel(max. 5 points);
- Experience with the UNDP ERP system is desirable (max. 5 points);

Languages:

- Fluency in English (max. 10 points).

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, languages [max 50 points], interview [max 30 points]), will be based on a maximum 80 points;
- The top three applicants scoring 35 points or higher from the review of the education, experience, languages will be considered for the interview;
- Applicants obtaining 21 points or higher in the interview will deemed technically qualified

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 received by UNDP;
- 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 this daily fee (including 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:

Kindly note you can upload only one document to this application (scan all documents in one single PDF file to attach). Incomplete applications will not be considered.

- Applicants must submit a CV including Education/Qualification, Professional Certification, Employment Records /Experience or duly completed and signed UNDP Personal History form (P11).
- 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.

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

UNDP Personal History form (P11) required of all applicants:

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment:

http://procurement-notice.undp.org/view_notice.cfm?notice_id=54068

Additional Questions

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