

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 12 August 2019

Country: Bangkok, Thailand

Description of the assignment: National Consultant_Policy Specialist for the Biodiversity Finance Initiative

Duty Station: Home-based, with travel to be undertaken during the contract

Project name: UNDP Thailand

Period of assignment/services (if applicable): 2 September 2019 – 30 May 2020 (with a maximum of 240 working days).

Proposal should be submitted no later than **23 Aug 2019**

Please click on the link below to apply: https://jobs.undp.org/cj_view_job.cfm?cur_job_id=86883

1. BACKGROUND

Overview:

The Biodiversity Finance Initiative (BIOFIN) is a global platform managed by UNDP seeking to improve the management of biodiversity through an enhanced understanding and use of finance solutions.

Since 2014, BIOFIN has been supporting the Government of Thailand in articulating the financial resources it needs to maintain a healthy biodiversity portfolio in-country. In particular, BIOFIN has conducted 1) Policy and Institutional Review (PIR); 2) Biodiversity Expenditure Review (BER); 3) Financial Needs Assessment (FNA); and 4) Biodiversity Finance Plan. Based on insights gained from the results of the first three BIOFIN assessments, the Biodiversity Finance Plan has been designed to be an effective strategic planning tool, identifying a mix of 'finance solutions' that would help to expand and improve Thailand's investment in biodiversity preservation in order to help bridge the country's funding gap. Finance solutions aim to capture the breadth of options available, including the four results of biodiversity finance as outlined by BIOFIN: 1) Avoid future expenditures, 2) Deliver better, 3) Generate revenues, and 4) Realign expenditures. These outcomes are ways of thinking about solving biodiversity finance challenges with the full array of options – leading to the choice of options that are the most effective and efficient.

The Initiative aims to bring together a national coalition of partners anchored in strengthened cooperation across national line ministries (Finance, Planning and Environment). Increased engagement by the private sector and civil society through a broad-based awareness raising and capacity development process is also a priority issue.

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

Objective of the Assignment & Scope of work:

During BIOFIN Phase II (2018-2022), BIOFIN national teams make a selection between the finance solutions and provide technical support for their implementation. The objective of this assignment of the Policy Specialist is to provide policy and legal support to BIOFIN Thailand to facilitate implementation of prioritized finance solutions.

The Policy Specialist will provide guidance and expert advice on the following:

1. Relevant national and local policies; and
2. Preparation of relevant Memorandums of Agreements (MOAs) and similar instruments.

Under the supervision of the BIOFIN Project Manager in UNDP Thailand, the Policy Specialist will carry out the following tasks:

1. Prepare and review national and local policies in relation to prioritized finance solutions;
2. Prepare MOAs and similar instruments as applicable and necessary;
3. Provide support to the following activities:
 - a. Policy and institutional analysis, policy development, and advocacy in support of issuance of conservation license plates and utilization for biodiversity purposes;
 - b. Legal analysis of fiscal decentralization and powers of local governments with respect to budgeting for biodiversity;
 - c. Drafting/Advocacy for Municipal Ordinance for collection of Environmental Management Charge and coordination with ministry of finance
 - d. Other policies related to establishing biodiversity planning and financing team in appropriate institution including capacity building as applicable;
 - e. Participate in relevant project meetings and workshops; and
 - f. Submit report/s as may be required by UNDP

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master's degree in law or public administration or related fields

Experience:

- At least 7 years' experience as a senior legal and policy and institutional researcher/ analyst.
- Work experiences with Parliament, Cabinet, Ministry of Justice, the Council of the State and other related authorities
- Familiar and up-to-date with national and local programs, projects and initiatives, on policy advocacy and legislation, and related areas
- Experience in dealing with international and national experts and institutions
- Experienced in legislative and judicial process in Thailand
- Well rounded in general management, marketing, and innovation is a plus.
- Experienced in business development and strategic planning
- Possess a strong business and management acumen

Language:

- Excellent command of English and Thai, both spoken and written

Corporate competencies:

- Preferably with knowledge of UN agencies, Royal Thai Government and its line agencies, and some level of familiarity with its operations

Functional and technical competencies:

- Analyzing, formulating strategies and concepts
- Relating and networking
- Persuading and influencing
- Applying technical expertise

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

Duration of the Assignment:

The expected duration of work is from September 2nd, 2019 to May 30th, 2020, with maximum 240 days

Duty Station:

Home-based, with travel to be undertaken during the contract

5. FINAL PRODUCTS

Expected Outputs and Deliverables:

The consultant will be responsible for the following deliverables:

Deliverables/ Outputs	Target Due Dates
Deliverable 1: Submission and acceptance of policy review of enabling regulation, law and policy issues and concerns for conservation license plate scheme	30 September 2019
Deliverable 2: Submit report on discussions with Department of Local Administration on developing policy guidelines for local biodiversity budgeting	30 October 2019
Deliverable 3: Support with drafting of Municipal Ordinance for collection of Environmental Management Charge in Surat Thani province	29 November 2019
Deliverable 4: Submission and acceptance of draft policy guidelines related to local budgeting for biodiversity	20 December 2019
Deliverable 5: Submission and acceptance of strategy paper on recommended reforms and implementation of the reforms in legal, regulatory and institutional framework for conservation license plate scheme	30 January 2020
Deliverable 6: Convene stakeholder meeting with Ministry of Transport, Ministry of Finance and Ministry of Natural Resources & Environment on launching conservation license plates	28 February 2020
Deliverable 7: Submission and acceptance of report on conclusions from policy dialogue on launching conservation license plates scheme	31 March 2020
Deliverable 8: Submission and acceptance of policy review on scaling up impact investment finance solution	30 April 2020
Deliverable 9: Performing an intermittent function on preparation of MOAs and similar partnership instruments	30 May 2020

6. PROVISION OF MONITORING AND PROGRESS CONTROLS**Institutional Arrangement:**

The Project Manager shall directly supervise the Policy Specialist and approve his/her output.

The Policy Specialist is expected to liaise/interact/collaborate/meet with the national and global (as necessary) BIOFIN project team members, Government of Thailand and UNDP. As needed, the Project Management Associate of BIOFIN shall provide administrative assistance to her/him in order for her/him to accomplish all requirements.

The BIOFIN Thailand technical team members include other project consultants, as well as, relevant technical staff shall provide comment on the outputs of the consultant.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV**, 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 (max. 2 pages)** of why the individual considers him/herself as the most suitable for the assignment, and a brief methodology, if applicable, on how they will approach and complete the assignment;
- 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 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:

Deliverable 1: Submission and acceptance of policy review of enabling regulation, law and policy issues and concerns for conservation license plate scheme: **15% of total contract amount**

Deliverable 2: Submit report on discussions with Department of Local Administration on developing policy guidelines for local biodiversity budgeting: **10% of total contract amount**

Deliverable 3: Support with drafting of Municipal Ordinance for collection of Environmental Management Charge: **10% of total contract amount**

Deliverable 4: Submission and acceptance of draft policy guidelines related to local budgeting for biodiversity: **10% of total contract amount**

Deliverable 5: Submission and acceptance of strategy paper on recommended reforms and implementation of the reforms in legal, regulatory and institutional framework for conservation license plate scheme: **15% of total contract amount**

Deliverable 6: Convene stakeholder meeting with Ministry of Transport, Ministry of Finance and Ministry of Natural Resources & Environment on launching conservation license plates: **10% of total contract amount**

Deliverable 7: Submission and acceptance of report on conclusions from policy dialogue on launching conservation license plates scheme: **10% of total contract amount**

Deliverable 8: Submission and acceptance of policy review on scaling up impact investment finance solution: **10% of total contract amount**

Deliverable 9: Performing an intermittent function on preparation of MOAs and similar partnership instruments: **10% of total contract amount**

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Specialist 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 Specialist, 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 Living Allowance rates.

9. EVALUATION

Criteria for Selection of the Best Offer:

Individual consultants will be evaluated based on the following methodology

Cumulative analysis: The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Criteria for technical selection:

Criteria	Percentage
Relevance of Education or Degree	20%
Profound knowledge of legal and regulations in Thailand and well-equipped with expertise on national and local programs, projects and initiatives, on policy advocacy and legislation and related areas in business sector	40%
Work experiences with Parliament, Cabinet, Ministry of Justice, the Council of the State and other related authorities	40%
TOTAL	100%

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

ANNEXES

Annex I- General Condition of Contract

Annex II – TOR_ Policy Specialist for the Biodiversity Finance Initiative (Thai National)

Annex III - Offerors Letter to UNDP Confirming Interest and Availability and Financial Proposal

All documents can be downloaded at : http://procurement-notices.undp.org/view_notice.cfm?notice_id=58242