**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

 Date: 4th October 2019

**Country:** Malawi

**Place of assignment:** Lilongwe

**Description of the assignment:** BIOFIN Finance Specialist

**Project name:** BIOFIN Malawi

**Period of assignment/services (if applicable):** 9 work months (half time for 14 months)

Proposal should be submitted at the following email address: procurement.mw@undp.org no later than **21stOctober 2019**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit 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**

Preliminary top-down estimates of the global financial gap for biodiversity range from US$ 100 to US$400 billion annually and detailed bottom-up assessments in participating BIOFIN countries validate this significant financial need and have helped identify finance solutions required to achieve the Aichi Targets and biodiversity related SDGs. In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity and sustainable development goals. But since countries have not approached the issue of biodiversity finance in a comprehensive manner, the choice and adoption of finance solutions has remained experimental and opportunistic. Improved choice, design and implementation of effective well-tailored finance solutions will strengthen a countries’ chances of achieving national and global biodiversity targets.

The Biodiversity Finance Initiative – BIOFIN – is a global programme that developed, piloted, and is continuously improving a methodology to measure existing biodiversity expenditure levels, assess future financial needs, and design comprehensive plans to use finance tools and solutions that increase financing, effectiveness and efficiency of biodiversity management in 30 countries. BIOFIN’s first phase (2012-2018) enabled full assessments and initial implementation of finance plan elements in target countries. Significant enhancement and scaling up of finance solutions is required in all countries to address the biodiversity finance challenge. BIOFIN’s second phase enables the 30 countries to complete the design and implementation of priority finance solutions and will allow a further 15 countries to undertake the assessments as well as create and implement their biodiversity finance plan. At the central level, knowledge management platforms will be expanded, and additional guidance produced for most valuable finance solutions.

Malawi is participating for the first time in the BIOFIN process. Several studies will be conducted leading to the production of the Malawi Biodiversity Finance Plan. The Finance Specialist is expected to contribute to the production of three of these reports, the Biodiversity Expenditure Report and the Finance Needs Assessment and the Biodiversity Finance Plan.

* **Biodiversity Finance Policy and Institutional Review (PIR).** The PIR enables participating countries to analyse current policies, institutions and existing finance mechanisms and tools associated with biodiversity and ecosystem services in order to evaluate their impact and effectiveness and to understand key entry points and opportunities for effecting change. The first step includes identifying the existing national vision and key trends for biodiversity and sustainable development financing and mapping sectoral interactions with biodiversity and ecosystem services. The PIR includes an inventory of existing financing mechanisms used for biodiversity, key subsidies that affect biodiversity, biodiversity related revenues and all associated laws and regulations. It explores how finance and economics can be used to address the main drivers of biodiversity loss. The PIR process is used to further clarify relevant stakeholders and their specific mandates, institutional arrangements and capacity related to the NBSAP and biodiversity finance. Existing economic valuation studies are reviewed and integrated into the analysis. Policy recommendations, including possible reforms of harmful subsidies and other incentives that contribute to continued biodiversity loss, can be incorporated in PIR and national planning strategies. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and recommendations.
* **Biodiversity Expenditure Review (BER).** The **Biodiversity Expenditure Review** helps countries to establish a firm baseline of historic and current biodiversity expenditure levels and future projections in comparison to the underlying institutional and policy vision and framework. The expenditure review is conducted with the public, private, and civil society institutions identified under the inception phase and the PIR. For each relevant biodiversity finance actor, budget, allocation and expenditure data are collected for the past 5-7 years. For each budget or expenditure, the percentage that can be attributed to biodiversity and the target area of the expenditure is determined. The analysis will explore the relation of biodiversity expenditures to overall government budgets, stated policy objectives, GDP and jobs, NBSAP strategies and themes, etc. Historic trends are analysed, and projections can be made about future financing under a business as usual scenario. The final report will provide very specific recommendations on (i) key sources of financing, (ii) possible re-alignment of expenditures; (iii) allocation or absorption issues; (iv) and other insights generated from the review. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and refine recommendations.
* **Financial Needs Assessment (FNA).** The FNA is a detailed realistic costing of key biodiversity policies and plans – generally focused on the National Biodiversity Strategy and Action Plan (NBSAP). This involves an estimation of the financial needs and a prioritisation of actions for biodiversity management across all sectors of government, NGOs and can include private sector investments. Existing financing for specific actions will be compared to estimated needs to develop a projected financing gap. The methodology includes reviewing and refining actions defined in the NBSAP and other major policies that require costing. For each of these costable actions, specific budget elements are calculated based on existing government budget categories and units. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and final recommendations.
* **Biodiversity Finance Plan (BFP)**.The **Biodiversity Finance Plan** is a national strategy and plan for financing biodiversity addressing all possible dimensions of finance, including resource mobilisation, improving impact delivery, avoiding future expenditures and re-aligning expenditures towards biodiversity goals. The national experts will work closely with the global team to review a wide range of possible finance solutions and establish an agreed upon approach to prioritise based on a variety of characteristics of each solution, including the financing potential, the legal context and socio-economic/gender impacts, while mapping barriers that currently prevent further financing. For a selected number of the most promising financing mechanisms a more detailed feasibility study will be carried out. A large national workshop involving a wide variety of stakeholders should be organised as a key element of the consultation process followed by a smaller workshop planned at the end to validate the strategy and its recommendations.

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

The Finance Specialist will be responsible to support the Environmental Finance Expert and the BIOFIN Team Leader with the data collection, analysis and other aspects to complete the **Biodiversity Expenditure Review** (BER) and the **Biodiversity Finance Needs Assessment** (FNA) following the guidance provided by the current version of the BIOFIN Workbook. The Finance Specialist will also provide input to the feedback on the BIOFIN methodological framework.

For detailed specific task see ToRs in Annex 2

**Key deliverables (products and processes):**

* **Biodiversity Expenditure Review** (I) Outline and Desk Study, (II) Establishment of definitions, categories, and attribution approach (coefficients), (III) Data acquisition and analysis, (IV) Draft Report, (V) Initial and Final Workshops and workshop reports, (VI) Revised Draft for submission (VII) Final validated report.
* **Biodiversity Finance Needs Analysis** (I) Outline and Desk Study (II) Initial modelling and assumptions, (III) Draft Report, (IV) Initial and Final Workshops and workshop reports, (V) Revised Draft for submission (VI) Final validated report.
* **Biodiversity Finance Plan** (I) support as needed
* Provisional and final feedback on the BIOFIN Workbook and methodology (1-2-page note).
* Contribution to overall process of BIOFIN.

**Implementation Arrangements**

The **Biodiversity Finance Plan** is a national strategy and plan for financing biodiversity addressing all possible dimensions of finance, including resource mobilization, improving impact delivery, avoiding future expenditures and re-aligning expenditures towards biodiversity goals.

* The Policy and Institutional Review is the starting point toward production of Malawi Biodiversity Finance Plan.
* The Environment Finance Expert consultant will work with the Policy and Institutional Expert, the Finance Specialist, the BIOFIN Team Leader and the global BIOFIN team to produce the Biodiversity Expenditure Review (BER) and the Financial Needs Assessment (FNA) also toward the production of Biodiversity Finance Plan (BFP).
* **The Finance Specialist** will work with the Environment Finance Expert, the BIOFIN Team Leader and the global BIOFIN team to produce the Biodiversity Finance Plan

The Finance Specialist will report to the Resilience and Sustainable Growth Portfolio Manager for the deliverables and for the specific tasks s/he will report to the BIOFIN Team Leader and at the same closely collaborate and provide inputs to the Environmental Finance Expert.

**Contract Time frame**

The total duration of the consultancy is nine work months

1. Starting Date: 18th November 2019
2. Inception Report following desk review
3. Final BER
4. FINAL FNA
5. Final BFP
6. Contribution to conception of the BFP

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

[Below is a reference list of requirements. The final list of requirements must be adapted in accordance with the nature and complexity of the assignment]

I. Academic Qualifications:

* University Degree in finance, accounting, economics, business management or a closely related field, or equivalent relevant work experience.

II. Years of experience:

* At least 3 years of experience, preferably in finance, accounting, economics, management or related field.
* Experience in collaborating with international and national experts and institutions.
* Exposure to environmental issues or biodiversity is an asset.
* Sound understanding of key software packages (MS Office)
* Previous experience with expenditure reviews would be an asset.
* Experience in formulating development strategies and policies;

III. Competencies:

* Strong analytical, writing and communication skills.
* Strong ability to work with Excel and including knowledge of formulas and pivot tables at minimum.
* Ability to prepare publications, reports and presentations.
* Ability to work with a multidisciplinary and multicultural team.
* Strong motivation and ability to work and deliver under short deadlines.
* Focuses on impact and result for the client and responds positively to critical feedback.
* Able to work independently with little or no supervision.
* Familiarity with government strongly desired.
* Excellent public speaking and presentation skills.

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

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)

(iii) fill annex 1 Offeror’s Letter to UNDP attached

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 reference**s**

**5. FINANCIAL PROPOSAL**

*[The procuring UNDP entities will choose among one of these two mechanisms.* *The lump sum approach is the preferred method, as it clearly links deliverables and payments transferring any unforeseen risks for the completion of the deliverable to the consultant. Once the mechanism has been selected, the other one shall be deleted to avoid any misunderstanding]*

* **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).

* **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

**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**

*[The procuring UNDP entities will choose among one of these two evaluation methods prior to submit the have the Individual Consultant Procurement Notice. Once the evaluation method has been selected the other one shall be deleted to avoid any misunderstanding]*

Individual consultants will be evaluated based on the following methodologies:

 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.

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

Please note that the Office might choose desk review or/and interview to assess candidates. If interview the committee will draft questions that fall under evaluation criteria below. Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

**TECHNICAL 70 Points**

**Criteria A**: Educational Qualifications: at least a master’s degree in finance, accounting, economics, business management---(10 points)

**Criteria B**: 3 years of experience, preferably in finance, accounting, economics, management or related field, Exposure to environmental issues or biodiversity. – (35 points)

Criteria C: Strong ability to work with Excel and including knowledge of formulas and pivot tables at minimum. – (15 points)

Criteria D: Collaboration and presentations (10 points)

**FINANCIAL 30 Points**

**ANNEX**

**ANNEX 1-OFFEROR’S LETTER TO UNDP**

**Annex 2 - TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 1**

**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date

Mr. Shigeki Komatsubara

United Nations Development Programme

Lilongwe, Malawi

Dear Sir/Madam:

I hereby declare that:

1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;
3. I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
4. In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];
5. I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]:*
* An all-inclusive daily fee of [*state amount in words and in numbers indicating currency]*
* A total lump sum of [*state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
1. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
2. I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
3. This offer shall remain valid for a total period of \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
4. I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
5. If I am selected for this assignment, I shall *[please check the appropriate box]:*
* Sign an Individual Contract with UNDP;
* Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

1. I hereby confirm that *[check all that applies]*:
* At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
* I am currently engaged with UNDP and/or other entities for the following work:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **UNDP Business Unit / Name of Institution/Company** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type**  | **Name of Institution/ Company** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
2. ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
3. I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
4. Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

 YES  NO If the answer is "yes", give the following information:

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship** | **Name of International Organization** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Do you have any objections to our making enquiries of your present employer?

 YES  NO 

1. Are you now, or have you ever been a permanent civil servant in your government’s employ?

 YES  NO  If answer is "yes", WHEN?

1. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Full Address** | **Business or Occupation** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

 YES  NO  If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

 DATE: SIGNATURE:

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

**Annexes** *[please check all that applies]***:**

* CV shall include Education/Qualification, Processional Certification, Employment Records /Experience
* Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
* Brief Description of Approach to Work (if required by the TOR)

**ANNEX 1.1**

**BREAKDOWN OF COSTS[[1]](#footnote-1)**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

1. **Breakdown of Cost by Components:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Components** | **Unit Cost** | **Quantity** | **Total Rate for the Contract Duration** |
| 1. **Personnel Costs**
 |  |  |  |
| Professional Fees |  |  |  |
| Life Insurance |  |  |  |
| Medical Insurance  |  |  |  |
| Communications |  |  |  |
| Land Transportation |  |  |  |
| Others (pls. specify) |  |  |  |
|   |  |  |  |
| 1. **Travel[[2]](#footnote-2) Expenses to Join duty station**
 |  |  |  |
| Round Trip Airfares to and from duty station |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |
|  |  |  |  |
| 1. **Duty Travel**
 |  |  |  |
| Round Trip Airfares |  |  |  |
| Living Allowance |  |  |  |
| Travel Insurance |  |  |  |
| Terminal Expenses |  |  |  |
| Others (pls. specify) |  |  |  |

1. **Breakdown of Cost by Deliverables\***

|  |  |  |
| --- | --- | --- |
| **Deliverables***[list them as referred to in the TOR]* | **Percentage of Total Price (Weight for payment)** | **Amount** |
| Deliverable 1 |  |  |
| Deliverable 2 |  |  |
| …. |  |  |
| Total  | 100% | USD …… |

*\*Basis for payment tranches*

**ANNEX 2**

**TERMS OF REFERENCE**

**BIOFIN Finance Specialist**

**Location:** Lilongwe

**Starting Date:** 1st November 2019

**Supervisor:** BIOFIN Team Leader

**Duration of contract:** 9 work months (Spread over 14 months)

**Responsibilities:**

The Finance Specialist will be responsible to support the Environmental Finance Expert and the BIOFIN Team Leader with the data collection, analysis and other aspects to complete the **Biodiversity Expenditure Review** (BER) and the **Biodiversity Finance Needs Assessment** (FNA) following the guidance provided by the current version of the BIOFIN Workbook. The Finance Specialist will also provide input to the feedback on the BIOFIN methodological framework.

Specific tasks include:

**Biodiversity Expenditure Review:**

* Collect data for the desk review to map existing studies/information/databases on biodiversity expenditures, including an overview of earlier environmental expenditure reviews.
* Support the Environmental Finance Expert to establish a system to tag biodiversity expenses into categories (Aichi, BIOFIN, National Biodiversity Strategy and Action Plan (NBSAP) themes, etc.) and a system of coefficients / attribution to estimate contribution of mixed actions towards biodiversity.
* Gather data from the targeted organizations to conduct the expenditure review on budgets and expenditures dating back to 2006 (if possible) to the most recent complete year. Follow BIOFIN Workbook for guidance (includes sources of funding, subsidies, and biodiversity-based revenues)
* Develop tools or use the BIOFIN excel tool to analyse the total biodiversity-related expenditures filtered by major strategy groups using BIOFIN taxonomy (or national categories such as NBSAP).
* Coordinate the compilation of relevant data and liaise with relevant Ministries and partners as required and complete all BIOFIN data entry sheets for the BER.
* Based on international best practises and the BIOFIN Workbook, work closely with the Environmental Finance Expert to develop and implement a specific strategy for data collection of the private sector and organise dedicated consultation meetings with private sector stakeholders (e.g. chamber of commerce, multinationals) on tracking biodiversity expenditures.
* Based on results from the research, analysis and the national consultation workshop, work with the Environmental Finance Expert to develop the draft BIOFIN Biodiversity Expenditure Review for review by the national BIOFIN team and global BIOFIN Sr. Technical Advisor.
* Assist the Environmental Finance Expert to develop the final Biodiversity Expenditure Review for review by the national BIOFIN team and global BIOIFN Senior Advisor and present at the validation workshop.

**Biodiversity Finance Needs Assessment (FNA):**

* Review the BIOFIN Workbook methodology, examples from other BIOFIN countries, the latest NBSAP and the 5th National Biodiversity Report and work with the Environmental Finance Expert to develop an initial workplan and outline for the FNA.
* Together with the Environmental Finance Expert review the activities listed in the NBSAP and other key strategic documents to assess if they are detailed and quantified enough for their budgets to be estimated in detail. If not, work with the NBSAP team and other relevant stakeholders to define clearly the NBSAP actions so that they can be budgeted.
* Compile relevant data and liaise with relevant Ministries and partners as required and provide technical support to a national consultation workshop to define the finance needs of all major biodiversity programmes.
* Develop detailed calculations and complete all datasheets related to the national biodiversity finance needs.
* Support the workshop to validate the cost assumptions and models and refine the analysis through additional meetings as needed.
* Compare the results of the BER future projections with the FNA in as great as detail as the categories allow and produce an estimate of the financing gap.
* Work with the Environmental Finance Expert to develop a draft report for the Biodiversity Finance Needs Assessment for discussion at the validation workshop and review by the national and global BIOFIN teams.
* Support the Environmental Finance Expert to produce the final report of the Biodiversity Finance Needs Assessment.

**Biodiversity Finance Plan:**

* Support the BIOFIN Team Leader and the Environmental Finance Expert in the conception and preparation of the Biodiversity Finance Plan (BFP).

**Project Outreach and Communication:**

* Preparation of workshops, meetings, networking and presentations as required, to complete the Biodiversity Expenditure Review and engage stakeholders.
* Provide substantive comments and feedback on how to improve the BIOFIN methodology.

**Knowledge Management and Reporting:**

* Document decisions and assumptions made while completing the Biodiversity Expenditure Review and the Biodiversity Finance Needs Assessment.
* Document lessons learned from conducting the BIOFIN project ranging from institutional considerations to technical issues.
* Assist with the preparation of reports and case studies, as required, for submission to global meetings (e.g. Convention on Biological Diversity (CBD) Conference of the Parties (COP)).

The Finance Specialist will report to the Resilience and Sustainable Growth Portfolio Manager for the deliverables and for the specific tasks s/he will report to the BIOFIN Team Leader and at the same closely collaborate and provide inputs to the Environmental Finance Expert.

**Key deliverables (products and processes):**

* **Biodiversity Expenditure Review** (I) Outline and Desk Study, (II) Establishment of definitions, categories, and attribution approach (coefficients), (III) Data acquisition and analysis, (IV) Draft Report, (V) Initial and Final Workshops and workshop reports, (VI) Revised Draft for submission (VII) Final validated report.
* **Biodiversity Finance Needs Analysis** (I) Outline and Desk Study (II) Initial modelling and assumptions, (III) Draft Report, (IV) Initial and Final Workshops and workshop reports, (V) Revised Draft for submission (VI) Final validated report.
* **Biodiversity Finance Plan** (I) support as needed
* Provisional and final feedback on the BIOFIN Workbook and methodology (1-2-page note).
* Contribution to overall process of BIOFIN.

The contract will be performance-based. Payments will be made against the following deliverables:

* Biodiversity Expenditure Review: completion and clearance of desk review and outline: Biodiversity Expenditure Review: Completion and clearance of draft report, targeted consultation meetings, BER datasheets and consultation workshop: **15% of total payment**.
* Completion of private sector engagement strategy, relevant datasheets and report section on private sector biodiversity expenditures.
* Biodiversity Expenditure Review: completion and clearance of final report and validation workshop: **20% of total payment.**
* Biodiversity Finance Needs Assessment: completion of desk review, initial workplan and outline.
* Completion of all data sheets and national consultation workshop: **15% of total payment**.
* Biodiversity Finance Needs Assessment: completion of draft report with recommendations and validation workshop:
* Biodiversity Finance Plan: Completion of feasibility studies for priority financing mechanisms: **35% of total payment.**
* Biodiversity Finance Mechanisms Feasibility studies
* Contributions to Project Synthesis Report and Summary for Policy Makers: **15% of total payment**.

**Education:**

* University Degree in finance, accounting, economics, business management or a closely related field, or equivalent relevant work experience.

**Competencies:**

* Strong analytical, writing and communication skills.
* Strong ability to work with Excel and including knowledge of formulas and pivot tables at minimum.
* Ability to prepare publications, reports and presentations.
* Ability to work with a multidisciplinary and multicultural team.
* Strong motivation and ability to work and deliver under short deadlines.
* Focuses on impact and result for the client and responds positively to critical feedback.
* Able to work independently with little or no supervision.
* Familiarity with government strongly desired.

**Experience:**

* At least 3 years of experience, preferably in finance, accounting, economics, management or related field.
* Experience in collaborating with international and national experts and institutions.
* Exposure to environmental issues or biodiversity is an asset.
* Sound understanding of key software packages (MS Office)
* Previous experience with expenditure reviews would be an asset.
* Knowledge of English is an asset.
1. The costs should only cover the requirements identified in the Terms of Reference (TOR) [↑](#footnote-ref-1)
2. Travel expenses are not required if the consultant will be working from home. [↑](#footnote-ref-2)