

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Empowered lives.
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Date: 8/11/2019

Country: KYRGYZSTAN/ IC PN ENV 19/014

Description of the assignment: BIOFIN National Lead Finance Expert

Project name: Biodiversity Finance Initiative / 00108642

Period of assignment/services (if applicable): 187 effective person days during November 2019 – December 2021

The proposal should be submitted no later than **11:00 local time (GMT+6) on 22 November 2019** by e-mail to the following e-mail box: tender.kgz@undp.org.

Date, time and venue for opening of Bids/Offer: **11:10 local time (GMT+6) on 22 November 2019**, UNDP Country Office, 160, Chui avenue, Bishkek, Kyrgyzstan.

Conditions and Procedures for electronic submission and opening:

- ☐ Official Address for e-submission: tender.kgz@undp.org
- ☐ Free from virus and corrupted files;
- ☐ Format: PDF files only;
- ☐ Max. File Size per transmission: 10 MB;
- ☐ Max. No. of transmission: 5
- ☐ Mandatory subject of email for the Technical proposal: "IC PN ENV 19/014 - BIOFIN National Lead Finance Expert";
- ☐ Time Zone to be Recognized: Kyrgyzstan (GMT+6);

Instruction for Electronic Submission

The Proposer may choose to submit the proposal by e-mail to tender.kgz@undp.org. Having prepared the Proposal in paper format the entire Proposal should be scanned/transferred into .pdf (Adobe Acrobat) format file and attached to one or more e-mail(s).

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above procurement.env.kg@undp.org. UNDP 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

The Global Biodiversity Finance Initiative (BIOFIN) is managed by the United Nations Development Program (UNDP), in partnership with the European Commission and the governments of Germany, Switzerland, Norway and Flanders. BIOFIN is managed by the UNDP Program on Ecosystems and Biodiversity. UNDP is confident that the transformation of the financing of biodiversity is necessary for the planning and management of all resources, including not identified, which are necessary to achieve the Aichi goals defined in the Convention on Biodiversity BD Strategic Plan 2011-2020 in the context that promotes sustainable development and poverty eradication.

BIOFIN supports national partners in determining the status and trends of biodiversity financing at the national level and addressing resource scarcity problems. BIOFIN addresses the lack of financing for biodiversity and develops a plan for mobilizing financial resources and to integrate biodiversity and ecosystem services into sectoral budget planning and national policies.

Four financial solutions were selected out of 11 prioritized finance solutions in the BFP for implementation during BIOFIN Phase 2.

2. OBJECTIVE

The Leading Finance Expert (LFE) is responsible for implementation and coordination of activities in Kyrgyzstan within the framework of the Biodiversity Finance Initiative – BIOFIN. The LFE will:

- Be responsible for general management of the expert groups of the BIOFIN;

- Closely interact with BIOFIN Global Team to secure implementation of general provisions of the project;
- Secure timely rational planning and implementation of the activities of the BIOFIN;
- Secure timely achievement of outcomes of the BIOFIN according to the project document.

3. SCOPE OF WORK

The National Consultant will work under the overall guidance of the Team Leader on Environment, Climate Change and DRM and under the direct supervision of the Project Coordinator, and will closely coordinate with the BIOFIN Technical Adviser and Global BIOFIN team, national partners - State Agency on Environment Protection and Forestry (SAEPF), Ministry of Finance (MF), Ministry of Economy (ME), Ministry of Agriculture, Processing Industry and Land Reclamation (MAPILR), Working group on GE and other relevant governmental institutions to accomplish the following scope of work:

- Assist the UNDP BIOFIN National Project Coordinator in establishment of the team of Project experts to support effective implementation of the project, including elaboration of terms of reference and development of a detailed work plan, timeline and budget to implement 4 BIOFIN's financial solutions:
 - 1) Establishment of Biodiversity Conservation Trust Fund to mobilize additional financial resources for biodiversity conservation
 - 2) Reform harmful agricultural subsidies to remove barriers to green/organic agriculture
 - 3) Improving the procedures of budget formulation and execution of protected areas and forestry enterprises.
 - 4) Scaling up the adoption of performance programme based budgeting in PAs
- Provide technical supervision and guidance on the methodological issues of BIOFIN financial solutions for BIOFIN experts involved in implementation of 4 financial solutions;
- Monitoring of the work of Project experts and secure timely rational planning of activities according to the BIOFIN methodology and project document;
- Be responsible for providing regular progress updates to the BIOFIN National Project Coordinator, UNDP CO staff and BIOFIN Global team;
- Prepare the agenda and content for the BIOFIN Project Board meetings (at least 3) and coordinate with Ministry of Finance the process of PB organization.
- Ensure effective cooperation with proper government bodies, development partners, scientific societies, NGO and other stakeholders on the activities within the projects;
- Contribute to process of national discussions, debates, seminars and negotiations or other activities involving stakeholders and NGOs, research, surveys to promote the BIOFIN's products and ensure the BIOFIN content-wise visibility
- Provide expert input in implementation of the communication/advocacy strategy to promote BIOFIN financial solutions, including the development of communication and PR materials for social and mass media;
- Secure achievement of the results specified in the approved project work plans;
- Participate in BIOFIN regional quarterly reporting on-line sessions and present the progress of BIOFIN process in Kyrgyzstan;
- Coordinate and provide expert input to the following activities implemented by 4 groups of BIOFIN
 - at least of 4 capacity building events for key project stakeholders on basic concepts of biodiversity financial solutions;
 - least 4 consultation workshops on each of financial solutions
- It is expected that Lead expert will participate in the global BIOFIN workshop to be held in Paris France in April, 2020 and regional BIOFIN workshop in Vietnam, September, 2020 to present the achievements of BIOFIN Kyrgyzstan.
- Provide expert input to the preparation of the inception report and annually reports and annual plans and ensure horizontal integration and consistency of working procedures;
- Capture and document lessons learned from conducting the BIOFIN ranging from institutional considerations to technical issues and consolidate the results of the implementation of 4 financial solution in final BIOFIN publication
- Coordinate and provide expert input in the preparation of final validation workshop with BIOFIN experts team;
- File all the documentation used and generated in the process of implementing the BIOFIN project, including: complete description of the data, resources, assumptions and decisions; complete references for the data and information; and responses to comments of internal and external reviewers;
- Develop a final report.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- ✓ University Degree in economy/ law/ public finance/business administration;
- ✓ At least 5 years of professional experience in the finance related sphere and/or financing environment protection/natural resource management;
- ✓ Experience of coordination of at least two projects/contract assignments related to environmental issues/natural resource management/reforming the relevant sectors;

- ✓ At least 1 case of proven experience in strategic approaches for program monitoring and evaluation/advocacy and communication campaign conduction;
- ✓ Proven experience in effective cooperation with proper government bodies related to environment protection/agriculture/planning/ financing;
- ✓ Fluency in Russian, knowledge of English and Kyrgyz is an asset.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Signed personal history form P.11 (including past experience in similar projects);
2. 2 recommendation letters from partners, such as state, international and/or non-government organizations working directly with the target group should be provided (including their contact information);
3. Confirmation of interest and submission of financial proposal form (the form is attached);
4. Copy of Diploma
5. Copy of ID/Passport

6. FINANCIAL PROPOSAL

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).

Preferred currency of proposal: USD

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 and daily allowance exceeding UNDP rates. Should the IC wish to travel on a higher class he/she should do so using their own resources.

2 travels are envisaged:

- Paris, France, 11-13 April 2020, 4 overnights
- Hanoi (td), Vietnam, 4 overnights, September 2020

7. EVALUATION

Individual consultant will be evaluated based on the methodology of cumulative analysis.

The award of the contract of individual consultant should be made to the person 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.

Total score = Technical Score + Financial Score

Technical Criteria weight - 70%, 700 scores maximum

Financial Criteria weight - 30%. 300 scores maximum

Only candidates obtaining a minimum of 490 from 700 points in the Technical part of evaluation would be considered for the Financial Evaluation

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P =points for the financial proposal being evaluated

Y =maximum number of points for the financial proposal

L = price of the lowest price proposal

Z =price of the proposal being evaluated

The selection of candidates will be done in 3 stages:

1st stage: Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the present TOR in order to determine whether they are compliant/non-compliant.

Eligibility Criteria	
1	University Degree in economy/ law/ public finance/business administration

2nd stage: Technical Evaluation/ Desk review

Short-listed candidates will be evaluated based on the following criteria:

Criteria	Weight	Max. Point
Technical:	70%	700
Experience, including:	66%	Maximum 660 points, including:
At least 5 years of professional experience in the finance related sphere and/or financing environment protection/natural resource management <i>For each year of the relevant experience – 30 points per every year but not more than 180 in total / За каждый год соответствующего опыта - 30 баллов, но не более 180 баллов итого.</i>		180
Experience of coordination of at least two projects/ contract assignments related to environmental issues/ natural resource management/ reforming the relevant sectors; <i>Experience of coordination of relevant projects/contract assignments – 80 points per each project, but no more than 240 points / Опыт выполнения соответствующих проектов - 80 баллов за каждый проект, итого не более – 240 баллов</i>		240
At least 1 case of proven experience in strategic approaches for program monitoring and evaluation/advocacy and communication campaign conduction <i>For each case of relevant proven experience – 70 points per every year but not more than 140 in total / За каждый кейс соответствующего опыта - 70 баллов, но не более 140 баллов итого.</i>		140
At least 1 year of proven experience in effective cooperation with proper government bodies related to environment protection/agriculture/planning/ financing		100
Skills, including:	4%	Maximum 40 points, including:
Language skills: Fluency in Russian		10
Fluency in English		15
Fluency in Kyrgyz		15
Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/Desk review would be considered for the Financial Evaluation.		
Financial	30%	300

3rd stage: Financial evaluation (according to the method described above):

The candidate achieving the highest cumulative score for both Technical and Financial evaluations will be recommended by the Evaluation Committee for contracting.

ANNEXES

ANNEX 1- INDIVIDUAL CONSULTANT TERMS OF REFERENCES

ANNEX 2 – CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 3 – SAMPLE CONTRACT FOR THE SERVICES OF AN INDIVIDUAL CONTRACTOR

ANNEX 4 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITION