



Empowered lives.
Resilient nations.

TOR approved by:

Daniar Ibragimov, Team Leader

_____ **Signature**

Lira Zholdubaeva, Project Coordinator

_____ **Signature**

TERMS OF REFERENCE

Project Name / ID	Biodiversity Finance Initiative / 00108642
Short title of Assignment:	BIOFIN National Lead Finance Expert
Duty station:	Bishkek, Kyrgyz Republic with short-term travels to France and Vietnam
Type of Contract:	Individual Contract
Duration of Contract:	187 effective person days during November 2019 – December 2021

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 to increase the investment to biodiversity were selected out of 11 prioritized finance solutions in the Biodiversity Finance Plan for implementation during BIOFIN Phase 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.

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 for consultants 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 (in coordination with PAGE initiative);
 - 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 achievements 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.

FINAL DELIVERABLES

PRODUCTS	TERMS	PAYMENT STRUCTURE
Progress report on activities implemented during the reporting period, including: <ul style="list-style-type: none"> - At least 4 ToRs are drafted; - BIOFIN Project Board Meeting is conducted (agenda, minutes, LoP); - Inception report is drafted and submitted for approval; - Progress report on implementation of 4 financial solutions, including: <ol style="list-style-type: none"> 1. Report on decision of Government on #1 Financial solution to establish the Biodiversity Conservation Trust Fund 2. Report on decision of Ministry of Economy and MAPILR on #2 Financial solution on reforming the harmful agricultural subsidies 3. Report on decision of Ministry of Finance and SAEPF on piloting the #3 Financial solution - Improving the procedures of budget formulation and execution of protected areas and forestry enterprises and #4 - Scaling up the adoption of performance programme based budgeting in PAs 	March 31, 2020	12,5%

<ul style="list-style-type: none"> - Descriptive report on consultation of BIOFIN experts' team, national partners and counterparts (at least 3 minutes of meetings); - Quarterly progress report is submitted to Global BIOFIN team, UNDP CO. 		
Progress report on activities implemented during the reporting period, including; <ul style="list-style-type: none"> - Policy brief on implementation of #2 Financial solution on reforming harmful subsidy is drafted; - BToR on participation in the Global BIOFIN workshop in Paris, France (presentation); - Report on expert input to coordinate the implementation of 4 financial solutions; - Descriptive report on consultation of BIOFIN experts' team, national partners and counterparts (at least 3 minutes of meetings); - Report on expert input to consultation workshops preparation on at least 1 financial solution; - Quarterly progress report is submitted to Global BIOFIN team, UNDP CO; - Report on expert input into at least 1 communication event related to BIOFIN activity 	June 30, 2020	12,5%
Progress report on activities implemented during the reporting period <ul style="list-style-type: none"> - BToR on participation in the Regional BIOFIN workshop, Vietnam; - Report on expert input to coordinate the implementation of 4 financial solutions, including: <ol style="list-style-type: none"> 1. Report on progress of design of operational and institutional arrangements for Biodiversity Conservation Trust (#1 Financial solution); 2. Report on progress of road map drafting on reforming the harmful subsidies approved with stakeholders and recommendations for policy (#2 Financial solution); 3. Results on piloting of #3 Financial solution in forest and PAs sectors (#3 Financial solution); 4. Report on progress of integration of programme budgets on the level of PAs (#4 Financial solution) - Descriptive report on consultation of BIOFIN experts' team, national partners and counterparts (at least 3 minutes of meetings); - Quarterly progress report is submitted to Global BIOFIN team, UNDP CO - Report on expert input into at least 1 communication event 	September 30, 2020	12,5%
Progress report on activities implemented during the reporting period <ul style="list-style-type: none"> - Report on expert input to coordinate the implementation of 4 financial solutions; - Descriptive report on consultation of BIOFIN experts' team, national partners and counterparts (at least 3 minutes of meetings); - Report on expert input to consultation workshops preparation on at least 1 financial solution - Quarterly and annual progress report is submitted to Global BIOFIN team, UNDP CO - Report on expert input into at least 1 communication event 	December 20, 2020	12,5%
Progress report on activities implemented during the reporting period <ul style="list-style-type: none"> - Report on expert input to coordinate the implementation of 4 financial solutions, including: <ol style="list-style-type: none"> 1. Report on progress of engagement donors and the private sector to the Biodiversity Conservation Trust Fund (#1 Financial solution); 2. Report on progress in drafting of regulatory documents, national debates, communication & advocacy for reforming the harmful subsidies (#2 Financial solution) 3. Results on piloting of #3 Financial solution in forest and PAs sectors (#3 Financial solution); 4. Report on progress of integration of programme budgets on the level of PAs (#4 Financial solution) - BIOFIN Project Board Meeting is conducted (agenda, minutes, LoP); - Descriptive report on consultation of BIOFIN experts team, national partners and counterparts (at least 2 minutes of meetings); 	March 31, 2021	12,5%

- Quarterly progress report is submitted to Global BIOFIN team, UNDP CO		
Progress report on activities implemented during the reporting period <ul style="list-style-type: none"> - Report on expert input to coordinate the implementation of 4 financial solutions, including: <ol style="list-style-type: none"> 1. Report on progress on detailed 2-year road map, disbursement modalities and associated budget drafted and approved with stakeholders (#1 Financial solution); 2. Report on progress on supporting to the subsidies reforming in (#2 Financial solution) 3. Results on piloting of #3 Financial solution in forest and PAs sectors (#3 Financial solution); 4. Report on progress of integration of programme budgets on the level of PAs (#4 Financial solution) - - Descriptive report on consultation of BIOFIN experts team, national partners and counterparts (at least 2 minutes of meetings); - Report on expert input to consultation workshops preparation on at least 1 financial solution - Quarterly progress report is submitted to Global BIOFIN team, UNDP CO - Report on expert input into at least 1 communication event 	June 30, 2021	12,5%
Progress report on activities implemented during the reporting period <ul style="list-style-type: none"> - Report on expert input to coordinate the implementation of 4 financial solutions, including: <ol style="list-style-type: none"> 1. Report on support the operationalization of Biodiversity Conservation Trust Fund (#1 Financial solution); 2. Report on progress on drafting at least one regulation on greening one harmful subsidy or introducing a new incentive for organic/sustainable farming (#2 Financial solution) 3. Results on finalization of improved modalities for budget execution and formulation for extension to the whole system in forest and PAs sectors (#3 Financial solution); 4. Report on integrated program budgets of PAs and forest enterprises to the SAEPF program budget (#4 Financial solution) - Descriptive report on consultation of BIOFIN experts team, national partners and counterparts (at least 3 minutes of meetings); - Report on expert input to consultation workshops preparation on at least 1 financial solution - Quarterly progress report is submitted to Global BIOFIN team, UNDP CO - Report on expert input into at least 1 communication event - Final BIOFIN Publication is drafted 	September 30, 2021	12,5%
Final report on activities implemented during the reporting period <ul style="list-style-type: none"> - Final report on achievements of implementation of 4 financial solutions in Phase II including the final results;; <ol style="list-style-type: none"> 1. Biodiversity conservation Trust Fund established (regulative act on establishment of Fund approved by Government) (#1 Financial solution) 2. Action plan and multiple scenarios to reform subsidies are (1) developed and (2) draft regulation for approval the Action plan by Government of the Kyrgyz Republic prepared (#2 Financial solution) 3. Decree approved by the Ministry of Finance on improved budget formulation and execution for forestry and PAs (#3 Financial solution); 4. All PAs develop budget proposals integrating clear expected results and indicators in line with adopted conservation plans (#4 Financial solution). - BIOFIN Project Board Meeting is conducted (agenda, minutes, LoP); - Final BIOFIN publication is published - Annual progress report is submitted to Global BIOFIN team, UNDP CO - Report on expert input into at least 1 communication event - Final BIOFIN validation workshop is conducted (agenda, LoP, minutes, press release and clippings) 	December 20, 2021	12,5%

REPORTING REQUIREMENTS

- The Certifying Officer of this assignment from UNDP is a Team Leader on Environment, Climate Change and DRM and with project level clearance of the Project Coordinator;
- All information and reports should be provided in both printed and electronic versions in Russian language;
- The National Expert shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used;
- The National Expert will be submitting the reports based on the results achieved to be approved by the Team Leader on Environment, Climate Change and DRM with project level clearance of the Project Coordinator, which will serve as justification for payments.
- All materials produced by the National Consultant are the property of UNDP and can be used only upon agreement.

QUALIFICATION REQUIREMENTS

- ✓ 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;
- ✓ At least 1 year of 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.

TRAVEL REQUIREMENTS

2 travels are envisaged:

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

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. 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.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Contracts based on lump-sum

The financial proposal shall specify instalments and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Preferred Currency of Offer: United States Dollar (USD)

For local contractors in Kyrgyzstan UNDP shall effect payment in Kyrgyz Som based on the prevailing UN operational rate of exchange on the month of payment. The prevailing UN operational rate of exchange is available for public from the following link: <http://treasury.un.org/operationalrates/OperationalRates.aspx>

UNDP CONTRIBUTION

Relevant documents and contacts for effective implementation of the TOR.

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTORS

Statement of Medical Fitness for Work

Individual Consultants whose assignments require travel and who are over 62 years of age are required, at their own costs, to undergo a full medical examination including x-rays and obtaining medical clearance from UN-approved doctor, prior to taking up their assignment.

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Consultant prior to commencing the travel, either for repatriation or duty travel, the Individual Consultant may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations

Individual Consultants are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.