

## TERMS OF REFERENCE

Job Title	<b>Finance for Nature Coordinator</b>
Duty Station:	UNDP-GEF offices in New York, USA with limited mission travel
Type of Contract:	Individual Contract
Type and Level:	Local – USA citizens or permanent residents only
Starting Date:	January 6, 2020
Estimated duration of assignment:	220 days over 12-month period
Supervisor:	Principal Technical Advisor (PTA), Ecosystems and Biodiversity

### Background:

As the largest single operational and financial UN player in the field of environmental sustainability, UNDP is widely recognized as a global leader in supporting governments to sharpen policy, access finance and develop capacity for the management of biodiversity and ecosystems for sustainable development and poverty eradication.

Under the Strategic Plan covering the period 2018-2021, UNDP's work in Ecosystems and Biodiversity (EBD) has as an overall strategic objective to maintain and enhance the goods and services provided by biodiversity and ecosystems in order to secure livelihoods, food, water and health, enhance resilience, conserve threatened species and their habitats, and increase carbon storage and sequestration. The value of all UNDP-managed biodiversity and ecosystems projects currently in planning or under implementation is US\$1.6 billion, with UNDP supporting over 130 countries to access Global Environment Facility (GEF) and other vertical funds' grant finance for biodiversity conservation, combating Land Degradation, Sustainable Forest Management, and ecosystem based mitigation and adaptation, and to combine this with domestic and bilateral sources of finance. Through this project portfolio UNDP provides support to countries' work in three programming areas: (i) Integrating biodiversity and ecosystem management into development planning and production sector activities; (ii) Unlocking the potential of protected areas, including indigenous and community conserved areas to contribute towards sustainable development; and (iii) Managing and rehabilitating ecosystems for climate change adaptation and mitigation.

In addition to the country portfolio, EBD team has a growing body of global work funded by bilateral donors and partners, including the Biodiversity Finance Initiative (BIOFIN), Green Commodities Programme, Nature for Development Programme. It houses the Secretariat for the Jaguar 2030 Committee to foster regional collaboration for the 18 jaguar range countries, as well as the UN Inter-Agency Task Force on Illicit Trade in Wildlife and Forest Products. Furthermore, the EBD team will host the Secretariat for the Lion's Share Fund established in partnership with advertising and commodities companies.

The year 2020 is a "Super Year for Nature" with the Convention of Biological Diversity (CBD) COP 15 where the world will agree on the new post-2020 Global Biodiversity Framework with new 2030 targets aligned with the Sustainable Development Goals. Other key global events are also planned in 2020, including the United Nations Nature Summit, Global Conference on Biodiversity Financing, and the World Conservation Congress. As part of the UNDP's accelerated contribution in this Super Year, UNDP has joined a partnership to develop the **Working Group for Nature-related Financial Disclosure (WG-TNFD)** to develop a **Financial Framework for Nature (F4N)**. This framework aims to enable the financial sector to understand and disclose its impacts and dependencies on nature, thereby providing means for it to redirect nature-harmful investments to nature nurturing

investments. This could have a cascading impact to change behaviour and production patterns of different economic sectors that have direct impact on nature. The work programme for development of a framework will be launched at CBD COP 15 in China with a clear workplan and necessary financial commitment for piloting and full implementation.

#### **Description of Responsibilities:**

Under the guidance and overall supervision of the UNDP Principal Technical Adviser for Ecosystem and Biodiversity, the Finance for Nature Coordinator will coordinate UNDP support for the financing aspects of the CBD's Post-2020 Global Biodiversity Framework. S/he will liaise with core partners including participating governments and the Natural Capital Finance Alliance (NCFA) and provide support for the Task Force for Nature-related Financial Disclosure (TNFD) and implementation of workplan for a Financial Framework for Nature (F4N) and their launch at CBD COP 15 in China. The consultant will also provide support for partnership and financial resource mobilisation efforts related to the Super Nature Year, which directly complement the UNDP natural capital and environment portfolio.

The Finance for Nature Coordinator will:

- Coordinate UNDP activities and inputs related to finance streams of the UNDP offers for the Super Nature Year .
- Support the high-level engagement strategy and liaison and outreach to governments (e.g., UK, France, China etc) on all matters related to the TNFD and F4N.
- Provide inputs to the strategic planning for the TNFD and F4N as part of the broader collaborative effort.
- Support the process of the conceptualisation, development and launch of the TNFD and workplan for F4N.
- Support the efforts to raise the commitment needed to establish and implement the TNFD and F4N.
- Support the efforts to mobilise the financial resources and partnerships necessary for the successful establishment, and operations of the Legacy Programme on F4N to be announced at the CBD COP 15.
- Ensure the overall collaborative effort and linkages on the TNFD and F4N and engagement with the relevant initiatives and partners including UNDP's BIOFIN and the Nature for Development Programmes.
- Provide inputs and support in the production of high-quality thought leadership in the field of natural capital, including production of written content on these topics for a wide range of audiences, as needed.
- Support the organisation and coordination of activities needed for high-level meetings and side events during key international events and conferences.
- Provide implementation support to the ongoing management of the eventual TNDF and F4N.
- Prepare briefing, talking points and PowerPoint presentations for the PTA and senior management on matters related to natural capital, the TNFD and F4N.
- Support the PTA and communications team on communications work in the finance field, e.g. drafting press releases, conducting research for op-ed, preparing UNDP Management tweets, blogs and video messages, text and photos for UNDP website, photo essays, etc.;
- Provide ongoing support to the UNDP Ecosystems and Biodiversity team, as needed;
- Effective support to the successful launch of TNFD and F4N at CBD COP 15 in China and at UNFCCC COP 26 in the United Kingdom in 2020;
- Contribution to the research and drafting of a range of high-quality thought leadership, thought papers, convincing business case, and strong evidence base on natural capital, biodiversity and their dependencies and impact on the global economic sector;
- Contribution to drafting of regular progress reports;

- Technical guidance and advice provided, as needed;
- Input into speeches op-eds and other material for the Senior Advisor and UNDP's senior management participating at the TNDF and F4N events;
- Organization of and participation at side events and meetings leading to, and at the margins of, various international events such as the CBD COP 15, UNFCCC COP 26, WEF meetings, other key UN events, and similar gatherings;

DELIVERABLE	DUE DATE	Payment
1. Membership and work plan for the Working Group on Financial Disclosure for Nature (WG-FDN) developed with initial contacts made to the members.	10 Jan 2020	8%
2. WG-FDN established and first meeting held.	15 Feb 2020	9%
3. Studies commissioned for developing the initial design for a financial sector framework for nature	10 March 2020	8%
4. Additional partnership and resources mobilized to support the high level consultation process of WG-FDN	10 April 2020	7%
5. Successful WG-FDN engagement at the Global Conference on Biodiversity Finance	30 April 2020	8%
6. Successful WG-FDN engagement at the World Conservation Congress	15 June 2020	8%
7. A range of communication products produced on the financing streams of Super Year for Nature	30 July 2020	7%
7. Successful WG-FDN engagement at the UN Nature Summit in NY	25 Sept 2020	10 %
8. Initial design for a financial sector framework for nature developed	30 Sept 2020	10%
9. Legacy Programme on Financial Framework for Nature developed	15 Oct 2020	8%
10. Successful launch of a legacy programme at the CBD COP 15 in Kunming China	30 Oct 2020	10%
11. Implementation of the fully funded programme commenced.	20 Dec 2020	7%

#### Information on Working Arrangements:

- Estimated level of effort including travel days: 220 days;
- The consultant will report to, and be directly supervised by the EBD Principal Technical Advisor;
- The Consultant will be given access to relevant information necessary for the execution of the tasks under this assignment;

- The Consultant will be responsible for providing her/his own laptop, and mobile phone and service plan. UNDP-GEF will provide a working station, internet, phone, scanner/printer, etc.;
- 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;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Principal Technical Advisor Ecosystems and Biodiversity on days worked (with a “day” calculated as 8 hours of work) and outputs delivered.

#### **Travel:**

- International travel may be required, which in total will not exceed 21 days’ travel in a 12-month period;
- Any necessary missions must be approved in advance and in writing by the PTA for EBD;
- The [BSAFE](#) course must be successfully completed prior to commencement of travel;
- The consultant is responsible for ensuring that s/he has the necessary vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
- The consultant is responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;
- Consultants are required to comply with the UN security directives, set forth under <https://dss.un.org/dssweb/>;
- 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 upon submission of an F-10 claim form and supporting documents. Costs for airfares, terminal expenses, and living allowances should not be included in financial proposal.

#### **Competencies:**

##### **Corporate:**

- Demonstrates integrity by modelling the UN’s values and ethical standards;
- 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.

##### **Professionalism:**

- Works toward creative solutions by analysing problems carefully and logically;
- Has a dynamic, positive and adaptive attitude towards work-related challenges;
- Facilitates discussions and meetings effectively and efficiently;
- Resolves conflicts as they arise;
- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Highly organized, detailed oriented.

##### **Communication:**

- Writes and presents clearly and convincingly.

**Client Orientation:**

- Maintains strong relationships with partners and clients.

**Qualifications:****Education:**

- Master's Degree in environmental management, biology, economics, social/political sciences, international relations, development studies, economics, administration & management (max 10 points).

**Experience:**

- At least 7 years of relevant professional experience in the field of ecosystems and biodiversity management including at least 4 years of experience in the field of conservation finance and natural capital management (max 10 points);
- Demonstrable professional experience in working with private sector financiers and public donors in developing country context (max 10 points);
- Professional experience and knowledge on the role of ecosystems and biodiversity in sustainable development in developing countries (max 10 points);
- Experience in conducting research, data collection and analysis, summarizing material, and preparing draft inputs to written/oral communications pieces in the field of natural capital and environment (max 10 points);
- Previous experience with United Nations or other international organization is an advantage (max 5 points);
- Computer literacy, including MS Office in particular Excel and PowerPoint, social media skills (max 5 points).

**Language requirements:**

- Fluency in oral and written communication skills in English language (Pass/Fail).

**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 qualifications will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language [max 60 points] and interview [max 40 points]) will be based on a maximum 100 points. Only the top 3 candidates scoring 42 points or higher from the review of the education, experience, language criteria will be considered for the interview;
- Applicants obtaining 28 points or higher from the interview will be 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 of those technically qualified;

- The financial proposal shall specify a lump sum fee, including breakdown per deliverable as outlined above. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of the fee (including number of working days and all foreseeable expenses to carry out the assignment and breakdown of fees);
- The applicant receiving the Highest Combined Score and who has accepted UNDP's General Terms and Conditions will be awarded the contract.

**Documentation to be submitted:**

- Applicants must submit a CV shall including Education/Qualification, Professional Certification, Employment Records /Experience and/or a duly completed and signed UNDP Personal History form (P11) to be downloaded from the below link;
- 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.

**Kindly note you can upload only ONE document to this application (scan all documents in one single PDF file to attach):**

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

[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc).

**General Conditions of Contract for the ICs:**

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

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