

Terms of Reference (TOR): Private Sector Resource Mobilization Specialist

BIODIVERSITY FINANCE INITIATIVE - PHILIPPINES

A. Project Description

Since 2014, The United Nations Development Program through its Biodiversity Finance Initiative (BIOFIN) Project, has been supporting the Philippine Government in articulating the financial resources it needs to maintain a healthy biodiversity portfolio in-country. In particular, BIOFIN in collaboration with Department of Natural Resources Biodiversity Management Bureau has conducted the following assessments: 1) Policy and Institutional Review (PIR); 2) Public and Private Biodiversity Expenditure Review (PPBER); 3) Assessment of financial needs (cost and gap analysis of implementing Philippine Biodiversity Strategy and Action Plan (PBSAP)). These assessments significantly contributed to the development of a Biodiversity Finance Plan.

Based on insights gained from the results of the three BIOFIN assessments, this Plan acknowledges the importance of tapping additional financing to support the biodiversity agenda of the Philippines, mainly through its National Biodiversity Strategy and Action Plan (PBSAP), referred to henceforth in this Plan as the Philippine Biodiversity Strategy and Action Plan (PBSAP). This Plan is cognizant of the parallel challenges that could not be addressed by generating financing alone: thus, the Plan transcends the focus on generating additional resources and also identifies a range of “finance solutions” that leverage finance, fiscal and economic tools and strategies to improve the outcome of biodiversity objectives in the country. Financing solutions include a range of transformative actions: generating more financing to fund the PBSAP or associated planning documents; appropriate attribution of biodiversity expenditures in the budget; attaining cost effective budget execution by eradicating overlaps in biodiversity functions; eradicating expenditures that continue to or aggravate dissipation of biodiversity resources; and paving the groundwork for a responsive policy environment through greater awareness on biodiversity and biodiversity financing and enhancing institutional support towards monitoring of PBSAP.

To effectively implement the Plan and to sustain gains achieved in Phase I, capacities of key stakeholders (national government agencies, local government units, and NGOs) need to be improved. One of the finance solutions that is being implemented is engaging the private sector, particularly unlocking corporate social responsibility for biodiversity conservation. The relevant finance solutions providing the framework for this engagement include 1) CSR and 2) Friends of PBSAP. In the former, the strategy is to partner with the corporate leagues to tap donations amounting to Php 1 billion for biodiversity. The latter, meanwhile, recognizes the role civil society plays in biodiversity management alongside government, whilst perennially requiring a continuous cash flow.

A training needs assessment conducted among members of the Technical Secretariat for the Implementation of the PBSAP of the Biodiversity Management Bureau (BMB) in early 2019, indicated partnering and communicating with the private sector as an area for capacity building. In the second quarter of this year, BIOFIN partnered with GCash in their CSR program called GCash for GOOD wherein BIOFIN recommended several NGOs from various advocacies for inclusion in their program. GCash will assign QR codes to these NGOs and encourage their 20 million subscribers to donate to them. During informal discussions with NGO representatives, mention was made on the necessity of improving their skills in approaching the private sector and in donor management.

B. Scope of Work

The Private Sector Resource Mobilization Specialist under the supervision of the Project Manager and Senior Technical Advisor will:

- a. Supplement the results of the training needs assessment conducted by BIOFIN on interests and skills required to work with the private sector;

- b. Based on the results of the TNA (individual and organizational), develop/customize a curriculum/module on private sector engagement and donor management for both government and NGOs/POs. The curriculum/module shall be adapted to participation from government and for NGOs/POs.
- c. Select and finalize participants (government and NGO) jointly with BIOFIN. At least 3 NGOs/POs and at least 20 DENR staff will be trained. For NGOs/POs, at least 3 staff and Board members each will be included in the training program. For DENR, trainees will be park superintendents and selected key staff from the Central and Regional offices;
- d. Implement the curriculum/module through organized activities such as but not limited to workshops, face-to-face sessions, and actual presentations with target corporates (will this also include high net worth individuals;
- e. Submit a final report on the implementation results of the curriculum/module;
- f. Contribute to the IEC component of the project;
- g. Attend relevant project meetings and workshops/exercises; and

C. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Name & Email address of designated person who will review and accept output
Inception Report	5 days	January 15, 2020	PM (BIOFIN)	Project Manager and Outcome Lead for Climate
Training needs assessment results	20 days	February 15 2020	PM (BIOFIN)	
Curriculum/learning module	20 days	March 20, 2020	PM (BIOFIN)	
Conduct of full suite of training for NGOs/Pos	60 days	June 30, 2020	PM (BIOFIN)	
Conduct of full suite of training for government	30 days	October 30, 2020	PM (BIOFIN)	
Final report	15 days	November 15, 2020	PM (BIOFIN)	

Note : a full suite of training package will consist of i) execution of formal training / workshop and ii) coaching sessions including actual visits to corporates or high net worth individuals.

D. Institutional Arrangement

The Project Manager shall directly supervise the Private Sector Resource Mobilization Specialist and approve his/her output.

The Private Sector Resource Mobilization Specialist is expected to liaise/interact/collaborate/meet with the national and global (as necessary) BIOFIN project team, DENR and its units, and UNDP. As needed, the project staff shall provide administrative assistance to her/him in order for her/him to accomplish all requirements.

Based on the table above, outputs will be submitted to UNDP and BMB through the Project Manager in the dates indicated.

The project staff including other project consultants, as well as, relevant technical staff shall provide comment on the outputs of the consultant.

E. Duration of the Work

The expected duration of work is 150 days spread over **1 year** from December 15, 2019 to November 30, 2020.

Within 2 weeks of the consultant's submission of his/her outputs to the Project Manager and Sr. Technical Adviser shall provide their comments. Should there be further comments, the revised output shall be submitted within a week. Should there be no comments, the Project Manager shall endorse the consultant's output/s for approval.

F. Duty Station

The consultant is not expected to report on a daily basis to the Project Management Office based in BMB in Quezon City but shall be available on an **on-call basis**.

G. Qualifications of the Successful Individual Contractor

Qualification	Points Obtainable (100 points)
<u>Education</u> <ul style="list-style-type: none">• Bachelor's degree in Management, Psychology and similar fields• Has conducted at least 5 trainings on fund raising/resource mobilization (5 trainings – 10 points, less than 2 – 0 points)	20 points 10 point
<u>Experience</u> <ul style="list-style-type: none">• At least 20 years' experience in resource mobilization with at least PhP100M raised in new funds; (24 points– 20 years experience, 30 points more than 20 years experience, 15-19 years experience– 10 points, less than 15 years – 0 points)• At least 15 years' experience in managing a non-profit; (24 points– 15 years experience, 30 points more than 15 years experience, 10-15 years experience– 10 points, less than 10 years – 0 points)• At least 10 years' in dealing with international and national experts and institutions (10 points– 10 years experience, less than 5 years – 0 points)	30 points 30 points 10 points
TOTAL	100

G. Scope of Price Proposal and Schedule of Payments

The financial proposals from possible candidates should be expressed in lump sum amount inclusive of all financial costs related to this engagement (i.e. transportation/travel to and from residence-Manila and/or within Metro Manila, supplies & materials, reproduction, communications including internet). Travel expenses to project-related meetings and workshops outside of Metro Manila shall be paid for by the Project based on the UNDP DIM Rates.

The Payment terms are as follows:

Percentage	Description	Deadline
20%	Submission and acceptance of Inception Report	January 15, 2020
10%	Submission and acceptance of report on Training needs assessment results	February 15 2020
20%	Submission and acceptance of Curriculum/learning module	March 20, 2020
20%	Submission and acceptance of Report on the conduct of at least 2 training activities	June 30, 2020
20%	Submission and acceptance of Report on the conduct of at least 2 training activities	October 30, 2020
10%	Submission and acceptance of Final report	November 15, 2020

H. Recommended Presentation of Offer

The following documents are requested:

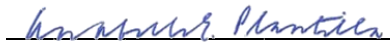
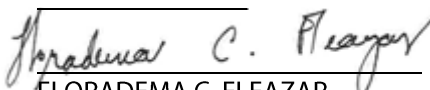
- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references; and
- 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.

I. Criteria for Selection of the Best Offer

The combined scoring method where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a max of 30% shall be adopted.

J. Approval

This TOR is approved by :

Signature	
Name	<u>ANABELLE E. PLANTILLA</u>
Designation	<u>Project Manager, BIOFIN</u>
Date of Signing	
Signature	
Name	<u>FLORADEMA C. ELEAZAR</u>
Designation	<u>Programme Manager, ISD</u>
Date of Signing	