

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 6 May 2015

Country: UNDP - Thailand

Description of the assignment: National Expert on Biodiversity Policy and Institutional

Duty Station: Bangkok with no travel required

Project name: Inclusive Green Growth and Sustainable Development, UNDP/ The Biodiversity Finance Initiative (BIOFIN)

Period of assignment/services (if applicable): During May 2015 – December 2015 with maximum of 40 working days.

Proposal should be submitted by email to rcb.procurement.th@undp.org no later than **20 May 2015**. **The closing date has been extended to 27 May 2015**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Bangkok Regional Hub 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

Available evidence and the decisions adopted by Parties to the Convention on Biological Diversity (CBD) indicate that a significant gap remains in finance for biodiversity management, for countries to drastically scale up their efforts and achieve the 20 Aichi Targets defined in the CBD's Strategic Plan for 2011-2020. A preliminary assessment recently conducted under the auspices of the High-level Panel on Global Assessment of Resources for Implementing the CBD Strategic Plan estimated that the global investment required ranges between 130 and 440 billion US\$ annually. While useful, this and similar other global estimates are based on extrapolations sensitive to the underlying assumptions. To define biodiversity finance needs and gaps with greater precision and determine related challenges and opportunities for resource mobilisation, detailed national-level (bottom-up) assessments are therefore required.

In this context, UNDP in October 2012 launched the **Biodiversity Finance Initiative – BIOFIN**, as a new global partnership seeking to address the biodiversity finance challenge in a comprehensive manner

– building a sound business case for increased investment in the management of ecosystems and biodiversity, with a particular focus on the needs and transformational opportunities at the national level.

BIOFIN is managed by the UNDP Ecosystems and Biodiversity Programme, in partnership with the European Union and the Governments of Germany and Switzerland, who support the initiative with a total of USD 15 million (as of January 2014 – further support is being sought). The Global Environment Facility is a further partner financing parallel in-country projects in support of the revision of National Biodiversity Strategies and Action Plans (NBSAPs).

BIOFIN works along two main axes:

1. Globally-led development of a new methodological framework

An entirely new methodological framework is being developed for undertaking national-level “bottom-up” analyses of the finance-relevant enabling context; for determining the current / baseline investment in biodiversity; for quantifying the full cost of meeting national biodiversity conservation targets and the resulting finance gap; and for assessing the suitability of financial mechanisms and developing national resource mobilisation strategies. The methodologies applied in the project will be refined through regional and global learning, and made available more widely.

2. Adaptation and implementation of this new methodological framework at national level

To help countries increase the importance attributed to biodiversity and in consequence bridge the financing gap, the work at national level will be led by Ministries of Finance, Planning or Economics and the Ministry of Environment, and is articulated through the following components:

2.1 Analyse the integration of biodiversity and ecosystem services in sectoral and development policy, planning and budgeting

Participating countries will analyse the current policy and institutional frameworks affecting biodiversity and ecosystem services both positively and negatively, and quantify related investments through comprehensive reviews of past and current (baseline) public and private expenditures. Analyses of impact, effectiveness and coherence will provide key opportunities for mainstreaming, aimed at reducing the cost of biodiversity management, such as through the removal of perverse incentives.

2.2 Assess future financing flows, needs and gaps for managing and conserving biodiversity and ecosystem services

Participating countries will project anticipated future investment in biodiversity, and determine the financing needed to meet agreed national priorities reflecting the CBD Aichi Targets, building on and interacting with the NBSAP process, and taking into account cost-effectiveness and the effects of an improved enabling environment. The difference between the projected future investment and the required investment will enable the quantification of the finance gap.

2.3 Develop comprehensive national Resource Mobilisation Strategies to meet the biodiversity finance gap

Following an assessment of the full range of potential financing mechanisms (traditional and innovative, national and international), each participating country will develop a strategy to address the finance gap, combining suitable and nationally-adapted mechanisms. The strategy will analyse opportunities, risks and barriers related to the implementation of these mechanisms and provide solutions and recommendations, including on the enabling environment and safeguards.

2.4 Initiate implementation of the Resource Mobilisation Strategy at national level

Countries will begin implementing recommendations pertaining to a priority subset of the identified financing mechanisms – regarding aspects such as institutional requirements, laws and regulations, taxes and fees, identification of legal thresholds, removal of perverse incentives, further feasibility studies and implementation plans, certification processes, public-private-partnerships, voluntary agreements, etc.

Currently, there are 19 countries participating in BIOFIN that include Botswana, Chile, Colombia, Costa Rica, Ecuador, Fiji, Guatemala, India, Indonesia, Kazakhstan, Malaysia, Mexico, Peru, Philippines, Seychelles, South Africa, Thailand, Uganda and Zambia. Further countries can be supported as additional resources are leveraged.

The BIOFIN in Thailand is designed to support Thailand in translating the direction of Thailand's 11th National Economics and Social Development Plan which highlights the importance of sustainable utilization of natural resources to as a foundation to green growth and inclusive development into implementation with financial strategies, especially with regards to the Integrated National Biodiversity Plan. The work of BIOFIN is led by the Office of National Economic and Social Development Board (NESDB) and other key agencies including Ministry of Natural Resources and Environment and Ministry of Agriculture and Cooperatives, in collaboration with UNDP. The initiative will run for 2 years (2014 – 2016).

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

Objective of the assignment

This TOR is for the position of National Expert on Biodiversity Policy and Institutional to be part of national BIOFIN team that will develop Public and Private Expenditure Review and the public finance elements of the Strategy for Mobilizing Public and Private Resources.

The selected consultant will become a member of BIOFIN Consultants Team comprising:

- 1) National Expert on Environment Economics and Team Leader
- 2) National Expert on Biodiversity Policy and Institutional
- 3) National Expert on Public Finance

Scope of Work

The National Expert on Biodiversity Policy and Institutional will be responsible to start the BIOFIN process at the national level and to complete part 1a+b (Policy and Institutional Review). He/she

will play a leading role in the conduction and write-up of the Policy and Institutional Review under the BIOFIN process together with Government counterparts; as well as provide horizontal input to all other national BIOFIN outputs, including Public and Private Expenditure Reviews, Finance Needs and Gap Assessment, Strategy for Mobilizing Public and Private Resources and Summary for Policy Makers, as well as provide input to the feedback on the methodological framework.

Key duties and responsibilities will include:

Technical Expertise and Leadership

- Lead completion of BIOFIN parts 1a+b, in close coordination and collaboration with the National BIOFIN Project Coordinator.
- Collaborate with the national team to ensure that outputs are delivered on time and on budget and to high quality standards, providing technical guidance as required.
- Coordinate the compilation of relevant data and liaise with relevant Ministries and partners as required.
- Ensure the BIOFIN project builds on other national projects and activities, including the NBSAP process.

Project Outreach and Communication

- Preparation of workshops, meetings, networking and presentations as required, to complete parts 1a+b and engage stakeholders.
- Training sessions and workshops provided to country partners on BIOFIN methodology.
- Collect substantive comments and feedback from team members on how to improve the BIOFIN methodology.

Knowledge Management and Reporting

- Document decisions and assumptions made while completing parts 1a+b.
- Report writing and document preparation, such as policy and information notes to communicate BIOFIN objectives and results to key stakeholders.
- Document lessons learned from conducting the BIOFIN project ranging from institutional considerations to technical issues.
- Prepare reports and case studies, as required, for submission to global meetings (e.g. COP12).
Contribute to activities under component 4 related to the institutional/policy framework.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Thai National only with Master's degree in politics, economics or a closely related field or Bachelor's degree with 9 years of related experience in politics, economics or a closely related field, or equivalent relevant work experience.

II. Years of experience:

- At least 7 years of experience, preferably in policy and institutional issues at a senior level.

- Experience in dealing with international and national experts and institutions.
- Exposure to environmental issues or biodiversity desirable, but not required.
- Sound understanding of key software packages (MS Office)

III. Language:

- Good command of English both spoken and written.

IV. Competencies:

Functional Competencies:

- Strong analytical, writing and communication skills.
- 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.

Client Orientation

- Contributing to positive outcomes for the client
- Anticipates client needs;
- Works towards creating an enabling environment for a smooth relationship between the clients and service provider;
- Demonstrates understanding of client's perspective.

Promoting Organizational Learning and Knowledge Sharing

Developing tools and mechanisms

- Makes the case for innovative ideas documenting successes and building them into the design of new approaches;
- Identifies new approaches and strategies that promote the use of tools and mechanisms.

Core Competencies:

- Promoting ethics and integrity, creating organizational precedents;
- Building support and political acumen;
- Building staff competence, creating an environment of creativity and innovation;
- Building and promoting effective teams;
- Creating and promoting enabling environment for open communication;
- Creating an emotionally intelligent organization;
- Leveraging conflict in the interests of UNDP & setting standards;
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning. Promoting learning and knowledge management/sharing is the responsibility of each staff member;
- Fair and transparent decision making; calculated risk-taking.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Contract Duration: During May 2015 – December 2015 with maximum of 40 working days.
Duty Station: Bangkok with no travel required.

5. FINAL PRODUCTS

The consultant is expected to deliver followings:

- 1) Policy and Institutional Review – standalone report, based on and completing Workbooks 1a and 1b
- 2) Horizontal contributions to / reviews of all other reports:
 - Public and Private Expenditure Review
 - Finance Needs and Gap Assessment
 - Strategy for Mobilising Public and Private Resources
 - Project Synthesis Report (with recommendations to government) and Summary for Policy Makers
- 3) Provisional and final feedback on the BIOFIN methodology including the assessment frameworks (workbook)
- 4) Contribution to overall transformational process

Payment Schedule	Output/Deliverable	Content	Approximate Date of Output
1 st Payment 10%	1	Joint Workplan with the other two consultants and detailed scope and approach	15 Jun 2015
2 nd Payment 30%	2	First draft of Workbook 1a and 1b (Policy and Institutions Review), as a result of conducting desk review and focus group consultation with BIOFIN working Group	15 Aug 2015
3 rd Payment 30%	3	Completion of Workbook on the Policy and Institutional Review, as a result of conducting desk analyses and focus group consultation with BIOFIN working Group	15 Oct 2015
4 th Payment 30%	4	Recommendations on strengthening Policy and Institutional coordination/ structure/ mechanisms, as an input into Resource Mobilisation Strategy and the Synthesis Report and Summary for Policy Makers	30 Nov 2015

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The National Expert on Biodiversity Policy and Institutional will report to UNDP programme specialist on Inclusive Green Growth and Sustainable Development through the Public Finance Expert.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultant must submit the following documents/information to demonstrate your qualifications:

1. **Proposal:** Brief proposal explaining why you are the most suitable for this consultancy and Brief Description of Approach to work including confirmation on availability to take up assignment for the whole period.
2. **Financial proposal:** The financial proposal must indicate **Lump sum professional fee in Thai Baht (THB).**
To submit Financial Proposal, please use Template of Submission of Financial Proposal provided in Annex I.
3. Personal CV and/or P.11¹ including past experience in similar projects and the name and contact details of 3 references

8. FINANCIAL PROPOSAL

Professional Fee:

The contract will be based on Lump sum payment including Professional Fee.

The financial proposal will specify the **Lump sum professional Fee (with breakdown of Daily fee x number of working day) in Thai Baht (THB).** The payments will be made to the Individual Consultant based on the completion of the deliverables indicated in the TOR. **To submit Financial Proposal, please use Template of Submission of Financial Proposal provided in Annex I.**

9. EVALUATION

The award of the contract will 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%

Only candidates obtaining a minimum of 350 technical points would be considered for the Financial Evaluation

¹ UNDP P.11 Form can be downloaded from

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

Criteria	Weight	Max. Point
<u>Technical</u>	70%	500
• Experience related to services	35	175
• Written proposal/test and/or interview result	30	150
• Expertise & Availability	35	175
<u>Financial</u>	30%	100

ANNEXES

**ANNEX I – TEMPLATE FOR OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND SUBMISSION OF FINANCIAL PROPOSAL**

ANNEX II - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS