



ANNEX I

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT

POST TITLE:	National Expert on Public Finance (Open to Thai National Only)
AGENCY/PROJECT NAME:	UNDP CO-Thailand / Inclusive Green Growth and Sustainable Development, UNDP/ The Biodiversity Finance Initiative (BIOFIN)
COUNTRY OF ASSIGNMENT:	Thailand

1) PROJECT DESCRIPTION

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, United Nations Development Programme (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 Biodiversity Finance Initiative (BIOFIN) in Thailand is designed to support Thailand in translating the direction of Thailand's 11th National Economic and Social Development Plan which highlights the importance of sustainable utilization of natural resources 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 (MNRE) and Ministry of Agriculture and Cooperatives (MoAC), in collaboration with UNDP. The initiative will run for 2 years (2014 –

2016).

2) SCOPE OF WORK

Objective of the assignment

This TOR is for the position of National Expert on Public Finance. She/he will be part of national BIOFIN team that will develop the public expenditure review and the public finance elements of the Strategy for Mobilizing Public 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 Institution
- 3) National Expert on Public Finance

Scope of Work

The National Expert on Public Finance will be responsible for the completion of BIOFIN Workbook part 1c (Public Expenditure Review). She/he will play a leading role in the conduction and write-up of the Public Expenditure Review under the BIOFIN process together with Government counterparts; as well as provide inputs to all other national BIOFIN outputs, including Policy and Institutional Review, Finance Needs and Gap Assessment, Resource Mobilization Strategy; as well as the Summary for Policy Makers, and provide input to the feedback on the methodological framework.

Key duties and responsibilities will include:

Technical Expertise and Leadership

- Lead completion of BIOFIN Workbook part 1c, in close coordination and collaboration with the other two experts on the team as well as with the National BIOFIN Project Coordinator.
- Provide technical inputs on the budgetary process, expenditure reviews to the works of the policy and institution review, the financial needs and gaps assessment, and the resource mobilization strategy.
- 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, especially with regards to the annual budget and expenditures, 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 BIOFIN Workbook part 1c and engage stakeholders through targeted group discussions.
- Training sessions and workshops provided to country partners on BIOFIN methodology for Workbook 1c.
- 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 BIOFIN Workbook 1c.
- Report writing and document preparation, such as public expenditures and information notes to communicate BIOFIN objectives and results to key stakeholders.
- Document lessons learned from conducting the public expenditure review for Thailand.
- Prepare reports and case studies, as required, for submission to global meetings and the global

BIOFIN team.

- Contribute to activities under component 4 of BIOFIN framework for supporting the Resource Mobilization Strategy, focusing on the activation of a priority financing mechanism.

3) EXPECTED OUTPUTS AND DELIVERABLES

The consultant is expected to deliver followings:

- 1) Public finance section of *Public and Private Expenditure Review* and integrates with private finance section – standalone report, based on and completing Workbook 1c
- 2) Horizontal contributions to / reviews of all other reports:
 - Policy and Institutional 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 (BIOFIN Workbooks 1,2 and 3)
- 4) Contribution to overall transformational process

Payment Schedule	Output/Deliverable	Content	Approximate Date of Output
1 st Payment 10%	1	Joint Work plan with the other two consultants and detailed scope and approach	15 Aug 2015
2 nd Payment 30%	2	First draft of Workbook 1c (Public Finance Review), as a result of conducting desk review and focus group consultation with BIOFIN working Group	30 Sep 2015
3 rd Payment 30%	3	Completion of Workbook 1c on the Public Finance Review, as a result of conducting desk analyses and focus group consultation with BIOFIN working Group	31 Oct 2015
4 th Payment 30%	4	Recommendations on strengthening Public Finance coordination/ structure/ mechanisms, as an input into Resource Mobilisation Strategy and the Synthesis Report and Summary for Policy Makers	30 Nov 2015

4) INSTITUTIONAL ARRANGEMENTS

The National Expert on Public Finance will coordinate closely with the National BIOFIN Project Coordinator to ensure that the progress will be regularly reported to the UNDP programme specialist on Inclusive Green Growth and Sustainable Development through National Expert on Environment Economics and Team Leader.

5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Contract Duration: During July – December 2015 with maximum of 40 working days.

Duty Station: Bangkok with no travel required.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

I. Academic Qualifications:

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

II. Years of experience:

- At least 7 years of experience in management of public finance, and/or policy research in the area of public finance.
- Experience in dealing with international and national experts and institutions.
- Exposure to environmental issues and/ or biodiversity management will be an asset
- Sound understanding of key software packages (MS Office, excel spreadsheet).

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 and 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.

7) REQUIRED DOCUMENTS

Interested individuals must submit the following documents /information to demonstrate their qualification, experience and suitability to undertake the assignment. **All supporting documents (a-d) must be part of the detailed CV and uploaded as one document**

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- Personal CV or P.11¹, 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;
- Brief description of why the individual considers him/herself as the most suitable for the assignment;
- 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.

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. 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 Template provided in Annex IV.

8) CRITERIA FOR SELECTION OF THE BEST OFFER

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- 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

Criteria	Weight	Max. Point
Technical	70%	500
• Experience related to services	35	175
• Written proposal/test and/or interview result	30	150

¹ UNDP P.11 Form can be downloaded from http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

• Expertise & Availability	35	175
<u>Financial</u>	30%	100

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

None

10) ANNEXES TO THE TOR

None