

TERMS OF REFERENCE

Environment Finance Expert

to carry out a Biodiversity Expenditure Review for the Biodiversity Finance Initiative (BIOFIN) in South Africa

Type of Contract:	Individual Contract
Post Type/Level:	National Consultant
Location:	South Africa (home based)
Project Name:	Biodiversity Finance Initiative (BIOFIN)
Description of the assignment:	Environment Finance Expert: Conducting biodiversity expenditure review in South Africa.
Starting Date:	10 November 2015
Supervisors:	BIOFIN Project Lead in South Africa & UNDP-GEF Programme Manager
Duration of Contract:	90 days over a period of 9 months
Deadline for submission of proposal:	13 TH NOVEMBER 2015 (South African time)

Context:

The Convention on Biological Diversity (CBD) Conference of the Parties (COP) adopted the 2011-2020 global strategic plan for biodiversity, which comprises 20 Aichi Targets. Of these targets, target 17 calls for each country to develop and adopt as a policy instrument the National Biodiversity Strategies and Action Plans (NBSAPs) in line with the Aichi Targets; and target 20 calls for countries to assess the financial resource needs and mobilize financial resources for effectively implementing the Strategic Plan. In addition, it was decided that country parties should identify and report financing needs, gaps and priorities; develop national financial plans for biodiversity and be provided with enough funding and capacity building to undertake the actual activity.

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. The initiative aims to build a sound business case for increased investment in the management of ecosystems and biodiversity, with particular focus on needs and transformational opportunities at the national level. At the global level, this project is managed by the UNDP Ecosystems and Biodiversity Programme, in partnership with the European Union and the Governments of Germany, Switzerland, Norway and Flanders, who support the initiative. The Global Environmental Facility is a further partner financing parallel in-country projects in support of the revision of the NBSAPs.

South Africa is currently one of 29 countries implementing BIOFIN at the national level. The project is run by the Department of Environmental Affairs (DEA), in collaboration with UNDP Country Office. BIOFIN aims to develop a comprehensive national resource mobilisation strategy, improve cost effectiveness through the mainstreaming of biodiversity into national development and sectoral planning, and develop a methodology

for quantifying the biodiversity finance gap at national level. More information on BIOFIN can be found at: www.biodiversityfinance.net

BIOFIN in South Africa will be conducted through four national level components, based on the BIOFIN methodological framework. These are:

- **Component 1:** Integrating biodiversity and ecosystem services in sectoral and development policy, planning and budgeting:
 - (I) **BIOFIN Policy and Institutional Review (PIR)** – The first step includes identifying the existing national vision and key trends for biodiversity and sustainable development, mapping sectoral interactions with biodiversity, ecosystems and ecosystem services.
 - (II) **A Biodiversity Finance Expenditure Review (BER)** – The expenditure review is based on the institutions identified under the PIR and includes the public and private sector.
- **Component 2:** Assessing the financing and governance needs for the management and conservation of biodiversity and ecosystem services required to fully implement the South African National Biodiversity Action Plan.
- **Component 3:** Developing a finance/resource mobilisation plan for biodiversity, including a new vision, identifying and prioritising a wide range of financing solutions
- **Component 4:** Initiate implementation of the finance plan at national level

In light of the above, UNDP and DEA are seeking the service of an Expert who will be responsible to complete the **Biodiversity Expenditure Review (BER)**, as well as provide horizontal inputs into all other national BIOFIN outputs, including the Policy and Institutional Review, the Finance Needs and Gap Assessment and to develop detailed feasibility studies for priority finance mechanisms in relation to the Finance Strategy; as well as the Summary for Policy Makers, and provide input to the feedback on the methodological framework.

The BER is to look into biodiversity expenditures of different levels, following the formal definition of the Convention of Biological Diversity and the main objectives of the Convention (1.Conservation; 2. Sustainable Use; and 3. Benefit Sharing):

- **Biodiversity mainstreaming** at institutional/organisational level – strategic and operational plans;
- **Protection** of ecosystems, species and genetic diversity;
- **Restoration** of ecosystems and habitats;
- **Access and benefits sharing** from the use of genetic resources

Responsibilities:

The Consultant will work under the supervision of the BIOFIN Project Leader in South Africa and UNDP-GEF Programme Manager in South Afr. He/She will lead the development of the Biodiversity Expenditure Review in close coordination and collaboration with the Lead Expert and under the guidance of the global BIOFIN Senior Advisor. Specific tasks include:

Technical Expertise and Leadership

- Prepare an inception report with a draft description of how to conduct the task and a work plan
- Carry out the review of existing valuation studies as part of the Policy/Institutional Review.
- Carry out a desk review to map existing studies/information/databases on biodiversity expenditures.

- Develop an outline for the Biodiversity Expenditure Review for discussion with the national BIOFIN team and global BIOFIN Senior Advisor.
- Lead the definition of biodiversity expense classifications (direct and indirect) and identify biodiversity related expenditures: an analysis of annual budgets or investment plans (allocated /executed, and recurrent and investment expenses), sources of funding, level of investment in biodiversity related activities, subsidies and level of investment in potential biodiversity degrading activities; and multi-year trends (2008-2014).
- Analyze the total biodiversity-related expenditures filtered by major strategy groups using BIOFIN taxonomy.
- Coordinate the compilation of relevant data and liaise with relevant Ministries and partners as required and complete all BIOFIN data entry sheets for the BER.
- Organise bi-lateral consultation meetings/interviews/discussions with national level stakeholders to define the attribution of biodiversity significance in all relevant expenditures.
- Apply budget projections, estimate future funding baseline under a “Business-As-Usual Scenario”: an analysis of projected estimated funding in the future, based on a set of “Business-As-Usual” assumptions about future funding flows.
- Based on international best practises, develop a specific strategy for data collection of the private sector and organise dedicated consultation meetings with private sector stakeholders (eg chamber of commerce, multinationals) on the tracking biodiversity expenditures.
- Based on results from the national consultation workshop, develop the draft BIOFIN Biodiversity Expenditure Review for review by the national BIOFIN team and global BIOFIN Senior Advisor.
- Develop the final Biodiversity Expenditure Review for review by the national BIOFIN team and global BIOFIN Senior Advisor and present at the validation workshop.

Project Outreach and Communication

- Preparation of workshops, meetings, networking and presentations as required, to complete the Biodiversity Expenditure Review and engage stakeholders.
- Train at least 20 national level experts on the basic concepts of biodiversity expenditure reviews. 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 the Biodiversity Expenditure Review.
- 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. COP13/14).
- Prepare monthly reports and participate in monthly technical calls and regional calls when necessary

Key deliverables (products and processes):

- Biodiversity Expenditure Review – standalone report, based on, including the following steps: (1) Carry out desk review (2) Develop an outline and organise a consultation workshop (3) Develop a draft BER for review by government and BIOFIN global team (4) Obtain feedback on the draft through a validation workshop and (5) Develop final version of the Biodiversity Expenditure Review in a standalone, narrative report.
- Horizontal contributions to / reviews of all other reports:
 - Policy and Institutional Review – Including the review of existing environmental valuation studies
 - Finance Needs and Gap Assessment

- Finance Plan – Feasibility Studies for financing mechanisms
- Project Synthesis Report (with recommendations to government) and Summary for Policy Makers.
- 1-2 page note with feedback on the BIOFIN methodology including the assessment frameworks (workbook).

The contract will be performance-based. **Payments will be made against the following deliverables:**

- Biodiversity Expenditure Review: completion and clearance of inception report, work plan and report outline: 15% of total payment (due 08 December 2015)
- Biodiversity Expenditure Review: Completion and clearance of draft report, targeted consultation meetings, BER datasheets and consultation workshop: 25% of total payment (due 17 May 2016)
- Completion of private sector engagement strategy, relevant datasheets and report section on private sector biodiversity expenditures 15% of total payment (due 17 May 2016)
- Biodiversity Expenditure Review: completion and clearance of final report and validation workshop: 30% of total payment (due 28 June)
- Contributions to other deliverables, Project Synthesis Report and Summary for Policy Makers: 15% of total payment.

Information on Working Arrangements:

- Estimated level of effort: 90 days over a period of 9 months;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- Payments will be made upon submission of outputs and a certification of payment form, and acceptance and confirmation by the Supervisor on days worked and outputs delivered to satisfaction.

Travel:

- Limited travel may be required to attend BIOFIN regional/international workshops. Any necessary mission travel must be approved in advance and in writing by the Supervisor. In such cases, mission costs will be covered separately by BIOFIN;
- The [Advanced and Basic Security in the Field II courses](#) must be successfully completed prior to commencement of official travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the [UN Medical Director](#);
- Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>
- Consultants are responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;
- All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants. Costs for airfares, terminal expenses, and living allowances should not be included in this financial proposal.

Competencies:	
Corporate <ul style="list-style-type: none"> • 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. 	
Technical <ul style="list-style-type: none"> • Strong analytical, writing and communication skills • Ability to prepare reports and presentations • Strong motivation and ability to work and deliver under short deadlines • Ability to work independently with little or no supervision • High level competency in the use of Microsoft Excel 	
Professionalism: <ul style="list-style-type: none"> • Capable of working in a high pressure environment with sharp and frequent deadlines, managing many tasks simultaneously; • Excellent analytical and organizational skills; • Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner. 	
Communication: <ul style="list-style-type: none"> • Ability to work with a multidisciplinary and multicultural team • Communicate effectively in writing to a varied and broad audience in a simple and concise manner. 	
Teamwork: <ul style="list-style-type: none"> • Work well in a team to advance the priorities of BIOFIN; • Projects a positive image and is ready to take on a wide range of tasks; • Focus on impact and result for the client and ability to respond positively to critical feedback; 	

Qualifications:	
Education:	<ul style="list-style-type: none"> • University Degree in economics, accounting or finance, or a closely related field preferably with an environment/biodiversity focus. <i>(Max: 20 points)</i>
Experience:	<ul style="list-style-type: none"> • At least 5 years of experience with the public sector in one or more of the following areas <i>(Max: 20 points)</i>: <ul style="list-style-type: none"> - National budget planning - Sector agency budgeting - Public expenditure review - Public financial planning - Public budget evaluation (national or sectoral level) - Knowledge of business sector finance (e.g. mining, tourism, agriculture) is desirable, but not required.

	<ul style="list-style-type: none"> - Public budget evaluation • Work experience with the Ministry of Finance and development planning is desirable, but not required. <i>(Max: 15 points)</i> • Experience in dealing with multilateral or bilateral donor agencies, and national institutions. <i>(Max: 10 points)</i> • Exposure to environmental issues or biodiversity is desirable, but not required. <i>(Max: 15 points)</i> • High competency in the use of MS Office/Excel <i>(Max: 10 points)</i>
Language Requirements:	<ul style="list-style-type: none"> • Fluency in written and spoken English. (Max: 10 points)

Evaluation method:	
	<ul style="list-style-type: none"> • Applicants must submit: <ol style="list-style-type: none"> 1. Duly completed and signed UNDP Personal History form (P11) and 2. Duly Completed Annex I: Confirmation of Interest and Financial Proposal Form (see below Annex I) • Only those applications which are responsive and compliant will be evaluated; • Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%; • The technical criteria (education, experience, languages), will be based on a maximum 100 points. Only those candidates who collect more than 70% of scores (70 points) in the technical evaluation will be considered for financial evaluation; • The 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 Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

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

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 I

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of the **Public and Private Expenditure Review Expert** assignment under the **Biodiversity Finance Initiative (BIOFIN)**;
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;

i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

j) If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

k) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

m) ***if you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

Annexes to be provided by the applicant:

- ✓ CV or Duly signed P11 Form
- ✓ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A. Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount in South African Rands
1. Biodiversity Expenditure Review: completion and clearance of inception report, work plan and report outline (due 08 December 2015)	15%	
2. Biodiversity Expenditure Review: Completion and clearance of draft report, targeted consultation meetings, BER datasheets and consultation workshop (due 17 May 2016)	25%	
3. Completion of private sector engagement strategy, relevant datasheets and report section on private sector biodiversity expenditures (due 17 May 2016)	15%	
4. Biodiversity Expenditure Review: completion and clearance of final report and validation workshop (due 28 June)	30%	
5. Contributions to other deliverables, Project Synthesis Report and Summary for Policy Makers	15%	
Total	100%	

**Basis for payment tranches*