



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29 October 2015

Interested, qualified and experienced individual consultants are hereby invited to forward their applications for the assignment as detailed below.

Number of positions : 1
Contract Type : Individual Consultant
Country : South Africa
Description of the assignment : Environment Finance Expert: Conducting biodiversity expenditure review in South Africa.

Estimated Period of assignment/services (if applicable) : 90 days over a period of 9 months
Estimated Contract Commencement Date : 01 December 2015
Estimated Contract End Date : 31st August 2016

Applications should be submitted by email to the following address :-
procurement.za@undp.org

The **deadline** for submission of applications is by close of business on **13th November 2015.**

Any request for clarification must be sent by standard electronic communication to the e-mail address indicated above. UNDP will respond by standard electronic mail and MAY send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants who would have acknowledged receipt of this notice and thus confirmed that they shall be submitting their applications.

1. BACKGROUND

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.

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

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**
- **Project Outreach and Communication**
- **Knowledge Management and Reporting**

Expected Results and Outcomes

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).

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- **Education:** University Degree in economics, accounting or finance, or a closely related field preferably with an environment/biodiversity focus. *(Max: 20 points)*
- **Experience:**
 - At least 10 years of At least 5 years of experience with the public sector in one or more of the following areas *(Max: 20 points)*:
 - 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.
 - Public budget evaluation
 - Work experience with the Ministry of Finance and development planning is desirable, but not required. *(Max: 15 points)*

- Experience in dealing with multilateral or bilateral donor agencies, and national institutions. *(Max: 10 points)*
- Exposure to environmental issues or biodiversity is desirable, but not required. *(Max: 15 points)*
- High competency in the use of MS Office/Excel *(Max: 10 points)*
- Fluency in written and spoken English. (Max: 10 points)

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Financial proposal
3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. AWARD OF CONTRACT

The contract will be awarded to the highest combined scored proposal.

Additional documents attached to this Notice:-

- **TERMS OF REFERENCES (TOR)**
- **INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**