



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(International Consultant – International Expert on REDD+ Fund Management)

UNDP/PN/03/2016

Date: 13 January 2016

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### Country: Nepal

**Description of the assignment:** In close consultation and coordination with UNDP Country Office Programme Manager, the International Consultant will guide the work of the National expert through conceptual and analytical leadership to deliver the following:

- Workplan
- Study visit report (only if deemed necessary)
- Report on public financial management for REDD+, the design of REDD+ funds management and a plan for implementation and capacity-development
- One or several workshops for consultation and validation.

**Project name:** Feasibility of Strategic Options and REDD+ Finance Architecture for implementation of Nepal's REDD+ Strategy and Plan (REDD+Project)

**Period of assignment/services (if applicable):** 50 days spread over the period from 1 Feb to 30 June 2016.

**Duty Station:** Kathmandu and Home-Based

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/03/2016 – International Expert on REDD+ Fund Management, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** no later than **1730 hours on 24 January 2016**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address: [registry.np@undp.org](mailto:registry.np@undp.org). Request for clarification must be sent by **18 January 2016**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>.

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## **1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

**Please refer to the attached ToR (Annex 1)**

Please submit your application at the following email address: [procurement.np@undp.org](mailto:procurement.np@undp.org)

## **2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Education & Experience:**

- At least a Master's degree in natural resource management, environmental economics, environmental law, environmental finance or other relevant areas.
- Proficiency in spoken and written English is required.
- Experience in environmental finance including the design of climate funds, conservation funds, forestry funds or REDD funds
- Experience with FCPF Carbon Fund, NAMAs, LEDS, payments for ecosystem services, CDM or other carbon finance mechanisms
- Experience in the region and in Nepal

### **II. Other competencies:**

#### **Functional Competencies:**

- Self-development, initiative-taking;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member;
- Informed and transparent decision making.
- Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

#### **Corporate competences:**

- Commitment to UNDP's mission, vision and values;
- Sensitivity to cultural, gender, religion, race, nationality and age differences;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment;
- Demonstrate consistency in upholding and promoting the values of UN in actions and decisions, in line with the UN Code of Conduct.

### **3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL**

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and PII template annexed to this letter.
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (limit to under 1500 words);

**Note:**

- a) Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

#### 4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

*When using this weighted scoring method, the award of the contract should 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 49 points in the technical evaluation would be considered for the Financial Evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		
<b>Criterion A:</b> At least a Master's degree in natural resource management, environmental economics, environmental law, environmental finance or other relevant areas	10%	10
<b>Criterion B:</b> Experience in environmental finance including the design of climate funds, conservation funds, forestry funds or REDD funds	20%	20
<b>Criterion C:</b> Experience with FCPF Carbon Fund, NAMAs, LEDS, payments for ecosystem services, CDM or other carbon finance mechanisms	20%	20
<b>Criterion D:</b> Experience in the region and in Nepal	20%	20
<u>Financial</u>		
• Lowest financial proposal	30%	30

**Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical).** The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

\* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

#### ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3- P11 Form

ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

## Terms of Reference (TOR)

Job Title:	International Expert on REDD+ Fund Management
Reports to:	Technical Advisor/UN-REDD Programme
Location:	Home based/expected missions to Nepal
Type of Contract:	Individual Contract
Post level:	Consultant
Language required:	English
Expected Duration of Assignment:	approximately 50 days till June 2016

### A. Background

In 2012, the Government of Nepal as a UN-REDD partner country formally requested Targeted Support (TS) from the UN-REDD Programme in the two following areas of REDD+ Readiness: (i) national level fund management arrangements; and (ii) strategies for addressing drivers of deforestation and forest degradation (D&D), with special attention paid to issues related to transparency, accountability and corruption.

This TS was able to successfully advance knowledge (through a publication, “Understanding drivers and causes of deforestation and forest degradation in Nepal: potential policies and measures for REDD+” and a discussion paper on National REDD+ Fund Management in Nepal) and instigate necessary cross-sectoral dialogues on strategy options for addressing drivers of land cover change and potential options for REDD+ fund management at a national level.

At the request of the Government of Nepal, another TS to be supported by UNDP was recently agreed to continue with the process of dialogue on these two critical issues in order to reach consensus on specific REDD+ actions that are socially, economically and environmentally viable, and on REDD+ fund management arrangements that can effectively, efficiently and equitably incentivise the implementation of the REDD+ actions nationally and sub-nationally.

To implement the work on REDD+ fund management arrangements, UNDP seeks an international expert on REDD+ fund management to lead the work with support from national experts.

### B. Scope and Objectives

The general objective of the work is to assess options for and design an effective, efficient, equitable and results-based fund management system for REDD+ finance in Nepal, and make recommendations and communicate these in a way that ensures constructive integration into the REDD+ strategy process.

Specifically, a team of experts (one international and two national experts) will provide technical input to the working group and stakeholder consultation meetings that will decide a most suitable national fund management option for REDD+ in Nepal. This result will be delivered through two phases as follows.

**Phase 1:** Understand and map out the positions of stakeholders, opportunities and limitations inherent in the Nepalese legal and institutional framework, concerning the design of REDD+ financial management, relevant experiences from other countries, on-going initiatives and planned work in the field of REDD+ in Nepal; and

## **Phase 2: propose a fund management option**

In this process, key tasks of the international expert are, under the technical supervision of the global REDD+ finance specialist, to provide the overall conceptual leadership to and coordinate the work of the national experts. S/he is ultimately responsible for the final deliverables of this work.

### **C. Deliverables & Expected Outputs**

#### **Expected activities**

- Develop jointly with the national experts the workplan to flesh out further roles and responsibilities in relation to specific deliverables, among other necessary details, including an outline of key issues to be covered, methodology and consultation plan. The work plan will be due one month after commencement.
- Implement the work plan by collecting and analysing information, facilitating stakeholder consultations and consensus-building.
- Carry out analytical work on relevant PFM processes for REDD+.
- Carry out analytical work to identify a working assumption on the scope and modalities of international and national REDD+ finance.
- Review the information available in the national REDD+ process on policies and measures to address the drivers of deforestation to identify possible requirements towards the REDD+ funds management modalities, while taking on board recommendations emerging from the study on prioritization of REDD+ PAMs.
- Organise a study visit to a country in the region where advanced work on PFM for REDD+ and REDD+ funds management can be observed (only if such a tour is deemed necessary after a internal assessment).
  - Facilitate group discussions on key findings from the study visit and how they might be applied during the design of REDD+ funds management in Nepal.
  - Produce a study report.
- Consult with stakeholders and build consensus on the design and implementation arrangements for national REDD+ funds management.
- Identify several options for national REDD+ funds management in Nepal, assess strengths and weaknesses of these options (e.g., financial and institutional feasibility, national requirements, accountability and transparency risks, development partner preferences, etc), and make a recommendation on the basic modalities.
- Further consult with stakeholders on the options for national REDD+ funds management and the recommended modalities.
- Develop an implementation plan with an assignment of roles, responsibilities, timeline and levels of effort, including required technical and functional capacity development.
- Organize and carry out a national stakeholder validation workshop to approve the proposed REDD+ funds management together with the implementation plan.
- Produce a final report, taking on board comments received during consultation and validation and from the UN-REDD team.

## **Deliverables**

The international expert will guide the work of national experts through conceptual and analytical leadership to deliver the following items.

- Work plan
- Study visit report (only if deemed necessary)
- Report on public financial management for REDD+, the design of REDD+ funds management and a plan for implementation and capacity-development
- One or several workshops for consultation and validation

## **Provision of Monitoring & Progress Control:**

The international expert will work closely with and provide conceptual leadership and technical inputs to support the work of the team of national experts. S/he will work under the direct supervision and guidance of UNDP Country Office Programme Manager, with additional technical guidance from UN-REDD Programme Regional Technical Advisor and Global REDD+ Finance Specialist. The TS coordinator sitting in the RIC will coordinate with RIC to integrate the deliverables into the country's overall REDD+ readiness process.

## **D. Timeframe**

This work will require approximately 50 days until June 2016 with three mission trips to Nepal. The submission of the work plan will be due one month after commencement.

The work will be carried out through a combination of desk research, expert discussion, visits and consultation with key stakeholders.

## **E. The Expert Profile**

### **Qualifications:**

- Master's degree in natural resource management, environmental economics, environmental law, environmental finance or other relevant areas
- At least 10 years of experience in environmental finance including the design of climate funds, conservation funds, forestry funds or REDD+ funds
- Experience with FCPF Carbon Fund, NAMAs, LEDS, payments for ecosystem services, CDM or other carbon finance mechanisms
- Excellent drafting skills and capacity to synthesize
- Fluency in English
- Experience in REDD+ and forestry
- Understanding of the UNFCCC climate negotiations, especially REDD+
- Experience in the region and in Nepal an asset.

### **The role of UNDP:**

UNDP will provide the expert with all the necessary support (not under the expert's control) to ensure that the expert(s) undertake the work with reasonable efficiency.