



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### National Consultant - Team Leader/Senior Finance Expert

Reference No.: UNDP/PN/05/2020

Date: 27 January 2020

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**Country: NEPAL**

**Description of the assignment:** As per the attached Terms of Reference (ToR) – Annex 1.

**Project/Unit name:** The Biodiversity Finance Initiative in Nepal (BIOFIN-Nepal)

**No. of Consultant:** 1 (one)

**Period of assignment/services (if applicable):** 80 days over the period of 20 months (February 2020 to October 2021)

Proposal should be submitted by email to [procurement.np@undp.org](mailto:procurement.np@undp.org) not later than **1730 hours (Nepal Standard Time) on 12 February 2020** mentioning reference No. **UNDP/PN/05/2020 – Team Leader/Senior Finance Expert for BIOFIN-Nepal**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/05/2020 - Team Leader/Senior Finance Expert for BIOFIN-Nepal**, on or before **04 February 2020**. 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>. Inquiries received after the above date and time shall not be entertained.

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#### 1. BACKGROUND

Nepal is committed to conservation and sustainable utilisation of biodiversity for the "prosperity of people & nation". The government enacted the National Biodiversity Strategy and Action Plan (2014-2020) (NBSAP) in 2014, which provides a strategic framework for the biodiversity conservation in Nepal. The strategy has set different biodiversity targets that aligns to the Aichi targets. The review of Nepal's' Sixth national report to the Convention of the Biodiversity (CBD) reveals that nearly two-thirds of the national biodiversity targets (38 out of 56) are in progress but at an insufficient rate. Likewise, half of the (10 out of 20) Aichi targets are progressing at an insufficient rate. Inadequate resource mobilisation is one of the prime reasons for slow progress in achieving biodiversity targets. For example, the public and private sector investment gap for achieving the Sustainable development Goal (SDGs) 15, i.e. Life on Land in Nepal has been estimated to NRs 143.3 and 19.7 billion, respectively at 2015 constant price.

In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity goals and sustainable development objectives. However, countries have not approached the issue of biodiversity finance in a comprehensive manner, where choice and adoption of financial solutions have remained experimental and opportunistic. Considering this, the Biodiversity Finance Initiative (BIOFIN) was developed "as global programme" to provide a comprehensive methodology for government to (a) review the existing policy context (b) measure expenditure level for biodiversity (c) calculate future financial needs and (d) design strategic plans to deploy right mix financial of the finance solutions, tailored to the country context. BIOFIN is a global programme that has developed, piloted and continuously improved the methodology to design comprehensive plans to implement finance tools and solutions, that increase financing, effectiveness and efficiency on biodiversity management.

The BIOFIN Phase I (2012-2018) developed and piloted the methodological framework (BIOFIN Workbook) to help countries mobilise sufficient resources to implement national biodiversity policies in 30 countries. BIOFIN Phase II (2018-2022) will enable the 30 countries to implement priority finance solutions and prepare a financial plan for an additional five countries. The process will strengthen countries' chances of achieving national and global biodiversity targets, especially Aichi targets and biodiversity-related sustainable development goals

Nepal is part of the BIOFIN Phase II (2018-2022). Environment and Biodiversity Division of the Ministry of Forests and Environment (MOFE), is leading the BIOFIN process. Twelve members' steering committee has been formed under the leadership of the Joint Secretary, MOFE with representation from the Ministry of Finance, Ministry of Agriculture and Livestock Development, Divisions and Departments of MOFE to provide strategic guidance in the BIOFIN process and in mainstreaming the policy process. The Ministry hosts a dedicated team of expert to undertake technical work and coordinate day to day management of the BIOFIN process in Nepal. UNDP is providing technical assistance to the overall process.

BIOFIN Nepal aims to contribute to effective and efficient biodiversity finance and outcomes by designing comprehensive finance solutions to assure long-term and steady financial flows to conservation engaging government, conservation partners, private sector and civil societies.

The BIOFIN Nepal intends to hire a **Team leader/Senior Finance Expert** to provide overall technical guidance and leadership at the national level and produce the Biodiversity Finance Plan and assure the high-quality delivery of all reports and outcomes of BIOFIN at the national level.

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

For detailed information, please refer to the Terms of Reference – ToR (Annex 1)

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

Master's degree in finance, business administration (MBA), economics, environmental economics, environmental finance or a closely related field, or equivalent relevant work experience; A higher degree and experience on conservation finance would be advantageous.

### II. Years of experience:

- At least 10 years of experience in the management or review of public finance, conservation finance or environmental finance.
- Experience in working with international and national experts and institutions.
- Experience on working with the government agencies on senior position
- Exposure to environmental issues or biodiversity desirable.
- Sound understanding of key software packages (MS Office)
- Good command of English.

Competencies:

- Excellent organizational skills.
- Good leadership skills
- Strong analytical, writing and communication skills.
- Excellent financial and budgetary skills.
- Ability to prepare publications, reports and presentations.
- Ability to manage and 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 planning and budgeting processes strongly desired.
- He/she will need to have excellent inter-disciplinary, writing and communication skills. He/she should be bi-lingual in Nepali and English and be proficient in use of computer.

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

**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
- 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
- Financial Proposal
- Personal CV including past experience in similar projects and at least 3 references

**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.

## 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.

## 6. 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:

- 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 49 point would be considered for the Financial Evaluation

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		
<p><b>Criteria A – Educational Qualification:</b> Master’s degree in finance, business administration (MBA), economics, environmental economics, environmental finance or a closely related field, or equivalent relevant work experience; A higher degree and experience on conservation finance would be advantageous.</p>	10%	10
<ul style="list-style-type: none"> <li>• <b>Criteria B – Relevant Experience:</b> At least 10 years of experience in the management or review of public finance, conservation finance or environmental finance. Experience in working with international and national experts and institutions. Experience on working with the government agencies on senior position.</li> </ul>	15%	15
<ul style="list-style-type: none"> <li>• <b>Criteria C - Suitability for the assignment:</b> Lead projects/policy formulation/studies; worked with national/international organizations</li> </ul>	15%	15
<ul style="list-style-type: none"> <li>• <b>Criteria D: Technical proposal:</b> Understanding of task, technical approach and methodology and work plan</li> </ul>	30%	30
<u>Financial</u>	30%	30

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

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

\* “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- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

## UNITED NATIONS DEVELOPMENT PROGRAMME

### THE BIODIVERSITY FINANCE INITIATIVE IN NEPAL (BIOFIN-Nepal)

#### Terms of Reference

#### **Post Title: Team leader/Senior Finance Expert**

<b>Location:</b>	Kathmandu, NEPAL
<b>Additional Category</b>	Resilience and Environment
<b>Type of Contract:</b>	Individual Contract (National)
<b>Post level</b>	National Consultant
<b>Supervisor (s)</b>	Project Coordinator/BIOFIN-Nepal
<b>Starting Date:</b>	15 February 2020
<b>Duration of Contract:</b>	80 days over period 20 months
<b>Expected Duration of Assignment:</b>	15 February 2020 to 15 October 2021

#### **1. INTRODUCTION**

Nepal is committed to conservation and sustainable utilisation of biodiversity for the "prosperity of people & nation". The government enacted the National Biodiversity Strategy and Action Plan (2014-2020) (NBSAP) in 2014, which provides a strategic framework for the biodiversity conservation in Nepal. The strategy has set different biodiversity targets that aligns to the Aichi targets. The review of Nepal's Sixth national report to the Convention of the Biodiversity (CBD) reveals that nearly two-thirds of the national biodiversity targets (38 out of 56) are in progress but at an insufficient rate. Likewise, half of the (10 out of 20) Aichi targets are progressing at an insufficient rate. Inadequate resource mobilisation is one of the prime reasons for slow progress in achieving biodiversity targets. For example, the public and private sector investment gap for achieving the Sustainable development Goal (SDGs) 15, i.e. Life on Land in Nepal has been estimated to NRs 143.3 and 19.7 billion, respectively at 2015 constant price.

In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity goals and sustainable development objectives. However, countries have not approached the issue of biodiversity finance in a comprehensive manner, where choice and adoption of financial solutions have remained experimental and opportunistic. Considering this, the Biodiversity Finance Initiative (BIOFIN) was developed "as global programme" to provide a comprehensive methodology for government to (a) review the existing policy context (b) measure expenditure level for biodiversity (c) calculate future financial needs and (d) design strategic plans to deploy right mix financial of the finance solutions, tailored to the country context. BIOFIN is a global programme that has developed, piloted and continuously improved the methodology to design comprehensive plans to implement finance tools and solutions, that increase financing, effectiveness and efficiency on biodiversity management.

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BIOFIN Phase II (2018-2022) will enable the 30 countries to implement priority finance solutions and prepare a financial plan for an additional 5 countries. The process will strengthen countries' chances of achieving national and global biodiversity targets, especially Aichi targets and biodiversity-related sustainable development goals

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BIOFIN Nepal aims to contribute to effective and efficient biodiversity finance and outcomes by designing comprehensive finance solutions to assure long-term and steady financial flows to conservation engaging government, conservation partners, private sector and civil societies. This will be achieved through four specific outputs.

- **Biodiversity Finance Policy and Institutional Review (PIR).** The PIR analyses the country's current policies, institutions and existing finance mechanisms and tools associated with biodiversity and ecosystem services in order to evaluate their impact and effectiveness and to understand key entry points and opportunities for effecting change. The first step includes identifying the existing national vision and key trends for biodiversity and sustainable development financing and mapping sectoral interactions with biodiversity and ecosystem services. The PIR includes an inventory of existing financing mechanisms used for biodiversity, key subsidies that affect biodiversity, biodiversity related revenues and all associated laws and regulations. It explores how finance and economics can be used to address the main drivers of biodiversity loss. The PIR process is used to further clarify relevant stakeholders and their specific mandates, institutional arrangements and capacity related to the NBSAP and biodiversity finance. Existing economic valuation studies are reviewed and integrated into the analysis. Policy recommendations, including possible reforms of harmful subsidies and other incentives that contribute to continued biodiversity loss, can be incorporated in PIR and national planning strategies. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and recommendations.
- **Biodiversity Expenditure Review (BER).** The Biodiversity Expenditure Review helps countries to establish a firm baseline of historic and current biodiversity expenditure levels and future projections in comparison to the underlying institutional and policy vision and framework. The expenditure review is conducted with the public, private, and civil society institutions identified under the inception phase and the PIR. For each relevant biodiversity finance actor, budget, allocation and expenditure data are collected for the past 5-7 years. For each budget or expenditure, the percentage that can be attributed to biodiversity and the target area of the expenditure is determined. The analysis will explore the relation of biodiversity expenditures to overall government budgets, stated policy objectives, GDP and jobs, NBSAP strategies and themes, etc. Historic trends are analysed, and projections can be made about future financing under a business as usual scenario. The final report will provide very specific recommendations on (i) key sources of financing, (ii) possible re-alignment of expenditures; (iii) allocation or absorption issues; (iv) and other insights generated from the review. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and refine recommendations.

- **Financial Needs Assessment (FNA).** The FNA is a detailed realistic costing of key biodiversity policies and plans – generally focused on the National Biodiversity Strategy and Action Plan (NBSAP). This involves an estimation of the financial needs and a prioritisation of actions for biodiversity management across all sectors of government, NGOs and can include private sector investments. Existing financing for specific actions will be compared to estimated needs to develop a projected financing gap. The methodology includes reviewing and refining actions defined in the NBSAP and other major policies that require costing. For each of these cost able actions, specific budget elements are calculated based on existing government budget categories and units. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and final recommendations.
- **Biodiversity Finance Plan (BFP).** The Biodiversity Finance Plan is a national strategy and plan for financing biodiversity addressing all possible dimensions of finance, including resource mobilisation, improving impact delivery, avoiding future expenditures and re-aligning expenditures towards biodiversity goals. The national experts will work closely with the national team to review a wide range of possible finance solutions and establish an agreed upon approach to prioritise based on a variety of characteristics of each solution, including the financing potential, the legal context and socio-economic/gender impacts, while mapping barriers that currently prevent further financing. For a selected number of the most promising financing mechanisms a more detailed feasibility study will be carried out. A large national workshop involving a wide variety of stakeholders should be organised as a key element of the consultation process followed by a smaller workshop planned at the end to validate the strategy and its recommendations.

The BIOFIN Nepal intends to hire a **Team leader/Senior Finance Expert** to provide overall technical guidance and leadership at the national level and produce the Biodiversity Finance Plan and assure the high-quality delivery of all reports and outcomes of BIOFIN at the national level. .

## 2. OBJECTIVE OF ASSIGNMENT

The main objective of the assignment is to ***provide technical guidance and leadership of the BIOFIN Processes and produce the Biodiversity Finance Plan*** and assure the high-quality delivery of all reports and outcomes of BIOFIN in close collaboration with the Project Coordinator, the entire National BIOFIN Team, UNDP CO and the global BIOFIN team.

- Lead an ***extensive stakeholder consultation/engagement process*** for the development of all deliverables, involving actors from the public and private sector, civil society and academia
- Provide technical backstopping support to the national BIOFIN team to complete BIOFIN deliverables (***Biodiversity Finance Policy and Institutional Review, the Biodiversity Expenditure Review, Financial Needs Assessment***) in a consistent and high-quality manner
- Review all deliverables produced and provide feedback to team members to assure quality and impact.
- Lead the ***development, drafting and finalization of the Biodiversity Finance Plan***
- Take a lead in drafting of the inception and project completion report

## 3. RESPONSIBILITIES

The core responsibility of the Senior Finance Expert / Project Lead (Sr. Finance Expert) is to provide overall technical guidance and leadership at the national level and produce the **Biodiversity Finance Plan**. The Sr. Finance Expert will work in close collaboration with the National Project Coordinator, the entire National BIOFIN Team, UNDP CO and



the global BIOFIN team to assure the **high-quality delivery of all reports and outcomes of BIOFIN at the national level**. These reports will include the Biodiversity Finance Policy and Institutional Review, the Biodiversity Expenditure Review, Financial Needs Assessment and the Biodiversity Finance Plan. Additionally, the Sr. Finance Expert will be directly responsible for sections of specific reports and for leading the development, drafting, and finalization of the Biodiversity Finance Plan. All reports will be provided to the designated national government institute and, UNDP CO, and validated by the designated national government institute, UNDP CO and the global BIOFIN team.

The Sr. Finance Expert will be the overall leader and spokesperson of BIOFIN at the national level. He/she is expected to have senior experience and to provide substantial technical expertise in assuring horizontal integration and consistency of workstreams/studies, as well as quality assurance of national products and processes throughout the duration of the national project. He/she will be responsible for relevant sections of the Policy and Institutional Review, will lead the preparation of the Biodiversity Finance Plan, and will oversee the identification and implementation of finance solutions as requested.

Specific duties and responsibilities will include:

#### **Project Management and Leadership**

- Support to prepare inception report of BIOFIN Project in collaboration with project coordinator
- Establish and maintain links with other national and international programmes (e.g. NBSAP) and projects including UNDP-GEF projects.
- Lead the process of capturing and documenting lessons from project implementation and together with the National coordinator make recommendations to the National Steering Committee for more effective implementation of activities.

#### **Policy Development**

- Engage with 2-3 key national policy processes identified in the Inception or Policy and Institutional Review (PIR) stage (e.g. national development and sectoral planning and budgeting), provide inputs into budgets and other policy documents, and participate in related meetings to promote the adoption of BIOFIN methodology and recommendations.
- Provide other inputs into policy development processes as per government requests/emerging opportunities (national/sectoral development plans/NBSAPs/legislation on biodiversity finance) and report on these inputs to the UNDP Country Office and the global BIOFIN team.
- Discuss BIOFIN findings with a range of stakeholders and other related strategic planning projects to identify areas where collaboration can benefit from new insights generated through the BIOFIN Process and vice versa.

#### **Project Outreach and Communication**

- Lead an extensive stakeholder consultation/engagement process for the development of all deliverables, involving actors from the public and private sector, civil society and academia.
- Engage national stakeholders and strongly position BIOFIN objectives and processes towards relevant government departments and partner institutions to catalyse transformational outcomes. Ensure the inclusion of organisations representing indigenous/woman/vulnerable groups where possible.
- Work with national and international counterparts, NGOs and other groups to ensure effective coordination and communication of BIOFIN project objectives, activities, and finance solutions and on data and information provision, expert review and verification.
- Prepare detailed reports and analyses of national BIOFIN project results and impacts including in preparation for COPs and at project's end.

#### **Technical Tasks and Responsibilities**

- Act as principal technical contact for national BIOFIN implementation with the global BIOFIN team with regards to all questions and issues that arise during national implementation.
- Provide key technical leadership on all finance issues and assure horizontal integration and consistency of work streams/studies.

- Provide technical support to the national BIOFIN team to complete BIOFIN deliverables in a consistent and high-quality manner.
- Ensure drafts of all work are sent to the global BIOFIN team regularly to provide backstopping and assure feedback is adequately integrated into national reports.
- Research and write the sections on subsidies and financing incentives in the PIR
- Provide technical support for the data collection, analysis, and conclusions of the BER
- Support the data collection, modelling, quality checking, and validation of the FNA
- Develop a Biodiversity Finance Plan (BFP) according to the guidance provided by the global BIOFIN team and written guidance documents (especially the BIOFIN Workbook)
  - Develop an outline for the BFP for discussion with the UNDP CO and the global BIOFIN team.
  - Identify, screen and prioritize specific biodiversity finance mechanism and calculate how much revenue/financial contribution or impact each mechanism may generate.
  - Establish and include a detailed plan for implementing key financial mechanisms in the Biodiversity Financing Plan including a timeframe and budget.
  - Develop a draft of the Finance Plan based on the BIOFIN workbook and in line with recommendations from the national consultation workshop and submit for discussion to the UNDP CO and the Global BIOFIN team.
  - Develop the final version of the Biodiversity Finance Plan for discussion with the Government, UNDP CO and the Global BIOFIN team and present the plan for final review during the validation workshop.
- Steer the initial implementation of the Biodiversity Finance Plan including the preparation, submission and implementation of priority finance solutions. This may include a set of measures or activities addressing legal, institutional, entrepreneurial, financial, awareness, capacity matters to put the BIOFIN results into action. If these activities require outside expertise, draft the Terms of Reference for these additional consultants and assist in their recruitment and activities.
- Ensure all national level outputs are developed in line with the BIOFIN methodology as described in the current version of the BIOFIN Workbook, while at the same time are sufficiently tailored to the national context.
- Review all national level deliverables and provide detailed feedback to other team members. Liaise with the global BIOFIN team and government to obtain timely feedback on deliverables.
- Obtain final clearance of each deliverable from government and the global BIOFIN team to enable further dissemination.
- Undertake an exit interview with the UNDP Country Office and the BIOFIN Technical Advisor to document the main lessons learnt during the assignment.

#### 4. KEY DELIVERABLES

- **Inception Phase:** Inception Report (BIOFIN Project) in collaboration with project coordinator
- **Biodiversity Finance Policy and Institutional Review (PIR):** (I) Sections on subsidies and financing mechanisms of the PIR (II) Review of the Draft Report, (III) Quality review with BIOFIN Global (IV) Final validated report.
- **Biodiversity Expenditure Review (BER):** (I) Draft analysis (II) Review of the Draft Report, ((III) Quality review with BIOFIN Global (IV) Final validated report
- **Financial Needs Assessment** (I) Draft analysis (II) Draft Report, (III) Quality review with BIOFIN Global (IV) Final validated report
- **Biodiversity Finance Plan** (I) Initial Analysis (II) Draft Report, (III) Quality review with BIOFIN Global (IV) Final validated report

## 5. DURATION OF THE WORK:

The assignment will require up to 80-person days starting from 15 February 2020 to 15 October 2021. The schedule of engagement would be as follows:

Deliverables/ Outputs	Proposed Duration to Complete	Target Due Dates	Review and Approvals Required
1. BIOFIN Project Inception report	8 days	30 February 2020	UNDP CO, MOFE and Global team/BIOFIN
2. Policy and Institutional Review Report	7 days	30 June 2020	UNDP CO, MOFE and Global team/BIOFIN
3. Biodiversity Expenditure Review Report	8 days	14 July 2020	UNDP CO, MOFE and Global team/BIOFIN
4. Financial Need Assessment	7 days	24 December 2020	UNDP CO, MOFE and Global team/BIOFIN
5. Biodiversity Finance Plan	40 days	15 August 2021	UNDP CO, MOFE and Global team/BIOFIN
6. Project Synthesis Report	10 days	30 September 2021	UNDP CO, MOFE and Global team/BIOFIN
<b>TOTAL</b>	<b>80 days</b>		

Note All reports should be approved by the BIOFIN National/Global team, UNDP CO and endorse from national focal point of the BIOFIN Nepal project.

## 6. REQUIRED SKILLS AND EXPERIENCE:

### Education:

Master's degree in finance, business administration (MBA), economics, environmental economics, environmental finance or a closely related field, or equivalent relevant work experience; A higher degree and experience on conservation finance would be advantageous.

### Competencies:

- Excellent organizational skills.
- Good leadership skills
- Strong analytical, writing and communication skills.
- Excellent financial and budgetary skills.
- Ability to prepare publications, reports and presentations.
- Ability to manage and 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 planning and budgeting processes strongly desired

### Experience:

- At least 10 years of experience in the management or review of public finance, conservation finance or environmental finance.
- Experience in working with international and national experts and institutions.
- Experience on working with the government agencies on senior position
- Exposure to environmental issues or biodiversity desirable.
- Sound understanding of key software packages (MS Office)
- Good command of English.

### Language Requirements:

He/she will need to have excellent inter-disciplinary, writing and communication skills. He/she should be bi-lingual in Nepali and English and be proficient in use of computer.

## 7. PAYMENT SCHEDULE:

The payments will be made in instalments as below:

<b>Instalment</b>	<b>Milestones*</b>	<b>Payments (NPR)</b>	<b>When</b>
1 <sup>st</sup> payment	Inception Report (BIOFIN Project)	10%	March 2020
2 <sup>nd</sup> payment	Policy and Institutional Review Report	10%	July 2020
3 <sup>rd</sup> payment	Biodiversity Expenditure Review Report	10%	July 2020
4 <sup>th</sup> payment	Financial Need Assessment	10%	December 2020
5 <sup>th</sup> payment	Biodiversity Finance Plan	40%	August 2021
Final Payment	Project Synthesis Report	20%	October 2021

\* All reports should be approved by the BIOFIN Global team, UNDP CO and endorse from the national focal point of the BIOFIN Nepal project

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

**UNDP/PN/05/2020 National Consultant - Team Leader/Senior Finance Expert for BIOFIN-Nepal.**

Date \_\_\_\_\_

United Nations Development Programme  
UN House  
Pulchowk,  
Lalitpur, Nepal

Dear Sir/Madam:

I hereby declare that:

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of **National Consultant - Team Leader/Senior Finance Expert for BIOFIN-Nepal** under **the Biodiversity Finance Initiative in Nepal (BIOFIN-Nepal)**.

I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

- A) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- B) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.

I hereby propose to complete the services based on the following payment rate:

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.

- D) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

- E) 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;
- F) This offer shall remain valid for a total period of \_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
- G) 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*];
- H) If I am selected for this assignment, I shall [*please 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:

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- I) 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

- J) 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.

K) ***If you are a former staff member of the United Nations recently separated, please 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.

L) 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.

M) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES  NO  If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

O) Do you have any objections to our making enquiries of your present employer?

YES  NO

P) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES  NO  If answer is "yes", WHEN?

Q) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

R) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES  NO  If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

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**Annexes** *[please check all that applies]:*

- CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work



**BREAKDOWN OF COSTS<sup>1</sup>**  
**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A) **Breakdown of Cost by Components:**

Cost Components	Quantity	Unit Cost (NPR)	Total for the Contract Duration (NPR)
<b>I. Personnel Costs</b>			
Professional Fees	80 days		
Life Insurance	-		
Medical Insurance	-		
Communications	N/A	N/A	
Land Transportation	N/A	N/A	
Others:-			
Daily subsistence allowance (DSA) for field visit outside Kathmandu Valley – Pokhara, Dhangadhi, Surkhet, Hetauda, Biratnagar, Bhairahawa)	20 days		
Air fare (Trip) – Round Trip (Bhairawa, Pokhara, Dhangadi, Surkhet, Janakpur, Biratnagar & Simra)	12 round trips		
Vehicle rental (outside of Kathmandu)	10 days		
Stationary and logistics	1 lump sum		
<b>II. Travel<sup>2</sup> Expenses to Join duty station</b>			
Round Trip Airfares to and from duty station	N/A	N/A	
Living Allowance	N/A	N/A	
Travel Insurance	N/A	N/A	
Terminal Expenses	N/A	N/A	
Others (pls. specify)	N/A	N/A	
<b>Total</b>			

<sup>1</sup> The costs should only cover the requirements identified in the Terms of Reference (TOR)

<sup>2</sup> Travel expenses are not required if the consultant will be working from home.

B) Breakdown of Cost by Deliverables\*

<b>Deliverables</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount in NPR</b>
Inception Report (BIOFIN Project)	10%	
Policy and Institutional Review Report	10%	
Biodiversity Expenditure Review Report	10%	
Financial Need Assessment	10%	
Biodiversity Finance Plan	40%	
Project Synthesis Report	20%	
<b>Total</b>	<b>100%</b>	<b>NPR.....</b>

*\*Basis for payment tranches*