



## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACT**

<b>POST TITLE:</b>	International Consultant – Implementation of Biodiversity Finance Plan and finance solutions for Thailand
<b>AGENCY/PROJECT NAME:</b>	UNDP / The Biodiversity Finance Initiative
<b>COUNTRY OF ASSIGNMENT:</b>	Thailand

#### **1) GENERAL BACKGROUND**

The Biodiversity Finance Initiative (BIOFIN) is a global platform managed by UNDP seeking to improve the management of biodiversity through an enhanced understanding and use of finance solutions.

Since 2014, BIOFIN has been supporting the Government of Thailand in articulating the financial resources it needs to maintain a healthy biodiversity portfolio in-country. BIOFIN has conducted 1) Policy and Institutional Review (PIR); 2) Biodiversity Expenditure Review (BER); 3) Financial Needs Assessment (FNA); and 4) Biodiversity Finance Plan. Based on insights gained from the results of the first three BIOFIN assessments, the Biodiversity Finance Plan has been designed to be an effective strategic planning tool, identifying a mix of ‘finance solutions’ that would help to expand and improve Thailand’s investment in biodiversity preservation in order to help bridge the country’s funding gap. The Plan contributes to Thailand’s development not only for achieving its international targets under the Convention on Biological Diversity, but also for mobilizing resources to implement the National Biodiversity Strategic and Action Plans.

Finance solutions aim to capture the breadth of options available, including the four results of biodiversity finance as outlined by BIOFIN:

1. Avoid future expenditures;
2. Deliver better;
3. Generate revenues; and
4. Realign expenditures.

These outcomes are ways of thinking about solving biodiversity finance challenges with the full array of options – leading to the choice of options that are the most effective and efficient.

The Plan for Thailand is to **implement innovative finance solutions at the national level**. Four priority areas of intervention in Thailand have been chosen including: sustainable tourism, financing for protected areas and wildlife, improved guidelines for local government budgets and increased private sector engagement. The Initiative aims to bring together a national coalition of partners anchored in strengthened cooperation across national line ministries (Finance, Planning and Environment). Increased engagement by impact investors, enterprises and accelerators through an investment facilitation and capacity development process is also a priority issue.

The following pilot projects have been approved for implementation within BIOFIN Phase II: user charges for Koh Tao Island, conservation license plates, conservation trust funds in support of both mechanisms, and public-private partnerships for sustainable mangrove management. Finance solutions in feasibility stages in Thailand include (i) Biodiversity Enterprise Platform - BIOFIN-20/2020 listing under impact investment and (ii) improving local budgeting practices for biodiversity.

## **2) OBJECTIVE OF THE ASSIGNMENT**

The objective of this assignment of the International Consultant is to support BIOFIN Thailand in implementation of prioritised finance solutions. In close consultation with (i) the National Steering Committee of BIOFIN Thailand, (ii) BIOFIN Project Management Unit of UNDP Thailand and (iii) Global BIOFIN Core Team, the International Consultant will coordinate with BIOFIN Thailand to initiate activities related to the country implementation strategy/ pilot projects.

## **3) SCOPE OF WORK**

The International Consultant will provide technical and implementation support to the BIOFIN Team in Thailand, monitoring and evaluation, as well as advocacy, communication and knowledge management work. Under the supervision of the National BIOFIN Project Manager, the scope of work is as follows:

1. Providing technical support for prioritised finance solutions and on topics related to the pilot project formulation for implementing the national biodiversity finance plan, particularly on private sector and biodiversity enterprise development.
2. Establishing and maintaining effective relationships with government partners, civil society, and private sector entities within area of responsibility.
3. Writing and assisting in delivering reports on consulting assignments.
4. Drafting supportive documentation, technical notes or speeches for the BIOFIN Team and government partners.
5. Identifying opportunities for capacity building of partners and coordinate and facilitate technical support and training to partners as needed.
6. Providing technical, financial and strategic inputs to the monitoring and reporting of the Programme.
7. Reporting and updates provided to UNDP, government, global BIOFIN team, etc.
8. All missions/ workshops/meetings organised in line with workplan and well documented.

## **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

Duration of Assignment: 8 April 2020 to 31 March 2021 with maximum of 180 working days.

Duty station: Home-based in Thailand with travel required.

\*Expected places of Travel: Pilot project sites in Thailand, attending related BIOFIN workshops organized by UNDP and participating as resources persons of BIOFIN Thailand in any related conference.

## 5) EXPECTED OUTPUTS AND DELIVERABLES

The International consultant will be responsible for major tasks with expected deliverables/products and due dates as follows:

1<sup>st</sup> deliverable: Developing key documents, briefs and presentations related to BIOFIN Thailand's participation in the international conference 'BIOFIN's Global Conference for Biodiversity Finance' on 15th, 22nd and 29th April 2020 (Virtual Conference); by 10 April 2020

2<sup>nd</sup> deliverable: Co-developing process of support in designing the partnership instruments—consortium or working group among line agencies to implement the finance solution 'local government units' budgeting for biodiversity' in 5 regional hubs nationwide and providing support on the celebration of International Biodiversity Day on 22 May in Thailand; by 15 May 2020

3<sup>rd</sup> deliverable: Leading the development of the biodiversity listing for the Biodiversity Enterprise Platform – 'BIOFIN-20/2020' under impact investment finance solution; by 30 June 2020

4<sup>th</sup> deliverable: Working with ChangeFusion and other related stakeholders and providing technical support to the design and implementation of the Biodiversity Enterprise Platform; by 31 July 2020

5<sup>th</sup> deliverable: Submission of progress report on the finance solution highlighting the capacity development for the Biodiversity Enterprise Platform; by 31 August 2020

6<sup>th</sup> deliverable: Submission of a one-pager/factsheet on BIOFIN Thailand in 2020 with design concept for infographic data for participation at COP15 of Convention on Biological Diversity in Kunming, China; By 30 September 2020

7<sup>th</sup> deliverable: Providing technical support to technical team members of BIOFIN Thailand on the design and implementation of mini-Biodiversity Finance Plan under the impact investment of Public-Private Partnerships in sustainable mangrove management in Phetchaburi province; by 31 October 2020

8<sup>th</sup> deliverable: Submission of report with key private sector investment listing and matching potential with the Biodiversity Enterprises to drive the biodiversity finance solution on impact investments forward; by 30 November 2020

9<sup>th</sup> deliverable: Support in reviewing the annual workplan and budget with the national BIOFIN team and provide any technical inputs for strategic plan in 2021; by 15 December 2020

10<sup>th</sup> deliverable: Successfully support initiation of a dedicated biodiversity finance unit; by 31 January 2021

11<sup>th</sup> deliverable: Develop at least 5 policy briefs documenting learning from implementation of finance solutions (e.g., lessons learnt from pilots) to inform policies or institutional changes; by 28 February 2021

12<sup>th</sup> deliverable: Draft talking points, key messages, PowerPoint presentations, among others, in preparation for events where BIOFIN is invited to speak, to make visible the Biodiversity Finance Solutions for a variety of audiences and platforms; by 31 March 2021

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

Under the overall guidance of the IGSD Programme Analyst and Programme Specialist, the International Consultant for Biodiversity Finance Initiative Phase 2 in Thailand will report to the National BIOFIN Project Manager in UNDP Thailand and work with other national consultants of BIOFIN Thailand's Technical Advisory Team. S/he will also share monthly progress reports with the National BIOFIN Project Manager.

## **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

- In-depth knowledge of the Biodiversity Finance Initiative and its methodology;
- Master levels with degree in Economics, Finance, Environment, Social sciences, Political sciences, and/or other related fields;
- More than 5 years of relevant professional experience in developing and implementing biodiversity finance-related projects, including private sector and business engagement;
- More than 5 years experience of, and ability in, applying effective communication skills (verbal and written) in conveying complex and or technical messages/ concepts to multiple audiences;
- Familiar and up-to-date with global and national issues on biodiversity finance for conservation, Sustainable Development Goals and related areas;
- Excellent English writing and speaking;
- Obtain or have residence in Bangkok, Thailand is desirable.

## **8) REVIEW TIME REQUIRED**

As per target due dates of the specified deliverables as shown in Section 5.

## **9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

PARTIAL

INTERMITTENT

FULL TIME

**IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION**

N/A

## 10) CRITERIA FOR SELECTION OF THE BEST OFFER

The combined scoring method where the qualifications and/or methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a max of 30% shall be adopted.

## 11 ) CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the following methodology:

### Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer received the highest score out of a pre-determined set of weighted technical and financial criteria:

$$\text{Total score} = \text{Technical Score} + \text{Financial Score}$$

### Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1: Relevance of education – Max 10 points
- Criteria 2: Profound knowledge on BIOFIN methodology and/or biodiversity finance for conservation – Max 20 points
- Criteria 3: Relevance of experience on technical proposal and report writing which related to biodiversity finance plan– Max 20 points
- Criteria 4: Relevance of experience on research analysis and feasibility study on biodiversity-related finance project - Max 15 Points
- Criteria 5: Special skills, Language, etc.- Max 5 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

\* Technical Criteria weight; [70%], maximum 70 points

\* Financial Criteria weight; [30%], maximum 30 points

## 12) PAYMENT TERMS

The International Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

<b>Deliverables with percentage of payment</b>	<b>Assignment</b>	<b>Due date</b>
1 <sup>st</sup> deliverable: 8% of total payment	Submission with approval of key documents, briefs and presentations related to BIOFIN Thailand's participation in the international conference 'BIOFIN's Global Conference for Biodiversity Finance on 15th , 22nd and 29th April 2020 (Virtual Conference)	After ten days of signing of the contract
2 <sup>nd</sup> deliverable: 10% of total payment	Submission with approval of report highlighting process of support in designing the partnership instruments— consortium or working group among line agencies to implement the finance solution 'local government units' budgeting for biodiversity' in 5 regional hubs nationwide; and providing support on the celebration of International Biodiversity Day on 22 May in Thailand	After two months of signing of the contract
3 <sup>rd</sup> deliverable: 8% of total payment	Leading the developing of the finance solution 'biodiversity listing for the Biodiversity Enterprise Platform - BIOFIN-20/2020 listing' under impact investment	After three months of signing of the contract
4 <sup>th</sup> deliverable: 8% of total payment	Working with ChangeFusion and other related stakeholders and providing technical support to the design and implementation of the Biodiversity Enterprise Platform	After four months of signing of the contract

5 <sup>th</sup> deliverable: 8% of total payment	Submission with approval of progress report on the finance solution highlighting the capacity development for the Biodiversity Enterprise Platform	After five months of signing of the contract
6 <sup>th</sup> deliverable: 8% of total payment	Submission with approval of a one-pager/factsheet on BIOFIN Thailand in 2020 with design concept for infographic data for participation at COP15 of Convention on Biological Diversity in Kunming, China	After six months of signing of the contract
7 <sup>th</sup> deliverable: 8% of total payment	Providing technical support to technical team members of BIOFIN Thailand on the design and implementation of mini-Biodiversity Finance Plan under the impact investment of Public-Private Partnerships in sustainable mangrove management in Phetchaburi province	After seven months of signing of the contract
8 <sup>th</sup> deliverable: 8% of total payment	Submission with approval of report with key private sector investment listing and matching potential with the Biodiversity Enterprises to drive the biodiversity finance solution on impact investments forward	After eight months of signing of the contract
9 <sup>th</sup> deliverable: 8% of total payment	Support in reviewing the annual workplan and result frameworks with the national BIOFIN team and provide any technical inputs for strategic plan in 2021	After nine months of signing of the contract
10 <sup>th</sup> deliverable: 8% of total payment	Successfully support initiation of a dedicated biodiversity finance unit	After ten months of signing of the contract

11 <sup>th</sup> deliverable: 10% of total payment	Submission with approval of at least 5 policy briefs documenting learning from implementation of finance solutions (e.g., lessons learnt from pilots) to inform policies or institutional changes	After eleven months of signing of the contract
12 <sup>th</sup> deliverable: 8% of total payment	Draft talking points, key messages, PowerPoint presentations, among others, in preparation for events where BIOFIN is invited to speak, to make visible the Biodiversity Finance Solutions for a variety of audiences and platforms	After twelve months of signing of the contract

In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be advanced by the consultant and be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed once the mission is completed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Koh Tao Island and return shall be covered by UNDP.

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

The following documents are required:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- **Personal CV**, 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; and
- **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.

**INCOMPLETE PROPOSALS MAY NOT BE CONSIDERED.**

**The short -listed candidates may be contacted and the successful candidate will be notified.**