



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19/03/2020

---

**Country: Zambia**

**Description of the assignment:** Technical Advisor For BIOFIN Phase 2 Implementation

**Project name:** Biodiversity Finance Initiative (BIOFIN)

**Period of assignment/services (if applicable):** 1<sup>st</sup> April 2020 to 31/12/2021 working 10 days a month

Proposal should be submitted by email to [procurement.zm@undp.org](mailto:procurement.zm@undp.org) no later than **17:00 hrs Zambian time, Tuesday, 31<sup>st</sup> March 2020.**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The procuring UNDP entity will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

---

### 1. BACKGROUND

The BIOFIN is a global initiative launched in October 2012 by the United Nations Development Programme (UNDP) to respond to the needs for detailed national level analysis regarding biodiversity finance and boost the mobilization of financial resources for parties to the Convention on Biological Diversity (CBD) to achieve the Aichi Targets. In Zambia the implementation of the Biodiversity Finance Initiative (BIOFIN) started in 2015 under the Climate Change and Natural Resources Management Department within the Ministry of Lands and Natural Resources to support Strategic Intervention #46 of the National Biodiversity Strategy and Action Plan (NBSAP-2) aimed at developing a comprehensive resource mobilization strategy for implementation of the NBSAP-2. One of the key outputs of the BIOFIN initiative in Zambia is to develop a national biodiversity finance plan (BFP) aimed at identifying and prioritizing a mix of suitable biodiversity finance solutions to reduce the envisaged biodiversity finance gap. Two proposals were chosen for phase 2 implementation. These relate to the mainstreaming of green finance into the public, private and financial sector notably through the development of a National Green Finance Policy (NGFP) for Zambia including the implementation Plan as well as reviewing and developing customized fiscal and non-fiscal incentives for biodiversity conservation projects.

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

The aim of this assignment is thus to provide technical advisory services to the BIOFIN Project Team in the implementation process of BIOFIN Phase 2. There are two main outcomes:

### 1. Mainstreaming of Green finance into the public, private and financial sector

Key Project Output	Role of the Technical Advisor
Development of the draft Green Finance Policy	Lead the development of the draft National Green Finance Policy
Review and validation of the draft policy and implementation plan	Provide technical input into the presentation of the draft policy and implementation Plan to stakeholders.
Approval of the green finance policy and implementation	Provide technical input into the approval process
Launch of the green finance policy and implementation plan	Provide technical input into the presentation of the final version of the validated National Green Finance Policy and its Implementation Plan
Dissemination of the green finance policy and implementation plan	Provide technical input into the dissemination of the National Green Finance Policy

### 2. Reforming fiscal and non-fiscal incentives towards eligible green projects

Identify and analyze potential incentives that encourage biodiversity conservation and its sustainable use.	Provide technical input into the identification and analysis process of incentives that encourage biodiversity conservation. Technical input will also be in relation to the development of TORs for a documentary that will be used as the main mechanism to gather data about sector incentive preferences.
Develop a compendium of fiscal and non-fiscal incentives that encourage biodiversity conservation.	Provide technical input into the compilation of a compendium of fiscal and non-fiscal incentives arising from the documentary and other sources.
Review and validation of the draft framework on fiscal and non-fiscal incentives that encourage biodiversity conservation by stakeholders.	Provide technical input into the presentation of the draft compendium/ framework on fiscal and non-fiscal incentives that encourage biodiversity conservation by stakeholders.
Launch of the framework	Provide technical input into the presentation of the final version of the compendium/ framework on fiscal and non-fiscal incentives that encourage biodiversity conservation by stakeholders.
Review of the ZDA Act in relation to Incentives.	Provide technical input into the revision of the ZDA Act in relation to incentives.
To promote and increase awareness on the new incentives both locally and internationally.	Provide technical input into the dissemination/awareness strategy for the final incentives that will be adopted.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

Master's Degree or equivalent in finance, economics or a closely related field, or equivalent relevant work experience.

#### II. Years of experience:

At least 7 years of experience in management or public finance, preferably at senior level in government.

#### III. Competencies:

- Experience in dealing with international and national experts and institutions.
- Previous experience or involvement in the BIOFIN Initiative is a must.
- Evident Exposure to environmental issues or biodiversity.
- Sound understanding of key software packages (MS Office)
- Excellent speaking and writing in English

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

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, 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;
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services [Note: this is optional for support services];
- d) **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.

## 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 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 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. EVALUATION

### **Minimum criteria for qualifying:**

<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Letter of Confirmation of Interest and Availability		
Personal CV or P11		
Brief description		
Financial Proposal		

### **Technical Qualifications**

<b>Criteria</b>	<b>Criteria Description</b>	<b>Score</b>
<b>Criteria to be eligible for the consultancy</b>		<b>90</b>
<b>Relevance of Education</b>	Master's Degree or equivalent in finance, economics or a closely related field, or equivalent relevant work experience.	20
<b>Years of experience</b>	At least 7 years of experience in management or public finance, preferably at senior level in government	20
<b>Experience</b>	Previous experience or involvement in the	20

	BIOFIN Initiative is a must	
	Experience in dealing with international and national experts and institutions	10
	Evident Exposure to environmental issues or biodiversity.	10
<b>Language</b>	Excellent speaking and writing in English	10
<b>Additional Technical Qualifications</b>		<b>10</b>
<b>Microsoft Office or Database Management</b>	Sound understanding of key software packages	10
<b>Score Total</b>		<b>100</b>

<b>Evaluation Method</b>	<b>Score</b>	<b>Comments</b>
<b>Technical</b>	70%	70% as part of the overall grading of 100%
<b>Financial</b>	30%	The lowest offer will be awarded 30% while the others offers will be weighed against the lowest offer
<b>Overall</b>	100%	Only candidates qualifying for the minimum criteria will be eligible for the additional technical qualifications. Then a candidate scoring of at least 70% will have its financial offer assessed and cumulated to the technical evaluation score. The candidate having the highest combined score will be awarded the consultancy.

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

### **ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**