



## **Terms of Reference (TOR)**

### **Consultancy Services:**

### **Technical Advisor For BIOFIN Phase 2 Implementation**

#### **A. General Information**

**Services/Work Description:** Technical Advisor For BIOFIN Phase 2 Implementation

**Client:** Ministry of Land and Natural Resources

**Post Title:** Technical Advisor

**Duty Station:** Lusaka, Zambia

**Duration:** 2 year (2020 to 31/12/2021) working 10 days a month

**Expected Start Date:** 10<sup>th</sup> March 2020

#### **B. Project Title Biodiversity Finance Initiative (BIOFIN)**

#### **C. Project Description**

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. It is a global partnership seeking to address the biodiversity finance challenge in a comprehensive manner by building a sound business case for increased investments in the management of ecosystems and biodiversity, with a focus on the needs and transformational opportunities at the national level. 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. At the initial workshop which took place from the 26th to 27th April 2018 at Kafue Gorge Regional Training Centre in Kafue District, a total of 30 possible proposals were discussed which were later trimmed to 11. These 11 proposals were later reviewed and validated by stakeholders at a workshop that was convened from the 26th to 29th November 2018 at Ibis Gardens. From this workshop, 7 proposals were validated to form Zambia's Biodiversity Finance Plan. Among these 7 proposals, two proposals have since been earmarked for BIOFIN 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.

#### D. Scope of Assignment

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 **three** main outcomes:

1. Mainstreaming of Green finance into the public, private and financial sector
2. Reforming fiscal and non-fiscal incentives towards eligible green projects
3. Development of the Green Bond Market in Zambia

##### 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

Key Project Output	Role of the Technical Advisor
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. Development of the Green Bond Market in Zambia

Key Project Output	Role of the Technical Advisor
Green Bond Guidelines	Lead the development of the Green Bond Guidelines in consultation with the Securities and Exchange Commission (SEC).
Green Bond Listing Rules	Lead the development of the Green Bond Listing Rules in consultation with the Lusaka Securities Exchange (LuSE)
Approval of the Green Bond Guidelines and Listing Rules	Provide technical assistance in the internal approvals of the Green Bond Guidelines and listing rules by the Committees and Boards of SEC and LuSE.
Launch of the Green Bond Listing Rules and Guidelines	Provide technical assistance in preparing launch materials including speeches
Sensitisation on the Green Bond Guidelines and Listing Rules	Develop a sensitisation plan and undertake a sensitisation programme within the private and financial sector.
Technical Assistance in Green Bond Project Preparation and Transaction advisory	This will involve provision of technical assistance to would be issuers of green bonds i.e. development of green bond framework. This work is expected to be iterative as it will be driven by demand from potential issuers.

## E. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Lead the internal review and validation of both the Green Bond Guidelines and Listing rules by LuSE and SEC Executive Committee	10 days	31 March 2020	Reviewed by Executive Committee composed of BIOFIN, LuSE and SEC, Approved by MLNR
Lead the review and validation of the Green Bond Guidelines and Listing rules by the Public Sector	6 days	30 April 2020	Review workshop by Public sector stakeholders
Input into and attend regional BIOFIN meetings, technical meetings and international meetings	4 days	14 <sup>th</sup> -16 <sup>th</sup> April 202, others as the invitations come	Back to office report reviewed by ARR Environment, Approved by DRR
Facilitate the approval of the Green Bond Guidelines by the Board Committee and full Board of the Securities and Exchange Commission (SEC).	10 days	31 May 2020	Board of the Securities and Exchange Commission (SEC)
Facilitate the approval of the Green Bond Listing Rules by the Board Committee and full Board of the Lusaka Securities Exchange (LuSE)	10 days	30 June 2020	Board of the Lusaka Securities Exchange (LuSE)
Lead the process to jointly launch the Green Bond Guidelines and Listing Rules.	5 days	31 July 2020	SEC, LuSE, UNDP and Ministry of Lands and Natural Resources
Provide technical input into the sensitisation material (presentations and workshop)	5 days	31 July 2020	Review and consultation by Securities and Exchange Commission (SEC), Lusaka Securities Exchange (LuSE), MoF, MoLNR and UNDP. Review by the Technical committee (TC) meeting
Develop the sensitisation plan and undertake a sensitisation programme within the private and financial sector.	5 days	August 2020 and onwards as this is an ongoing activity	Review and consultation by Securities and Exchange Commission (SEC), Lusaka Securities Exchange (LuSE), MoF, MoLNR and UNDP. Review by the Technical committee (TC) meeting
Capacity building to would be issuers	5 days	August 2020 and	UNDP and Ministry of

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
of green bonds. This will include development of proposals, green bond frameworks, appointment of lead arrangers etc		onwards as this is an ongoing activity	Lands and Natural Resources
Develop the concept note for the resource mobilisation towards development of the National Green Finance Policy and Implementation Plan (NGFPnIP)	5 days	30 September 2020	Consultations and reviews by the Ministry of Lands and Natural Resources (MoLNR) and the Ministry of Finance (MoF). Final Cabinet memorandum is sent by MoF.
Develop TORs for the procurement of the local and International consultant tasked to develop the National Green Finance Policy and Implementation Plan (NGFPnIP)	5 days	30 September 2020	Approved by MLNR and UNDP
Develop the draft Cabinet Memorandum for the approval of the development of the National Green Finance Policy	10 days	31 October 2020	Consultations and reviews by the Ministry of Lands and Natural Resources (MoLNR) and the Ministry of Finance (MoF). Final Cabinet memorandum is sent by MoF.
Technical input into the presentations at Stakeholder Consultations during Policy formulation process of the NGFPnIP.	10 days	30 November Note that this activity is dependent on the approval processes within Government hence outside the control of the Technical advisor.	The stakeholder consultation workshops to be facilitated by the UNDP, MoLNR and MoF
	10 days	31 December Note that this activity is dependent on the approval processes within Government hence outside	

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
		the control of the Technical Advisor.	
Technical input into the final NGFPnIP	10 days	31 January 2021 Activity may go beyond stated timelines and policy formulation process can sometimes go beyond 1 year.	Stakeholder validation workshop facilitated by UNDP, MoLNR and MoF
	10 days	28 February 2021	
	10 days	31 March 2021	
Inputs in to the stakeholder validation review meeting	10 days	30 April 2021	Review report MLNR and UNDP
Prepare documents for the MoF to submit Green finance policy to cabinet	10 days	31 May 2021 onwards dependent on approval timeliness.	Launch of the National Green Finance Policy to be facilitated by UNDP, MoLNR and MoF
	10 days	30 June 2021	
	10 days	31 July 2021	
	9 days	30 June 2021	
Launch of the National Green Finance Policy	1 day	30 June 2021	
Provide technical input into the sensitisation material (presentations and workshop)	10 days	31 July 2021	Parliamentary dissemination workshop of the NGFPnIP facilitated by UNDP, MoLNR and MoF
Provide technical input into the prioritisation and selection of proposals for financing from the implementation plan	10 days	31 August 2021	Implementation of selected measures from the implementation plan by MoF and MoLNR
Develop a tool for the Identification and analysis of the potential incentives and framework that encourage biodiversity conservation and its sustainable use	10 days	30 September 2021	Review by UNDP and MoLNR. Final accepted ToRs sent to UNDP by MoFNP
Provide technical input into the compendium of fiscal and non-fiscal incentives that encourage	6 days	31 October 2021	Review by UNDP and MoLNR and technical committee (TC) meeting

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
biodiversity conservation			
Present the compendium of fiscal and non-fiscal incentives and the framework that encourage biodiversity conservation to stakeholders for review and validation	2-4 days	31 October 2021	Stakeholder validation workshop facilitated by UNDP and MoLNR
Provide technical input into the documentary on potential incentives and framework that encourage biodiversity conservation and its sustainable use	5 days	30 November 2021	Review of documentary by UNDP and MoLNR. Review by the technical committee (TC) meeting
Provide technical input into the development of a statutory instrument to the revised ZDA Act in relation to incentives	5 days	30 November 2021	Stakeholder validation workshop facilitated by UNDP and MoLNR/ZDA
Develop and implement the dissemination/awareness strategy on fiscal and non-fiscal incentives that encourage biodiversity conservation	10 days	31 December 2021	Review by UNDP and MoLNR and technical committee (TC) meeting

## F. Institutional Arrangement

The consultant will jointly report to the Director Climate Change & Natural Resources as well as the Environment

Advisor at UNDP. S/he will collaborate with Securities and Exchange Commission (SEC), Lusaka Securities Exchange (LuSE), Zambia Development Agency (ZDA), and Ministry of Finance (MoF). The project will not be able to provide logistical support for meetings with Lusaka. Logistical support and the DSA will be provided for workshops. The consultant will be supported by 2 Research Assistants and a Administrative Assistant.

## G. Duration of the Work<sup>1</sup>

<sup>1</sup> The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

The duration of the contract is from 1 March 2020 to 31 December 2021. The consultant is expected to work a minimum of 10 days a month to meet the milestones in the expected outputs and deliverables.

#### **H. Duty Station**

The consultant will be located at the Ministry of Lands and Natural Resources, Lusaka, Zambia.

#### **I. Qualifications of the Successful Individual Contractor**

##### **Education**

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

##### **Experience**

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

#### **J. Scope of Price Proposal and Schedule of Payments**

The contract will be performance-based. It is expected that the Consultant will spend at least 10 working days per month to provide technical advisory services to the BIOFIN Project Team. The consultant will provide the report 10 days before the payment is due to Director Climate Change & Natural Resources as well as the Environment

Advisor at UNDP. Upon approval of the report, MoLNR will provide UNDP with an evaluation performance and invoice that will activate payment.

#### **K. Recommended Presentation of Offer**

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.

#### L. Criteria for Selection of the Best Offer

Criteria	Criteria Description	Score
<b>Minimum 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 BIOFIN Initiative is a must	20
	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>

Evaluation Method	Score	Comments
<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.

**M. Annexes to the TOR**

Non

**N. Approval**

**This TOR is approved by :**

Signature



Name and Designation

Mr. Ehraim Shitima  
Director Climate Change Department

Date of Signing

28-02-2020