

## TERMS OF REFERENCE PUBLIC FINANCE EXPERT

<b>Project Title:</b>	The Biodiversity Finance Initiative (BIOFIN)
<b>Type of Position:</b>	Public Finance Expert
<b>Type of Contract:</b>	Individual Contract
<b>Duty Location:</b>	Ulaanbaatar, MONGOLIA
<b>Language Required:</b>	Mongolian and English
<b>Duration of contract:</b>	six months

### A. Background

National governments have demonstrated clear commitment to fulfilling their mandates for biodiversity conservation and sustainable use in ways that are compatible with national development goals, and to finding a diverse range of funding sources for biodiversity management. UNDP believes a transformation is needed in the way biodiversity finance is planned and managed, unlocking resources to meet the Aichi Targets, defined in the CBD's Strategic Plan 2011-2020, in a manner that promotes sustainable development and the eradication of poverty.

BIOFIN in Mongolia concluded these steps early 2019, resulting in the identification of a number of biodiversity finance solutions, including the strengthening of existing pasture user fees, natural resource management fees, the design of an environmental trust fund, protected area finance and financing conservation through sustainable businesses.

Policy and institutional review, Biodiversity expenditure review and Finance needs assessment findings were compiled and published as "Biodiversity finance needs, policy and trends", and the finance plan with the feasibility studies of the chosen finance solutions were published as "Biodiversity finance plan". Finance needs assessment was conducted within the framework of the National Biodiversity Programme (NBP) 2015-2025.

In 2018, BIOFIN started a second phase, geared towards the implementation of Biodiversity Finance Plans and finance solutions. It will run through the end of 2022 and involve at least 28 countries. In this regard, UNDP Mongolia is implementing the second phase of BIOFIN project with objective of supporting the execution of the Biodiversity Finance Plan through feasible financial solutions, identified under BIOFIN I phase.

One of the identified finance solutions for sustainable biodiversity management is aiming at ensuring enforcement of the Law on Natural Resources Use Fees, adopted in 2012. The main objective of the Law on Natural Resources Use Fees is to create positive incentives for the sustainable use of natural resources, and fund the protection, restoration of natural resources through central and local budgets. However, the Ministry of Environment and Tourism (MET) reported its implementation was only 38.1% during 2015 – 2018. It is estimated full enforcement of the law could mobilize a minimum of 5-6 million USD per annum, almost half of the total biodiversity gap at the national level.

Moreover, It was found out that following drivers lead to the poor implementation of the Law:

- Lack of coherent planning and budgeting process;
- Lack of proper methodology to determine the levels of fee collection and its expenditure, thus creating unequal distribution of revenue;
- Lack of cooperation, capacity and information sharing among local stakeholders;

- Absence of monitoring by the Ministry of Environment and Tourism
- Competing priorities of the funding expenditure at local level.

However, the enforcement of the law can be ensured through a coherent environmental planning and local budgeting process, enhancing the methodology to determine the amount of fees to be collected and its expenditure to the rehabilitation while ensuring permanent monitoring, strengthening the capacity and cooperation of the local stakeholders.

Therefore, UNDP CO is seeking for a **public finance expert** to demonstrate biodiversity finance solution to improve implementation of the law at the piloting sites using a comprehensive methodological approach aiming at strengthening the environmental expenditure budgeting and monitoring/evaluation (M&E) tool for tracking the revenue from natural resource use fee and its committed expenditure at Soum and Aimag levels.

## B. Objectives and scope of work

The objective of this assignment is to demonstrate biodiversity finance solution using methodological framework, that supports enhancement of environmental expenditure budgeting capacity at the piloting sites and M&E tool for tracking the collection of revenue and its reallocation for the environmental rehabilitation activities at Soum and Aimag levels.

The public finance expert shall undertake following activities:

### 1. Environmental expenditure budgeting

- 1.1. Revise methodology on “local environmental expenditure budgeting” through incorporating recommendations, received from Ministry of Finance and Ministry of Environment and Tourism. Start applying the methodology throughout the budget planning processes to achieve the targeted result in increased expenditure for environmental rehabilitation and conservation at 80% of required level and support initial approval of biodiversity conservation budget;
- 1.2. Conduct assessment on enabling condition (e.g. legal framework on relevant data sharing/provision, institutional landscape and gaps), that supports a coherent environmental planning and budgeting process; and M&E tool at Soum and Aimag levels;
- 1.3. Based on assessment (1.2) findings, elaborate guidelines on:
  - Estimation of the total revenue and its committed expenditure from natural resources use fee at Aimag level; and
  - Allocation of collected natural resource use fee (revenue) from Aimag level to Soums.
- 1.4. Organize consultation with relevant stakeholders to validate the methodology (1.1) and guidelines (1.3);
- 1.5. Submit methodology (1.1) and guidelines (1.3) to respective Ministry for an approval;
- 1.6. Revise existing online course module on “Environmental planning and financing at local level”
- 1.7. Based on methodology (1.1) and guidelines (1.3), compile:
  - Training materials/handouts for strengthening capacities of Aimag and Soum Citizens’ Representative Bodies;
  - Materials for revising Citizens’ Representative Khural handbook (to be used for UNDP SRBM project trainings).

### 2. M&E tracking tool

- 2.1. Based on assessment (1.2) findings, develop M&E indicator set for tracking the revenue and its committed expenditure from natural resources use fee at Soum and Aimag levels.

- 2.2. Assess data quality and derive metadata for M&E indicator set.
- 2.3. Elaborate M&E manual, which includes reliable data sharing guidelines among institutions, metadata, indicator set, indicator quantification method and data quality control/assurance approach.
- 2.4. Organize consultation meeting on validation of M&E manual (2.3)
- 2.5. Submit M&E manual to Ministry of Environment for approval.
- 2.6. Perform M&E exercise for budget planning 2021 in pilot Soums and Aimag using elaborated manual
- 2.7. Develop training materials/handouts and conduct capacity building trainings on M&E among relevant stakeholders in pilot Soums (in collaboration with UNDP ENSURE project)

#### C. Expected deliverables

Deliverables	Estimated duration to complete	Installment (%)	Target due dates	Review & approvals
1. Report on assessment (1.2), capacity building on coherent environmental planning and financing at Soum and Aimag levels (1.1) and support initial approval of biodiversity conservation budget (1.1) 2. Revised online course module (1.6)	25 working days	30	30 Jun. 2020	UNDP CO PIU
3. Guideline (1.3) 4. Monitoring of the budget planning for 2021 (2.6); 5. M&E manual (2.3)	25 working days	30	15 Aug. 2020	UNDP CO PIU
6. Report on capacity building trainings (2.7), consultation meeting (1.4 and 2.4) 7. Successful budget initial approval for biodiversity conservation (1.8) 8. Materials and Handouts (1.7 and 2.7)	20 working days	40	31 Oct. 2020	UNDP CO PIU

*All deliverables shall be compiled in Mongolian.*

**D. Duration of work:** 70 working days over 6 months

**E. Qualifications of the successful applicants:**

#### Education:

- Degree in environmental management and economics, law, or a closely related field, or another field combined with planning work experience;
- Postgraduate degree in relevant field is an asset.

#### Experience:

- At least 10 years of experience in environmental management and economics, law at local or national level;
- Proven experience in collecting, analysing and processing data;
- Experience working with local national government;
- Considerable experience and/or well understanding of financial laws and regulations;
- Strong knowledge on development issues at national and local level is mandatory;
- Proven experience in developing and delivering trainings is desirable.

#### Competencies:

- Highly organized person, sets priorities, produces quality outputs, meets deadlines and manages time efficiently.
- Writes clearly professional correspondence adequately.
- Works toward creative solutions by analysing problems carefully and logically.
- Ability to think out-of-the-box and works toward creative solutions by analysing problems carefully;
- Work well in a team or independently to advance the priorities of the project and UNDP as a whole;
- Maintains professional relationships;
- Sound understanding of key software packages (MS Office)
- Strong oral and written English is an asset.

#### **F. Institutional arrangement**

The consultant will work in close collaboration with the UNDP CO, and BIOFIN national and global teams as well as UNDP projects (e.g. ENSURE, Localizing SDGs and SRBM) for a period of 6 months. He/she should ensure a timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP CO. UNDP will hold the copyright of the assignment deliverables.

UNDP CO and PIUs will have the following responsibilities:

- Provide with relevant documents;
- Discuss and agree on the methodologies of the assignment;
- Monitor and evaluate the progress of the assignment;
- Assist in organizing validation workshop and trainings;

The present ToR may be subject to modification, without changing the overall objective and the scope of work, on the basis of mutual consultations.

#### **G. Recommended Presentation of Offer**

The following documents should be requested:

- Letter of Confirmation of Interest** to conduct the assignment;
- 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;
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a proposed work plan and methodology on how they will approach and complete the assignment.
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs in MNT.

## H. Criteria for Selection of the Best Offer

Combined scoring method will be used in the selection of a consultant, where the technical proposal (methodology, experience, qualification and skills of consultant) will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%.

### The TOR is approved by

Khishigjargal Kharkhuu,  
Programme Analyst  
UNDP, Mongolia

## Annex 1: Individual scoring sheet

Criteria	Weight	Max. Point
<b>Technical criteria 1: Education</b>		<b>20</b>
<ul style="list-style-type: none"> <li>University degree in environmental management and economics, law, or a closely related field, or another field combined with relevant work experience</li> <li>Postgraduate degree in relevant field is an asset</li> </ul>		20
<b>Technical criteria 2: Professional experience</b>		<b>80</b>
At least 10 years of experience in environmental management and economics, planning and financing at local or national level		20
Proven experience in collecting, analysing and processing data		20
Considerable experience and/or well understanding of financial laws and regulations		20
Strong knowledge on development issues at national and local level is mandatory		10
Experience in developing and delivering trainings is desired		10
<b>Technical Score</b>	<b>70</b>	<b>100</b>

<b>Weight for Technical Criteria</b>	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.