



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: (01/09/2020 to 31/12/2021)

Expected Start Date: 1/09/2020

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 **five** 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
4. Explore the feasibility of crowdfunding as one of the financing instruments for biodiversity conservation
5. Spearhead the implementation of any emerging financing mechanisms for biodiversity as guided by BIOFIN Global Office, UNDP Zambia and the Government.

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.

4. **Spearhead the work on crowdfunding as a potential financing mechanism for biodiversity conservation in Zambia**

Key Project Output	Role of the Technical Advisor
Proposal Concept notes on crowd funding	Lead the engagement with stakeholders towards development of proposal concepts for crowdfinsing for specific interventions such as but not limited to UN Jiont SDG fund, Lower Zambezi ecosystem and OECD

Key Project Output	Role of the Technical Advisor
	Biodiversity Land Use and Ecosystems (BLUE) programme
Capacity Building to stakeholders on crowdfnding	Provide capacity to stakeholders on crowdfunding for specific interventions
Localised crowdfunding guidelines	Spearhead the localisation of crowdfunding guidelines for local stakeholders

5. **Spearhead the implementation of any emerging financing mechanisms for biodiversity as guided by BIOFIN Global Office, UNDP Zambia and the Government**

Key Project Output	Role of the Technical Advisor
To be defined by BIOFIN Global, UNDP Zambia and the Government	Lead the capacity strengthening and implementation of the emerging financing mechanisms
Participate in the quarterly planning sessions UNDP and BIOFIN HQ	Participate in Zoom Calls and provide feed back on the status of Zambia BIOFIN
Quarterly meetings with UNDP and MLNR	Provide feed back on the status of BIOFIN in Zambia
Community exchange links	Provide into puts into the process

E. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Provide inputs into the crowdfunding concept for the Department of National Park	5	30-Sep-20	Department of National Parks, Ministry of Lands and Natural Resources, UNDP Zambia.
Capacity building to would be issuers of green bonds. This will include development of proposals, green bond frameworks, appointment of lead arrangers etc	5	30-Sep-20	UNDP and Ministry of Lands and Natural Resources
Total Days worked in September 2020	10		
Lead the process to jointly launch the Green Bond Guidelines and Listing Rules	2	31-Oct-20	SEC, LuSE, UNDP and Ministry of Lands and Natural Resources

Participate uin the Launch of the Green Bond Guidelines and Listing Rules	1	31-Oct-20	Launch of the National Green Finance Policy to be facilitated by UNDP, MoLNR and MoF
Develop the draft concept note for the resource mobilisation towards development of the National Green Finance Policy and Implementation Plan (NGFPnIP)	5	31-Oct-20	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.
Total Days worked in October 2020	8		
Develop TORs for the procurement of the local and International consultant tasked to develop the National Green Finance Policy and Implementation Plan (NGFPnIP)	2	30-Nov-20	Approved by MLNR and UNDP
Provide inputs in to the concept note for implementation of emerging finance mechanisms	6	30-Nov-20	BIOFIN Global, UNDP Zambia, Ministry of Lands and Natural Resources and other relevant stakeholders
Participate in the quarterly planning sessions UNDP and BIOFIN HQ	1	30-Nov-20	BIOFIN Global, UNDP Zambia,
Quaterly meetings with UNDP and MLNR	1	30-Nov-20	UNDP and Ministry of Lands and Natural Resources
Total Days worked in November 2020	10		
Develop the draft Cabinet Memorandum and documnetation for the approval of the development of the National Green Finance Policy	2	31-Dec-20	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.

Follow up on the approvals for the Cabinet Memorandum for the approval of the development of the National Green Finance Policy	5	31-Dec-20	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.	2	31-Dec-20	The stakeholder consultation workshops to be facilitated by the UNDP, MoLNR and MoF
Total Days worked in December 2020	9		
Participate in the quarterly planning sessions UNDP and BIOFIN HQ	1	31-Jan-21	BIOFIN Global, UNDP Zambia,
Quarterly meetings with UNDP and MLNR	1	31-Jan-21	UNDP and Ministry of Lands and Natural Resources
Technical input into the final NGFPnIP	4	31-Jan-21	UNDP and Ministry of Lands and Natural Resources
Total Days worked in January 2021	6		
Technical input into the final NGFPnIP	3	28-Feb-21	UNDP and Ministry of Lands and Natural Resources
Total Days worked in February 2021	3		
Participate in the quarterly planning sessions UNDP and BIOFIN HQ	1	31-Mar-21	BIOFIN Global, UNDP Zambia,
Quarterly meetings with UNDP and MLNR	1	31-Mar-21	UNDP and Ministry of Lands and Natural Resources
Prepare documents for the MoF to submit Green finance policy to cabinet	5	31-Mar-21	Launch of the National Green Finance Policy to be facilitated by UNDP, MoLNR and MoF
Total Days worked in March 2021	7		
Participate in the quarterly planning sessions UNDP and BIOFIN HQ	1	30-Apr-21	BIOFIN Global, UNDP Zambia,
Quarterly meetings with UNDP and MLNR	1	30-Apr-21	UNDP and Ministry of Lands and Natural Resources

Make final comments to the submission of documents for the MoF to submit Green finance policy to cabinet	3	30-Apr-21	Launch of the National Green Finance Policy to be facilitated by UNDP, MoLNR and MoF
Total Days worked in April 2021	5		
Provide technical input into the presentation to parliament on the NGFPnIP	3	31-May-21	Parliamentary dissemination workshop of the NGFPnIP facilitated by UNDP, MoLNR and MoF
Total Days worked in May 2021	3		
Provide technical input into the prioritisation and selection of proposals for financing from the implementation plan	3	30-Jun-21	Implementation of selected measures from the implementation plan by MoF and MoLNR
Total Days worked in June 2021	3		
Participate in the quarterly planning sessions UNDP and BIOFIN HQ	1	31-Jul-21	BIOFIN Global, UNDP Zambia,
Quarterly meetings with UNDP and MLNR	1	31-Jul-21	UNDP and Ministry of Lands and Natural Resources
Develop a tool for the Identification and analysis of the potential incentives and framework that encourage biodiversity conservation and its sustainable use	5	31-Jul-21	Review by UNDP and MoLNR. Final accepted ToRs sent to UNDP by MoFNP
Total Days worked in July 2021	7		
Provide technical input into the compendium of fiscal and non-fiscal incentives that encourage biodiversity conservation	6	31-Aug-21	Review by UNDP and MoLNR and technical committee (TC) meeting
Present the compendium of fiscal and non-fiscal incentives and the framework that encourage biodiversity conservation to stakeholders for review and validation	2	31-Aug-21	Stakeholder validation workshop facilitated by UNDP and MoLNR
Total Days worked in August 2021	8		
Provide technical input into the development of a statutory instrument to the revised ZDA Act in relation to incentives	5	30-Sep-21	Stakeholder validation workshop facilitated by UNDP and MoLNR/ZDA

Provide technical input into the documentary on potential incentives and framework that encourage biodiversity conservation and its sustainable use	5	30-Sep-21	Review of documentary by UNDP and MoLNR. Review by the technical committee (TC) meeting
Total Days worked in September 2021	10		
Provide technical input into the sensitisation material (presentations and workshop)	5	30-Oct-21	Review and consultation by Securities and Exchange Commission
Total Days worked in October 2021	5		
Develop and implement the dissemination/awareness strategy on fiscal and non-fiscal incentives that encourage biodiversity conservation	10	30-Nov-21	Review by UNDP and MoLNR and technical committee (TC) meeting
Total Days worked in November 2021	10		
Participate in the quarterly planning sessions UNDP and BIOFIN HQ	1	31-Dec-21	BIOFIN Global, UNDP Zambia,
Quarterly meetings with UNDP and MLNR	1	31-Dec-21	UNDP and Ministry of Lands and Natural Resources
End of consultancy technical report	2	31-Dec-21	Review by UNDP and MoLNR and technical committee (TC) meeting
Total Days worked in December 2021	4		

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 Work¹

The duration of the contract is from 1 September 2020 to 31 December 2021.

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;

¹ 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.

- 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
Minimum criteria to be eligible for the consultancy		70
Relevance of Education	Master's Degree or equivalent in finance, economics or a closely related field, or equivalent relevant work experience.	20
Years of experience	At least 7 years of experience in management or public finance, preferably at senior level in government	20
Experience	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
Language	Excellent speaking and writing in English	10
Additional Technical Qualifications		10
Microsoft Office or Database Management	Sound understanding of key software packages	10
Score Total		100

Evaluation Method	Score	Comments
Technical	70%	70% as part of the overall grading of 100%
Financial	30%	The lowest offer will be awarded 30% while the others offers will be weighed against the lowest offer
Overall	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

Date of Signing _____