



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: August 4, 2020
	REFERENCE: UNDP/RFP/06/2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Biodiversity Expenditure Review and Biodiversity Finance Plan Preparation** for BIOFIN Nepal. The detailed Terms of Reference (ToR) is attached as Annex 4.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Friday, August 21, 2020** and via email to [procurement.np@undp.org](mailto:procurement.np@undp.org).

The technical and financial proposals should be in separate email messages mentioning the following subject lines:

Technical Proposal: UNDP/RFP/06/2020- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/06/2020- Financial Proposal- {Bidder's Name}

Your Proposal must be expressed in the English language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. ***If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.***

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.


UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

  
Shiva Prakash Adhikari  
Procurement Associate, UNDP Nepal  
8/4/2020

## Annex 1

## Description of Requirements

Context of the Requirement	BIOFIN Nepal aims to contribute to effective and efficient biodiversity finance and outcomes by designing comprehensive finance solutions to assure long-term and steady financial flows to conservation engaging government, conservation partners, private sector and civil societies. In this regard, the BIOFIN Nepal intends to hire a Service Providers/Research Institutions to support the project to produce (a) Biodiversity Expenditure Review and (b) Finance Gap Analysis and (c) Biodiversity Finance Plan and assure the high-quality delivery of all reports and outcomes of BIOFIN at the national level.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services <sup>1</sup>	<b>Biodiversity Expenditure Review and Biodiversity Finance Plan Preparation for BIOFIN Nepal</b>
List and Description of Expected Outputs to be Delivered	<p>The consultant is expected to deliver the following:</p> <ul style="list-style-type: none"> <li>i. <b>An Inception Report</b> with a clear theoretical background and empirical methodology based on the review of the existing state of knowledge. The inception report should include at -least following, but not limited to: <ul style="list-style-type: none"> <li>a. Biodiversity Expenditure Review Methods, inconsistent with the methodology developed earlier and approved from steering committee</li> <li>b. Financial Gap analysis Methods</li> <li>c. Finance solutions identification and prioritization methods</li> <li>d. Data collection, including stakeholders' engagement plan</li> <li>e. Checklists for data collection</li> </ul> </li> <li>ii. <b>A Biodiversity Expenditure Review Report documenting the current level of expenditure of government, conservation partners and private sector including a Financial Gap Analysis</b></li> <li>iii. <b>Biodiversity Finance Plan</b>, including feasibility assessment of the prioritized finance solutions and business plan for implementing existing finance solutions</li> <li>iv. Participate in all seven Provincial Consultations to collect information and validate finance plan (Note: Project will bear the workshop costs; however, the consultant should propose related travel expenses)</li> <li>v. <b>Policy brief for every three studies</b> (Biodiversity Expenditure Review, Financial Gap Identification and Biodiversity Finance Plan)</li> </ul>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Person to Supervise the Work/Performance of the Service Provider	Project Coordinator/BIOFIN
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu and field as needed
Expected duration of work	01 September 2020 to 31 July 2021
Target start date	01 September 2020
Latest completion date	31 July 2021
Travels Expected	As specified in the ToR
Special Security Requirements	<input checked="" type="checkbox"/> Others: Not Applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Company Registration Certificate	<input checked="" type="checkbox"/> Required
Company Profile	<input checked="" type="checkbox"/> Required
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required (in case of the companies and firms)
List of similar assignments completed in the past on preparation, research, and analysis and satisfactory completion certificates for similar	<input checked="" type="checkbox"/> Required

work from at least two clients															
Latest audit report for the last three years (2017 – 2019)	<input checked="" type="checkbox"/> <b>Required</b>														
Names and curriculum vitae of (i) Team Leader; (ii) Finance Expert; and (iii) Finance Specialist.	<input checked="" type="checkbox"/> <b>Required</b>														
Currency of Proposal	<input checked="" type="checkbox"/> <b>Local Currency: Nepalese Rupees (NPR.)</b>														
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes														
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input checked="" type="checkbox"/> <b>90 days</b>  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b>														
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Inception report</td> <td>20%</td> <td></td> <td rowspan="3">Within thirty (30) days from the date of meeting the following conditions:</td> </tr> <tr> <td>Draft BER report</td> <td>20%</td> <td></td> </tr> <tr> <td>Draft Biodiversity Finance Plan</td> <td>30%</td> <td></td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Inception report	20%		Within thirty (30) days from the date of meeting the following conditions:	Draft BER report	20%		Draft Biodiversity Finance Plan	30%	
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Draft Biodiversity Finance Plan	30%														

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Final report including policy brief	30%		a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Coordinator/BIOFIN			
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b>  <input checked="" type="checkbox"/> <b>UNDP's Contract for Services</b>			
Criteria for Contract Award	<input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input checked="" type="checkbox"/> <b>Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.</b>			
Criteria for the Assessment of Proposal	<u><b>Technical Proposal (70%) – 700 points</b></u> <input checked="" type="checkbox"/> Expertise of the Firm - 175 points <input checked="" type="checkbox"/> Proposed Workplan and Approach - 315 points <input checked="" type="checkbox"/> Personnel – 210 points  <u><b>Financial Proposal (30%) – 300 points</b></u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3)<sup>6</sup></b> <input checked="" type="checkbox"/> <b>Detailed TOR – Annex 4</b> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p><i>Procurement Unit</i>  <i>UNDP Nepal</i>  <i>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/06/2020 (UG), on or before 5:00PM, 12 August 2020. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: <a href="http://www.np.undp.org/content/nepal/en/home/operations/procurement.html">http://www.np.undp.org/content/nepal/en/home/operations/procurement.html</a>. Inquiries received after the above date and time shall not be entertained.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers</p>

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Other Information <i>[pls. specify]</i></p>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (490 points) of the obtainable score of 700 points in the evaluation of the technical proposals.</p> <p><b>The Financial Proposal and the Technical Proposal <u>MUST BE COMPLETELY SEPARATE</u> and <u>each of them must be submitted individually</u> with different subject line as mentioned above. Failing to submit the Technical and Financial Proposals separately will be treated as non-responsive.</b></p>
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Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organisation submitting proposal	25%	175
2	Proposed Work Plan and Approach	45%	315
3	Personnel	30%	210
	Total	100%	700

<b>I. Expertise of firm / organisation submitting proposal (Points obtainable 175 Points)</b>	
1.1 Reputation of Organisation and Staff (Competence / Reliability)	15
1.2 Litigation and Arbitration history	10
1.3 General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	35
1.4 Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	10
1.5 Quality assurance procedures, warranty	15
<b>Sub total (1.1 to 1.5)</b>	<b>85</b>
1.6 Relevance of:	
- Specialised Knowledge	20
- Experience on Similar Programme / Projects	35
- Experience on Projects in the Region	15
- Work for UNDP/ major multilateral/ or bilateral programmes	20
<b>Sub Total for 1.6</b>	<b>90</b>
<b>Total for Expertise of firm / organisation submitting proposal (I)</b>	<b>175</b>
<b>II. Proposed Work Plan and Approach (Points obtainable 315 Points)</b>	
2.1 To what degree does the Offeror understand the task?	35
2.2 Have the important aspects of the task been addressed in sufficient detail?	20
2.3 Are the different components of the project adequately weighted relative to one another?	15
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	35
2.5 Is the conceptual framework adopted appropriate for the task?	35
2.6 Is the scope of task well defined and does it correspond to the TOR?	105

2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	70
<b>Total for Proposed Work Plan and Approach (II)</b>	<b>315</b>
<b>III. Personnel (Points obtainable 210 Points)</b>	
<b>3.1 Team leader</b>	
International Experience	5
Experience in managing research processes at sub-national level, and policy-oriented research.	30
Professional experience and substantive knowledge in the area of specialisation	30
Knowledge of the biodiversity and conservation finance in Nepal	35
Language Qualifications (English)	5
<b>Sub Total for Task Leader</b>	<b>105</b>
<b>3.2 Biodiveristy Expenditure Review/Finance Expert</b>	
General Qualification	15
Experience in conducting finance analysis/expenditure review	20
Professional Experience in the area of specialisation	25
Knowledge of the region	5
Language Qualification (English)	5
<b>Sub Total for Finance Expert</b>	<b>70</b>
<b>3.2 Biodiveristy Expenditure Review/Finance Specialist</b>	
General Qualification	5
Experience in conducting policy-oriented research	10
Professional Experience in the area of specialisation	10
Knowledge of the region	5
Language Qualification (English)	5
<b>Sub Total for Finance Specialist</b>	<b>35</b>
<b>Total for Personnel (III)</b>	<b>210</b>
<b>Grand Total (I+II+III)</b>	<b>700</b>

## Annex 2

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)***

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Latest Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	Inception report	20%	
2	Draft BER report	20%	
3	Draft Biodiversity Finance Plan	30%	
4	Final report including policy brief	30%	
	Total	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component:**

<b>SN</b>	<b>Particular</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate (NRs)</b>	<b>Amount</b>
<b>A</b>	<b>Remuneration</b>				
1	Team leader/Conservation Finance Expert	Days	75		
2	Expenditure Review/Finance Expert	Days	80		
3	Finance Specialist	Days	30		
	<b>Sub-total</b>				
<b>B</b>	<b>Out of pocket expenses</b>				
1	<b>Field visits</b> (in seven provincial headquarters) for 3 people)	Days	50		
2	Travel cost (Air and Vehicle) (7 provincial headquarters)	Lumpsum	7		
3	Stationary, communication and others	Lumpsum	1		
	<b>Sub-total</b>				
<b>C</b>	<b>Total (A+B)</b>				
<b>D</b>	<b>VAT (13%)</b>				
<b>E</b>	<b>Grand total (A+B)</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*

## **Annex 3**

### ***General Terms and Conditions of Contract***

**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**THE BIODIVERSITY FINANCE INITIATIVE IN NEPAL**  
**(BIOFIN-Nepal)**

**Terms of Reference**  
**Recruitment of Service Provider/National Research Institutions for**  
**Biodiversity Expenditure Review and Biodiversity Finance Plan Preparation**

## 1. INTRODUCTION

Nepal is committed to conservation and sustainable utilization of Biodiversity for the "prosperity of people & nation." The government enacted the National Biodiversity Strategy and Action Plan (2014-2020) (NBSAP) in 2014, which provides a strategic framework for biodiversity conservation in Nepal. The strategy has set different biodiversity targets that align with the Aichi targets. The review of Nepal's Sixth National Report to the Convention of the Biodiversity (CBD) reveals that nearly two-thirds of the national biodiversity targets (38 out of 56) are in progress but at an insufficient rate. Likewise, half of them (10 out of 20) Aichi targets are progressing at an insufficient rate. Inadequate resource mobilization is one of the prime reasons for slow progress in achieving biodiversity targets. In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity goals and sustainable development objectives. However, countries have not approached the issue of biodiversity finance in a comprehensive manner, where choice and adoption of financial solutions have remained experimental and opportunistic.

Considering this, the Biodiversity Finance Initiative (BIOFIN) was developed "as a global program" to provide a comprehensive methodology for government to (a) review the existing policy and institutional context (b) measure expenditure level for Biodiversity (c) calculate future financial needs and (d) design strategic plans to deploy the right mix of finance solutions, tailored to the country context. It has developed, piloted, and continuously improved the methodology to design comprehensive plans to implement finance tools and solutions that increase financing, effectiveness, and efficiency on biodiversity management. BIOFIN Phase I (2012-2018) developed and piloted the methodological framework to help countries mobilize sufficient resources to implement national biodiversity policies in 30 countries. BIOFIN Phase II (2018-2022) will enable the 30 countries to implement priority finance solutions while it supported five countries to prepare a biodiversity finance plan.

Nepal is part of the BIOFIN Phase II (2018-2022). Environment and Biodiversity Division of the Ministry of Forests and Environment (MOFE), is leading the BIOFIN process. Twelve members' steering committee has been formed under the leadership of the Joint Secretary, MOFE with representation from the Ministry of Finance, Ministry of Agriculture and Livestock Development, Divisions and Departments of MOFE to provide strategic guidance in the BIOFIN process and in mainstreaming the policy process. The Ministry hosts a dedicated team of expert to undertake technical work and coordinate day to day management of the BIOFIN process in Nepal. UNDP is providing technical assistance to the overall process.

BIOFIN Nepal aims to contribute to effective and efficient biodiversity finance and outcomes by designing comprehensive finance solutions to assure long-term and steady financial flows to conservation engaging government, conservation partners, private sector and civil societies. This will be achieved through four specific outputs.

- **Biodiversity Finance Policy and Institutional Review (PIR).** The PIR analyses the country's current policies, institutions and existing finance mechanisms and tools associated with biodiversity and ecosystem services in order to evaluate their impact and effectiveness and to understand key

entry points and opportunities for effecting change.

- **Biodiversity Expenditure Review (BER).** The Biodiversity Expenditure Review helps countries to establish a firm baseline of historic and current biodiversity expenditure levels and future projections in comparison to the underlying institutional and policy vision and framework.
- **Financial Needs Assessment (FNA).** The FNA is a detailed realistic costing of key biodiversity policies and plans – generally focused on the National Biodiversity Strategy and Action Plan (NBSAP). This involves an estimation of the financial needs and a prioritisation of actions for biodiversity management across all sectors of government, NGOs and can include private sector investments.
- **Biodiversity Finance Plan (BFP).** The Biodiversity Finance Plan is a national strategy and plan for financing biodiversity addressing all possible dimensions of finance, including resource mobilization, improving impact delivery, avoiding future expenditures and re-aligning expenditures towards biodiversity goals.

Of the four specific outputs of the project, three assessments namely PIR, BER and FNA will guide for the preparation of the BFP. For the PIR, the BIOFIN had hired the individual consultants, who will work under the guidance of the Team leader/Project Coordinator to identify drivers, policy and actors and existing mechanism that influence biodiversity finance. The BER will estimate the existing investment of the biodiversity sector of the country, of the public, private, community-based institutions and conservation partners. The BIOFIN has drafted the methodology for estimated the biodiversity expenditure of the country. The methodology has been approved from the steering committee and selected consultant is expected to follow the same methodology, which will be shared later with the selected consultants/service providers. In addition, project is currently executing four independent pilot studies to assess the current expenditure of (a) forest user groups (b) community-based conservation institutions, such as buffer zone user committee, conservation area management committee (c) local government expenditure and (d) private sector investment on Biodiversity. These small-scale pilot case studies are expected to guide the biodiversity expenditure work. The service provider in general and Team leader and Expenditure Review in particular, is expected to provide comments and suggestions on the draft report produced by the consultants including support on improvement of the quality of these reports. In addition, the service provider should integrate the finding of these reports in the expenditure review and the up scaling of existing finance solutions as applicable.

In Nepal, the tenure of the National Biodiversity Strategy and Action Plan (NBSAP) is going to complete this year (December 2020) and post biodiversity framework and biodiversity vision of the country is not known. Nevertheless, the NBSAP has had comprehensive estimate the financial need including the financing sources. Instead of estimating the financial need for the biodiversity sector, the BIOFIN now intends to estimate the finance gap relying on the NBSAP estimate and other assessment of the country. Currently, the financial need assessment is being carried out for the SDGs goal 15, life on land and also for the fifteen-year periodic plan (2019/20-2023/24). The service provider is expected to identify the financing gap for the biodiversity sector of the country based on review of these documents and consultations as applicable whereas the findings of the BER will enable to estimate the current expenditure review.

Guided by the above three assessment, the service provider is expected to produce the "Biodiversity Finance Plan" of the country to reduce the financing gap of the biodiversity sector. The finance plan is should (a) identify and prioritize the finance solutions for the country (b) conduct the feasibility of the proposed prioritized finance solutions considering social, ecological, economical and policy and institutional perspectives, including political economic analysis (c) develop a business case including action for institutionalization for three to five prioritized finance solutions.

In this regard, the BIOFIN Nepal intends to hire a **Service Providers/Research Institutions** to support the project to produce (a) Biodiversity Expenditure Review and (b) Finance Gap Analysis and (c) Biodiversity Finance Plan and assure the high-quality delivery of all reports and outcomes of BIOFIN at the national level.



## 2. OBJECTIVE OF ASSIGNMENT

The overall objective of the study is to prepare the biodiversity finance plan of the country addressing the biodiversity finance gap using the methodology described in BIOFIN Workbook 2018. The specific objective includes:

- Establish a firm baseline of historic and current biodiversity expenditure levels and future projections in comparison to the underlying institutional and policy vision and framework (**Biodiversity Expenditure Review**)
- Assess financial requirement and financing gap for addressing the biodiversity targets for the country (**Finance Gap Analysis**)
- Develop a national biodiversity financing plan for financing biodiversity addressing all possible dimensions of finance, including resource mobilisation, improving impact delivery, avoiding future expenditures and re-aligning expenditures towards biodiversity goals (**Biodiversity Finance Plan**)

## 3. SCOPE OF THE WORK

The scope of the work includes:

- i. Prepare an inception report including details workplan with clear methodology for the study, following the BIOFIN workbook 2018
  - Map stakeholders, including preparation of the stakeholders' engagement and consultation plans
- ii. **Analyse biodiversity expenditure** of public, private, development partners and civil society organizations for the NBSAP period (2014-20) by (a) developing biodiversity expenditure review system, (b) quantifying the current biodiversity budget allocation and biodiversity expenditure and (c) projecting future expenditure.
  - Review and finalise the Biodiversity Expenditure Review method, approved from the BIOFIN Steering Committee
  - Map the national and sub-national budgeting process
  - Establish a classification system to categorise biodiversity budget expenditures in line with the BIOFIN workbook adapted to the Nepal context  
<https://www.biodiversityfinance.org/knowledge-product/biofin-2018-workbook>
  - Establish a system for the attribution of primary and secondary expenditures in line with the BIOFIN workbook adapted to the Nepal context
- Develop the draft BIOFIN Biodiversity Expenditure Review for review by the national BIOFIN team and global BIOFIN Sr Technical Advisor.
- Develop the final Biodiversity Expenditure Review for review by the national BIOFIN team and global BIOFIN Senior Advisor and present at the validation workshop
- iii. **Estimate biodiversity finance gaps** to achieve national and sub-national biodiversity targets in line with the BIOFIN workbook adapted to the Nepal context (mainly from secondary sources of information and consultations)
  - Review current financial need estimated for the National Biodiversity Strategy and Action Plan (NBSAP), including other similar Biodiversity related policies such as Sustainable Development Goal need assessment, Fifteen Periodic Development Plan
  - Assess the reliability of the methods followed in the current finance need assessment and suggest for improvement in future
  - Compare the results of the BER future projections with the FNA in as great as detail as the categories allow and produce an estimate of the financing gap.

- Develop a draft report for the Finance Gap Analysis for discussion at the validation workshop and review by the national and global BIOFIN teams.
- iv. **Based on a national consultative process, develop a Biodiversity Finance Plan (BFP)** according to the guidance provided by the global BIOFIN team and written guidance documents (especially the BIOFIN Workbook 2018)
  - Develop an outline for the BFP for discussion with the UNDP CO and the global BIOFIN team.
  - Identify, screen and prioritize specific biodiversity finance mechanism and calculate how much revenue/financial contribution or impact each mechanism may generate.
  - Conduct detailed feasibility studies for priority finance mechanisms in the Biodiversity Finance Plan
  - Establish and include a detailed plan for implementing key financial mechanisms in the Biodiversity Financing Plan including a timeframe and budget.
  - Develop a draft of the Finance Plan based on the BIOFIN workbook and in line with recommendations from the national consultation workshop and submit for discussion to the UNDP CO and the Global BIOFIN team.
  - Develop the final version of the Biodiversity Finance Plan for discussion with the Government, UNDP CO and the Global BIOFIN team and present the plan for final review during the validation workshop.
  - Produce inception, draft and final study report in close collaboration with the national and Global BIOFIN team and BIOFIN national steering committee
  - Provide technical guidance to the other studies, especially with PIR, pilot studies, harmful subsidy studies, being undertaken independently including the integration of the findings in the reports as relevant
  - Validate the study findings, especially **Biodiversity Finance Plan** in all seven provinces of the country (*BIOFIN will bear the workshop related cost*)
  - Present study findings in the national and provincial stakeholders' workshops to collect information and validate the study findings (*BIOFIN will bear the workshop related cost*)
  - *Participate in BIOFIN regional, global conference and other events to share findings and lessons learnt as required*
  - Present inception report and final reports at the steering committee meetings and get findings endorsed from the committee
  - Prepare policy briefs for dissemination among the stakeholders
- **Expected Outputs**
  - i. Biodiversity expenditure Review Report
  - ii. Financial gap for Biodiversity
  - iii. Comprehensive biodiversity finance plan
  - iv. Integration of the study findings on the Biodiversity Finance Plan and other studies
  - v. Validation of the biodiversity finance plan

#### 4. METHODOLOGY

The methodology should be based on the review of existing literature, including the 2018 BIOFIN Workbook. The service provider should propose a detailed methodology but not limited to, based on the following outline:

- i. Desktop study of all available international and national resources (e.g., publications, databases, webs)

- ii. Attends orientation sessions with the national and global BIOFIN team on ToR ,methodology and expected outcomes before the submission of the inception report.
- iii. Design methodology for each study but not limited to desk review, field visit, stakeholders' consultations, and validations
- iv. Conduct field visit in selected sites to collect the information,
- v. Conduct various consultative meetings, focus group discussion and workshop on collecting and collating necessary information related to the study
- vi. Documents and analyses the findings of the study to interpret the results with different tables and figures, including a summary of recommendations.
- vii. Validate study findings in seven provincial workshops and two national level validation workshops (cost of workshop would be borne by the project directly)
- viii. Debriefing through presentation and discussion with BIOFIN team to get feedback and suggestions
- ix. Presentation at the national level validation works and the project steering committee meetings

## 5. DELIVERABLES

The consultant is expected to deliver the following:

- vi. **An Inception Report** with a clear theoretical background and empirical methodology based on the review of the existing state of knowledge. The inception report should include at -least following, but not limited to:
  - a. Biodiversity Expenditure Review Methods, inconsistent with the methodology developed earlier and approved from steering committee
  - b. Financial Gap analysis Methods
  - c. Finance solutions identification and prioritization methods
  - d. Data collection, including stakeholders' engagement plan
  - e. Checklists for data collection
- vii. **A Biodiversity Expenditure Review Report documenting the current level of expenditure of government, conservation partners and private sector including a Financial Gap Analysis**
- viii. **Biodiversity Finance Plan**, including feasibility assessment of the prioritized finance solutions and business plan for implementing existing finance solutions
- ix. Participate in all seven Provincial Consultations to collect information and validate finance plan (Note: Project will bear the workshop costs; however, the consultant should propose related travel expenses)
- x. **Policy brief for every three studies** (Biodiversity Expenditure Review, Financial Gap Identification and Biodiversity Finance Plan)

## 6. MILESTONES

The Assignment will start from 1 September to 31 July 2021. The milestones of key deliverables are:

Deliverables/ Outputs	Target Due Dates	Responsibility
1. Draft Inception report	15 September 2020	Team leader
2. Final Inception report	30 September 2020	Team leader
3. Draft Biodiversity Expenditure Review Report, including financial gap analysis	15 December 2020	Biodiversity Expenditure Review Expert
4. Final Biodiversity Expenditure Review Report validated, including financial gap analysis	30 December 2020	Biodiversity Expenditure Review Expert
5. Draft Biodiversity Finance Plan	31 May 2021	Team leader
6. Provincial Consultations /inputs*		Team leader
7. Final Biodiversity Finance Plan validated, including policy brief	31 July 2021	Team leader

Note: Project will arrange dates between November 2020 to March 2021

All reports will be subject to approval by UNDP CO, MoFE, Global Team/BioFIN. The final reports should be endorsed from the steering committee of the BIOFIN.

## 7. COMPETENCY OF SERVICE PROVIDERS

The national consultancy company/research institutions will be primarily responsible for the delivery of all outputs as per the scope of the work (see above) under the overall guidance of the regional advisor, steering committee members, and direct supervision of the Project Coordinator/BIOFIN.

### Qualification

- Technical, research, educational and training institutes, academia, NGOs, private consultancy firms that are legally registered at national levels are eligible to submit offers –
- At least five years of relevant experience in Biodiversity, natural resources, and agricultural sector
- Proven track record of preparation, research, and analysis of 5 similar assignments;
- Excellent and proven track record of previous partnership, preferably with the Government of Nepal, UN agencies, and provincial government, in the field of agricultural policy and biodiversity reforms;
- Sufficient human and technical resources with relevant education and experience in the field of environmental economics, biodiversity finance, biodiversity management, and agricultural/forestry sector
- Financial turn over of at-least NRs 4 million annually over the last three years (2017-2019)

National Professional staff & Qualifications/ Experiences required from Consultancy Company includes the following:

## 8. COMPETENCIES OF EXPERTS

### 8.1 Team leader/Senior Conservation Finance Expert

**Team leader/Senior Conservation Finance Expert** to provide overall technical guidance and leadership at the national level and produce the Biodiversity Finance Plan and assure the high-quality delivery of all reports and outcomes of BIOFIN at the national level. The core responsibility of the Senior Conservation Finance Expert is to provide overall technical guidance and leadership at the national level and produce the **Biodiversity Finance Plan**. The Sr. Conservation Finance Expert will work in close collaboration with the National Project Coordinator, the entire National BIOFIN Team, UNDP CO and the global BIOFIN team to assure the **high-quality delivery of all reports and outcomes of BIOFIN at the national level**. These reports will include inputs on the Biodiversity Finance Policy and Institutional Review, the Biodiversity Expenditure Review, Financial Needs Assessment and the Biodiversity Finance Plan. Additionally, the Sr. Finance Expert will be directly responsible for sections of specific reports and for leading the development, drafting, and finalization of the Biodiversity Finance Plan. All reports will be provided to the designated national government institute and, UNDP CO, and validated by the designated national government institute, UNDP CO and the global BIOFIN team.

He/she is expected to have senior experience and to provide substantial technical expertise in assuring horizontal integration and consistency of workstreams/studies, as well as quality assurance of national products and processes throughout the duration of the national project.

Specific duties and responsibilities will include:

#### **Project Management and Leadership**

- Prepare inception report of BIOFIN Project in collaboration with project coordinator
- Establish and maintain links with other national and international programmes (e.g. NBSAP) and other related projects including UNDP-GEF projects.
- Lead the process of capturing and documenting lessons from project implementation and together with the National coordinator make recommendations to the National Steering Committee for more effective implementation of activities.

#### **Policy Development**

- Engage with 2-3 key national policy processes identified in the Inception or Policy and Institutional Review (PIR) stage (e.g. national development and sectoral planning and budgeting), provide inputs into budgets and other policy documents, and participate in related meetings to promote the adoption of BIOFIN methodology and recommendations.
- Discuss BIOFIN findings with a range of stakeholders and other related strategic planning projects to identify areas where collaboration can benefit from new insights generated through the BIOFIN Process and vice versa.

#### **Technical Tasks and Responsibilities**

- Act as principal technical contact for national BIOFIN implementation with the global BIOFIN team with regards to all questions and issues that arise during national implementation.
- Provide key technical leadership on all finance issues and assure horizontal integration and consistency of work streams/studies.
- Analyse impact of the current COVID pandemic on biodiversity expenditure,
- Identify and list all existing and planned finance solutions and mechanism in Nepal and assess if they are in operation and if operating efficiently.
- Carry out a stakeholder analysis identifying specific roles in biodiversity financing and the alignment of organizations with national biodiversity goals and objectiveProvide technical support to complete BIOFIN deliverables in a consistent and high-quality manner.

- Provide backstopping and assure feedback is adequately integrated into national reports.
- Provide technical support for the data collection, analysis, and conclusions of the BER
- Prepare Biodiversity Finance Plan (BFP) according to the guidance provided by the global BIOFIN team and written guidance documents (especially the BIOFIN Workbook)
  - Develop an outline for the BFP for discussion with the UNDP CO and the global BIOFIN team.
  - Identify, screen and prioritize specific biodiversity finance mechanism and calculate how much revenue/financial contribution or impact each mechanism may generate.
  - Lead detailed feasibility studies on prioritized finance mechanism
  - Establish and include a detailed plan for implementing key financial mechanisms in the Biodiversity Financing Plan including a timeframe and budget.
  - Develop a draft of the Finance Plan based on the BIOFIN workbook and in line with recommendations from the national consultation workshop and submit for discussion to the UNDP CO and the Global BIOFIN team.
  - Develop the final version of the Biodiversity Finance Plan for discussion with the Government, UNDP CO and the Global BIOFIN team and present the plan for final review during the validation workshop.
- Ensure all national level outputs are developed in line with the BIOFIN methodology as described in the current version of the BIOFIN Workbook, while at the same time are sufficiently tailored to the national context.
- Review all national level deliverables and provide detailed feedback to other team members.
- Obtain final clearance of each deliverable from government and the global BIOFIN team to enable further dissemination.
- Undertake an exit interview with the UNDP Country Office and the BIOFIN Technical Advisor to document the main lessons learnt during the Assignment.

#### **Project Outreach and Communication**

- Lead an extensive stakeholder consultation/engagement process for the development of all deliverables, involving actors from the public and private sector, civil society and academia.
- Engage national stakeholders and strongly position BIOFIN objectives and processes towards relevant government departments and partner institutions to catalyse transformational outcomes. Ensure the inclusion of organisations representing indigenous/woman/vulnerable groups where possible.
- Work with national and international counterparts, NGOs and other groups to ensure effective coordination and communication of BIOFIN project objectives, activities, and finance solutions and on data and information provision, expert review and verification.
- Validate the study findings, especially **Biodiversity Finance Plan** in all seven provinces of the country (*BIOFIN will bear the workshop related cost*)
- Present study findings in the national and provincial stakeholders' workshops to collect information and validate the study findings (*BIOFIN will bear the workshop related cost*)
- *Participate in BIOFIN regional , global conference and other events to share findings and lessons learnt as required*

#### **Education**

At-least master's degree in finance, Biodiversity, business administration (MBA), economics, environmental economics, environmental finance or a closely related field, or equivalent relevant work experience; A higher degree would be advantageous.

**Experience:**

- At least 10 years of experience in the management or review of public finance, conservation finance or environmental finance.
- Experience in working with international and national experts and institutions.
- Experience on working with the government agencies on senior position
- Exposure to environmental issues or Biodiversity desirable.
- Sound understanding of key software packages (MS Office)
- Good command of English.

**Competencies:**

- Excellent organizational skills.
- Good leadership skills
- Strong analytical, writing and communication skills.
- Excellent financial and budgetary skills.
- Ability to prepare publications, reports and presentations.
- Ability to manage and work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with government planning and budgeting processes strongly desired

**Duration**

The duration of the work will be of *75 effective working days* including field visit of around 20 days for provincial workshops and data collection

**8.2 Biodiversity Expenditure Review/Finance Expert**

The biodiversity Expenditure review/ Finance Expert will be responsible to complete the **Biodiversity Expenditure Review** (BER) and the **Biodiversity Finance Gap Analysis** following the guidance provided by the current version of the BIOFIN Workbook in close collaboration with the Senior Conservation Finance Specialist (Team leader)/Project Coordinator and with detailed data and analytical support provided by the Finance Specialist. The Expert will also contribute to feasibility studies for priority finance solutions for preparing the Biodiversity Finance Plan. The Expenditure Review/Public Finance Expert will explore national and subnational level budgeting and biodiversity expenditures of different organizations, agencies, ministries, NGOs and private sector actors. The Expert will produce drafts and analyses that will be reviewed and ultimately validated by the Team leader, the Project Coordinator, the BIOFIN Global Team and the national BIOFIN steering committee

**Specific tasks include:****i. Biodiversity Expenditure Review**

- Carry out a desk review to map existing studies/information/databases on biodiversity expenditures, including an overview of earlier environmental expenditure reviews.
- Develop a proposed national definition for “biodiversity expenditures”, based on the BIOFIN methodology.
- Develop a workplan for the Biodiversity Expenditure Review for discussion with the national BIOFIN team and BIOFIN Global Senior Technical Advisor.
- Determine a target list of public, private and civil society organizations to include in the analysis based on the PIR work.

- Establish a system to tag biodiversity expenses into categories (Aichi, BIOFIN, NBSAP themes, etc.) and a system of coefficients / attribution to estimate contribution of mixed actions towards Biodiversity.
- Conduct the expenditure review on budgets and expenditures dating back to 2006 (if possible) to the most recent complete year. Follow BIOFIN 2018 Workbook for guidance (includes sources of funding, subsidies, and biodiversity-based revenues)
- Analyse the total biodiversity-related expenditures filtered by major strategy groups using BIOFIN taxonomy (or national categories such as NBSAP).
- Analyse impact of the current COVID pandemic on biodiversity expenditure if possible
- Coordinate the compilation of relevant data and liaise with relevant Ministries and partners as required and complete all BIOFIN data entry sheets for the BER.
- Organise bilateral consultation meetings/interviews/discussions with national level stakeholders to define then validate the attribution of biodiversity significance in all relevant expenditures.
- Applying budget projections and other assumptions, estimate future funding baseline under a “Business-As-Usual Scenario”: an analysis of projected estimated funding in the future.
- Based on international best practises and the BIOFIN Workbook, develop and implement a specific strategy for data collection of the private sector and organise dedicated consultation meetings with private sector stakeholders on tracking biodiversity expenditures.
- Based on results from the national consultation workshop, develop the draft BIOFIN Biodiversity Expenditure Review for review by the national BIOFIN team and global BIOFIN Sr Technical Advisor.
- Develop the final Biodiversity Expenditure Review for review by the national BIOFIN team and global BIOFIN Senior Advisor and present at the validation workshop.

#### **Biodiversity Finance Gap Analysis**

- **Estimate financial gaps** to achieve national and sub-national biodiversity targets in line with the BIOFIN workbook adapted to the Nepal context (mainly from secondary sources of information and consultations)
- Review current financial need estimated for the National Biodiversity Strategy and Action Plan (NBSAP), including other similar Biodiversity related policies such as Sustainable Development Goal need assessment, Fifteen Development Plan
- Compare the results of the BER future projections with the previous estimate in as great as detail as the categories allow and produce an estimate of the financing gap.
- Develop a draft report for the Finance Gap Analysis for discussion at the validation workshop and review by the national and global BIOFIN teams.
- Assess the reliability of the methods followed in the current finance need assessment and suggestions for improvement in future

#### **Biodiversity Finance Plan**

- Support the Team Leader in the conception and preparation of the BFP.
- Contribute to detailed feasibility analyses on a range of financing mechanisms depending on knowledge and experience.

#### **Project Outreach and Communication**

- Preparation of workshops, meetings, networking and presentations as required, to complete the Biodiversity Expenditure Review and engage stakeholders.
- Validate the study findings, especially **Biodiversity Finance Plan** in all seven provinces of the country (*BIOFIN will bear the workshop related cost*)



- Present study findings in the national and provincial stakeholders' workshops to collect information and validate the study findings (*BIOFIN will bear the workshop related cost*)
- Provide comments and feedback on how to improve the BIOFIN methodology.

#### **Knowledge Management and Reporting**

- Document decisions and assumptions made while completing the Biodiversity Expenditure Review and the Biodiversity Finance Review
- Document lessons learned from conducting the BIOFIN project ranging from institutional considerations to technical issues.

#### **Education:**

- Advanced Degree (Masters or higher) in finance, economics, business management or a closely related field, or equivalent relevant work experience, preferably with an environment / biodiversity focus.

#### **Experience:**

- At least 10 years of experience, preferably in environmental finance, accounting, economics, management or related field.
- Experience in collaborating with international and national experts and institutions.
- Exposure to environmental issues or Biodiversity desirable.
- Sound understanding of key software packages (MS Office)
- Previous experience with expenditure reviews would be an asset.

#### **Competencies:**

- Strong analytical, writing and communication skills.
- Ability to prepare publications, reports and presentations.
- Ability to work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with government strongly desired.

#### **Duration**

The duration of the work will be of **80 effective working days** with field visit of around 20 days for provincial workshops and data collection

### **7.3 Finance Specialist**

The Finance Specialist will support data collection, analysis and other aspects to complete the **Biodiversity Expenditure Review** (BER) and the **Biodiversity Finance Gap Analysis** following the guidance provided by the current BIOFIN workbook.

Specific tasks include:

#### **Biodiversity Expenditure Review**

- Collect data for the desk review to map existing studies/information/databases on biodiversity expenditures, including an overview of earlier environmental expenditure reviews.

- Support the Biodiversity Finance Expert to establish a system to tag biodiversity expenses into categories (Aichi, BIOFIN, NBSAP themes, etc.) and a system of coefficients/attribution to estimate the contribution of mixed actions towards Biodiversity.
- Gather data from the targeted organizations to conduct the expenditure review on budgets and expenditures dating back to 2006 (if possible) to the most recent complete year. Follow BIOFIN Workbook for guidance (includes sources of funding, subsidies, and biodiversity-based revenues)
- Develop tools or use the BIOFIN excel tool to analyse the total biodiversity-related expenditures filtered by major strategy groups using BIOFIN taxonomy (or national categories such as NBSAP).
- Coordinate the compilation of relevant data and liaise with relevant Ministries and partners as required and complete all data entry sheets for the BER.
- Based on international best practises and the BIOFIN Workbook, work closely with the Biodiversity Expenditure Review/Finance Expert to develop and implement a specific strategy for data collection of the private sector and organise dedicated consultation meetings with private sector stakeholders (e.g. chamber of commerce, multinationals) on tracking biodiversity expenditures.
- In the process of collecting and analysing data assemble actions and finance solutions identified for prioritisation in the finance plan
- Based on results from the research, analysis and the national consultation workshop, work with the Environmental Finance Expert to develop the draft BIOFIN Biodiversity Expenditure Review for review by the national BIOFIN team and global BIOFIN Sr. Technical Advisor and National BIOFIN steering committee .
- Assist the Biodiversity Finance Expert to develop the final Biodiversity Expenditure Review for review by the national BIOFIN team and global BIOFIN Senior Advisor and present at the validation workshop.

#### **Biodiversity Finance Gap Analysis**

- Support Biodiversity Expenditure Review/Finance Expert to Estimate financial gaps to achieve national and sub-national biodiversity targets in line with the BIOFIN workbook adapted to the Nepal context (mainly from secondary sources of information and consultations)
- Support the Biodiversity Finance Expert to produce the draft and final reports

#### **Biodiversity Finance Plan**

- Support the Team leader and the Biodiversity Finance Expert in the conception and preparation of the Biodiversity Finance Plan.

#### **Project Outreach and Communication**

- Preparation of workshops, meetings, networking and presentations as required, to complete the Biodiversity Expenditure Review and engage stakeholders.
- Provide substantive comments and feedback on how to improve the BIOFIN methodology.

#### **Knowledge Management and Reporting**

- Document decisions and assumptions made while completing the Biodiversity Expenditure Review and the Biodiversity Finance Needs Assessment.
- Document lessons learned from conducting the BIOFIN project ranging from institutional considerations to technical issues.

**Education:**

- **University Degree in finance, accounting, economics, business management or a closely related field, or equivalent relevant work experience.**

**Experience:**

- **At least 3 years of experience**, preferably in finance, accounting, economics, management or related field.
- Experience in collaborating with international and national experts and institutions.
- Exposure to environmental issues or Biodiversity is an asset.
- Sound understanding of key software packages (MS Office)
- Previous experience with expenditure reviews would be an asset.
- Knowledge of English is an asset.

**Competencies:**

- Strong analytical, writing, and communication skills.
- Strong ability to work with Excel and including knowledge of formulas and pivot tables at minimum.
- Ability to prepare publications, reports and presentations.
- Ability to work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with government accounting and budgeting systems strongly desired.

**Duration**

The duration of the work will be of **30 effective working days** with field visit of around 10 days for provincial workshops and data collection

**8. PAYMENT SCHEDULE:**

The contract will be performance-based. Payments will be made against the following deliverables:

<b>Installment</b>	<b>Milestones*</b>	<b>Payments (NPR)</b>	<b>When</b>
1 <sup>st</sup> payment	Inception Report	20%	31 September 2020
2 <sup>nd</sup> payment	Draft Biodiversity Expenditure Review Report	20%	31 December 2020
3 <sup>rd</sup> payment	Draft Biodiversity Finance Plan including provincial consultations, proceedings	30%	31 March 2022
4 <sup>th</sup> payment	Final report after addressing comments and suggestions from reviewers/consultation workshop, including policy brief	30%	28 July 2021

**9. COORDINATION AND LIAISON**

The service providers shall work in closely with project team members in UNDP/BIOFIN, under guidance of the Regional Advisor, BIOFIN and in close coordination with the Project Coordinator and Ministry of Forests and Environment. Besides, the service providers should perform planned activities under this Assignment with full professional commitment and dedication to ensure the quality and timely accomplishment of proposed activities.

The team leader is expected to provide overall guidance and supervision to the team (recruited) under this contract as well as other studies being undertaken by the BIOFIN, especially on the PIR, small scale pilot studies carried out

independently. In addition, the team leader is expected to provide comments and suggestions on "Assessment of Agricultural Incentive on Biodiversity study", which is carried out independently.

All the reports will be reviewed by the government and endorsement of the all report/outs from the steering committee of the BIOFIN is pre-requisite. Hence, close communication and coordination should be maintained with the BIOFIN steering committee members, sectoral ministries and other consultants.

#### **10. MONITORING AND REPORTING:**

The service providers shall work in close consultation with the BIOFIN team under the overall guidance of the Regional Advisor and direct supervision of the Project Coordinator. The company/firm should work very closely with the, Ministry of the Forests and Environment and Ministry of Finance. Monitoring & Evaluation (M&E) will be conducted regularly by the UNDP team. The service provider should ensure that there will be no changes in either the technicality or the timing of key deliverables. In any unavoidable circumstances, service provider should inform the situation so that the right decision can be taken on time. The project coordination will monitor tasks under this Assignment, focusing on the collection of views, experiences, and feedbacks. Feedback from stakeholders' team should be incorporated into the finalization of the report.

#### **11. COPYRIGHT OF PUBLICATION AND PRODUCTION OF MATERIALS**

All developed products and reports under this ToR will belong to UNDP/government, and the service providers will not have any right to publish them all or partly in any forum/print material.