

TERMS OF REFERENCE: NGO Sponsor for Crowdfunding Revenues

BIODIVERSITY FINANCE INITIATIVE PHILIPPINES

A. Project Description

Since 2014, The United Nations Development Program through its Biodiversity Finance Initiative (BIOFIN) Project, has been supporting the Philippine Government in articulating the financial resources it needs to maintain a healthy biodiversity portfolio in-country. In particular, BIOFIN in collaboration with Department of Natural Resources Biodiversity Management Bureau has conducted the following assessments: 1) Policy and Institutional Review (PIR); 2) Public and Private Biodiversity Expenditure Review (PPBER); 3) Assessment of financial needs (cost and gap analysis of implementing Philippine Biodiversity Strategy and Action Plan (PBSAP)). These assessments significantly contributed to the development of a Biodiversity Finance Plan.

Based on insights gained from the results of the three BIOFIN assessments, this Plan acknowledges the importance of tapping additional financing to support the biodiversity agenda of the Philippines, mainly through its National Biodiversity Strategy and Action Plan (PBSAP), referred to henceforth in this Plan as the Philippine Biodiversity Strategy and Action Plan (PBSAP). This Plan is cognizant of the parallel challenges that could not be addressed by generating financing alone: thus, the Plan transcends the focus on generating additional resources and also identifies a range of “finance solutions” that leverage finance, fiscal and economic tools and strategies to improve the outcome of biodiversity objectives in the country. Financing solutions include a range of transformative actions: generating more financing to fund the PBSAP or associated planning documents; appropriate attribution of biodiversity expenditures in the budget; attaining cost effective budget execution by eradicating overlaps in biodiversity functions; eradicating expenditures that continue to or aggravate dissipation of biodiversity resources; and paving the groundwork for a responsive policy environment through greater awareness on biodiversity and biodiversity financing and enhancing institutional support towards monitoring of PBSAP.

Resource mobilization strategies targeting the citizenry are also highlighted given that the power of the crowd can muster a significant amount of resources for biodiversity conservation. In particular, a crowdfunding campaign called **“Together for Tamaraws”** was launched to support the rangers and wardens, collectively known as tamaraw frontliners, affected by the pandemic so they can continue to protect the critically endangered tamaraws in Mts. Iglit-Baco Natural Park (MIBNP). Tamaraws, which are endemic to the island of Mindoro, are critically endangered species whose population are at about 600 and 480 of which can be found in MIBNP. Habitat loss, hunting and poaching are the main threats to the tamaraws. A total of 24 rangers and 35 wardens under the Tamaraw Conservation Program and MIBNP Protected Area Management Office regularly patrol the 2,600 has strict protection zone within the 106k-hectare Park. Majority of these tamaraw frontliners are indigenous peoples called Mangyan. Many of them are on contractual basis and their salaries are at times delayed. The Mangyan wardens also serve as porters and guides for park visitors.

Due to the pandemic, tourism had to be halted and thus the Park had to be closed. As a result, a total of 33 tamaraw frontliners are facing huge income losses. This campaign targets to raise funds in 3 months to ensure that the tamaraw frontliners can continue their duty to protect the tamaraws.

Funds raised will provide field allowances for the furloughed frontliners for six months. The funds will also cover six months' worth of patrol assistance in the form of food packs for regular patrolling of the 59 tamaraw frontliners.

The funds raised will be granted to a non-government organization that will enter into a responsible partnership agreement (RPA) with UNDP under a collaborative partnership with DENR MIMAROPA Regional Office which directly supervises the Tamaraw Conservation Program. (UNDP Country Office will enter into a Responsible Party Agreement (RPA) with the selected NGO.)

B. Scope of Work

Specifically, the selected NGO will:

- Develop a Work and Financial Plan with DENR MIMAROPA Regional Office and Tamaraw Conservation Program on the disbursement of funds raised through the crowdfunding campaign;
- Manage and disburse salaries to the tamaraw frontliners;
- Procure and distribute food packs to all tamaraw rangers and wardens;
- Procure and distribute field equipment to tamaraw rangers and wardens, as needed;
- Ensure timely and quality implementation of the Work and Financial Plan as agreed with DENR MIMAROPA Regional Office and Tamaraw Conservation Program; and
- Submit regular progress reports, including financial reports, to UNDP Country Office, DENR MIMAROPA Regional Office and Tamaraw Conservation Program.

C. For Responsible Party Agreement: Collaborative Advantage Criteria

Proposals will be evaluated based on the minimum qualifications set forth below:

- a) Geographical Access to Beneficiaries . NGO should be in close proximity of where the frontliners work (Occidental Mindoro)
- b) Prominent player in the development community
- c) Track record in developing innovative solutions and methodologies
- d) Key leadership role in resolving development issues
- e) Experience in providing technical support to the Tamaraw Conservation Programme
- f) Experience in managing cash disbursement projects;
- g) Completed at least three (3) projects related to biodiversity in the last five (5) years
- h) Functional expertise in the following:
 - Communication and advocacy
 - Design and implementation of biodiversity related projects/programs
 - Biodiversity research;
 - Organization management including planning, M&E and financial management.
- i) NGO must have thematic expertise in the following:
 - Project management
 - Species conservation
 - Capacity development of partners related to biodiversity research and conservation.

D. Institutional Arrangement

The UNDP Project Manager shall directly supervise and approve and accept the output/s of NGO. Based on the table above, outputs will be submitted to the UNDP Project Manager in the dates indicated. At different points during project implementation, the NGO is expected to liaise/ interact/ collaborate/ meet with the UNDP-BIOFIN team and with other relevant stakeholders.

E. Duration of the Work

The expected duration of work is estimated at 50 working days spread over 6 months. The target date for the start of work is September 7, 2020 and the completion date is December 30, 2020.

F. Duty Station

The NGO is not expected to report on a daily basis to the Project Management Office based in BMB in Quezon City but shall be available on an on-call basis.

Considering the COVID-19 pandemic and declaration of State of Public Health Emergency in the Philippines, all work of the NGO shall be done within the guidelines and protocols set by the local and national government. During the entire duration of the Enhanced Community Quarantine, this consultancy shall be performed remotely and will be a home-based assignment. The NGO is expected to have its own equipment, office space, and internet connectivity. The NGO shall not engage in any unrelated meetings or activities outside their homes. Coordination/meetings shall be done through phone or online communication until such time that the quarantine is lifted. UNDP and the Consultant shall assess, once the Enhanced Community Quarantine is lifted, if it is safe and necessary to have in-person meetings and collaboration.

G. Qualifications of Key Personnel

The RP should at least have on-board 3 qualified staff with the below minimum requirements:

1. Project Lead
 - Bachelor's Degree level in the field of biology, environmental planning, environmental science, forestry, business management and other related fields; and
 - At least 5 years' experience in managing projects related to biodiversity and/or environment
2. Finance Staff
 - Bachelor's Degree level in the field of finance or accounting and/or other related degrees;
 - Certification in Public Accountancy is an advantage; and
 - At least 2 years' experience in fund management and disbursement.
3. Technical Staff
 - Bachelor's degree in biology and other related fields;
 - At least 3 years' experience in project management and monitoring and evaluation.

H. Scope of Price Proposal and Schedule of Payments

Funding for this engagement shall be charged to the BIOFIN Country Funds.

Funds shall be transferred to the selected NGO/CSO based on the proceeds from the campaign
- #TogetherforTamaraws .

Scope of Price Proposal:

The following components should be included in the financial proposal to be submitted to UNDP as seen below:

1. The contract price is fixed with a maximum overall price (which cannot exceed a fixed budget amount) regardless of the extension of the duration specified herein. Bids must be expressed as an “all-inclusive” cost which includes the following:
 - Approximate number of disbursement transactions;
 - Professional fees of key personnel inclusive of travel, living allowances and corresponding level of effort and for the period of six (6) months or equivalent to 50 working days;
 - The firm shall separate costs related to additional personnel other than the 3 key personnel stated in clause G (Qualifications of Key Personnel);
 - Medical/health insurance must be included in the price proposal. The contractor upon award of contract, must be ready to submit proof of insurance valid during contract duration.
 - Cost to conduct the activities based on Scope of Work;
 - Management and Operational costs – 10% maximum
 - Breakdown per activity (Refer to Clause I. Itemised Cost Estimates)
 - Communication
 - Materials
 - Transportation, Office Supplies;
 - Others as may be relevant to the Scope of Work
2. Firms must submit their financial proposal supported by the Itemised Cost Estimates.

Payments:

1. UNDP upon signing of the contract by the awarded firm, shall release, 20% of the total contract price. In parallel the firm will need to submit an Inception Report and a Final Work and Financial Plan (WFP).
2. The firm will have to utilize the Funding Authorization and Certificate of Expenditures (FACE) Form to liquidate and declare all expenses for activities conducted. This form serves as the UNDP financial report. Succeeding tranches will only be released once the firm has utilized 80% of the initial advance supported with the submission of the FACE form to UNDP along with receipts and/or documents to support the expenses declared.
3. The WFP should contain both the activities of the firm and the deliverable through the use of the FACE form. Consolidation of finance and activity report will be done monthly.
 - a) Progress Report (monthly) - narrative of activities implemented
 - b) Financial Report (monthly)
 - Expenditure of activities implemented (in parallel to Narrative)
 - Report on # of person days worked daily
 - List of beneficiaries with signature on receipt of money
 - List of beneficiaries with signature on receipt of food packs

- Management Fee to be supported by evidence for payment
 - If there is any other expenditure not envisaged during the time of financial proposal should be taken up with UNDP prior to contracting
- c) FACE Form – this form to be submitted to UNDP to request for the next tranche (80% expenditure will have to be reported evidenced by receipts as mentioned in H.7)
- d) Final Report - detailing evidence of results achieved

I. ITEMISED COST ESTIMATES

PLANNED ACTIVITIES List all activities to be undertaken	Timeframe						Planned Budget	Schedule of payment						
	M1	M2	M3	M4	M5	M6	Desc	Total Amount (PHP)	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1. Distribution of Salary of Tamaraw Frontliners														
a. Ranger (1 ranger * 6months * Php 7000/month)								42,000						
b. Wardens (32 wardens * 6months * Php 3000/month)								576,000						
2. Procurement and Distribution of Food Packs														
(Php 1500 * 6months * 24 rangers + 35 wardens)								531,000						
3. Procurement and distribution of patrol equipment								*						
4. Other operational cost														
Total							0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Cost (10%)								0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total								0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:

* depends on extra amount fund raised


J. Criteria for Selection of the Best Offer

Proposals will be based on the minimum qualifications set out in Clause C - Collaborative Advantage Criteria.

K. Approval

This TOR is approved by :

Signature	
Name	<u>ANABELLE E. PLANTILLA</u>
Designation	<u>Project Manager, BIOFIN</u>
Date of Signing	<u>August 12, 2020</u>

Signature	
Name	<u>FLORADEMA C. ELEAZAR, EnP</u>
Designation	<u>Team Leader, CAP</u>
Date of Signing	<u>12-Aug-2020</u>

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Total							0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Cost (10%)								0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total								0.00		0.00	0.00	0.00	0.00	0.00	

Notes:


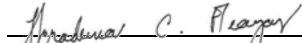
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J. Criteria for Selection of the Best Offer

Proposals will be based on the minimum qualifications set out in Clause C - Collaborative Advantage Criteria.

K. Approval

This TOR is approved by :

Signature	
Name	<u>ANABELLE E. PLANTILLA</u>
Designation	<u>Project Manager, BIOFIN</u>
Date of Signing	<u>August 12, 2020</u>
Signature	
Name	<u>FLORADEMA C. ELEAZAR, EnP</u>
Designation	<u>Team Leader, CAP</u>
Date of Signing	<u>12 Aug 2020</u>

**CSO/NGO SELECTION – COMPARATIVE ADVANTAGE
ANALYSIS CONDUCTED BASED ON TOR FOR THE ENGAGEMENT:
EVALUATION PLANNING & EVALUABILITY ASSESSMENTS**

Comparative Advantage Component (in order of priority)	NGO 1	NGO 2	NGO 3	NGO 4	NGO 5
Prominent Player in Development Community					
Track record in developing innovative solutions and methodologies					
Key leadership role in resolving development issues					
The NGO should have completed and launched at least three (3) projects related to biodiversity in the last five (5) years					
Functional expertise in the following:					
- Communication and advocacy					
- Design & implementation of biodiversity related projects/programs					
- Biodiversity research					
- Organization management including planning, M&E and financial management					
Thematic expertise in the following:					
- Project management					
- Species conservation					

Comparative Advantage Component (in order of priority)	NGO 1	NGO 2	NGO 3	NGO 4	NGO 5
-Capacity development of partners related to biodiversity research and conservation					
Geographic Considerations:					
- NGO should be in close proximity of where the frontliners work (Occidental Mindoro)					
Number of Ys (incl. 0.5 for "Partially")					
Number of Ns					

Assessment Panel Members:

1. **Nivesh Sood**, Operations Manager
2. **Maria Theresa Espino Yap**, Programme Analyst, CAP
3. **Anabelle Plantilla**, Project Manager, BIOFIN PH

Panel Recommendation:

Resident Representative's Comments:

Signature: _____

Enrico Gaveglia
Deputy Resident Representative

COMPARATIVE ANALYSIS DECISION TREE

