

## **Consultant:**

### **Natural Capital, Risk and Resilience - Finance Sector Hub (FSH)**

<b>Location:</b>	Geneva, Switzerland (Home-based is possible during the current COVID-19 outbreak)
<b>Application Deadline:</b>	<b>November 24th (Midnight New York, USA)</b>
<b>Additional Category:</b>	Management
<b>Type of Contract:</b>	Individual Contract
<b>Post Level:</b>	International Consultant
<b>Languages Required:</b>	English
<b>Starting Date:</b>	21 <sup>st</sup> December 2020
<b>Duration of Initial Contract:</b>	Up to 250 working days within 12 months
<b>Expected Duration of Assignment:</b>	Possibility of extension subject to availability of funds and satisfactory performance

#### **Background**

The United Nations Development Programme (UNDP) is a global organization with 17,000 staff working in approximately 170 offices globally towards supporting governments in developing strong policies, institutions and partnerships to achieve the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals.

UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan. Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan.

In order to streamline its financial and investment engagement, UNDP launched the Finance Sector Hub, a finance and innovation platform, that draws on a critical mass of UNDP expertise, initiatives, and partnerships to support the mobilization and leveraging of resources for the SDGs and lead the implementation of the new UNDP private sector strategy and other initiatives. The Hub is an integral part of both the Bureau for Policy and Programme Support (BPPS) and the Bureau of External Relations and Advocacy (BERA), as well as part of the GPN.

The Finance Sector Hub team in Geneva works across a range of work relevant to financing and investment for the SDGs, with strong links to financial, private and institutional sectors across Europe. In particular, it leads on UNDP's work in insurance and risk financing as well as delivers initiatives that target the ecosystems of investment actors across Europe.

#### UNDP's Work on Insurance and Risk Financing

The collaboration between the insurance industry and the development sector has grown significantly over the last five years. Key initiatives, such as the Insurance Development Forum, InsuResilience Global Partnership and the Ocean Risk and Resilience Action Alliance, have evolved into significant policy and standard setting partnerships, bringing together countries, the development sector, and the private and mutual/cooperative sectors of industry. Increasingly, these partnerships are moving beyond policy to programming, with a strong focus on not only delivering insurance and risk financing solutions to countries and communities, but also on long-term transformational change of insurance markets.

UNDP's growing work in this space has led to the creation of a flagship initiative on insurance and risk finance, and the creation of a dedicated facility for supporting UNDP Country Offices and country partners worldwide, within the newly created Finance Sector Hub. This work covers a range of critical areas where insurance and risk transfer solutions and collaboration with the industry can add significantly to achieving and delivering on the Sustainable Development Goals (SDGs.) Covering inclusive insurance, sovereign risk financing, insurance investments, natural capital, health, SME development and more, UNDP will work towards developing and delivering insurance solutions together with countries and communities, as well as collaborating with partners to transform insurance markets through enhancing legislation, regulation and institutional capacity.

#### Natural Capital, Risk, Protection

UNDP's significant track-record in environmental, livelihoods, risk-reduction and biodiversity presents it with significant leverage potential for insurance initiatives, with natural capital presenting itself as a significant opportunity for mixing and matching investments in risk and resilience. This area of work matches the protective value of natural capital with the financial potential of investing in risk and resilience, and the decreasing of community vulnerability through investments in and protection of livelihoods. Reefs, mangroves, forests, marshes, water-basins and many other natural environments have significant untapped potential for innovative uses of financing of risk and resilience. As part of our work, and in line with the committed funding from the Ocean Risk and Resilience Action Alliance (ORRAA), UNDP seeks to develop a mapping of natural capital, risk and protection needs globally, throughout 2020-2021 period.

### **Duties and Responsibilities**

The core responsibilities of the consultant will be twofold: coordinating the development of UNDP's natural capital, risk and protection workstream; and developing and delivering a major research and evidence product for UNDP on natural capital, risk and protection. Elements of these two workstreams are as below:

#### **1) Coordinating Development of the Natural Capital, Risk, Protection Workstream**

This area of work is the coordination of development of both this key workstream inside UNDP's Insurance and Risk Finance Facility, as well as support to a range of related programmatic developments:

- Coordinating the development of the natural capital and risk workstream of the Insurance and Risk Finance Facility, including elements of programmatic focus, research and evidence, resource mobilization and business case;
- Supporting coordination of natural capital initiatives currently under way and forthcoming, i.e. participation in ORRAA, partnership with ADB and managing rolling cycle of deliverables;
- Identifying financing opportunities, coordinating calls for financing and submissions of grant financing for natural capital initiatives (such as for the Reefs to Resilience);
- Supporting submission of a minimum of three grant instrument proposals for the natural capital work (i.e. Reefs to Resilience) and identifying 2-3 others;
- Supporting coordination of existing developments: ORRAA, ADB, GEF, ISF, The Nature Conservancy, with private sector partners, including attending calls and arranging meetings for updates in existing work and reaching out to partners within the networks (for example, with RARE, and private institutions);
- Building and implementing a simple outreach campaign to support the external positioning of UNDP in this space.
- Coordinate with critical UNDP teams especially the Nature, Climate and Energy, and Finance Sector Hub teams.

## **2) Developing and delivering a major Research, Evidence and Advocacy Report**

In addition to this ongoing development work, UNDP has been granted resources to undertake a significant research and evidence piece, financed and organised by the Ocean Risk and Resilience Action Alliance, and the successful candidate will be also responsible for:

- Playing a key role in the UNDP research and evidence team working on this project, actively contributing at all stages, from initial conception, through to design and launch;
- Supporting the ORRAA work and team members in delivering the (2) Technical and Advocacy reports on (a) an analysis of socio-economic potential impact of reef insurance and the necessary investments in the enabling environment to deliver that impact and (b) Assessment of the scale and scope of investments in reef insurance, including location of critical coastlines based on the work on identifying the key coastlines;
- Pulling together both quantitative and qualitative supporting data;
- Supporting delivery led by a team member on gender disaggregated data, gender investments, gender benefits of project delivery linked to the natural capital/ORRAA work in agreed geographies.

### **Expected Outputs/Deliverables:**

Coordinating Development of the Natural Capital, Risk, Protection Workstream:

- A fully detailed workplan developed and delivered for the development of the natural capital/risk/finance workstream of the Insurance/Risk Finance Facility;
- A set of key policy documentation for the entirety of the workplan within UNDP developed (i.e. narrative policy guide, implementation plan, budget, impact measurement and reporting framework);
- At least 3 stand-alone risk finance initiatives for countries developed through the year, with resources mobilized for three of these concepts; these can include the natural capital opportunities mentioned above (GEF, ISF as well as ORRAA linked countries).
- Predefined milestones achieved from existing relationships with ORRAA and ISF, including (1) new funding received, (2) new (funded) partnerships formed for example with RARE, (3) resource mobilization for natural capital from sovereign partners (i.e. KFW);
- Calls for proposals coordinated and partners managed for natural capital, risk and financing including TNC, ADB, GEF, and 2-3 contracted new partners.

Developing and Delivering a major Research, Evidence and Advocacy Report in accordance with the ORRAA project requirements:

- (1) Data (excel) and analysis (word, ppt) on scale/scope of potential reach of reef insurance/innovative financing, and the potential impact;
- (2) Global map of key investment geographies and critical coastlines;
- (3) Comparative Analysis across contexts including socio-economic potential impact of reef insurance and the necessary investments in the enabling environment to deliver that impact;
- (4) Mapping of results for the insurance from a financial instrument and socioeconomic perspective.
- (5) Managing peer review from internal UNDP colleagues (especially within the Nature, Climate and Energy, and Finance Sector Hub teams.)

At the outset of this consultancy, the incumbent will be expected to draft a full workplan for the year, covering the two main areas of work, with more detailed outputs, deliverables, etc.

## **Competencies**

### **Corporate:**

- Demonstrates commitment to the UN's values and ethical standards;

- Demonstrates and promotes the highest standard of integrity, impartiality, fairness and incorruptibility in all matters affecting his/her work and status.

**Organizational Awareness:**

- Promotes the mission, vision and strategic goals of UNDP;
- Demonstrates corporate knowledge and sound judgment understands the structure and hierarchy of UN/UNDP, process flows throughout the organization, products and services, their measures of effectiveness, and perceptions of clients;
- Excellent knowledge of development issues on financing the 2030 Agenda and internationally-agreed development goals.

**Teamwork:**

- Acts as a team player facilitating team work;
- Works collaboratively with colleagues inside UN/UNDP as well as its partners and other stakeholders to pursue common goals;
- Able to work at ease in a multicultural setting.

**Communication:**

- Facilitates and encourages open communication in the team, communicating effectively;
- Delivers verbal/written information in a timely, clear, organized and easily understood manner;
- Strong communication skills and ability to listen and take direction and leadership from others.

**Self-Management & Emotional Intelligence:**

- Creates synergies through self-control, tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook and to work productively;
- Proven ability to work under pressure with tight deadlines, and to deliver in a timely manner within cost and quality standards.

**Knowledge Sharing & Continuous Learning:**

- Able to efficiently handle and share information and knowledge.

## **Required Skills and Experience**

**Educational Qualifications**

- Advanced university degree (Master Degree or above) in environmental finance, insurance and risk financing, development economics or other relevant disciplines is required.

**Experience**

- Minimum 7 years of experience in developing and delivering innovative insurance and risk financing tools, products and services, especially in developing settings is required.
- Excellent understanding of global developments in the natural capital, risk and resilience, and financing space and demonstrable experience working in and with developing countries is desirable.
- A proven track record working with and implementing projects with governments, civil society and especially the private sector is desirable.
- Demonstrable experience in leading the development of significant knowledge products, from conception through research through to final draft, design, layout and launch is desirable.
- Working experience in / with the UN or other international organizations is desirable.
- Strong familiarity with the potential employment of natural capital as the basis for innovative finance products, tools and services is desirable.

**Language:**

- Fluency in written and spoken English is required.

**Application Procedure:**

The application package containing the following **(to be uploaded as one file)**:

- Duly accomplished Letter of Confirmation of Interest and Availability using UNDP provided template;
- Methodology and workplan to complete this assignment, over no more than two pages;
- Personal CV or P11, indicating all past experience from similar projects and specifying the relevant assignment period (from/to), as well as the email and telephone contacts of at least three (3) professional references.
- Financial proposal. (Please see the details below.)

**Note: The above documents need to be scanned in one file and uploaded to the online application as one document. Please also note that applications submitted without a Methodology and Workplan will not be taken into consideration.**

- The financial proposal should specify an all-inclusive daily fee (based on an 8 hour working day - lunch time is not included - and estimated 21.75 days per month).
- The financial proposal must be all-inclusive and take into account various expenses that will be incurred during the contract, including: the daily professional fee; (excluding mission travel); living allowances at the duty station; communications, utilities and consumables; life, health and any other insurance; risks and inconveniences related to work under hardship and hazardous conditions (e.g., personal security needs, etc.), when applicable; and any other relevant expenses related to the performance of services under the contract.
- In the case of unforeseeable travel requested by UNDP, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and Individual Consultant, prior to travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.
- If the 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 a 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.

**Evaluation process:**

Applicants are reviewed based on Required Skills and Experience stated above and based on the technical evaluation criteria outlined below. Applicants will be evaluated based on cumulative scoring. When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Being responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation where technical criteria weighs 70% and Financial criteria/ Proposal weighs 30%.

### Technical evaluation - Total 70% (70 points):

- **Criterion 1:** Advanced university degree (Master Degree or above) in environmental finance, insurance and risk financing, development economics or other relevant disciplines (*Desk Review*: min Master's Degree – 4 points; above Master's Degree – 5 points); – **Max. 5 points**;**Criterion 2:** Minimum 7 years of experience in developing and delivering innovative insurance and risk financing tools, products and services, especially in developing settings (*Desk Review*: min 7 years – 5 points or min 7 years with developing settings – 5.5 points, up to 8 years – 6 points or up to 8 years with developing settings – 6.5 points, up to 9 years – 6.5 points or up to 9 years with developing settings – 7 points,, more than 10 years – 7 points) – **Max. 7 points**;
- **Criterion 3:** Fluency in English (*Desk Review*) – **Max. 3 Points**
- **Criterion 4:** A proven track record working with and implementing projects with governments, civil society and especially the private sector (*Desk Review* up to 2 years – 3 points, up to 3 years -4 points, more than 3 years – 5 points – **Max. 5 points**;
- **Criterion 5:** – Methodology and workplan (*Desk Review*) - **Max – 15 points**;
- **Criterion 6:** Working experience in / with the UN or other international organizations (*Desk Review* up to 2 years – 3 points, up to 3 years -4 points, more than 3 years – 5 points – **Max. 5 points**;
- **Criterion 7:** Demonstrable experience in leading the development of significant knowledge products, from conception through research through to final draft, design, layout and launch (*Interview*) - **Max 10 points**;
- **Criterion 8:** – Excellent understanding of global developments in the natural capital, risk and resilience, and financing space and demonstrable experience working in and with developing countries (*Interview*) - **Max 10 points**;
- **Criterion 9:** Strong familiarity with the potential employment of natural capital as the basis for innovative finance products, tools and services (*Interview*) - **Max 10 points**.

Only those candidates that meet the minimum level of education (Master's Degree), language (fluency in English) and relevant years of experience will be considered for the technical evaluation. The technical evaluation will include a desk review and evaluation of methodology/workplan to select the shortlisted candidates.

Only candidates obtaining a minimum of 70% (28 points, criteria 1-6) of the maximum obtainable points for education, experience, language and methodology (40 points) shall be considered for the interview.

Candidates obtaining a minimum of 70% (49 points) of the maximum obtainable points for the technical criteria (70 points, criteria 1-9) shall be considered for the financial evaluation.

### Financial evaluation - Total 30% (30 points)

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$ , where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

## **Contract Award**

Candidate obtaining the highest combined score in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into contract with UNDP.

### **Institutional Arrangements:**

- The consultant will work under the guidance of the Team Leader for Insurance and Risk Finance and Senior Advisor, Finance Sector Hub and will be responsible for the fulfilment of the deliverables as specified above;
- The consultant will engage with other relevant UNDP staff as needed. Detailed work plans, including timeline, external organizations and individuals to engage and consult with will be developed at the beginning of the assignment;
- The Consultant will be responsible for providing her/his own laptop;
- Payment to the Individual Contractor will be made based on the actual number of days worked, deliverables accepted and upon certification of satisfactory completion by the manager;
- The work week will be based on 40 hours, i.e. on an 8 hour working day, with core hours being between 9h00 and 18h00 daily.

**Annexes (*click on the hyperlink to access the documents*):**

**Annex 1 - [UNDP P-11 Form for ICs](#)**

**Annex 2 - [IC Contract Template](#)**

**Annex 3 – [IC General Terms and Conditions](#)**

**Annex 4 – [RLA Template](#)**

[Click here for important information for US Permanent Residents \('Green Card' holders\).](#)

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

**UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.**