



## **TERMS OF REFERENCE** **FOR INDIVIDUAL CONTRACT**

**POST TITLE:** **National Expert on Strategic Development and Exploration of Biodiversity Finance for Thailand**

**AGENCY/PROJECT NAME:** **UNDP / Biodiversity Finance Initiative - BIOFIN**

**COUNTRY OF ASSIGNMENT:** **Thailand**

### **1. PROJECT DESCRIPTION**

#### **Background**

The United Nations Development Programme (UNDP), in October 2012, launched the Biodiversity Finance Initiative (BIOFIN) as a new global partnership seeking to address the biodiversity finance challenge in a comprehensive manner – building a sound business case for increased investment in the management of ecosystems and biodiversity, with a particular focus on the needs and transformational opportunities at the national level.

For Thailand, the BIOFIN project implementation in Phase II (2018 – 2022) shall continue to support the Royal Thai Government and other key stakeholders from the private sector and civil society in implementing **The Biodiversity Finance Plan (2020)**. The Plan identifies a mix of suitable biodiversity finance solutions to reduce the biodiversity finance gap in Thailand. With this, Thailand is now implementing key biodiversity finance solutions for which they will provide impacts designed to reach national biodiversity targets (i.e., NBSAP, 20-year National Strategy, etc.) through four main results: a) **Generate revenues**, i.e. any existing or innovative mechanism or instrument that can generate and/or leverage financial resources to allocate to biodiversity. Examples include the attraction of impact investment in conservation projects, etc.; b) **Realign current expenditures**, i.e. any measure that can reorient existing financial flows towards biodiversity.; c) **Avoid future biodiversity expenditures**, i.e. any measure that can prevent or reduce future investment needs by eliminating or amending existing counter-productive policies and expenditures, and d) **Deliver financial resources more effectively and efficiently**, i.e. any measure or instrument that can enhance cost-effectiveness and efficiency in budget execution, achieve synergies and/or favour a more equitable distribution of resources.

The key findings of BIOFIN in Thailand revealed that the financial resources required for the achievement of biodiversity conservation priorities articulated in the National Biodiversity Strategy and Action Plan (NBSAP) are substantial. It has been calculated that current funding levels for biodiversity conservation in the country are insufficient and **the country will need at least \$942 million (THB 31.977 billion) between 2019 and 2021 to adequately restore ecosystems and biodiversity resources**. BIOFIN Thailand, together with a diversity of actors and experts, has developed the prioritized set of finance solutions for biodiversity which are

now undergoing implementation (2018 – 2022). Finance solutions that are the most promising and realistic were chosen and judged as being significant in terms of **impact on biodiversity, impact on finance, and likelihood of success.**

The immediate objective of BIOFIN Phase II is to **support Thailand with the implementation of the Biodiversity Finance Plan at both national and sub-national levels.** The Plan looks forward to delivering a prioritised set of biodiversity finance solutions – seizing this opportunity to address thematic areas of intervention by recommending new partnerships and finance mechanisms for investing in biodiversity. The prioritised biodiversity finance solutions in the Plan are complementary and offer a combination of system and site level sustainable financing, policy changes, and other incentive mechanisms. This can be summarised as follows:

1. *Sustainable Tourism Finance Solution:* Increasing industry revenue sources for safeguarding biodiversity and environmental management
2. *Wildlife and Protected Areas Finance Solution:* Introduction of conservation vehicle license plates to support wildlife conservation in Thailand
3. *Government Budget Finance Solution:* Enhancing effectiveness and biodiversity impact of local budgets in Thailand
4. *Private Sector Finance Solution:* Mobilizing the private sector and impact investment in support of biodiversity

UNDP will aim for achieving its full implementation of the above-mentioned Biodiversity Finance Solutions in Thailand, given that both the National Steering Committee of BIOFIN Thailand and the BIOFIN Global team have endorsed the prioritised finance solutions.

Accordingly, BIOFIN Thailand is seeking **National Expert on Strategic Development and Exploration of Biodiversity Finance** for Thailand.

## **2. SCOPE OF WORK**

### **Objective of the Assignment & Scope of Work**

The **National Expert on Strategic Development and Exploration of Biodiversity Finance** will be responsible for providing technical backstopping with practices and strategies for the effective implementation of the Plan and achievement of the outputs. Likewise, s/he will also facilitate and promote coordination and collaboration with other actors in all related sectors.

Under the overall guidance of UNDP Country Office in Thailand, the National Expert will liaise with the Project Manager of BIOFIN for Thailand. He/she will provide technical insights and backstopping for the strategic development and exploration for both on-going and potential biodiversity finance solutions. The scope of work includes:

- preparation of detailed Progress Reports as per template provided by BIOFIN Global and Thailand;
- provision of strategic development of on-going finance solutions and exploration of potential biodiversity finance solutions to be implemented for Thailand;
- Developing action plans to improve the investment and financing to biodiversity management in Thailand;

- Consulting all technical matters directly with the Project manager of BIOFIN for Thailand and seek technical clearance from UNDP for further implementation;
- Working with other consultants/experts of Team BIOFIN for Thailand;
- Submission of required technical reports in English as stated in the deliverables;
- Designing effective result-oriented monitoring (ROM) and reporting for all implemented finance solutions for Thailand;
- Integrating cross-cutting issues of (i) Green agenda (ii) Localization of Sustainable Development Goals and (iii) Policy advocacy for environmental finance into the basis for actions and strategies under BIOFIN methodology;
- Providing substantive inputs to the preparation of policy notes, statements, etc., for important events (e.g. donor coordination meeting, forums, regional conferences, etc.);
- Build partnerships with sector agencies and private sectors; and
- Providing technical support to other relevant projects in UNDP Country Office, if required.

### 3. EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/ Outputs	Target Due Dates
<u>Deliverable 1:</u> <ul style="list-style-type: none"> <li>- Submission of BIOFIN Thailand's Progress Report for Year 2020;</li> <li>- Submission of a brief report on Finance Solution strategy and basis for actions for all on-going biodiversity finance solutions;</li> <li>- Providing technical support to the project document preparation of the project titled "Mainstreaming biodiversity-based tourism into sustainable tourism development in Thailand";</li> <li>- Organizing team consultation sessions with each consultant for the review of BIOFIN Progress Report 2021 for the reporting period January – March 2021;</li> <li>- Submission of the final Progress Report for the reporting period January - March 2021 to the national project manager of BIOFIN for Thailand for further technical clearance by the Global BIOFIN;</li> <li>- Attending meetings organized by BIOFIN Thailand and providing technical inputs, if required.</li> </ul>	No later than 30 March 2021
<u>Deliverable 2:</u> <ul style="list-style-type: none"> <li>- Completion of the technical report on policy advocacy with key findings on the implementation of user charges collection for Koh Tao pilot project;</li> <li>- Submission of consultation reports on strategic development and exploration of government result-based budgeting finance solution;</li> <li>- Coordinating with the national project team members of BIOFIN for the preparation of an inception workshop</li> </ul>	No later than 30 April 2021

<p>regarding the project kick-off on implementing the Local Government Units' budgeting for biodiversity in Thailand;</p> <ul style="list-style-type: none"> <li>- Attending meetings organized by BIOFIN Thailand and providing technical inputs, if required.</li> </ul>	
<p><u>Deliverable 3:</u></p> <ul style="list-style-type: none"> <li>- Submission of reports regarding the challenges, risks, and impact of the local election results towards the implementation of biodiversity finance solutions with SDG localization process, particularly for the case of Koh Tao municipality office;</li> <li>- Providing technical supports and co-organizing the celebration of the International Day for Biodiversity;</li> <li>- Attending meetings organized by BIOFIN Thailand and providing technical inputs, if required.</li> </ul>	No later than 30 May 2021
<p><u>Deliverable 4:</u></p> <ul style="list-style-type: none"> <li>- Providing technical support on sessions with each consultant for the review of BIOFIN Progress Report 2021 for the reporting period April – June 2021;</li> <li>- Submission of the final Progress Report for the reporting period April – June 2021 to the national project manager of BIOFIN for Thailand for further technical clearance by the Global BIOFIN;</li> <li>- Attending meetings organized by BIOFIN Thailand and providing technical inputs, if required.</li> </ul>	No later than 30 June 2021
<p><u>Deliverable 5:</u></p> <ul style="list-style-type: none"> <li>- Preparation of the integrated workplan, monitoring and reporting process for the mid-year 2021;</li> <li>- Attending meetings organized by BIOFIN Thailand and providing technical inputs, if required.</li> </ul>	No later than 30 July 2021
<p><u>Deliverable 6:</u></p> <ul style="list-style-type: none"> <li>- Submission of the result-oriented monitoring (ROM) and reporting for all implemented finance solutions for Thailand;</li> <li>- Attending meetings organized by BIOFIN Thailand and providing technical inputs, if required.</li> </ul>	No later than 30 August 2021
<p><u>Deliverable 7:</u></p> <ul style="list-style-type: none"> <li>- Providing technical support on sessions with each consultant for the review of BIOFIN Progress Report 2021 for the reporting period July - September 2021;</li> <li>- Submission of the final Progress Report for the reporting period July - September 2021 to the national project manager of BIOFIN for Thailand for further technical clearance by the Global BIOFIN;</li> </ul>	No later than 30 September 2021

<ul style="list-style-type: none"> <li>- Attending meetings organized by BIOFIN Thailand and providing technical inputs, if required.</li> </ul>	
<u>Deliverable 8 :</u> <ul style="list-style-type: none"> <li>- Providing technical insights and backstopping on the integrated workplan for implementing all biodiversity finance solutions;</li> <li>- Attending any meetings organized by BIOFIN Thailand and providing technical inputs, if required.</li> </ul>	No later than 30 October 2021
<u>Deliverable 9:</u> <ul style="list-style-type: none"> <li>- Providing technical support and prepare a PowerPoint presentation for the regional dialogue for BIOFIN workshop in Asia and the Pacific 2021;</li> <li>- Attending meetings organized by BIOFIN Thailand and providing technical inputs, if required.</li> </ul>	No later than 30 November 2021
<u>Deliverable 10:</u> <ul style="list-style-type: none"> <li>- Providing technical support on team consultation sessions with each consultant for the review of BIOFIN Progress Report 2021 for the reporting period October - December 2021;</li> <li>- Submission of the final Progress Report for the reporting period October - December 2021 to the national project manager of BIOFIN for Thailand for further technical clearance by the Global BIOFIN;</li> <li>- Providing technical insights and backstopping and technical reports on projects implementation;</li> <li>- Attending meetings organized by BIOFIN Thailand and providing technical inputs, if required.</li> </ul>	No later than 30 December 2021
<u>Deliverable 11:</u> <ul style="list-style-type: none"> <li>- Providing technical support on consultation sessions with all relevant national team members of BIOFIN for Thailand for the preparation of the draft BIOFIN Thailand Strategic Plan and Actions for 2022;</li> <li>- Submission of the final Strategic Plan and Actions for 2022 to the national project manager of BIOFIN for Thailand for further technical clearance by the Global BIOFIN;</li> <li>- Providing technical insights and backstopping and technical reports on projects implementation and attending the global BIOFIN conference call with the national team members of BIOFIN for seeking technical clearance of annual work plan and budget by the Senior Technical Advisor of the Global BIOFIN;</li> <li>- Attending meetings organized by BIOFIN Thailand and providing technical inputs, if required.</li> </ul>	No later than 30 January 2022

#### 4. INSTITUTIONAL ARRANGEMENTS

The National Expert is expected to liaise/interact/collaborate/meet with the national and global (as necessary) BIOFIN project team members, Government of Thailand and UNDP Country Office in Thailand. He/she shall liaise with the Team Leader/Programme Specialist of UNDP Thailand and work directly with the Project Manager of BIOFIN for Thailand. The outputs in each deliverable must receive technical clearance from the Project manager of BIOFIN for Thailand or designated Programme Officer of UNDP Thailand.

Note: The National Expert will be given a UNDP email account with his/her name as part of the email address (e.g. [name.lastname@undp.org](mailto:name.lastname@undp.org)). It is mandatory and required that all correspondence regarding BIOFIN related matters will be communicated solely via such authorized UNDP email account. Further, the National Expert will be provided with UNDP ground pass for the duration of this contract to facilitate the presence required on UNDP premises, if needed.

#### 5. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Duration:** The expected duration of work is from 15<sup>th</sup> March 2021 to 30<sup>th</sup> January 2022, with maximum 110 days

**Duty Station:** Home-based with travel required

The consultant will be home-based with possible travel to pilot site(s) in Thailand. Duty travel will be agreed in advance as the need arises. Travel expenses and reimbursements will be administered in compliance with UNDP Duty Travel Policy under Administrative Section and Individual Contractor Policy under Procurement Section of UNDP Programme and Operations Policies and Procedures.

#### 6. DEGREE OF EXPERTISE AND QUALIFICATIONS

##### Academic Qualifications:

- Minimum master's degree preferably in development studies, international studies, social sciences or a related field.

##### Experience:

- At least 7 years of experience required in the field of environment and development (e.g. biodiversity, natural resources management, environmental management, etc.);
- At least 5 years of work experience in the project management and institutional capacity building;
- Knowledge of Project Cycle Management, Logical Framework Methodology and Monitoring and Evaluation is mandatory;
- Proven technical consultation services for one or more projects of similar nature.
- Participation in technical assistance to international environment and development projects would be an advantage;
- Proven experience in working with a multidisciplinary team composed of both international and national technical specialists with varying experience and background;

- Previous experience with the local government units in Thailand and United Nations System, including the process of Biodiversity Finance Initiative is required;
- Experience in working, liaising and collaborating with local officials, national-level government representatives, international and national civil society organizations, public international organizations and private sector.

#### Language:

- Excellent command of English and Thai, both spoken and written.

#### Corporate competencies:

- Preferably with knowledge of UN agencies, Royal Thai Government and its line agencies at both national and sub-national levels, some level of familiarity with its operations and business knowledge on private sector's Corporate Social Responsibility.

#### Functional and technical competencies:

- Building Strategic Partnerships:
  - Displays initiative, sets challenging outputs for him/herself and willingly accepts new work assignments;
  - Takes responsibility for achieving agreed outputs within set deadlines and strives until successful outputs are achieved.
- Promoting Organizational Learning and Knowledge Sharing:
  - Exploring the case for innovative ideas, documenting successes and building them into the design of new approaches
  - Identifying new approaches and strategies that promote the use of BIOFIN methodology and biodiversity finance solutions;
  - Develops and/or participates in the development of BIOFIN finance solutions, including identifying new approaches to promote individual and organizational learning and knowledge sharing using formal and informal methodologies.
- Job Knowledge/Technical Expertise:
  - Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
  - Continues to seek new and improved strategies for accomplishing the work of the national BIOFIN team members;
  - Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
  - Demonstrates comprehensive knowledge of information technology and applies it in work assignments.
- Design and Implementation of Technical Backstopping Systems:
  - Makes recommendations regarding operation of finance solutions within project;
  - Identifies and recommends remedial measures to address problems to the project manager on timely manner.
- Promoting Results-Based Monitoring, Evaluation and Reporting:
  - Provides inputs to the development of result-oriented monitoring (ROM) and reporting for all implemented finance solutions for Thailand.

## 7. CRITERIA FOR SELECTION OF THE BEST OFFER

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a set of weighted technical and financial criteria specific to the solicitation.
  - Technical Criteria weight; 70%
  - Financial Criteria weight; 30%

### Technical Evaluation (70%)

Criteria	Percentage
Relevance of Education or Degree	20%
Profound knowledge of biodiversity finance solutions implementation in the context of Thailand with additional expertise on environment conservation, strategic and action plans development and M&E	50%
Experiences in working, liaising and collaborating with local officials, national-level government representatives, international and national civil society organizations, public international organizations and private sector.	30%
<b>TOTAL</b>	<b>100%</b>

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

### Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$ .

Where:

p = points for the financial proposal being evaluated;

y = maximum number of points for the financial proposal;

μ = price of the lowest priced proposal;

z = price of the proposal being evaluated.

## 8. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/ UNDP PREMISES

☐ NONE      ☒ PARTIAL      ☐ INTERMITTENT      ☐ FULL TIME



## 9. PAYMENT TERMS

The Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal.

Duty travel will be agreed in advance as the need arises. Travel expenses and reimbursements will be administered in compliance with UNDP Duty Travel Policy under Administrative Section and Individual Contractor Policy under Procurement Section of UNDP Programme and Operations Policies and Procedures.

The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs as stated in Item 3 (Expected Outputs and Deliverables) and as per below percentages:

- Deliverable 1: 10 percent of total contract amount
- Deliverable 2: 10 percent of total contract amount
- Deliverable 3: 10 percent of total contract amount
- Deliverable 4: 10 percent of total contract amount
- Deliverable 5: 10 percent of total contract amount
- Deliverable 6: 10 percent of total contract amount
- Deliverable 7: 8 percent of total contract amount
- Deliverable 8: 8 percent of total contract amount
- Deliverable 9: 8 percent of total contract amount
- Deliverable 10: 8 percent of total contract amount
- Deliverable 11: 8 percent of total contract amount

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Specialist, prior to travel and will be reimbursed. Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

## 10. REQUIRED DOCUMENTS

**Interested individual consultant must submit the following documents/ information to demonstrate their qualifications.**

**Please group them into one (1) single PDF document as the application system only allows to upload maximum one document:**

- a) Letter of Confirmation of Interest and Availability with Financial Proposal (in THB) using the template provided as **Annex III**;

**Financial proposal** The Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal.

If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

- b) CV / Personal History Form attached Template as **Annex IV**;

**Incomplete proposals will not be considered. The shortlisted candidates may be contacted, and the successful candidate will be notified.**

## 11. ANNEXES TO THE TOR

The national consultant shall review the Biodiversity Finance Plan (BFP) for Thailand. This document will provide guidance with technical insights to the BIOFIN for Thailand. Please see: [https://www.th.undp.org/content/thailand/en/home/library/environment\\_energy/the-biodiversity-finance-plan.html](https://www.th.undp.org/content/thailand/en/home/library/environment_energy/the-biodiversity-finance-plan.html). In brief, the Plan outlines a set of actions which would help to significantly improve the management and financing of biodiversity conservation in Thailand. The Plan calls for an integrated national approach which builds on the economic and business imperative for scaling up action on biodiversity protection in order to meet national biodiversity goals. This publication was made possible by the Biodiversity Finance Initiative—BIOFIN of the United Nations Development Programme (UNDP), with the generous support of the European Union, the Governments of Flanders, Germany, Norway, Switzerland and the Royal Thai Government.