

# Terms of reference



Empowered lives.  
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## GENERAL INFORMATION

**Title:** National Consultant on Public Environmental Planning and Budgeting Process

**Project Name :** Biodiversity Finance Initiative (BIOFIN)

**Reports to:** National Project Manager

**Duty Station:** Home-based

**Expected Places of Travel (if applicable):** N/A

**Duration of Assignment:** From March 2021 to: January 2022 (120 working days)

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/>	4 CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select : (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT , please select : (6) Junior Specialist (7) Specialist (8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal ( if applicable )

### Need for presence of IC consultant in office:

☒ partial (explain) (partial in project office/Bappenas office)

☐ intermittent (explain)

☐ full time/office based (needs justification from the Requesting Unit)

### Provision of Support Services:

Office space: ☒ Yes ☐ No

Equipment (laptop etc): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: Liza Martiananda

Name: Bayuni Shantiko

Title: National Project Manager

## I. BACKGROUND

Integration and balancing of economic, social, and environment consideration are requirements to achieve sustainable development. To this end, improvements in linking national development plans, sector plans and the budget are essential. National and sector plans are crucial and remain an excellent policy guide for identifying development priorities. However, they may be aspirational and are not meant to be implementation documents in themselves. Plans must be turned into action by implementing implementable policies and strategies and linked to resource allocation through the budget process. Therefore, national budgets (and their associated documents) are the most powerful tool for governments to identify and implement policy priorities, create opportunities, and deliver critical services.

Development plans with few direct links to the annual budget process will result in limited resources allocated to planned priorities, and consequently, unsuccessful in achieving development objectives. For example, poorly designed plans may not necessarily reflect government priorities or are not feasible, compound the problem, as does the short-term horizon of the budgets. These issues combine to result in high opportunity costs in the use of resources available to countries.

Therefore, to avoid such a problem, strengthening the linkages between national and sector plans and national budget development has been recognized as a priority. When planning and budget systems are well linked, several benefits emerge, including

1. a more coordinated implementation of planned priorities (aligned to government priorities, including the Sustainable Development Goals (SDGs)), and better development outcomes;
2. improved accountability for performance by implementing departments/ministries; and
3. informed monitoring of performance, and, among other things, allow for adapting resource allocations for enhanced national priorities delivery.

### Project Context

BIOFIN aims to develop a methodology for quantifying the biodiversity finance gap at the national level, improving cost-effectiveness through mainstreaming biodiversity into national development and sectoral planning, and developing comprehensive national finance plans. BIOFIN will thus provide a framework for undertaking “bottom-up” analyses and resource mobilization strategies, embedded in a transformative process led by national stakeholders, aimed at allowing countries to implement their NBSAPs and achieve national biodiversity targets. BIOFIN feed into the development of NBSAPs, while the NBSAP projects, in turn, will provide a platform for integration into decision-making processes.

BIOFIN works on the following components: 1) Policy and Institutional Review (PIR); 2) Biodiversity Expenditure Review (BER); and 3) Finance needs assessment (cost and gap analysis); 4) Biodiversity Finance Plan (BFP); and (5) Implementation of Financial Solutions.

The BIOFIN project is now moving to the next phase to continue implementation of finance solution for biodiversity that is

- Sukuk (SBSN) for biodiversity financing,
- Leveraging faith-based biodiversity funds,
- Biodiversity offset/result-based payment,
- Debt-for-nature swap,
- Ecological fiscal transfer,
- Biodiversity Budget Tracking, and
- Finance sector support for agro/marine ecotourism villages.

Realizing that planning and budgeting process is critical, UNDP would like to hire a national consultant to support planning and budgeting and mainstreaming biodiversity in its approach.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

The consultant will work with the BIOFIN Project Management Team. Consultant will ensure smooth coordination with key Government of Indonesia institutions to support planning and budgeting process in environment sector.

Scope of work of the assignment are as follows:

- As point of contact and bridging between the project with the Directorates at Bappenas
- Ensure regular updates on BIOFIN project progress reported the Directorate Environment, Bappenas
- Engage with senior level of government and project stakeholders to ensure that the BIOFIN Project is in line with the national and sub-national priorities, and is developed and sustained in a consultative manner

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1 <sup>st</sup> payment will be made upon submission and approval by UNDP of:  Synthesis Report on initial identification environment related in Renstra K/L	12 days	30 April 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance
2 <sup>nd</sup> payment will be made upon submission and approval by UNDP of:  Synthesis Report on initial identification environment related in Renja K/L	12 days	31 May 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance
3 <sup>rd</sup> payment will be made upon submission and approval by UNDP of:  Synthesis Report on initial identification environment related in RKA K/L	12 days	30 June 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance
4 <sup>th</sup> payment will be made upon submission and approval by UNDP of:  Synthesis Report on review indicative funding ceiling of Ministries/Agency (Kementerian/Lembaga/K/L) related to environment and biodiversity activity	12 days	31 July 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance
5 <sup>th</sup> payment will be made upon submission and approval by UNDP of:  Synthesize result on the initial identification of biodiversity criteria and classification for key relevant ministries' program/activities	12 days	31 August 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance
6 <sup>th</sup> payment will be made upon submission and approval by UNDP of:  Synthesis Report on review budget ceiling of Ministries/Agency (Kementerian/Lembaga/K/L) related to environment and biodiversity activity	12 days	30 September 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance
7 <sup>th</sup> payment will be made upon submission and approval by UNDP of:  Synthesis Report on Coordination of planning activities sourced from alternative funding in the environmental sector	12 days	31 October 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance

8 <sup>th</sup> payment will be made upon submission and approval by UNDP of:  Synthesis Report on review budget allocation of Ministries/Agency (Kementerian/Lembaga/K/L) related to environment and biodiversity activity	12 days	30 November 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance
9 <sup>th</sup> payment will be made upon submission and approval by UNDP of:  Synthesize review of biodiversity tracking mechanism pilot implementation	12 days	31 December 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance
10 <sup>th</sup> payment will be made upon submission and approval by UNDP of:  Synthesis Report on SDGs policy review Goals 15	12 days	31 January 2022	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

Under direct guidance of the project manager the selected candidate will have close coordination with Ministry of Finance and Bappenas. Following rounds of consultation and comments from the team, the consultant will produce a report as above, taking into account feedback from them team

#### Duration of the Work

The assignment will be delivered within 10 months in partial scheme with total of 120 days. The payment will be made to the consultant at each payment schedule, upon technical clearance from National Project Manager Biofin and Technical Advisor for Natural Resources Governance.

#### Duty Station

The duty station/location for the consultant will be in project office (Gedung Lippo Kuningan) and Direktorat Lingkungan Hidup, Bappenas

#### Travel Plan

There is no travel plan for the duration of the assignment

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

Master's degree or equivalent in environment, forestry, development studies, economy, or other equivalent relevant fields.

#### Years of experience:

- At least 2 (two) years experiences in support national and sub-national budget planning processes, national and subnational budget execution, or related field
- Experience in working with government
- Knowledge in data analysis of environmental related development plan

#### III. Competencies and special skills requirement:

- knowledge in the areas of economic development, policy analysis, development and planning, strategic planning of the projects focused on economic development through providing evidence-based policy advice;
- knowledge in formulating development strategies and policies;
- Strong analytical, reporting and writing skills.
- Openness to change and ability to receive/integrate feedback.
- Ability to plan, organize, implement, and report on work.
- Ability to work under pressure and tight deadlines.
- Demonstrates integrity and ethical standards.
- Positive, constructive attitude to work.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Fluency in English with excellent written communication skills, and strong experience writing reports

## V. EVALUATION METHOD AND CRITERIA

### Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>	70	100
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ol style="list-style-type: none"> <li>Master's degree or equivalent in environment, forestry, development studies, economy, or other equivalent relevant fields</li> <li>At least 2 (two) years experiences in support national and sub-national budget planning processes, national and subnational budget execution, or related field</li> <li>Experience in working with government</li> <li>Knowledge in data analysis of environmental related development plan</li> </ol>		70 20 20 15 15
<ul style="list-style-type: none"> <li><i>Criteria B: Brief Description of Approach to Assignment</i> <ol style="list-style-type: none"> <li>Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner</li> <li>Important aspects of the task addressed clearly and in sufficient detail</li> <li>Logical, realistic planning for efficient project implementation</li> </ol> </li> </ul>		30 12 12 6

