

Terms of reference



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GENERAL INFORMATION

Title: International Specialist for UNDP-GEF Project Development (Project Preparation Grant) – Environmental Finance Expert

Project Name : Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES)

Reports to: Advisor for Climate and Environmental Governance UNDP CO Indonesia and UNDP-GEF EBD RTA in BRH

Duty Station: Home-based

Expected Places of Travel (if applicable): Flores, East Nusa Tenggara Province, Indonesia

Duration of Assignment: From March to: December 2021 (20 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

X	TERMS OF REFERENCE
7	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
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

partial (explain)

intermittent (explain)

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

Provision of Support Services:

Office space: Yes X No

Equipment (laptop etc): Yes X No

Secretarial Services Yes X No

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

Name: Abdul W Situmorang

Title: Advisor for Climate and Environmental Governance

I. BACKGROUND

Globally there are thirty-five biodiversity hotspots, covering only 2.3 percent of the Earth's surface, but supporting more than half of the world's endemic plant species and nearly 43% of endemic bird, mammal, reptile, and amphibian species. Indonesia is considered among one of the world's 17 megadiverse countries and is home to two of the biodiversity hotspots: Sundaland and Wallacea. The Wallacea hotspot has a total land area of 33.8 million hectares and provides livelihoods for around 30 million individuals within regional development programs that results in global economic benefits, however this ongoing growth is also negatively impacting the environment in a variety of ways. For example, both regional population growth and changes in land use patterns has resulted in widespread habitat loss, with further environmental degradation projected as the region continues to experience rapid growth that prioritizes short-term economic gains over long-term sustainability. Moreover, government policies and resource management schemes that have supplanted traditional management systems are introducing new issues stemming from poor monitoring, limited capacity and a lack of political will.

As identified in the GEF-7 Biodiversity Strategy, the five main direct drivers of biodiversity loss are: habitat change, overexploitation and unsustainable use (including illegal wildlife trade - IWT), invasive alien species, climate change, and pollution (The GEF). The goal of the GEF-7 biodiversity focal area strategy is to maintain globally significant biodiversity in landscapes and seascapes. To achieve this goal, GEF investments contribute to objectives identified in the CBD COP 13 Guidance to the GEF, including addressing direct drivers to protect habitats and species and further developing biodiversity policy and institutional frameworks.

Flores, East Nusa Tenggara Province is home to several endangered and critically endangered species, some of which are regionally endemic, such as: Flores hawk-eagle (*Nisaetus floris*), yellow-crested cockatoo (*Cacatua sulphurea*), largetooth sawfish (*Pristis pristis*), Tenggara hill myna (*Gracula venerata*), and Schmutz's worm snake (*Indotyphlops schmutzi*). On top of these endangered species, Flores supports a small extant population of Komodo dragon (*Varanus komodoensis*). The Komodo dragon is a globally threatened species classified as Vulnerable (VU) by the International Union for the Conservation of Nature (IUCN), which is endemic to Flores and can be found in Komodo National Park (KNP) as well as two areas on the Flores mainland, one on the western peninsula (e.g. Wae Wuul) and the other on the north coast (e.g. Longos Island and Riung). Despite its small range on the island of Flores, an improvement in management schemes tailored towards the protection of the Komodo dragon is needed to ensure the species is not downgraded from its current VU status, signifying its fall closer to extinction.

Furthermore, some of these species are specifically endemic to the island of Flores, making conservation efforts on the island critical for the survival of several endangered bird and mammalian species, including in addition, the Flores crow (*Corvus florensis*), Flores hanging parrot (*Loriculus pusillus*), Flores monarch (*Monarchasacerdotum*) and Flores scops-owl (*Otus alfredi*), Flores shrew (*Suncus mertensi*), Hainald's Flores Island rat (*Rattus hainaldi*), and Paula's long-nosed rat (*Paulamys naso*). These species are highly vulnerable to the pressures of: habitat degradation, landscape changes, overexploitation, climate change, illegal hunting, and other harmful human activities. The marine habitat around Flores, and the KNP, in particular includes one of the richest marine environments including coral reefs, mangroves, seagrass beds, seamounts, and semi-enclosed bays. These habitats harbor more than 1,000 species of fish, some 260 species of reef-building coral, and 70 species of sponges, dugong, sharks, manta rays, and at least 14 species of whales, dolphins, and sea turtles. Strong daily tidal flows combine with nutrient rich upwelling from

the depths of the Indian Ocean to create ideal conditions for thousands of species of coral and tropical fish to flourish.

The government of Indonesia through the Ministry of Environment and Forestry supported by the United Nations Development Programme (UNDP) as GEF Agency developed a project concept titled 'Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES). The Concept Note is endorsed by GEF Council in the December 2020 Work Programme and a Project Preparation Grant (PPG) was approved to develop the corresponding funding proposals and project document.

Table 1: brief description of The Project's objective, grant amounts, components, geographies and PPG team composition

Project title	Investing in the Komodo Dragon and other globally threatened species in Flores (IN-FLORES)
Objective	To promote conservation of Komodo dragon and other globally threatened species in Flores through strengthened and integrated management of multiple use landscapes and seascapes
Grant amount	USD 6,284,018 Co-financing amount: USD 48,697,379
Components	<ul style="list-style-type: none"> • Component 1: Strengthened management and protection of multiple use landscapes/seascapes for Komodo Dragon and other globally significant species in threatened terrestrial and marine habitats in Flores • Component 2: Improved private sector, community engagement and diversified financing for biodiversity conservation and livelihood improvement across the Komodo dragon and threatened species landscape/seascape • Component 3: Knowledge Management, Gender Mainstreaming, and Project Monitoring & Evaluation
Target project sites	<ul style="list-style-type: none"> • East Nusa Tenggara – Flores Island
PPG Team composition	<ol style="list-style-type: none"> 1) International Project Development Specialist (GEF PPG Team Leader) 2) International Consultant, Environmental Finance Expert 3) Project Development Expert – National Team Coordinator 4) National expert in Environmental and Social Safeguards 5) National Specialist in Stakeholder Engagement and Gender 6) National Expert in Private Sector Engagement and Environmental Finance 7) National Specialist for Landscape/Seascape Management/Ecologist 8) National Specialist in local governance, participatory conservation and development planning 9) National consultant to provide PPG and communication support

UNDP, in collaboration with DG Conservation and Natural Resources, Ministry of Environment and Forestry, the Government of Indonesia, seeks to engage a qualified International Specialist for UNDP-GEF Project Development to lead a team of consultants contributing to the delivery of interim PPG tasks (see below) and to develop individual funding proposals and project documents (ProDoc) for the Project, and the corresponding individual CEO endorsement requests (CEO ER) to be submitted for endorsement to the GEF.

The PPG will support all the preparatory work required to draft and finalize all the documentation required by the GEF for CEO Endorsement. The PPG phase will be underpinned by a participatory approach, with regular consultation and working meetings with all key PPG stakeholders throughout the PPG phase. Specific attention will be given to gender issues by undertaking a gender analysis to ensure optimal involvement of women in, and beneficiation from project interventions.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Role: The Environmental Finance Expert will lead the project team to explore new financing models and options for sustainable tourism, biodiversity-based business opportunities for community enterprises and rural livelihoods, biodiversity conservation options in the forest landscape as well as seascape. This International Consultant will support the Team Leader to identify the major barriers, policy and institutional gaps and key threats to improved private investment, public financing and new models of sustainable finance. The consultant will work with a national expert to look at the current practices among others (but not limited to) in green-financing initiatives of Islamic funds for biodiversity and environment (including zakat, waqf, sadaqa and infaq), ecological fiscal transfers (EFT), green sukuk, corporate social responsibility (CSR), crowdfunding and optimization of village funds, as well as other form of biodiversity finance from other actors such as loan guarantees, impact investment, contribution from regional/local government for conservation efforts, biodiversity offsets and payment for eco-system services.

S/he will bring in international experience and expertise to facilitate the project to develop innovative financing mechanisms and partnerships for conservation of this important landscape/seascape. Due to the ongoing COVID pandemic it is likely that the bulk of the work might have to be conducted remotely, but costs of a visit to Indonesia during the PPG has been included in the budget, if travel restrictions are eased.

Responsibilities: the following lists the overall responsibilities and deliverables that will be expected from the international environmental finance expert. The PPG Initiation Plan for this project provides further and more detailed guidance regarding the responsibilities of the prospective PPG team and must be consulted accordingly.

- 1) Prepare Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
 - a. Analysis of current sustainable financing mechanisms as described in the PIF/ and through consultations with UNDP CO/ BIOFIN team/national partners, etc.
 - b. Business and financial feasibility of biodiversity finance instruments to determine economic viability and scalability for biodiversity-friendly economic activities. This includes assessing guarantee loans mechanism to encourage participation of banks in lending to local community businesses, the main types of businesses to be financed under this loan scheme that could include selective breeding programs, ecotourism-based operations, organic farming, mariculture and seaweed culture, cottage industry, etc.

- c. A barrier and gap analysis for sustainable financing in the Komodo-habitat landscape/seascape including suggestions on how to overcome some of these key barriers during implementation
- d. Recommend how to strengthen existing finance mechanisms and/or develop new financing tools appropriate for the project, with special focus on private sectors involvement and other potential actors.
- e. Review of activities and budget for Component 2; and
- f. Assist the national specialist on private sector in conducting private sector due diligence assessment working closely with UNDP CO;
- g. Develop recommendations/or preliminary list of investment criteria and guidelines.

2) Validation Workshop (Component C):

- a. Contribute to the validation workshop; and
- b. Support all necessary revisions that arise during the workshop, as appropriate.

Expected Outputs and Deliverables:

1. Current practice assessment, barrier analysis and recommendations to be included in the project design
2. a report on feasibility study on biodiversity-friendly businesses and business development pathway for potential enterprises in Flores landscape/seascape;
3. A report on sustainable financing options in the Komodo-habitat landscape/seascape, including learning from international experience, and recommendations on project investment in setting up financing mechanisms for Komodo and other threatened terrestrial/marine species conservation.
4. Provide inputs to the work of the national expert on environmental finance and local private sector partnerships
5. Private sector investment and strategy for increasing responsible private sector investment and suggested guidelines for tourism and other potential economic sectors;
6. Private sector due diligence assessment jointly with national private sector specialist and UNDP CO;
7. Comments on the draft project document especially on outputs and activities in Component 2;
8. ToRs for technical consultancies for implementation;
9. Validation Workshop Reports.
10. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader

Table 2: Required deliverables, estimates duration, fee percentage and required approvals

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Fee %	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
<p>1st payment will be made upon submission and approval by UNDP of:</p> <p>First Mission: detailed mission plan including PPG initiation workshop, field visits and meeting with key stakeholders in coordination with other PPG team members</p> <p>Output: PPG inception workshop report and workplan</p>	2 days	31 March 2021	10%	UNDP Country Office, RTA
<p>2nd payment will be made upon submission and approval by UNDP of:</p> <p>Drafting of project document inputs as explained in the expected outputs and deliverables section, above.</p> <p>Output: Draft project document based on comments by all stakeholders, as required</p>	10 days	31 July 2021	50%	UNDP Country Office, RTA
<p>3rd payment will be made upon submission and approval by UNDP of:</p> <p>Second Mission: Final consultation and validation workshop</p> <p>Output: Validation Workshop Report</p>	2 days	31 August 2021	10%	UNDP Country Office, RTA

<p>4th payment will be made upon submission and approval by UNDP of:</p> <p>Submission of the documents to UNDP-GEF Directorate for technical clearance and submission to GEF SEC for CEO endorsement</p> <p>Output: Final draft of the UNDP-GEF Project Document with the mandatory annexes and the CEO Endorsement Request</p>	5 days	31 October 2021	25%	UNDP Country Office, RTA
<p>5th payment will be made upon submission and approval by UNDP of:</p> <p>Address comments from GEF SEC</p> <p>Output: Completion of assignment i.e. GEF CEO endorsement</p>	1 days	15 December 2021	5%	UNDP Country Office, RTA
Total	20 days		100%	

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will be home-based with two missions to Indonesia (subject to easement of travel restriction).
- The consultant will report to, and be directly supervised by the environmental focal point of Country Office (CO), and will coordinate closely with the UNDP-GEF EBD Regional Technical Advisor based in Bangkok
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones
- Payments will be made upon submission of a certification of payment form, and acceptance and confirmation by the CO and outputs delivered.

Duration of the Work

Maximum 20 days over 9 months

Duty Station

The duty station/location for the consultant will be in Home Based

Travel Plan

- Two missions to Indonesia with an estimated duration of 10 days (5 days each for two missions) might be required
- The BSAFE course must be completed before the commencement of travel
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when traveling to certain countries, as designated by the UN Medical Director
- Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>
- The consultant will be responsible for making his/her mission travel arrangements.

Payment Method:

Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract).

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONSAcademic Qualifications:

Master's degree; environmental economics, environmental finance, business administration, development finance, development studies or related field

Years of experience:

- Minimum 7 years of experience in innovative environmental financing
- Experience with the global/country BIOFIN team would be an advantage.
- Strong knowledge of private sector operations in sustainable business such as ecotourism, organic farming, mariculture and seaweed culture, cottage industry, etc
- Prior experience with carrying out business development, business plan feasibility and financial modelling would be an advantage
- Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to the evolving COVID-19 situation
- Work experience in Asia-Pacific region and targeted areas would be an added advantage preferred
- Intercultural communication and networking skills; and
- Strong technical writing skills in English

III. Competencies and special skills requirement:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

- Treats all people fairly without favouritism
- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner
- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously
- Excellent analytical and organizational skills
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.
- Works well in a team
- Projects a positive image and is ready to take on a wide range of tasks
- Focuses on results for the client
- Welcomes constructive feedback
- Fluent English language (both oral and written) and excellent communication and presentation skills, particularly in the preparation of written documents

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 49 point out of 70 would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70%	
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ol style="list-style-type: none"> 1. Master's degree; environmental economics, environmental finance, business administration, development finance, development studies or related field 2. Minimum 5 years of experience in innovative environmental financing 3. Experience with the global/country BIOFIN team would be an advantage. 		<p>10</p> <p>10</p> <p>10</p>

4. Strong knowledge of private sector operations in sustainable business such as ecotourism, organic farming, mariculture and seaweed culture, cottage industry, etc		10
5. Prior experience with carrying out business development, business plan feasibility and financial modelling would be an advantage		10
6. Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to the evolving COVID-19 situation		5
7. Work experience in Asia-Pacific region and targeted areas would be an added advantage preferred		5
8. Intercultural communication and networking skills; and		5
9. Strong technical writing skills in English		5
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment</i> <ol style="list-style-type: none"> 1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner 2. Important aspects of the task addressed clearly and in sufficient detail 3. Logical, realistic planning for efficient project implementation 		12 12 6
<u>Financial</u>	30%	

Evaluation Method:

- Only those applications which are responsive and compliant will be evaluated. Incomplete applications will not be considered
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%
- The technical criteria (education, experience, language) will be based on a maximum 70 points. Only the top candidates that have achieved a minimum of 49 out of 70 points from the review of education, experience and language will be deemed technically compliant and considered for financial evaluation
- Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment).
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Documentation to be submitted:

- Applicants must submit a duly completed CV including Education/Qualification, Professional Certification, Employment Records /Experience
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment
- Applicants must submit a Financial Proposal that indicates the all-inclusive fixed total contract price. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, living expenses, and number of anticipated working days), as per template provided. 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. **The financial proposal must be submitted separately from other documents.** Please refer to Confirmation of Interest and Availability Annex 2 for submitting the financial proposal.

Travel

- All envisaged travel costs must be included in the financial proposal. 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
- In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed based on provision of supporting documentation

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.