

TERMS OF REFERENCE

Monitoring and Evaluation Expert for the Biodiversity Finance Initiative (BIOFIN)

Type of Contract:	Individual Contract
Level:	International Consultant
Duty Station:	Home-based with Limited mission Travels
Languages Required:	English
Starting date:	3 May 2021
Estimated duration of assignment:	Up to 150 day over a period of 1 year.
Supervisor:	BIOFIN Manager

Background:

In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity goals and broader sustainable development objectives. Improved choice, design and implementation of effective, well-tailored finance solutions will strengthen countries' chances of achieving national and global biodiversity targets.

The Biodiversity Finance Initiative – BIOFIN – was developed to provide a comprehensive methodology for governments to: 1) review the existing policy context, 2) measure expenditure levels for biodiversity, 3) calculate future financial needs and 4) design strategic plans to deploy the right mix of finance solutions, tailored to the country context. The methodology has been conducted in 35 countries to date, with many now having reached the implementation stage.

BIOFIN is supported by the Governments of Germany, Flanders, Norway, Switzerland and the European Union. The initiative is part of UNDP's Nature, Climate and Energy (UNDP-NCE) unit, hosted by the Ecosystems and Biodiversity (EBD) cluster under UNDP's Bureau for Policy and Programme Support (BPPS).

BIOFIN's first phase (2012-2019) enabled full assessments and initial implementation of finance plan elements in target countries. Based on lessons learned, a new and comprehensive version of the BIOFIN Methodology was developed. Significant scaling up of finance solutions is required in all countries to address the biodiversity finance challenge. BIOFIN's Phase II extended (2018 – 2025) focuses mainly on the implementation of prioritised finance solutions while also allowing additional countries to undertake the initial assessments and create the finance plan. See www.biodiversityfinance.org for further information.

UNDP-NCE is seeking an Expert on Monitoring and Evaluation to develop an updated M&E framework for BIOFIN.

Description of Responsibilities:

The Consultant will be home-based and work under the supervision of the BIOFIN Manager, with limited missions travel once it is safe to do so and COVID-19 travel restrictions have been lifted.

The Consultant will work with the global BIOFIN team and when required, with national BIOFIN teams on the following:

- Develop an effective and reliable Monitoring and Evaluation system for BIOFIN and ensure the development of capacities to allow its implementation at the global and national level.

Key Deliverables:

No	Deliverable	Due date	Payment (%)
1	Initial work plan with updated timings for all deliverables (three weeks after commencing assignment)	23 May 2021	4%
2	Conduct a full review and spearhead the development of an M&E system for BIOFIN, outlined in an updated M&E Plan, including standard procedures and process to ensure credible, reliable, timely and cost-effective monitoring data to inform ongoing management decisions, strategic planning and uphold accountability, ensuring alignment with UNDP and donor M&E Policies	1 August 2021	25%
3	Review 38 national M&E frameworks and advise on improved baselines, targets and indicators where needed	30 August 2021	35%
4	Development of the M&E dashboard including: 1) latest finance and policy results in BIOFIN countries, 2) targets and indicators updates, 3) delivery rates, 4) opportunities for cross country analysis	24 September 2021	22%
5	Write specific inputs on Monitoring and Evaluation in the donor reports and update the results framework for BIOFIN Phase II	30 December 2021	3%

6	Review and assess the data quality in the online M&E dashboard and produce a report with key results and recommendations	31 January 2022	3%
	Build capacity of the global and national BIOFIN teams, through a series of 5 webinars, in incorporating appropriate M&E systems into the project based on needs, donor requirements, resources and capacities	18 March 2022	4%
7	End-of assignment report (3- 5 pages), covering M&E issues, recommendations for improvement and follow up items for BIOFIN team (to be submitted two weeks before the latest contract expiration date)	30 May 2022	4%
	Total		100%

Information on Working Arrangements:

- Estimated level of effort including travel days: 150 days over a period of one year;
- The consultant will work from home with limited mission travel once it is safe to do so and COVID-19 travel restrictions have been lifted.
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- Payments will be made upon submission of outputs and a certification of payment form, and acceptance and confirmation by the Supervisor on days worked and outputs delivered to satisfaction.

Travel:

- Missions to the BIOFIN Global Team meeting and to the BIOFIN-OECD joint Global Conference on Biodiversity in Paris in 2022 may be required once it is safe to do so and COVID-19 travel restrictions have been lifted.
- Any necessary mission travel must be approved in advance and in writing by the Supervisor;
- The Advanced and Basic Security in the Field II courses must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling 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/>;

- Consultants are responsible for obtaining any visas and security clearances needed in connection with travel with the necessary support from UNDP;
- The consultant will be responsible for making his/her own mission travel arrangements (including travel claims) in line with UNDP travel policies;
- All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants. Costs for airfares, terminal expenses, and living allowances should not be included in the financial proposal.

Competencies:

Corporate Competencies:

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

Functional Competencies:

- Demonstrated experience working with results frameworks and performance monitoring
- Demonstrated experience in working with global, regional and country partners and other agencies, experts and host country staff in planning of monitoring activities
- Statistical skills for analyzing data and ensuring program design has statistical rigor
- Ability to organize and lead project-wide activities
- Willingness to learn from and consult with colleagues for inputs and information sharing
- In-depth knowledge of humanitarian and recovery/development issues
- Ability to advocate and provide advice
- Demonstrated experience in negotiating technical priorities and developing tools to define and focus on priority outcomes

Management and Leadership

- Ability to lead implementation of new systems (monitoring and evaluation area), and affect attitudinal change
- Focuses on impact and result for the client and responds positively to feedback
- Proactive approach to work, good follow-up and follow-through

Qualifications:

Education:

- Master's degree in development studies, environmental science, statistics, project management, economy or any other relevant field; (Max: 10 points)

Experience:

- At least 7 years of professional experience in monitoring and evaluation, preferably in the environmental or finance field (Max: 15 points);

- Demonstrated experience with the development and application of Monitoring and Evaluation concepts and tools, including Results-Based Management and logical frameworks/indicators (10 points);
- Previous experience in evaluating global projects implemented by international organizations/United Nations, previous experience with UNDP project is an asset (Max: 5 points);
- Previous work experience with UNDP and/or related organizations is a strong asset (Max 5 points).

Language:

- Excellent oral and written communication skills in English language (pass/fail);
- Working knowledge of other UN languages and good command Spanish is an advantage (Max: 5 points).

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 [max. 50 points] and interview [max. 30 points]) will be based on a maximum 80 points
- Only the top 3 candidates that have achieved a minimum of 35 points from the review of education, experience and language will be considered for the interview;
- Candidates obtaining 21 points or higher in the interview will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 100 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 daily 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);
- **Financial Proposal** must be submitted as a separate file encrypted with a password. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the Proposers who pass the Technical
- Evaluation as per the criteria established and disclosed in the solicitation document. The Proposer shall assume the responsibility for not encrypting the financial proposal.
- 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 and signed UNDP Personal History form (P11) and/or 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 to be downloaded from the UNDP procurement site. This document should be password protected.
- **DO NOT DISCLOSE YOUR PRICE IN THE LINE ITEMS. YOU MUST PUT PRICE AS 1 IN AND PROVIDE THE FINANCIAL PROPOSAL AS PASSWORD PROTECTED DOCUMENT.**

Links

YOUR APPLICATION MUST BE SUBMITTED THROUGH UNDP eTENDERING SYSTEM

UNDP Personal History form (P11) required of all applicants: [P11](#).

General Conditions of Contract for the ICs: [GTC](#).