

TERMS OF REFERENCE

Long Term Agreement

1. Assignment Information

Assignment Title:	International Specialist (s) for designing fund options and structures for sustainable financing (Protected Area Management)
Cluster/Project:	Policy and Innovation
Post Level:	International Expert
Contract Type:	Long Term Agreement (LTA) up to Two LTAs
Duty Station:	Home based
Expected Place of Travel:	Cambodia if required
Contract Duration:	Initial contract is from 31 May 2021 to 30 May 2022 (up to 100 days per year); (possibility of extension up to three years)

2. Project Description

Over the decade, UNDP Cambodia has provided technical assistance to the Royal Government of Cambodia for a range of initiatives related to sustainable financing such as REDD+, PES, and Biofin.

REDD+: Since 2011, through the UN-REDD and FCPF II projects, UNDP has supported the RGC to fulfill all the requirements set by the Warsaw Framework for REDD+, including the development of a National Forest Monitoring System and the submission to the UNFCCC of the National REDD+ Strategy, Forest Reference Level and a Summary of Information on Cambodia's Safeguards Information System. In addition, UNDP Cambodia is currently supporting the RGC to enable REDD+ nesting (i.e., integrating REDD+ Projects within the National REDD+ Programme) to promote the environmental integrity of Emission Reduction (ERs) from REDD+ Projects and operationalize multiple sources of finance to support Cambodia's climate goals.

PES: In 2016, the RGC released an official Order (Sor Chor Nor No. 1119) directing the MoE to advance dialogue on PES as a new sustainable financing option to mobilize additional financial resources for PA management. The RGC designated two locations: Phnom Kulen National Park (PKNP) in Siem Reap Province and Kbal Chhay Multiple Use Area (KCMUA) in Preah Sihanouk Province as pilot PES sites. Both pilot sites provide essential watershed services for tourism, industry and local residents and are threatened by forest degradation and illegal encroachments.

UNDP Cambodia has been supporting the MoE for the operationalization of PES pilots as well as the development of a national roadmap for PES.

Biofin: UNDP Cambodia has been supporting the MoE for assessing the feasibility of biodiversity finance (BIOFIN) as financial incentives to support sustainable biodiversity management. BIOFIN work has looked at private and public financial resources used to conserve biodiversity, investments in commercial activities that produce positive biodiversity outcomes and the value of the transactions in biodiversity-related markets such as habitat banking.

Building on the past and ongoing results, UNDP will analyze a range of financing opportunities (including tourism fees, Payment for Environmental Services (PES) and REDD+) and will draw on existing studies on valuation of ecosystem services in the context of natural capital accounting (e.g. the works done by Conservation International (CI), Greening Prey Lang (GPL), and Wildlife Conservation Society (WCS)). UNDP will support the MoE in enhancing, designing, and supporting the Environmental and Social Fund, and other relevant funds created by the MoE.

3. Scope of Work

The Consultant (s) is to support the environment team of UNDP Cambodia in designing fund options and structures for sustainable financing (Protected Area Management) and carrying out the following sets of activities:

- a) **Examine existing revenue sources and gaps for protected area management in the country:** Building on existing literature on sustainable financing as well as the ongoing activities related to the UNDP's Bio financing (BIOFIN) and PES projects, review possible revenue sources and identify financial gaps for protected area management in the country. Revenue sources for the review include the national and government finance, ODAs, taxes, fees, royalties, charges, fines, penalties, private donations, trust fund, ecotourism, REDD+, PES, eco standards and labelling (e.g., ibis rice, fair trade, organic farming).
- b) **Review options for sustainable finance mechanisms for funds to determine suitability for implementation in the country.** In collaboration with the UNDP team's work related to PES as well as REDD+ with the aim to design and operationalize sustainable financing mechanisms, further review options for possible mechanisms for hosting revenues at the national level such as the Environmental and Social Fund (ESF) (which the MoE General Directorate of Environmental Protection (GDEP) currently oversees).
- c) **Support the MoE to identify and prioritize potential sustainable finance mechanisms and/or sources to mobilize financial resources and necessary policy and fiscal reforms and fiscal incentives** to implement priority sustainable finance mechanisms and/or sources in the protected area landscape. This work entails internal discussions with the MoE to prioritize possible sustainable financing mechanisms. Based on the discussion, needs for fiscal and policy measures will be identified.
- d) **Develop a draft inception report to present a set of preliminary action steps for priority sustainable finance mechanisms identified above.** The report should cover but not be limited to the following sections: 1) introduction, background and objectives, 2) overview of existing revenue sources and gaps for protected area management in Cambodia, 3) option(s) for sustainable finance mechanisms for funds (e.g ESF), 4) a list of priority recommended sustainable financing options and target ecosystems and services, 5) identification of needs for any fiscal and policy measures for operationalization and 6) a set of preliminary actions steps and roadmap.
- e) **Assist the MoE in the organization of consultation meeting(s)** including 1) preparation of agenda including a list of participants, 2) presentation materials and background documents to discuss and select sustainable financing options and 3) documentation and incorporation of comments to the inception report.
- f) **Develop a final draft inception report incorporating comments**
- g) **Support the MoE for designing sustainable financing options for identified ecosystem services:**
 - Identification of key stakeholders to be involved in each prioritized sustainable financing/key ecosystems and bankable options
 - Development of a draft roadmap for operationalizing sustainable options based on guidance and comments from MoE including 1) target sources of payments, 2) Revenue collection, fund management and benefit sharing mechanism and 3) Data management and monitoring
 - Development of final draft operational and technical guidelines and prakas (if necessary) based on guidance and comments from MoE for sustainable financing, including PES (if required beyond what has been done above) to operationalize key identified options

4. Deliverables

A separate specific ToR will be developed for the specific services needed within the scope of the LTA. The consultant shall ensure confidentiality of all the information received during the assignment. S/he is also requested to work closely with the representatives of the Ministry of Environment for related projects.

5. Institutional Arrangement

The international consultant (s) will work under direct supervision of an Environmental Policy Specialist of the Policy and Innovation Unit and a Programme analyst of the Programme Unit.

6. Duration of the Work

The initial assignment is up to 100 days per year expected from 31 May 2021 to 30 May 2022 with possible of extension up to three years based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to two years.

LTA refers to a mutual arrangement whereby the Consultant (s) will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed. A separate ToR will be developed for the specific services needed within the scope of the LTA.

7. Duty Station

The duty stations for this assignment is primarily home based. If travels are required, DSA, and all other related actual travel costs (etc. flight and local travels to provinces) will be covered by UNDP Cambodia, prior to agreement made prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the BSAFE training. <https://training.dss.un.org/course/category/6> prior to travelling.

8. Minimum Qualifications of the Individual Contractor

Education:	A minimum of a post- graduate degree in the field of conservation finance, business development, banking, and/or finance, law, or a related field.
Experience:	<ul style="list-style-type: none"> • At least 5 years of working experience in the field of conservation finance, business development, banking, and/or finance along with the knowledge of conservation financing • At least 3 years of experience conducting feasibility assessments of sustainable financing options for conservation, and/or developing governance and operational and regulatory guidelines for the fund management and distribution • Prior experiences in proposing national level sustainable finance options and supporting the establishment of environment/conservation/biodiversity funds. • Prior experience in drafting either legalization for Funds, Charter, Bill/Act, Deed or other foundational documents for a Fund in the Asia Pacific region is an asset.
Language Requirement:	<ul style="list-style-type: none"> • Fluency in English mandatory.

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
A minimum of a post- graduate degree in the field of conservation finance, business development, banking, and/or finance, law, or a related field.	20
At least 5 years of working experience in the field of conservation finance, business development, banking, and/or finance along with the knowledge of conservation financing	20
At least 3 years of experience conducting feasibility assessments of sustainable financing options for conservation, and/or developing governance and operational and regulatory guidelines for the fund management and distribution	30
Prior experiences in proposing national level sustainable finance options and supporting the establishment of environment/conservation/biodiversity funds. Prior experience in drafting either legalization for Funds, Charter, Bill/Act, Deed or other foundational documents for a Fund in the Asia Pacific region is an asset.	30
Total Obtainable Score:	100

10. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to each assignment taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment is to be made to the contractor as per agreed sub-ToR of each assignment.

The contractor can begin working only after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee including insurance cost. The rate shall be all inclusive and fixed during the contract period.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.