



# Terms of reference

## GENERAL INFORMATION

**Title:** Biodiversity Budget and Expenditure Tracking Expert

**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:** 80 working days

## REQUIRED DOCUMENT FROM HIRING UNIT

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

intermittent (explain) (Virtual meeting will be required)

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

Name: Bayuni Shantiko

Title: National Project Manager

## I. BACKGROUND

During the fifteenth meeting of the Conference of the Parties, the Convention on Biological Diversity will adopt a post-2020 global biodiversity framework as a steppingstone towards the 2050 Vision of "Living in harmony with nature". The framework aims to galvanize urgent and transformative action by Governments and all of society, including indigenous peoples and local communities, civil society, and businesses, to achieve the Convention's vision of "living in harmony with nature by 2050". It is required to transform economic, social and financial models so that the trends that have exacerbated biodiversity loss will stabilize in the next ten years (by 2030) and allow for the recovery of natural ecosystems in the following 20 years, with net improvements by 2050.

National governments have demonstrated a clear commitment to fulfil their mandates for biodiversity conservation and sustainable use in ways compatible with national development goals and identify a diverse range of financing solutions for biodiversity management. UNDP believes a transformation is needed in the way biodiversity finance is planned and managed for meeting the biodiversity target set out in Aichi Targets and the post-2020 framework defined in the CBD's Strategic Plan in a manner that promotes sustainable development and the eradication of poverty.

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 thus provides 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.

In Indonesia, BIOFIN facilitated assesses of which expenditures national stakeholders incur towards biodiversity, from both national and international resources, including the public and private sector. The results showed around IDR6 to 7 trillion state expenditure (APBN) allocated to biodiversity, which represented a total national budget of 0.5 – 0.7% during 2011-2016. The biodiversity expenditure review (BER) also assesses private contribution reached Rp 39.65 billion (USD 2.8 million) between 2010-2015 through corporate social responsibility (CSR).

An assessment of the financial support required to implement the national biodiversity strategy found that approximately Rp 167.9 Trillion (USD 11.78 billion) needed until 2020, covering 8 of 22 national targets as a priority (Finance Needs Assessment report). While the government estimated investment needs for SDGs from 2020 to 2024 reached Rp 18,911 trillion (USD1.35 trillion) in the moderate scenario<sup>[1]</sup>. These signify the finance gap and the need for action to close the gap.

BIOFIN also supports the implementation of result-oriented budgeting that has been introduced since 2004 and the system evolving to performance-based budgeting (PBB). To measure performance, the government introduced thematic tagging based on output, including spending categories such as government priorities, 8 President promises climate change and gender. The system allows relevant line ministries to input the data and e and BAPPENAS to extract and use national decision-making data.

The tagging application has benefited several sectors, for example, improving business process when the government identifies green project taken from the tagging data system.

BIOFIN seeks to recruit an individual expert consultant to expand the biodiversity expenditure assessment's ongoing result by identifying key programs/activities within line ministries, referring to the biodiversity category. It facilitates the development and inclusion of the tracking mechanism into the existing budget monitoring system in BAPPENAS and Ministry of Finance.

[1] <https://www.cnbcindonesia.com/news/20191009202403-4-105740/ri-butuh-rp-20017-t-untuk-kejar-pembangunan-berkelanjutan>

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

BIOFIN seeks to recruit an individual expert consultant to expand the biodiversity expenditure assessment's ongoing result by identifying key programs/activities within line ministries referring to biodiversity category. It facilitates the development and inclusion of the tracking mechanism into the existing budget monitoring system in BAPPENAS and Ministry of Finance. She/he will work with the BIOFIN Project Management Team.

The consultant will perform the following duties as follows:

- Based on the initial BER analysis, the consultant will update the biodiversity expenditure from public and private fund, including various actors such as central Government, Regional Government, and non-state actors (private sectors, NGO, communities)
- As part of the assessment, the consultant will identify and map the biodiversity's harmful expenditure/incentive leading to the deterioration of biodiversity and the ecosystem and providing a recommendation plan to repurpose such expenditures.
- Undertake the development of biodiversity criteria and classification for key relevant ministries' program/activities and propose recommendation on the mechanism to integrate biodiversity tracking mechanism be implemented
- Develop guideline/manual on biodiversity classification and the tracking mechanism
- Capacity building includes delivering on-the-job training to key government officials and working with them to implement biodiversity tracking analysis as part of the formulation of performance indicators and priority budget documents.
- An in-depth consultation with relevant stakeholders, including BIOFIN's partners
- Develop activities to support a further institutionalization of performance-based biodiversity expenditure reporting with the Bappenas. He/she will assess options and present them to the Bappenas for piloting.
- Facilitate the establishment of mechanisms for coordination, dialogue, and learning among actors (bureaucrats and practitioners) in each key sector of biodiversity
- Strengthen key government officials to implement biodiversity analysis to formulate performance indicators and priority budget documents.
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- Strengthen institutions to track and report on biodiversity expenditures as part of the budget process at national and sub-national levels
- Provision of high-quality policy advice services to the Government focusing on fiscal instruments of biodiversity and Performance-Based Budgeting

Expected Outputs and deliverables

<b>Deliverables/ Outputs</b>	<b>Estimated number of working days</b>	<b>Completion deadline</b>	<b>Review and Approvals Required</b> ( <i>Indicate designation of person who will review output and confirm acceptance</i> )
<p>Deliverable 1</p> <p>Report on update the biodiversity expenditure from public and private fund including various actors such as central government, regional government, and non-state actors (private sectors, NGO, communities etc.)</p> <p><i>Including In-depth consultation with relevant stakeholders to inform and</i></p>	20 days	July 2021	National Project Manager BIOFIN

<i>influence them on relevant biodiversity expenditures</i>			
<p>Deliverable 2</p> <p>Report on mapping and identification of the biodiversity harmful expenditure/incentive leading to the deterioration of biodiversity and ecosystem and recommending plan to repurpose such expenditures</p>	10 days	Aug 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance
<p>Deliverable 3</p> <p>Report on the development of biodiversity criteria and classification for key relevant ministries' program/activities and recommending mechanism to integrate biodiversity tracking mechanism be implemented</p>	20 days	Sep 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance
<p>Deliverable 4</p> <p>Guideline/manual on biodiversity classification and the implementation of tracking mechanism</p> <p><i>Including In-depth consultation with relevant stakeholders to inform and influence them on relevant biodiversity expenditures</i></p>	15 days	Oct 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance
<p>Deliverable 5</p> <p>Training materials for government officials on implementation of budget tracking for biodiversity</p> <p><i>Including deliver on-the-job training to key government officials, and work with them to implement biodiversity tracking analysis as part of the formulation of performance indicators and priority budget documents</i></p>	7 days	Nov 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance
<p>Deliverable 6</p> <p>Review and evaluation report of biodiversity tracking mechanism pilot implementation</p>	5 days	Dec 2021	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance
<p>Deliverable 7</p> <p>Development of strategic brief (policy brief) on biodiversity tracking mechanism</p>	3 days	Jan 2022	National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

Under direct guidance of the BIOFIN project manager and technical advisor for natural resource and governance, UNDP Indonesia, the consultant must ensure the completion of the above deliverables through high quality outputs contributing to BIOFIN and relevant parties. She/he has close coordination with Bappenas, Ministry of Finance and other relevant line ministries. Following rounds of consultation and comments from the team, the consultant will produce a final report as above, taking into account feedback from them team.

#### **Duration of the Work**

The assignment will be delivered within 8 months in intermittent scheme with total of 80 days. All work will be in Jakarta (home-based during pandemic) or at BIOFIN Project Management Office (in new normal situation). 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 upon UNDP IC rules and regulations. 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 Home-based (during COVID 19).

#### **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 business and finance, environment, development studies, economic and public policy, public administrative or other equivalent relevant fields.

#### Years of experience:

- At least 8 (eight) years experiences in environmental studies, natural resource management, public policy, social science, natural science, development, or another related field
- Substantive experience in national and sub-national budget planning processes, National and sub-national budget execution (treasury and accounting), and oversight (audit, monitoring and transparency) processes, Fiscal Decentralisation and intra-governmental transfer mechanisms and processes, or related field
- Knowledge in results based/ performance-based budgeting frameworks
- Experience in Economics/financing of biodiversity is desirable
- Experience in working with Government of Indonesia, mainly Ministry of Development Planning (Bappenas)

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

- A solid experience 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;
- Experience 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
1. <i>Criteria A: qualification requirements as per TOR:</i>		70
2. Master's degree or equivalent in business and finance, environment, development studies, economic and public policy, public administration or other equivalent relevant fields.		10
3. At least 8 (eight) years experiences in environmental studies, natural resource management, public policy, social science, natural science, development, or another related field		10
4. Substantive experience in national and sub-national budget planning processes, National and sub-national budget execution (treasury and accounting), and oversight (audit, monitoring and transparency) processes, Fiscal Decentralisation and intra-governmental transfer mechanisms and processes, or related field		15
5. Knowledge in results based/ performance based budgeting frameworks		15
6. Experience in Economics/financing of biodiversity is desirable		10
7. Experience in working with Government of Indonesia, mainly Ministry of Development Planning (Bappenas)		10
• <i>Criteria B: Brief Description of Approach to Assignment</i>		30

1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner		10	
2. Important aspects of the task addressed clearly and in sufficient detail		10	
3. Logical, realistic planning for efficient project implementation		10	