INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: February 7, 2022

REF No.: IC/006/22

Country: Uzbekistan

Description of the assignment: Senior Finance Technical Expert (Project Lead)

Period of assignment/services (if applicable): overall 80 working days (68 w/d in 2022 and 12 w/d in 2023)

Application Process:

Interested candidates need to apply online at www.jobs.undp.org and upload requested documents in Part 4 of Procurement Notice **no later than end of February 20, 2022** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.
Link to application at the UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=104567
(*cut and paste into browser address bar if the link does not work*).

Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

You can review detailed Procurement Notice, Terms of Reference and download templates from the UNDP Procurement Notices Site following the link http://procurement-notices.undp.org/view_notice.cfm?notice_id=87853 . (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (February 20, 2022) may not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

1. BACKGROUND

Preliminary top-down estimates of the global financial gap for biodiversity range from US$ 100 to 400 billion annually and detailed bottom-up assessments in participating BIOFIN countries validate this significant financial need and have helped identify finance solutions required to achieve the Aichi Targets and biodiversity related SDGs. In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity and sustainable development goals. But since countries have not approached the issue of biodiversity finance in a comprehensive manner, the choice and adoption of finance solutions has remained experimental and opportunistic. Improved choice, design and implementation of effective well-tailored finance solutions will strengthen a countries' chances of achieving national and global biodiversity targets.

The Biodiversity Finance Initiative – BIOFIN – is a global programme that developed, piloted, and is continuously improving a methodology to measure existing biodiversity expenditure levels, assess future financial needs, and design comprehensive plans to use finance tools and solutions that increase financing, reduce harmful expenditure, and improve financial effectiveness and efficiency of biodiversity management over 35 countries. BIOFIN's first phase (2012-2018) enabled full assessments and initial implementation of finance plan elements in target countries. Significant enhancement and scaling up of finance solutions is required in all countries to address the biodiversity finance challenge. BIOFIN's second phase enables countries to complete the design and implementation of priority finance solutions and will allow new countries to undertake the assessments as well as create and implement their biodiversity finance plan. At the central level, knowledge management platforms will be expanded and additional guidance produced for most valuable finance solutions.

The Senior Finance Technical Expert will be responsible for the accomplishment of the following tasks and activities under the direct supervision of the UNDP Country office:

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex 1 – Terms of Reference for Senior Finance Technical Expert

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Master's degree in finance, business administration (MBA), economics, environmental finance or a closely related field, or equivalent relevant work experience

Experience:

- At least 10 years of experience in the management or review of public finance, conservation finance or environmental finance (previous experiences in a BIOFIN projects will be an asset).
- Experience in working with international and national experts and institutions.
- Knowledge of Central Asia region and Russian language is desirable.
- Exposure to environmental issues or biodiversity desirable, but not required.
- Sound understanding of key software packages (MS Office)
- Good command of English.

Skills:

- Excellent organizational skills.
- Strong analytical, writing and communication skills.
- Excellent financial and budgetary skills.
- Ability to prepare publications, reports and presentations.
- Ability to manage and work with a multidisciplinary and multicultural team.
- Strong motivation and ability to work and deliver under short deadlines.
- Focuses on impact and result for the client and responds positively to critical feedback.
- Able to work independently with little or no supervision.
- Familiarity with government planning and budgeting processes strongly desired.

Language requirements:

- Good command of English. Knowledge of Russian is an advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

   (i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);

   (ii) **CV** with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultant will be requested to submit filled in and signed **a Personal History Form (P11 form)** before contract issuance

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant 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 applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP (Annex 3).

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5. FINANCIAL PROPOSAL

Daily fee contracts

The financial proposal shall specify a daily fee. Payments are based upon timesheet filled by the incumbent. UNDP makes payments based on the actual number of days worked. Payments must be supported by a duly completed time sheet. In order to assist the requesting unit in the comparison of financial proposals, the daily fee in the financial proposal must be all-inclusive and take into account various expenses the candidate expects to incur during the contract, including:

a. The daily professional fee

b. The cost of travel from the home base to the duty station and vice versa, where required

c. Living allowances needed at the duty station

d. Communications, utilities and consumables

e. Life, health and any other insurance

f. Risks and inconveniences related to work under hardship and hazardous conditions (e.g., personal security needs, etc.), when applicable

g. Any other relevant expenses related to the performance of services under the contract

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. 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

6. EVALUATION

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) Lowest evaluated offer of technically qualified candidates.

* Technical Criteria weight; [70 points]

* Only candidates obtaining a minimum of 49 points (70% of technical score) would be considered for the Financial Evaluation.

Criteria	***Weight***	***Max. Point***
Technical		
At least ten years of experience in management or review of public finance, conservation finance or environmental finance. ▪ *Less than 10 years in not accepted* ▪ *10-13 years – 15*	*20%*	*20*

▪ *more than 14 years - 20*		
At least three year in the field of working with international and national experts and institutions. ▪ *Less than 3 year in not accepted* ▪ *3-5 years – 5* ▪ *6 and more – 10*	*10%*	*10*
Experience of work in previous BIOFIN or other biodiversity projects and activities. ▪ *1 project – 5* ▪ *2 projects – 10* ▪ *3 and more – 15*	*15%*	*15*
Consultant experience in Central Asia region (projects, researches, publications etc.). ▪ *1 project (publication, policy review) – 5* ▪ *2 and more – 10*	*10%*	*10*
Fluency in written and spoken English. Knowledge of Russian would be an advantage. ▪ *English - 10* ▪ *English and Russian – 15*	*15%*	*15*

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf)

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL