

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Consultant for Research Assistant on Database and Taxonomy Research for the UNDP Biodiversity Finance Initiative (BIOFIN)

Date: 10 March 2022

Description of assignment	Research Assistant on Database and Taxonomy Research for the UNDP Biodiversity Finance Initiative (BIOFIN)
Type of Consultancy	Individual Contract
Duty Station	Office Based (UNDP's Istanbul Regional Hub offices)
Period of assignment/services	5 April 2022 through 31 March 2023
Estimated Starting Date	5 th April 2022
Proposals should be submitted	As specified in the UNDP e-Tendering system
Supervisor	BIOFIN Associate Global Coordinator

Important Notices:

Request for Clarification: Any request for clarification must be sent in writing and submitted via Email to gef.procurement@undp.org the Deadline for submitting requests for clarifications/ questions is 15th March 2022. UNDP will provide a written response, via the E-Tendering portal, without identifying the source of inquiry.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

TERMS OF REFERENCE
Research Assistant on Database and Taxonomy Research for
the UNDP Biodiversity Finance Initiative (BIOFIN)

Location:	UNDP Istanbul Regional Hub offices, Turkey (with limited travels)
Type of Contract:	Individual Consultant
Level:	International Consultant
Languages Required:	English
Duration of Contract:	5 April 2022 through 31 March 2023
Supervisor:	BIOFIN Associate Global Coordinator

1. CONTEXT:

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 41 countries to date, with many now having reached the implementation stage.

BIOFIN's first phase (2012-2018) enabled full assessments and initial implementation of finance plan elements in target countries. BIOFIN's second phase (2018-2025) enables the countries to complete the design and implementation of prioritised finance solutions.

More information on the Initiative can be found on the BIOFIN 's website:

<https://www.biofin.org/about-us>

Background information on the Finance source Database (component 1):

The ongoing discussions to design the post 2020 Global Biodiversity Framework (GBF) underline the need for better mapping of existing sources of funding for biodiversity finance. BIOFIN started to map the different funding opportunities and sources available with the assumption that an improved knowledge of these sources could provide substantial new finance flows for biodiversity.

Given the large numbers of actors and type of instruments (grants, loans, equity, guarantees), it is complex for resource seekers to identify the right funding opportunities matching their needs. With this database BIOFIN makes an attempt to address this challenge.

With the support of the Database specialist, BIOFIN will be able to improve the structure and available information in order to launch a user friendly database.

Background information on the Biodiversity Expenditure Taxonomy (component 2):

The Biodiversity Expenditure Review (BER) is an essential part of Biofin's methodology. A component of the BER methodology consist in attributing coefficient to expenditures to ensure only the biodiversity aspects of it are captured. In order to improve the coefficient attribution guidance, BIOFIN aims to produce a comprehensive listing of biodiversity expenditures with related standards of attribution.

After conducting BERs in 41 countries, BIOFIN will hire a consultant to support the development of a comprehensive global biodiversity expenditure taxonomy that includes a peer reviewed methodology for assigning biodiversity attribution rates.

2. OBJECTIVES OF THE WORK:

Objective of the work for the Finance Source Database (component 1):

The consultant will further develop the current version of the Finance Source Database, covering several tasks from data collection, updating and uploading data into the IT tool, liaising with donors and partners to support information sharing, coordination with other initiatives, prepare a user manual, etc.

Objective of the work for the Biodiversity Expenditure Taxonomy (component 2):

The main objective of this assignment is to support the design of the BIOFIN Expenditure Taxonomy (BET) and the related attribution rate methodology. The expenditures will be linked to a tagging system (Aichi, BIOFIN categories, SEEA, national frameworks).

3. METHODOLOGY AND SCOPE OF WORK:

Component 1 tasks: Finance Sources Database

1. Add new entries to existing list and develop an end-user guideline to allow public launch in 2022
2. Lead the quality assurance processes with the global team and ensure quality of published information
3. Frequently update the database to ensure funding sources are still existent and operational
4. Improve the general structure of the database to improve the user experience
5. Train the global and national BIOFIN teams in the usage of the database
6. Develop a strong coordination and collaboration with donors and partners to make the information-sharing process sustainable
7. Develop questionnaire for international and national donors/foundations/companies and partners to collect more data on funding opportunities when necessary.
8. Support the communication efforts related to the database (newsletters, web articles, podcasts, social medias, etc.)
9. Collecting feedbacks after piloting and update the platform to address the challenges identified

Component 2 tasks: Biodiversity Expenditure Taxonomy (BET).

10. Conduct an in depth review of existing biodiversity and / or sustainable finance taxonomies to support the design of the BET
11. Review the biodiversity objectives in existing frameworks such as the CBD, Aichi Targets, the Global Biodiversity Framework, SDGs especially Goals 14 and 15, and other relevant framework documents
12. Determine where the Biodiversity Expenditure Taxonomy can provide links to or cross-reference elements of existing taxonomies and vice-versa
13. Conduct research on the 9 Biodiversity Expenditure categories used by BIOFIN to allow for a systematic disaggregation of expenditure categories ranging from a low to high biodiversity attribution
14. Provide cross country analysis of the existing BIOFIN BERs to support the development of more harmonized attribution rates for biodiversity expenditures
15. Contribute to the development and testing of biodiversity attribution rates

16. Assist BIOFIN global team in the conduct and documentation of expert meetings in collaboration with BIOFIN country teams and external experts
17. Assist in the preparation of a guidance document to facilitate the use of the expenditure taxonomy

Specific Deliverables on Component 1 and Component 2 and Payment schedule:

Deliverables	Due Date	Payment %
Output No. 1.1 Inception report highlighting timeline and actions needed to reach the objectives, estimated level of effort is 5 working days.	22 April 2022	3 %
Output No. 1.2 First updated version of the Database (with a minimum of 250 high quality entries), estimated level of effort is 20 working days.	1 June 2022	11%
Output No. 1.3 First version of the user manual which incorporates comments and suggestions provided by BIOFIN global and national teams. First version of the strategic guidelines to ensure the database sustainability and functionality and collaboration with partners (donors, foundations, UNDP Country Offices, etc.). , estimated level of effort is 15 working days.	31 July 2022	8%
Output No. 1.4 New updated version of the database (with a minimum of 400 high quality entries) with final user manual and strategic guidelines, , estimated level of effort is 20 working days.	1 October 2022	11%
Output No. 1.5 Two web articles on cross-cutting analysis extracted from the database and 6 social media postings,estimated level of effort is 5 working days.	15 November 2022	3%
Output No. 1.6 Training webinar organized for global and national BIOFIN teams to ensure good understanding of the database usage, , estimated level of effort is 5 working days.	30 November 2022	3%
Output 1.7: An operational, populated, user-friendly and sustainable database (with a minimum of 500 high quality entries), estimated level of effort is 20 working days.	20 February 2023	11%
Output No. 2.1 First analysis and in depth review of existing biodiversity and / or sustainable finance taxonomies to support the design of the Biodiversity Expenditure Taxonomy (BET), , estimated level of effort is 15 working days.	15 June 2022	8%
Output No. 2.2 Research conducted on the 9 Biodiversity Expenditure categories used by BIOFIN to allow for a systematic disaggregation of expenditure categories ranging from a low to high biodiversity attribution, , estimated level of effort is 40 working days.	30 November 2022	23%
Output No. 2.3 Lead and organize testing sessions/exercises on biodiversity attribution rate and support the organization of an	20 February 2023	11%

expert meetings in collaboration with country teams and external experts, , estimated level of effort is 20 working days.		
Output No. 2.4 Final Report including all recommendation and conclusions collected in the expert meeting and testing sessions as well as a guidance document to facilitate the use of the expenditure taxonomy, estimated level of effort is 15 working days.	31 March 2023	8%
Total		100%

Information on Working Arrangements

- The consultant will work in UNDP's Istanbul Regional Hub offices; working under the supervision of the Global Associate Coordinator, with limited missions to regional/global meetings and UN offices in function of the UNDP travel policies related to the Covid19 pandemic.
- Given the 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;
- 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;
- The consultant will engage regularly with the supervisor by email and Skype on a weekly and/or as needed daily basis.;
- The consultant shall submit to the Supervisor a monthly progress report on the status of the implementation of tasks;
- 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

- Limited travel may be required to international workshops relevant to BIOFIN to ensure appropriate communications and messaging on-site, and offer guidance to the national teams on visibility and communications matters;
- Possible missions include the BIOFIN global conference and the 3 BIOFIN Regional Dialogues Missions 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;
- [Consultants are responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP](#);
- The consultant will be responsible for making his/her own mission travel arrangements in line with [UNDP travel policies](#);
- All related travel expenses will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for mission travel (including air tickets, living allowances) should not be included in the financial proposal.

Competencies

Corporate

- 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.

Technical

- Advanced editing skills;
- Good command of commonly used design and publishing software packages;
- Good working knowledge in computers and office software packages (MS Word, Excel, etc), spreadsheet and database packages;
- Demonstrated skills in writing news articles, press releases, success stories, newsletters, communication strategies and programmatic reports.

Professionalism:

- Capable of working in a high pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Communication:

- Excellent writing and verbal communication skills;
- Communicate effectively in writing to a varied and broad audience in a simple and concise manner.

Teamwork:

- Work well in a team to advance the priorities of BIOFIN and UNDP as a whole;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback

Qualifications and Requirements:

Minimum Qualifications Criteria (Pass/Fail):

- a) Master's degree or higher in economics, environmental economics, public administration, financial management, natural/environmental sciences, social sciences with a specialization in environmental finance and development, or other closely related field or a first-level university degree (Bachelor or equivalent) in any of the above mentioned fields (or related) in combination with at least two additional years of qualifying experience from the minimum experience requirement stated below (Pass/fail)
- b) Excellent oral and written communication skills in English (Can be demonstrated if the candidate has earlier worked in an English working environment, and/or has any formal English language training/certification) (Pass/Fail).

Evaluation Criteria (Scoring Criteria):

- a) Experience with research related to large databases and their analysis (15 points max)
- b) International and developing country experience would be desirable (10 points max);
- c) Experience in dealing with international and national experts and institutions (10 points max);
- d) Experience in knowledge management and usage of digital knowledge platforms (10 points max);
- e) Good command of Spanish will be an advantage (5 points max).

Documents to be included when submitting the Proposal:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and interest.

- a) 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
- b) Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience to be downloaded from the link;[P11](#).
- c) Financial proposal as per the template provided.
- d) The financial proposal will specify a total lump sum amount and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Selection Criteria:

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- a) Responsive/compliant/acceptable, and
 - b) Achieving the highest combined score (financial and technical).
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- The technical criteria (education, experience, language [max. 50 points] and interview [max. 20 points]) will be based on a maximum 70 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;
 - All candidates obtaining 14 points or higher in the interview will be deemed technically compliant and considered for financial evaluation;

Criteria		Max. Point 70	Weight
Technical	Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents: <ul style="list-style-type: none">• Experience with research related to large databases and their analysis (15 points max)• International and developing country experience would be desirable (10 points max);• Experience in dealing with international and national experts and institutions (10 points max);• Experience in knowledge management and usage of digital knowledge platforms (10 points max);• Good command of Spanish will be an advantage (5 points max).	50 Points	70%
	<ul style="list-style-type: none">• Interview - Competency/ Questions		
Financial	<u>Lowest Qualified Offer / Offer under evaluation*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

Annexes:

Annex I – Term of Reference.

Annex II – Template Confirmation of Interest.

Annex III – Template for Financial proposal.

Annex IV Individual Consultant General Terms and Conditions.