

TERMS OF REFERENCE

BIODIVERSITY FINANCE INITIATIVE (BIOFIN) – Developing sustainability standards and a voluntary, market-driven certification scheme for the Wildlife Economy sector

LOCATION:	Home-based with travel to provinces
APPLICATION DEADLINE:	17 June 2022
CATEGORY:	Energy and Environment
TYPE OF CONTRACT:	Consultant
LANGUAGE REQUIRED:	English
DURATION OF ASSIGNMENT:	80 working days over 7 months period

The Biodiversity Finance Initiative

The Biodiversity Finance Initiative (BIOFIN) is implemented by the United Nations Development Programme, with financial support from the European Commission and the Governments of Germany, Switzerland, Norway and Flanders. This global initiative is envisioned to transform the way in which biodiversity finance is mobilized allowing for greater resources to be enacted as required within the Aichi Targets defined in the Convention on Biological Diversity Strategic Plan (2011 – 2020). Over the past nine years, the UNDP Global BIOFIN team together with 39 countries have been involved in developing and piloting the BIOFIN methodology which is continuously refined through national, regional and global learning.

In South Africa, the BIOFIN project is implemented at a national level by the UNDP in partnership with the Department of Forestry, Fisheries and the Environment (DFFE). South Africa initiated its BIOFIN programme in 2015 and has met several envisioned goals including the undertaking of a Policy and Institutional Review (PIR), Financial Needs Assessment (FNA), Biodiversity Expenditure Review (BER) and Biodiversity Financial Plan (BFP). Within the Biodiversity Finance Plan, 16 financial solutions were identified as being instruments that could be developed or refined to increase financial flows earmarked for biodiversity protection.

As part of Phase II implementation, eight priority finance solutions have been identified for implementation. One of the priority financial solutions that has been identified is on the development and implementation of a voluntary market-based certification scheme in South Africa's wildlife economy sector. Priority activities that have been identified under this financial solution are the development of a spatial database of game ranches in South Africa; undertaking an assessment of the biodiversity contribution of the ranching sector; undertaking a consumer demand study and preparing a development and business case for the wildlife economy certification scheme; ongoing stakeholder consultation; the development of sustainability standards at the game ranch and the activity level; the development and implementation of the scheme in line with the findings of the business case; and support for the development of Biodiversity Economy brand for certified enterprises.

The BIOFIN programme is now looking for a sustainability expert to assist with the development of sustainability standards at the game ranch and the activity level; the development of the certification scheme, stakeholder consultation, setting up and initial implementation of the scheme

Ongoing Wildlife Economy sector stakeholder engagements

The development of sustainability standards and a voluntary, market-driven certification scheme for the Wildlife Economy sector were identified as key initiatives in the Biodiversity Economy Phakisa in 2016. A stakeholder workshop was held in November 2017 to provide an overview on current and relevant certification schemes and to establish a multi-sector working group to drive the development of the voluntary market-based certification scheme. A Certification Scheme Working Group has been established and progress reports are presented at Wildlife Forum meetings.

There is broad consensus amongst stakeholders that the certification scheme should be informed by a base sustainability standard comprising environmental, economic and social indicators in addition to specific activity standards. Some of the principles to guide the development of this voluntary market-driven Wildlife Economy certification scheme are outlined below.

- The BIOFIN Phase I literature review and feasibility report is a starting point for further engagements;
- The ownership of the certification scheme will need to be determined in the next phase of its development;
- The certification scheme should aim to support and enhance the sustainability of wildlife ranching operations and not be a barrier to entry for new entrants into the sector;
- The base standard of the certification scheme should be based at the level of the game ranch, with a focus on custodianship practices of both land and species. Separate activity standards, such as for hunting, game meat harvesting and other value chain activities in the wildlife industry would be developed to complement the base standard;
- The scheme should focus on market related incentives to encourage increased uptake of sustainable practices;
- The scheme should be voluntary, market-driven
- The views of consumer groups should also be taken into account in the further development of the scheme.

1. OBJECTIVES OF THE WORK:

The project is envisioned to have the following outputs:

- A co-designed set of sustainability standards with broad buy in from stakeholders across the value chain
- A documented and robust process of stakeholder consultation on all aspects related to the certification scheme with a wide range of stakeholders
- An established, registered and accredited certification scheme with structures and administration procedures clearly defined.

2. METHODOLOGY AND SCOPE OF WORK:

In undertaking the work, it is critical that stakeholders must be engaged including DFFE, SANBI, wildlife ranching associations, established and emerging ranchers, provincial authorities and others which may be identified at the project inception stage.

a) Co-designed set of sustainability standards which encourage biodiversity conservation

The process of setting up sustainability standards for a new certification scheme requires a multi-stakeholder approach. As such, the consultant will be required to

- Work with SANBI, DFFE, UNDP, Wildlife Ranching Associations and other stakeholders to develop a set of sustainability standards
- Perform detailed technical review of standards developed and make recommendations on sustainability
- Hold stakeholder consultations and countrywide “roadshow” to solicit input from a wide range of stakeholders (including consumers and intermediaries) on the standards developed.
- Work iteratively to produce an acceptable set of standards which will be used to launch the certification scheme
- Build in a process of continuous improvement into the standard setting process

b) Establish a certification scheme

- Work with UNDP, DFFE, SANBI, Wildlife Ranching Associations and other stakeholders to
 - o set up a certification scheme body
 - o Set up a mutually agreed governance strategy for the certification body
 - o Establish administrative structures and functions for the certification body
 - o Set up a financing strategy for the certification body
 - o Register a certification body
 - o Develop branding for the certification body
 - o Set up audit procedures and partnerships

The process of setting up the scheme must be done by consensus and be aligned to the policy direction of DFFE and other stakeholders

c) Stakeholder consultation

- Conduct stakeholder consultation in the process of developing standards and establishing the certification scheme through
 - o Face to Face meetings
 - o Virtual engagements

- Presentations to solicit input by stakeholders including intergovernmental structure meetings and forums such as Working Group 1, MINTECH, Wildlife Forum, and Wildlife Ranching Associations meetings at required intervals

3. DELIVERABLES:

The total duration of the review/consultancy will be up to and not exceeding 80 working/business days starting from the date of contracting. The tentative timeframe is as follows:

Deliverable	Description	To be accomplished by	Payment
Deliverable 1: Inception report and Inception workshop Invoice 1	Presentation and inception report	2 weeks after signing of the contract	10%
Deliverable 2: Initial Draft of Sustainability Standards Invoice 2	An initial complete draft of Sustainability standards for the Wildlife Ranching Sector developed together with the Task Team and Wildlife Certification Programme Steering Committee. This should include elements of weighting/scoring, continuous improvement and biodiversity conservation	Within a month after signing of the contract	20%
Deliverable 3: Final Draft of sustainability standards Invoice 3	A final draft of Sustainability Standards based on a series of consultations and a maximum of iterations taking into account feedback received. -	Within 3 months of signing the contract	20%
Deliverable 4: Initial Draft of Governance, Administrative and Financing mechanisms for the certification body Invoice 4	A detailed strategic report outlining proposals for the Governance, Administrative Functions, and Financing	Within 4 months of signing contract	20%

Deliverable 5: Final Draft of Governance, Branding, Administrative and Financing mechanisms for the certification body Invoice 5	A detailed strategic report outlining proposals for the Governance, Branding, Administrative Functions, and Financing of the certification body. This should be have gone through at least 3 iterations based on multi-stakeholder input	Within 7 months of signing contract	20%
Deliverable 5: Handover of registered certification body and strategies Invoice 6	Final report	Within 8 months of contract the signing	10%

The BIOFIN core team will be responsible for the coordination and approval for all the deliverables. The evaluation of the team's performance (e.g. the technical competence shown and the timeliness of the reports) will be determined by the project manager with guidance from the BIOFIN project management specialist. The contract may be extended to the third quarter of 2023 at no cost to UNDP if needed to accommodate uncertainties of COVID-19.

4. EVALUATION CRITERIA/EXPERTISE SOUGHT (REQUIRED EDUCATIONAL BACKGROUND, YEARS OF RELEVANT WORK EXPERIENCE REQUIRED):

The response to the Terms of Reference should indicate the extent to which the team fulfils the required skills and competencies. The selection of the team will be aimed at maximizing the overall qualities in the following areas:

- Environmental science/ Conservation and Natural Resource Management
- Environmental Legislation and international agreements,
- Biodiversity Studies,
- Environmental Finance
- Environmental Sustainability

The successful team will be required to a mix of an international and local consultant in the fields of property rates and taxes and fiscal instruments related to biodiversity and conservation. The following requirements are necessary: :

Academic qualifications:

- At least one member of the team possessing an advanced university degree (Master's or Doctorate) in field of Agriculture, Environmental science / conservation and Natural Resource Management, in combination with an additional 8-10 years of qualifying experience in setting up and managing certification bodies.



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- At least one member of the team possessing an advanced university degree in either economics, environment/natural resource management, biodiversity studies, finance, or a closely related field of study/discipline, in combination with an additional 8- 10 years of qualifying experience.

Experience:

The following criteria are essential:

- At least one member of the team 8 - 10 years of professional international experience, and another with 8-10 years national experience preferably in sustainability and the implementation of environment/biodiversity/ focussed certification schemes and bodies.
- A minimum of 10 years of professional experience and demonstrated experience in engaging with a wide range of stakeholders including international and national experts and institutions as well as with community stakeholders for at least 1 member of the team.
- Professional experience in developing and setting up standards for a certification scheme
- Exposure to and an understanding of environmental issues or biodiversity.
- An in-depth knowledge/understanding of Wildlife Ranching in South Africa/Southern Africa
- Record of accomplishment and knowledge in the fields of sustainability, certification scheme development and management, environmental economics, conservation management and related biodiversity planning/management practices and project management is essential.
- Sound understanding of key computer software packages (MS Office Suite; Prezi)
- Professional experience and competency in editing, layout, design, publishing and printing of various documents, publications and reports.
- Proven ability to work in a team and independently while delivering efficiently on high quality and accurate deliverables within agreed timeframes.
- A very strong knowledge and understanding of South Africa's governmental and provincial dynamics is essential.

Additional functional competencies of the team will also be advantageous.

- Ability and willingness to take initiative and remain flexible
- Experience working with UN and/or Government entities.
- Exceptionally effective communication, report writing and presentation skills.
- Socio-cultural competence
- Good conflict management skills
- Efficient, partner-and client-focused working methods.
- Interdisciplinary thinking is highly encouraged.
- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language and local languages is an advantage.

5. EVALUATION CRITERIA:

The evaluation of proposals will be conducted according to UNDP's procurement rules. A two-stage procedure is utilized in evaluating the proposals. The first step is the evaluation of the technical proposals, which must be completed prior to moving on to the next step which is the opening and comparing of the costing/budget/financial proposals. Only the costing/budget/financial proposals for submissions that passed the minimum technical score of 70% and above of the obtainable score of 100 points in the evaluation of the technical proposal will be opened.

The technical proposal is evaluated based on its responsiveness to the Terms of Reference (TOR).

In the second stage, the costing/budget/financial proposal of all contractors, who have attained the minimum 70% score in the technical evaluation will be compared. The contract will be awarded to the lowest priced technically qualified proposal.

Foreseeable travel costs should be included in the costing/budget/financial proposal as part of the application submission documents.

Technical Evaluation Criteria	Max score (100)
Proposed Methodology: A clear methodology must be described, and the methodology must outline how the Scope of Work will be carried out according to each deliverable and showcase an understanding of the biodiversity economy in South Africa and certification schemes.	30
Proposed Work Plan: A detailed work plan with milestones, timelines, resources and designated responsibilities of the consultants and any support members must be indicated in the proposal for achieving of the deliverables.	20
Documented relevant academic qualifications and experience of the team. (Atleast one member of the team 8 - 10 years of professional international experience, and another with 8-10 years national experience)	13
Gender diversity of the team	2
Demonstrated technical capability/ expertise, knowledge, and experience in the fields of sustainability, certification scheme development and management, environmental economies, conservation management and related biodiversity planning/management practices and project management. (50% of marks will be awarded for expertise in sustainability, certification scheme development and management)	20

Proven record of accomplishment on report writing for projects of a similar nature and size, including experience in stakeholder engagements, in South Africa.	15
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Technical proposals are encouraged to reflect a 50% gender requirement. 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. Proposals are encouraged demonstrate capacity transfer from international consultant and the use of graduate interns in the project All applications will be treated with the strictest confidence.

6. DUTY STATION:

The consultancy assignment will be home-based with travel for meetings in the field (where possible, and to be determined by the team and the BIOFIN National Project Manager considering probable future COVID-19 restrictions) and in Pretoria. Foreseeable travel costs should be included in the Financial Proposal as part of the application submission documents.

Unforeseeable travel should be agreed upon, between the BIOFIN team leader and the team, prior to travel and will be covered and paid by UNDP from the BIOFIN Programme as per the UNDP reimbursable fees structure/guidelines.

In a case where there is a need to travel (unforeseeable travel), the costs including transport, lodging and terminal expenses will be covered and paid by UNDP based on UNDP rates. The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the team. UNDP will not cover any costs associated with moving to the Duty Station (Pretoria). There is no anticipated travel outside the South Africa for this assignment.

7. IMPLEMENTATION AND ADMINISTRATION

The recruitment and appointment of the team will be through UNDP, however, all coordination and implementation modalities will be coordinated through the BIOFIN National Project Manager and the BIOFIN task team leader stationed at the Department of Forestry, Fisheries and Environment (DFFE). The BIOFIN task team leader (or designate) will interact directly with the team and have the overall responsibility for supervising the technical quality of the deliverables, convening all meetings with the team, making logistical arrangements, and seeing to the overall day-to-day management of the consultancy.

UNDP is responsible for processing invoices for payments and the administration associated with the management of this contract. To this end, UNDP will authorise payments upon receipt of written approval



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and certification of each deliverable by the BIOFIN task team leader. UNDP will also be responsible for technical backstopping as and when required by the BIOFIN task team leader.

It is expected that there will be a minimum of one monthly meeting with the BIOFIN National Project Manager and BIOFIN task team, the frequency may change/fluctuate as needed during implementation. The team is expected to present monthly progress reports detailing:

- Progress against the project plan
- Risks/current challenges identified
- Items needing attention and decision making.
- Any proposed deviations from the original project implementation plan shall be explained to the BIOFIN National Project Manager, BIOFIN task team leader and UNDP in writing.
- The project report (s) must be submitted in electronic format in English

8. RESPONSE FORMAT:

To facilitate the analysis of responses, all interested parties are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated.

Applicants are required to submit the following:

- A technical proposal outlining a methodology on the approach and implementation of the assignment.
- Personal CVs of all team members highlighting qualifications and experience in similar projects.
- Evidence and examples of similar projects that have been successfully completed.
- Minimum of 3 contactable work references – organization for whom you have conducted/undertaken similar assignments (email addresses).
- All-inclusive financial proposal (fixed cost bid) indicating consultancy fee (South African Rand) and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all the costs including travel etc. for the team to achieve the required deliverables.

Proposals should be submitted no later than 16h00 Friday 17 June , 2022 CAT through email bid.pretoria@undp.org