TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT

POST TITLE: Senior technical project consultant for Biodiversity Finance Initiative in Thailand (Phase II extended)

AGENCY/PROJECT NAME: UNDP / Biodiversity Finance Initiative - BIOFIN

COUNTRY OF ASSIGNMENT: Thailand

1. PROJECT DESCRIPTION

Background

The United Nations Development Programme (UNDP), in October 2012, launched the Biodiversity Finance Initiative (BIOFIN) as a new global partnership seeking to address the biodiversity finance challenge in a comprehensive manner – building a sound business case for increased investment in the management of ecosystems and biodiversity, with a particular focus on the needs and transformational opportunities at the national level.

For Thailand, the BIOFIN project implementation in Phase II extended (2018-2025) shall continue to support the Royal Thai Government and other key stakeholders from the private sector and civil society in implementing The Biodiversity Finance Plan (2020). The Plan identifies a mix of suitable biodiversity finance solutions to reduce the biodiversity finance gap in Thailand. With this, Thailand is now implementing key biodiversity finance solutions for which they will provide impacts designed to reach national biodiversity targets (i.e., NBSAP, 20-year National Strategy, etc.) through four main results: a) Generate revenues, i.e. any existing or innovative mechanism or instrument that can generate and/or leverage financial resources to allocate to biodiversity. Examples include the attraction of impact investment in conservation projects, etc.; b) Realign current expenditures, i.e. any measure that can reorient existing financial flows towards biodiversity.; c) Avoid future biodiversity expenditures, i.e. any measure that can prevent or reduce future investment needs by eliminating or amending existing counter-productive policies and expenditures, and d) Deliver financial resources more effectively and efficiently, i.e. any measure or instrument that can enhance cost-effectiveness and efficiency in budget execution, achieve synergies and/or favour a more equitable distribution of resources.

The key findings of BIOFIN in Thailand revealed that the financial resources required for the achievement of biodiversity conservation priorities articulated in the National Biodiversity Strategy and Action Plan (NBSAP) are substantial. It has been calculated that current funding levels for biodiversity conservation in the country are insufficient and the country will need at least $1,116 million (between 2019 and 2021 to adequately restore ecosystems and
**biodiversity resources.** BIOFIN Thailand, together with a diversity of actors and experts, has developed the prioritized set of finance solutions for biodiversity which are now undergoing implementation (2018 – 2022). Finance solutions that are the most promising and realistic were chosen and judged as being significant in terms of **impact on biodiversity, impact on finance, and likelihood of success.**

The immediate objective of BIOFIN Phase II is to **support Thailand with the implementation of the Biodiversity Finance Plan at both national and sub-national levels.** The Plan looks forward to delivering a prioritised set of biodiversity finance solutions – seizing this opportunity to address thematic areas of intervention by recommending new partnerships and finance mechanisms for investing in biodiversity. The prioritised biodiversity finance solutions in the Plan are complementary and offer a combination of system and site level sustainable financing, policy changes, and other incentive mechanisms. This can be summarised as follows:

1. **Sustainable Tourism Finance Solution:** Increasing industry revenue sources for safeguarding biodiversity and environmental management
2. **Wildlife and Protected Areas Finance Solution:** Introduction of conservation vehicle license plates to support wildlife conservation in Thailand
3. **Government Budget Finance Solution:** Enhancing effectiveness and biodiversity impact of local budgets in Thailand
4. **Private Sector Finance Solution:** Mobilizing the private sector and impact investment in support of biodiversity
5. **Harmful subsidies to biodiversity:** Policy recommendation developed from a study on harmful subsidies to biodiversity and repurposing strategies of potential harmful subsidies in Thailand

UNDP will aim for achieving its full implementation of the above-mentioned Biodiversity Finance Solutions in Thailand, given that both the National Steering Committee of BIOFIN Thailand and the BIOFIN Global team have endorsed the prioritised finance solutions.

Accordingly, BIOFIN Thailand is seeking a **Senior technical project consultant for Biodiversity Finance Initiative in Thailand (Phase II extended).**

### 2. SCOPE OF WORK

**Scope of Work & Specific objective of the Assignments**

The **Senior Technical Project Consultant for Biodiversity Finance Initiative in Thailand (Phase II extended)** will be responsible for providing technical backstopping with practices and strategies for the effective implementation of the Plan and achievement of the outputs. Likewise, s/he will also facilitate and promote coordination and collaboration with other actors in all related sectors to support the achievement of his/her own specific deliverable and to support the work of BIOFIN Thailand. The outcome of assignments for the consultant to achieve will be from written report in English and/or Thai, a set up workshop and/or meeting, to strategic guidance in written format.
Under the overall guidance of UNDP BIOFIN at Global and Thailand levels, the senior consultant will liaise with the Project Manager and the Biodiversity Finance Coordinator of BIOFIN for Thailand. He/she will provide technical insights and backstopping for the strategic development and exploration for both on-going and potential biodiversity finance solutions. The scope of work includes:

- Submit of the Country Results Report (CRR) as per updated template by BIOFIN Global to the project manager of BIOFIN Thailand. The consultant will have to prepare the complete report with designing effective Indicators Tracking Table (ITT) for the BIOFIN Country Results Report which link with the updated Monitoring and Evaluation plan and Theory of Change of the UNDP Global BIOFIN;
- Submit of strategic development of on-going finance solutions and exploration of potential biodiversity finance solutions to be implemented for Thailand. The consultant will have to develop strategic plans to improve the investment and financing to biodiversity management in Thailand;
- Submit of other required technical reports in English as stated in the deliverables;
- Develop an integrated action plan to combine cross-cutting issues of (i) Green agenda (ii) Localization of Sustainable Development Goals, (iii) Policy advocacy for environmental finance and (iv) gender action plan into the basis for actions and strategies under BIOFIN process;
- Research and provide substantive inputs to the preparation of policy notes, statements, etc., for important events (e.g., donor coordination meeting, forums, regional conferences, etc.);
- Build partnerships with sector agencies and private sectors that are involved with his/her related deliverables;
- Provide guidance with consultation all technical matters directly with the Project manager of BIOFIN for Thailand and seek technical clearance from UNDP Global BIOFIN for further implementation while working with other consultants/experts of BIOFIN to achieve his/her assignments; and
- Provide technical support to other relevant projects in UNDP Country Office, if required.

### 3. EXPECTED OUTPUTS AND DELIVERABLES

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<tr>
<th>Deliverables/ Outputs</th>
<th>Target Due Dates</th>
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<tr>
<td><strong>Deliverable 1:</strong></td>
<td><strong>Within 14 days upon the signing of contract, but no later than 15 October 2022.</strong></td>
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<tr>
<td>- Upon submission and approval of the <strong>report with strategic plan</strong> of the finance solution titled ‘Result-based budgeting for local government unit on biodiversity management’.</td>
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<td><strong>Deliverable 2:</strong></td>
<td><strong>By 15 December 2022</strong></td>
</tr>
<tr>
<td>- Upon submission and approval of the <strong>bi-annual Country Result Report</strong> for the period July to December 2022.</td>
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- Upon submission and approval of the report with strategic Plan highlighting the indicators tracking table for each implemented Finance Solutions.
- Upon completion of the report with training plan on capacity building programme of Local Government Units on Result-based Budgeting for Biodiversity Conservation

**Deliverable 3:**
- Upon completion and approval of the following reports (1) Technical Assessment Report on Review of Local Government budget in Thailand and (2) Report of Strategic Plan to the Center of Excellences under the Royal Plant Genetic Conservation Project for implementing the finance solution titled ‘Result-based budgeting for local government unit on biodiversity management.’

**Deliverable 4:**
- Upon submission and approval of the Technical Report on Training Needs Assessment and Validation Workshop for capacity development of local government units on Result-based budget for biodiversity conservation.

**Deliverable 5:**
- Upon submission of the bi-annual Country Result Report for the period January to June 2023.
- Upon submission of the Technical Consultation Report on Training Curriculum Development and training materials for capacity development of local government on result-based budget for biodiversity conservation.

**Deliverable 6:**
- Upon submission and approval of a Final Assignment Report with lesson-learned of the finance solution titled ‘Result-based budgeting for local government unit on biodiversity management’.

**4. INSTITUTIONAL ARRANGEMENTS**

The Senior technical project consultant is expected to liaise/interact/collaborate/meet with the national and global (as necessary) BIOFIN project team members and other consultants, Government of Thailand and UNDP Country Office in Thailand.
He/she shall liaise with the Integrated Team Leader of UNDP Thailand and work directly with the Project Manager of BIOFIN for Thailand.

The outputs in each deliverable must receive technical clearance from the Project manager of BIOFIN for Thailand or designated Programme Officer of UNDP Thailand.

Note: The National Consultant will be given a UNDP email account with his/her name as part of the email address (e.g., name.lastname@undp.org). It is mandatory and required that all correspondence regarding BIOFIN related matters will be communicated solely via such authorized UNDP email account. Further, the Consultant will be provided with UNDP ground pass for the duration of this contract to facilitate the presence required on UNDP premises, if needed.

5. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: The expected duration of work is from 1 October 2022 to 15 October 2023; Maximum working days of 96 days

Duty Station: Home-based with possible travel within Thailand. Travel will be authorized and funded by the BIOFIN Thailand, if need be.

6. DEGREE OF EXPERTISE AND QUALIFICATIONS

Academic Qualifications:

- Advanced master’s degree preferably in development studies, international studies, social sciences or a related field.

Experience:

- At least 8 years of experience required in the field of environment and development (e.g., biodiversity, natural resources management, environmental management, etc.,);
- At least 6 years of work experience in the project management and institutional capacity building;
- Knowledge of Project Cycle Management, Logical Framework Methodology and Monitoring and Evaluation is mandatory;
- Proven technical consultation services for one or more projects of similar nature.
- Participation in technical assistance to international environment and development projects would be an advantage;
- Proven experience in working with a multidisciplinary team composed of both international and national technical specialists with varying experience and background;
• Previous experience with the local government units in Thailand and United Nations System, including the process of Biodiversity Finance Initiative is required;  
• Experience in working, liaising and collaborating with local officials, national-level government representatives, international and national civil society organizations, public international organizations and private sector.

Language:

• Excellent command of English and Thai, both spoken and written.

Corporate competencies:

• Preferably with knowledge of UN agencies, Royal Thai Government and its line agencies at both national and sub-national levels, some level of familiarity with its operations and business knowledge on private sector’s Corporate Social Responsibility.

Functional and technical competencies:

• Building Strategic Partnerships:
  o Displays initiative, sets challenging outputs for him/herself and willingly accepts new work assignments;
  o Takes responsibility for achieving agreed outputs within set deadlines and strives until successful outputs are achieved.
• Promoting Organizational Learning and Knowledge Sharing:
  o Exploring the case for innovative ideas, documenting successes and building them into the design of new approaches
  o Identifying new approaches and strategies that promote the use of BIOFIN methodology and biodiversity finance solutions;
  o Develops and/or participates in the development of BIOFIN finance solutions, including identifying new approaches to promote individual and organizational learning and knowledge sharing using formal and informal methodologies.
• Job Knowledge/Technical Expertise:
  o Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
  o Continues to seek new and improved strategies for accomplishing the work of the national BIOFIN team members;
  o Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
  o Demonstrates comprehensive knowledge of information technology and applies it in work assignments.
• Design and Implementation of Technical Backstopping Systems:
  o Makes recommendations regarding operation of finance solutions within project;
  o Identifies and recommends remedial measures to address problems to the project manager on timely manner.
• Promoting Results-Based Monitoring, Evaluation and Reporting:
  o Provides inputs to the development of result-oriented monitoring (ROM) and reporting for all implemented finance solutions for Thailand.
7. CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultant will be evaluated based on the following methodology.

**Cumulative analysis:** The award of the contract shall 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 set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Criteria for technical selection:

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<tr>
<th>Criteria</th>
<th>Percentage</th>
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<tr>
<td>Relevance of Education or Degree</td>
<td>20%</td>
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<td>Profound knowledge of biodiversity finance solutions implementation in the context of Thailand; Proven expertise on environment conservation, strategic and action plans development and Monitoring and Evaluation.</td>
<td>50%</td>
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<td>Experiences in working, liaising and collaborating with local officials, national-level government representatives, international and national civil society organizations, public international organizations and private sector.</td>
<td>30%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
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Only candidates obtaining a minimum of 80% of the total technical points would be considered for the Financial Evaluation.

8. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/ UNDP PREMISES

- [ ] NONE
- [ ] PARTIAL
- [ ] INTERMITTENT
- [ ] FULL TIME

9. PAYMENT TERMS

Consultant must send a financial proposal based on Lump Sum Amount.

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee. For travel costs and living allowance, the amount should be indicated if any work is to be done outside the IC’s duty station and any other applicable cost to be incurred by the IC in completing the assignment.
The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs as stated in Item 3 (Expected Outputs and Deliverables) and as per below percentages:

Deliverable 1: 10 per cent of total contract amount
Deliverable 2: 10 per cent of total contract amount
Deliverable 3: 20 per cent of total contract amount
Deliverable 4: 20 per cent of total contract amount
Deliverable 5: 30 per cent of total contract amount
Deliverable 6: 10 per cent of total contract amount

10. REQUIRED DOCUMENTS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:

   a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
   b) **CV**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
   c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Incomplete proposals may not be considered. The shortlisted candidates may be contacted, and the successful candidate will be notified.

11. ANNEXES TO THE TOR

The national consultant shall review the Biodiversity Finance Plan (BFP) for Thailand. This document will provide guidance with technical insights to the BIOFIN for Thailand. Please see: [https://www.th.undp.org/content/thailand/en/home/library/environment_energy/the-biodiversity-finance-plan.html](https://www.th.undp.org/content/thailand/en/home/library/environment_energy/the-biodiversity-finance-plan.html). In brief, the Plan outlines a set of actions which would help to significantly improve the management and financing of biodiversity conservation in Thailand. The Plan calls for an integrated national approach which builds on the
economic and business imperative for scaling up action on biodiversity protection in order to meet national biodiversity goals. This publication was made possible by the Biodiversity Finance Initiative—BIOFIN of the United Nations Development Programme (UNDP), with the generous support of the European Union, the Governments of Flanders, Germany, Norway, Switzerland, the United Kingdom, Belgium and the Royal Thai Government.