Terms of reference

GENERAL INFORMATION

Title: Consultant on Budget Tracking Guideline & Training
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: From October 2022 to: December 2022 (42 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

X TERMS OF REFERENCE
X CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
   (1) Junior Consultant
   (2) Support Consultant
   (3) Support Specialist
   (4) Senior Specialist
   (5) Expert/Advisor

CATEGORY OF INTERNATIONAL CONSULTANT, please select:
   (6) Junior Specialist
   (7) Specialist
   (8) Senior Specialist

X APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

X CV
X Copy of education certificate
X Completed financial proposal
X Completed technical proposal (if applicable)

Need for presence of IC consultant in office:
X partial (explain) (partial in project office/Bappenas office)
☐ intermittent (explain)
☐ full-time/office-based (needs justification from the Requesting Unit)

Provision of Support Services:
Office space: ☐ Yes X No
Equipment (laptop etc): ☐ Yes X No
Secretarial Services: ☐ Yes X No

If yes has been checked, indicate here who will be responsible for providing the support services: Liza Martiananda

Name: Bayuni Shantiko
Title: National Project Manager
I. BACKGROUND

National governments have demonstrated clear commitment to fulfil their mandates for biodiversity conservation and sustainable use in ways compatible with national development goals, and to 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 to unlock the resources required to meet the Aichi Targets defined in the CBD’s Strategic Plan 2011-2020 in a manner that promotes sustainable development and the eradication of poverty.

Guided by a global steering committee representing its partners, BIOFIN aims to develop a methodology for quantifying the biodiversity finance gap at national level, for improving cost-effectiveness through mainstreaming of biodiversity into national development and sectoral planning, and for developing comprehensive national finance plans. BIOFIN will thus provide a framework for undertaking “bottom-up” analyses and resource mobilisation strategies, embedded in a transformative process led by national stakeholders, aimed at allowing countries to implement their National Biodiversity Strategic Action Plan (NBSAPs) and achieve national biodiversity targets. BIOFIN will feed into the development of NBSAPs, while the NBSAP projects in turn will provide a platform for integration into decision-making processes.

National teams work with the global BIOFIN team on the following components: 1) Policy and Institutional Review (PIR); 2) Biodiversity Expenditure Review (BER); and 3) Finance needs assessment (cost and gap analysis); 4) Biodiversity Finance Plan (BFP); and 5) Implementation of Financial Solutions.

Based on insights gained from the results of BIOFIN assessments, it revealed significant financial needs for the achievement of national and global biodiversity imperatives. Public budgets continue to be the primary source of direct funding for biodiversity in all countries and will most likely continue to be so into the future. The significant cost of the response to, and recovery from, the global COVID-19 pandemic will create further unprecedented constraints on public budgets, reaching years into the future.

Now, more than ever, these budgets are under pressure. The pandemic results in the reallocation of funds to urgent public sector needs, including health care and economic recovery. In the first semester of 2020, there has been a massive loss of revenue for protected areas around the world, as global tourism came to a standstill, and the world’s iconic national parks largely closed as the pandemic progressed. The risk of poaching increased, while deforestation and illegal mining rose. Rangers face mobility challenges due to lockdowns while needing to cover ever larger territories in the absence of tourists who used to lend additional ears and eyes. Governments need to be empowered to advocate for and develop strong budgets for their protected areas and other biodiversity priorities, and to use their limited resources as effectively as possible.

In Indonesia result oriented budgeting has been introduced since 2004 and the system evolving to performance-based budgeting (PBB) in a way that preparation of work plans, and budgets is carried out based on the output to be achieved. One of implementation is to measure performance throughout thematic tagging based on output including spending categories such as government priorities, 8 President promises, climate change and gender. While biodiversity spending was still manual facilitated by BIOFIN, there is an opportunity to uplift into thematic tagging as well. One of the benefits is to improve business process e.g., the Green Sukuk’s allocation for climate change projects based on tagging data.

This finance solution facilitates the institutionalization of the biodiversity expenditure into the performance-based budgeting system. By this it makes budgeting for biodiversity better targeted and enhance effective resources allocation.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES
The consultant will work closely with Biofin Budget Tracking specialist, and report to BIOFIN Project Management Team and UNDP Technical Adviser for Natural Resources and Governance. Consultant will ensure smooth coordination with key Government of Indonesia institutions to develop training material and technical guideline, training delivery, and develop a recommendation of Biodiversity Budget Tracking mechanism.

Scope of work of the assignment are as follows:

- Support on exercising the budget mapping for relevant key line ministries, the consultant will develop a recommendation on the way in which biodiversity tracking mechanism can be further implemented within existing system or proposed a new system. He/she will assess options and present them to the Bappenas for piloting.
- Lead the work on developing training material on budget-tracking, lead a training and synthesis budget tracking process into applied guideline for key officials of ministries/institutions in coordination with budget tracking consultant based in Bappenas.
- Provide input and strategies on effective training delivery for key government official in the topic of result-based budgeting and/or budget tracking system.
- Identify list of participants relevant and instrumental on budget tracking implementation at ministry/institution.
- Lead the delivery on-the-job training for key government officials and working with them to implement biodiversity tracking analysis as part of the formulation of performance indicators and priority budget documents.
- With the input of budget tracking consultant, the consultant develops technical guideline the implementation and application in the of tracking system according to biodiversity expenditure classification.
- Lead the technical guideline dissemination and stakeholder consultation as a means to facilitate dialogue and learning among actors (bureaucrats and practitioners) in each key sector of biodiversity.

Expected Outputs and deliverables

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated number of working days</th>
<th>Completion deadline</th>
<th>Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st payment will be made upon submission and approval by UNDP of:</td>
<td>2 days</td>
<td>October 2022</td>
<td>National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance</td>
</tr>
<tr>
<td>Report on support of recommendation on the way in which biodiversity tracking mechanism can be further implemented and options for piloting</td>
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<tr>
<td>2nd payment will be made upon submission and approval by UNDP of:</td>
<td>10 days</td>
<td>October 2022</td>
<td>National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance</td>
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<tr>
<td>Report on the training material for key government officials on implementation of budget tracking for biodiversity (working with IC budget tracking)</td>
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<tr>
<td>3rd payment will be made upon submission and approval by UNDP of:</td>
<td>10 days</td>
<td>Nov 2022</td>
<td>National Project Manager BIOFIN and Technical Adviser for Natural Resources and Governance</td>
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<tr>
<td>Report on the 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 (in collaboration with IC budget tracking)</td>
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### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

Under direct guidance of the project manager and technical advisor for natural resource and governance, the selected candidate will have close coordination with Ministry of Finance and Bappenas. Following rounds of consultation and comments from the team, the consultant will produce a report as above, taking into account feedback from them team.

#### Duration of the Work

The assignment will be delivered within 3 months in partial scheme with total of 42 days. 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 is home-based.

#### 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 environment, forestry, development studies, economy, or other equivalent relevant fields.

**Years of experience:**

- At least 2 (two) years experiences in national and sub-national budget planning processes, national and subnational budget execution, or related field
- Experiences in developing guideline training for government staff
- Experiences in delivering training for government staff
III. Competencies and special skills requirement:

- Knowledge in biodiversity is desirable;
- Knowledge 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;
- Knowledge 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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Maximum Points</th>
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</thead>
<tbody>
<tr>
<td>Technical</td>
<td>70</td>
<td>100</td>
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<tr>
<td>Criteria A: qualification requirements as per TOR:</td>
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<tr>
<td>1. Master’s degree or equivalent in environment, forestry, development studies, economy, or other equivalent relevant fields.</td>
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<tr>
<td>2. At least 2 (two) years experiences in national and sub-national budget planning processes, national and subnational budget execution, or related field</td>
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<td>3. Experiences in developing guideline training for government staff</td>
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<tr>
<td>4. Experiences in delivering training for government staff</td>
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<tr>
<td>Criteria B: Brief Description of Approach to Assignment</td>
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<td>1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner</td>
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<td>Important aspects of the task addressed clearly and in sufficient detail</td>
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<td></td>
<td>Logical, realistic planning for efficient project implementation</td>
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