Terms of Reference for the Recruitment of an International/National Expert on Biodiversity Expenditure Review

“The Biodiversity Finance Initiative – BIOFIN - Rwanda”

<table>
<thead>
<tr>
<th>Application type:</th>
<th>External vacancy</th>
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</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>International/Regional/ National Expert on Biodiversity Expenditure Review</td>
</tr>
<tr>
<td>Category</td>
<td>Environment and Biodiversity Finance</td>
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<tr>
<td>Duty station</td>
<td>Kigali, Rwanda</td>
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<td>Application Deadline:</td>
<td>7th March 2017</td>
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<tr>
<td>Type of contract:</td>
<td>International/local Individual Contract</td>
</tr>
<tr>
<td>Expected starting date:</td>
<td>April 2017</td>
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<tr>
<td>Duration</td>
<td>50 working days spread in 4 months</td>
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1. Background

Available evidence and the decisions adopted by Parties to the Convention on Biological Diversity (CBD) indicate that a significant gap remains in finance for biodiversity management for countries to drastically scale up their efforts and achieve the 20 Aichi Targets defined in the CBD’s Strategic Plan for 2011-2020. A preliminary assessment conducted in 2012 under the auspices of the High-level Panel on Global Assessment of Resources for Implementing the CBD Strategic Plan estimated that the global investment required ranges between 130 and 440 billion US$ annually. To define biodiversity finance, identify needs and gaps with greater precision and determine related challenges and opportunities for resource mobilisation, detailed national-level assessments are required.

The Biodiversity Finance Initiative (BIOFIN) is a global partnership addressing the biodiversity finance challenge in a comprehensive manner. BIOFIN provides an innovative methodology enabling countries to measure their current biodiversity expenditures, assess their financial needs in the medium term and identify the most suitable finance solutions to bridge their national biodiversity finance gaps. BIOFIN provides support for countries to initiate a national policy dialogue and a transformational process through a stepwise customizable approach to identify and mobilise the resources and policies required to bridge the gap between the current approach to financing biodiversity and that needed to successfully implement national biodiversity plans and achieve national biodiversity targets.
There are currently 30 countries globally including Rwanda participating in BIOFIN implementation. The global project, which began in 2012 and continues through 2018, is coordinated by the UNDP through a global team supporting country implementation and the continuous improvement of the BIOFIN methodology. The global team works with interdisciplinary national teams, customising the methodology to the national context in each country.

At the national level, BIOFIN works under the leadership of Rwanda Environment Management Authority (REMA) of the Ministry of Natural Resources (MINIRENA) in collaboration with the Ministry of Finance and Economic Planning (MINECOFIN) and other key stakeholders, including the private sector, to rethink the most suitable finance modalities for biodiversity. Starting from 2017, activities are implemented through in-depth consultation with a strong focus on national needs and priorities and supported through capacity development activities.

Against this background, UNDP Rwanda is looking for an International/Regional/national expert on Biodiversity Expenditure Review (BER) for Biodiversity Finance to support the Government of Rwanda to eventually put in place resource mobilization framework based on scientifically sound analyses and assessments such including biodiversity Expenditure review and others such as the BIOFIN Policy and Institutional Review (PIR), the UNDP-UNEP Poverty Environment Initiative (PEI) Public Environment Expenditure Reviews¹, and the biodiversity finance needs assessment (NBSAP costing). This will be accompanied with a robust solid Biodiversity Finance Plan and development of proposals for the Biodiversity Finance Plan implementation.

BIOFIN Rwanda is two year project and has the following components:

**Component 1. Analyze the integration of biodiversity and ecosystem services in sectoral and development policy, planning and budgeting**

**Component 2. Assess future financing flows, needs and gaps for managing and conserving biodiversity and ecosystem services**

**Component 3. Develop comprehensive national Biodiversity Finance Plan to meet the biodiversity finance gap**

**Component 4. Initiate implementation of the Biodiversity Finance Plan at the national level**

UNDP therefore seeks the services of an international / national expert to assess Rwanda’s biodiversity expenditure review, based on earlier PEERs that were undertaken, and which will support in delivering other outputs of BIOFIN Rwanda and a science-based resource mobilization framework for biodiversity, environment and natural resources management in Rwanda.

### 2. Objective and Scope of work

The regional/national expert on Biodiversity Expenditure Review (BER) for Biodiversity Finance (hereinafter referred to “BER expert”) will be responsible to complete the Biodiversity Expenditure Review under the Component 2., following guidance provided through the current BIOFIN Workbook and in collaboration with the senior lead expert for BIOFIN Rwanda, the national BIOFIN technical team, PEI, the government, key stakeholders, and the BIOFIN Global team. The BER expert should include specific recommendations for improvements in the financing flows, needs, and gaps as well as locating where gaps can be closed in the finances that manage biodiversity conservation and ecosystem services.

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¹ Two such PEERs have been done under PEI, one in 2009 and one in 2013.
He/she will play a leading role in conducting, drafting and completing the Public and Private Biodiversity Expenditure Review under the BIOFIN process, together with Government, UNDP, PEI and private counterparts. This will provide horizontal input to all other national BIOFIN outputs, including Policy and Institutional Review, Finance Needs and Gap Assessment, and Summary for Policy Makers.

Key duties and responsibilities will include the followings:

i) Technical expertise to BIOFIN outputs

Biodiversity Expenditure Review

- Carry out a desk review to map existing studies/information/databases on biodiversity expenditures, including an overview of earlier environmental expenditure reviews, especially those done under the PEI.
- Develop a proposed national definition for “biodiversity expenditures”, based on the BIOFIN methodology.
- Develop work plan for the Biodiversity Expenditure Review for discussion with the national BIOFIN team, REMA, PEI and BIOFIN Global Senior Technical Advisor.
- Determine a target list of organizations to include in the analysis.
- Establish a system to tag biodiversity expenses into categories (Aichi, BIOFIN, NBSAP themes, etc.) and a system of coefficients / attribution to estimate contribution of mixed actions towards biodiversity.
- Conduct the expenditure review on budgets and expenditures dating back to 2004 (if possible) to the most recent complete year, following BIOFIN Workbook for guidance (includes sources of funding, subsidies, and biodiversity based revenues).
- Analyse the total biodiversity-related expenditures filtered by major strategy groups using BIOFIN taxonomy (or national categories such as NBSAP).
- Coordinate the compilation of relevant data and liaise with relevant Ministries and partners as required and complete all BIOFIN data entry sheets for the BER.
- Organise bilateral consultation meetings/interviews/discussions with national level stakeholders to define then validate the attribution of biodiversity significance in all relevant expenditures.
- Assess the extent of integration of biodiversity financing in development cooperation including Official Development Assistance (ODA) and document trends in development cooperation to obtain baseline overview of support for biodiversity financing in Rwanda from development cooperation/ODA, project a future scenario and identify key challenges affecting support for financing biodiversity through development cooperation and identify opportunities for addressing them.
- Carry out a review of private sector expenditure on biodiversity financing from FY2004/05 to FY 2015/16 and document the expenditure trends to obtain baseline overview of expenditure by private sector, project a future scenario and identify key challenges affecting private sector expenditure on biodiversity financing and identify opportunities for addressing them.
- Carry out review of bilateral and multilateral support for biodiversity conservation including south-south cooperation and document the bilateral support trends to obtain baseline overview of bilateral and multi-lateral support for biodiversity financing in Rwanda, and project a future scenario and identify key challenges affecting bilateral and multi-lateral support for financing biodiversity in Rwanda and identify opportunities for addressing them.
- Applying budget projections and other assumptions, estimate future funding baseline under a “Business-As-Usual Scenario”: an analysis of projected estimated funding in the future.
• Based on international best practices and the BIOFIN Workbook, develop and implement a specific strategy for data collection of the private sector and organise dedicated consultation meetings with private sector stakeholders (e.g. chamber of commerce, multinationals) on tracking biodiversity expenditures.
• Based on results from the national consultation workshop, develop the draft BIOFIN Biodiversity Expenditure Review for review by the national BIOFIN team and global BIOFIN Senior Technical Advisor.
• Develop the final Biodiversity Expenditure Review for review by the national BIOFIN team and global BIOFIN Senior Advisor and present at the validation workshop.

ii) Project outreach and communication

- Prepare and facilitate workshops, meetings, networking and presentations as required, completing parts of the Expenditure Review and engaging stakeholders.
- Make clear communications among the stakeholders, the government as well as other actors participating in BIOFIN nationally and globally, especially the national technical team.
- Participated in training sessions and workshops to be provided to country partners on BIOFIN methodology.
- Provide comments and feedback on how to improve the BIOFIN methodology and project effectiveness.

iii) Knowledge Management and Reporting

- Document decisions and assumptions made while completing parts of the Expenditure Review.
- Write report and prepare documents, such as briefs and information notes to communicate to BIOFIN management, technical working group and stakeholders as required.
- Document lessons learned from conducting the Expenditure Review, ranging from institutional considerations to technical issues.
- Support the preparation of BIOFIN reports and case studies, as required.

3. Outputs/Expected deliverables

The selected BER expert will provide the following key deliverables:

Key deliverables (products and processes):

• Inception Report, including the consultants understanding of the TORs, detailed workplan for the assignment and outline of the final report.
• Biodiversity Expenditure Review – Draft report, based on and completing Workbooks 1C
• Workshop reports
• Biodiversity Expenditure Final Report, taking into account comments form stakeholders as obtained through validation workshop and other consultations.

4. Duration of the contract

The assignment is expected to take 50 working days in the period of 4 months. The consultant is home based, but expected to conduct major part of the assignment in Kigali (30 working days in total), to work closely with the BIOFIN team, other experts hired by UNDP and national stakeholders.
5. Institutional arrangement
UNDP will contract the best and most competitive individual consultant to undertake the assignment as described in this ToRs on behalf of Rwanda Environment Management Authority (REMA). REMA will supervise and provide office space to the BER expert and will facilitate all logistical requirements for the work. This includes providing office space, organizing field visits where it will be required, etc.

The consultant will directly report to the BIOFIN international senior lead expert and BIOFIN Project Manager at REMA, UNDP Country Office, and receive guidance from the global BIOFIN team and BIOFIN national technical team which is composed of i) the coordinator of single project implementation unit (SPIU) of REMA, ii) the BIOFIN project officer in REMA, iii) UNDP project focal points iv) national technical advisor to MINECOFIN for PEI v) representative of UNDP-UNEP PEI and work closely with other experts hired by UNDP for BIOFIN. All deliverables should be accepted and approved by the national technical team and cleared by the DG REMA.

6. Duty station
The duty station of the assignment will be part home based and part Kigali, Rwanda (at least 30 working days), specifically the REMA Office. The consultant may be required to travel to sites outside Kigali as appropriate.

7. Required expertise and experience

Education:
• Advanced Degree (Masters or higher) in finance, economics, business management or a closely related field, or equivalent relevant work experience, preferably with an environment / biodiversity focus.

Competencies:
• Strong analytical, writing and communication skills.
• Ability to prepare publications, reports and presentations.
• Ability to 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 processes and culture strongly desired.

Experience:
• At least 5 years of experience, preferably in environmental finance, accounting, economics, management or related field.
• 5 years of experience in collaborating with international and national experts and institutions.
• At least 5 years of exposure to environmental issues or biodiversity desirable.
• Sound understanding of key software packages (MS Office)
• Previous experience with expenditure reviews would be an asset.
• Excellent written and verbal communication skills in English. Knowledge of French an advantage.
8. Payment modality

The contract will be performance-based. Payments will be made against the following deliverables:

<table>
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<tr>
<th>Deliverable set</th>
<th>Timeframe</th>
<th>Payment</th>
<th>Condition</th>
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<tbody>
<tr>
<td>Set 1</td>
<td></td>
<td></td>
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<tr>
<td>- Inception report of BER</td>
<td>After 10 working days</td>
<td>20%</td>
<td>Upon approval and acceptance of the Inception Report by the project technical team, REMA and UNDP</td>
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<tr>
<td>Set 2</td>
<td></td>
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<tr>
<td>- Draft report of BER</td>
<td>After 40 working days</td>
<td>30%</td>
<td>Upon approval and acceptance of the project technical team and stakeholders at validation workshop, REMA and UNDP.</td>
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<tr>
<td>Set 3</td>
<td></td>
<td></td>
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<tr>
<td>- Final BER Report, having addressed comments</td>
<td>After 50 working days</td>
<td>50%</td>
<td>Approval and acceptance of the project technical team after completion and submission of Set 3</td>
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<tr>
<td>- Participation in other BIOFIN outputs workshops such as PIR, NBSAP costing/Biodiversity needs assessment</td>
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<td></td>
<td>Total 50 working days spread in 4 months</td>
<td>100%</td>
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After signing the initial contract, the BER expert will present his/her Inception Report including detailed work plan showing how he/she intends to deliver the above mentioned deliverables within the contract duration. The consultant shall be paid the consultancy fee by the percentage above. Upon completion, submission, validation and acceptance by the national technical team defined in Section 5. Institutional arrangement of the sets of deliverables indicated in the above table, the payment will be made by UNDP Country Office.

9. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology, on how they will approach and complete the assignment;
- Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

10. Evaluation criteria

The consultant will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:
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<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. point</th>
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<tbody>
<tr>
<td>Advanced Degree (Masters or higher) in finance, economics, business management or a closely related field, or equivalent relevant work experience, preferably with an environment / biodiversity focus.</td>
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<td>15</td>
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<tr>
<td>At least 5 years of experience, preferably in environmental finance, accounting, economics, management or related field.</td>
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<td>15</td>
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<tr>
<td>At least 2 years of experience working on Biodiversity or conservation finance</td>
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<td>15</td>
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<tr>
<td>Experience working on BIOFIN or similar initiatives with a proof, e.g. any reports worked on under BIOFIN is considered as an advantage but not a requirement</td>
<td>10</td>
<td>10</td>
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<tr>
<td>At least 2 years of experience in working with international and national experts and institutions on development / environmental financing</td>
<td>10</td>
<td>10</td>
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<tr>
<td>Experience on technical and analytical review of reports and/or documents on high level policy</td>
<td>10</td>
<td>10</td>
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<td>Exposure to environmental issues or biodiversity, with regional experience an added advantage</td>
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<td>15</td>
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<tr>
<td>Sound understanding of key software packages (MS Office)</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Good command of English (4 points), knowledge of French (1 point)</td>
<td>5</td>
<td>5</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>100</strong></td>
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UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.