



**Terms of Reference for the Recruitment of a National Expert on
Policy and Institutional Review (PIR) for Biodiversity Finance
“The Biodiversity Finance Initiative – BIOFIN - Rwanda”**

Application type:	External vacancy
Job Title:	National Expert on Policy and Institutional Review (PIR) for Biodiversity Finance
Category	Environment and Biodiversity Finance
Duty station	Kigali, Rwanda
Application Deadline:	06 March 2017
Type of contract:	National Individual Contract
Expected starting date:	Immediately
Duration	30 working days assignment for the duration of 2 months

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 national expert on Policy and Institution Review (PIR) 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 Biodiversity Expenditure Review (BER), the UNDP-UNEP Poverty Environment Initiative (PEI) Public Environment Expenditure Reviews, 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

2. Objective and Scope of work

The national expert on Policy and Institutional Review (PIR) for Biodiversity Finance (hereinafter referred to “PIR expert”) will be responsible to start the BIOFIN process at the national level and to complete part Policy and Institutional Review under the Component 1., following guidance provided through the current BIOFIN Workbook and in collaboration with the senior lead expert for BIOFIN Rwanda, the national BIOFIN technical team, the government, key stakeholders, and the BIOFIN Global team. The PIR expert should include specific recommendations for improvements in the institutional framework, as well as identification of policy areas where BIOFIN can provide strategic inputs.

He/she will play a leading role in the conduction and write-up of the Policy and Institutional Review under the BIOFIN process together with Government counterparts; as well as provide horizontal input to all other national BIOFIN outputs, including Public and Private Biodiversity Expenditure Reviews, Finance Needs and Gap Assessment, and Summary for Policy Makers, as well as provide input to the feedback on the methodological framework.

Key duties and responsibilities will include the followings:

i) Technical expertise to BIOFIN outputs

- Lead completion of Biodiversity Finance Policy and Institutional Review, under supervision of the senior lead expert and the national technical team of BIOFIN, following the current BIOFIN Workbook and associated guidance materials;
- Carry out a desk review to map existing studies on biodiversity finance policies and institutions, including existing economic valuations undertaken in the country (in cooperation with the biodiversity finance expert), the NBSAP and 5th National Biodiversity Report, and any other available documents.
- Carry out a review of sectoral policies and practices concerning the both positive and negative impacts on conservation and sustainable use of biodiversity.
- Carry out a stakeholder analysis identifying specific roles in biodiversity financing and the alignment of organizations with national biodiversity goals and objective.
- Produce an outline, draft and final Biodiversity Finance Policy and Institutional Review in close collaboration with the senior lead expert, the national BIOFIN technical team and Global BIOFIN team.
- Coordinate the compilation of collecting relevant data and liaise with relevant Ministries and partners as required and complete all information collection for the PIR.
- Develop the sections on the institutional framework for the Finance Strategy and support the development of the legal aspects of the feasibility studies for priority in financing mechanisms.
- Ensure the BIOFIN project builds on other national projects and activities, including the NBSAP process.

ii) Project outreach and communication

- Prepare and facilitate workshops, meetings, networking and presentations as required, completing parts of the Policy and Institutional 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 Policy and Institutional Review.
- Write report and prepare documents, such as policy briefs and information notes to communicate BIOFIN objectives and results to key stakeholders.
- Document lessons learned from conducting the BIOFIN project ranging from institutional considerations to technical issues.
- Support the preparation of reports and case studies, as required, for submission to global meetings (e.g. CBD COP etc.) and donor reports.

3. Outputs/Expected deliverables

The selected PIR expert will provide the following key deliverables:

Key deliverables (products and processes):

- **Inception Report**, on how the consultant understands the TORs, methodology to undertake the study, detailed work plan and outline of final report, to be approved by REMA, UNDP.
- **Draft Policy and Institutional Review** – standalone report, based on and completing Workbooks 1ab, to be approved by REMA, UNDP
- Contributions to / reviews of other reports:
 - *Public and Private Expenditure Review*
 - *Finance Needs and Gap Assessment*
- Provisional feedback on the BIOFIN methodology including the assessment frameworks (workbook)
- Workshop reports
- **Final Policy and Institutional Review**, including on how comments from stakeholders obtained during validation workshop and other consultations have been addressed, to be approved by REMA, UNDP

4. Duration of the contract

The assignment is expected to 30 working days in 2 months. The consultant is expected to conduct the assignment in Kigali to work closely with other experts hired by UNDP and with national stakeholders. Limited field visits outside Kigali may be anticipated.

5. Institutional arrangement

UNDP will contract the individual consultant to undertake the assignment as described in this ToR on behalf of Rwanda Environment Management Authority (REMA). REMA will supervise and provide office space to the PIR 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 international senior lead expert for biodiversity finance 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 manager 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 Kigali, Rwanda, specifically the REMA Office. However, the consultant may be required to travel to sites outside Kigali as appropriate.

7. Required expertise and experience

Education:

- Advanced Degree (Masters of higher) in law, politics, economics, finance and environment and natural resources management or a closely related field, in combination with equivalent relevant work experience.

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 especially the Ministry of Finance and/or the Ministry of Environment/Natural Resources is strongly desired.

Experience:

- At least 5 years of professional experience, preferably in policy and institutional issues at a senior level.
- 3 years of experience in collaborating with international and national experts and institutions.
- Exposure to environmental or biodiversity issues of at least 3 years desirable.
- 5 years of experience in carrying out similar studies and assignments
- Sound understanding of key software packages (MS Office)
- 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:

Deliverable set	Timeframe	Payment	Condition
Set 1 – Inception report of PIR – Inception workshop report	After 7 working days	20%	Approval and acceptance of the project technical team after completion and submission of Set 1
Set 2 – Draft report of PIR	After 24 working days	30%	Approval and acceptance of the project technical team and stakeholders at validation workshop after completion and submission of Set 2
Set 3 – Final PIR Report, having addressed comments – Validation Workshop report Policy brief, 1-pager executive summary of the PIR and presentation slides – Participation in other BIOFIN outputs workshops such as BER, NBSAP costing/Biodiversity needs assessment	After 30 working days	50%	Approval and acceptance of the project technical team after completion and submission of Set 3

	Total 30 working days in 2 months	100%	
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After signing the initial contract, the PIR expert will present his/her 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:

Criteria	Weight	Max. point
Postgraduate or other advanced university degree (at least Master's or equivalent) in economics, public management, biodiversity	20	20
At least 5 years of professional experience, preferably in policy and institutional issues at a senior level	20	20
3 years of experience in collaborating with international and national experts and institutions	15	15
Exposure to environmental or biodiversity issues of at least 3 years desirable	15	15
5 years of experience in carrying out similar studies and assignments	10	10
Sound understanding of key software packages (MS Office)	5	5
Good command of English; French an advantage	5	5
Total	100%	100

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.