Terms of Reference for the Recruitment of National Economist

“The Biodiversity Finance Initiative – BIOFIN - Rwanda”

<table>
<thead>
<tr>
<th>Application type:</th>
<th>External vacancy</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>National economist</td>
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<tr>
<td>Category:</td>
<td>Environment and Biodiversity Finance</td>
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<tr>
<td>Duty station:</td>
<td>Kigali, Rwanda</td>
</tr>
<tr>
<td>Application Deadline:</td>
<td>17 May 2018</td>
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<tr>
<td>Type of contract:</td>
<td>Individual Contract</td>
</tr>
<tr>
<td>Expected starting date:</td>
<td>Immediately after signing of contract</td>
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<tr>
<td>Duration:</td>
<td>50 consultant days over 7 calendar months</td>
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1. Background

This study is being conducted under the auspices of the Biodiversity Finance Initiative (BIOFIN), a global initiative providing support for countries to identify and mobilize 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.

For background information, see BIOFIN’s website: [http://www.biodiversityfinance.net](http://www.biodiversityfinance.net).

In Rwanda, BIOFIN works under the leadership of the Rwanda Environment Management Authority (REMA) of the Ministry of Environment (MOE) in collaboration with the Ministry of Finance and Economic Planning (MINECOFIN) and other key stakeholders, including the civil society and private sector, to analyse the most suitable finance modalities for supporting the protection of biodiversity in the country. Starting in 2017, BIOFIN Rwanda has completed a series of sequential background studies: the Biodiversity Finance Policy and Institutional Review (PIR) and the Biodiversity Expenditure Review (BER). Work is ongoing for the Biodiversity Financial Needs Assessment (FNA) and the Biodiversity Finance Plan (BFP).

One component of the BFP is to identify a number of “finance solutions” that can contribute to expanding the envelope of available funding for biodiversity and conservation. A finance solution consists of specific new or modified policies, regulations, incentives, programs or
projects that can increase funding for biodiversity or use available resources more effectively and efficiently.

One of the identified finance solutions is to undertake an assessment of the ways for improving the collection and utilization of environmental fees and penalties at the district level which are intended to support core FONERWA funding. There is general agreement that the collection of environmental fees and penalties at the district level is sporadic and inefficient, which leads to a loss in the potential revenues from such sources as well as continuing pollution and circumventing of existing environmental laws by individuals or companies.

These fees and penalties are, in theory, a not insignificant source of revenue for FONERWA that could be used to increase FONERWA’s biodiversity-focused portfolio of projects. Until these fees and penalties are collected in a more efficient and systematic manner, then FONERWA will be deprived of an important revenue stream and, more importantly, pollution and threats to biodiversity will continue through lack of enforcement and sanctions.

The organization’s most recent mandate, as articulated in Organic Law 39/2017, calls upon FONERWA to mobilise and manage resources used in financing activities aiming at protecting and preserving environment and natural resources as well as funds to be used in the fight against climate change.

Under the various laws establishing FONERWA, going back to Organic Law No 04/2005, one of the organization’s funding streams potentially includes fines that cover such acts as polluting inland water; dumping waste in an unauthorized manner; burning or cutting forest products in protected areas; killing animals in protect areas; and burying or dumping toxic waste. Fines can range from RWF 200,00 to RWF 5,000,000 depending upon the nature and extent of the offense. To date, this funding stream has not been successfully exploited.

UNDP Rwanda is looking to recruit an economist for a study to examine the policies, regulations, procedures and incentives that impact environmental enforcement at the district level. The assessment has the objective of making policy and programmatic recommendations aimed at the more effective and efficient collection of environmental fees and penalties which could then increase funding for FONERWA’s biodiversity-focused portfolio that, in turn, could support district-level biodiversity initiatives.

2. Objective and scope of work

The objective of this finance solution is to address this problem by assessing current district-level collection and enforcement practices and better understand the incentives and disincentives that result in limited enforcement of existing fees and penalties. The assessment will also examine ways in which FONERWA can:

- support the process of more effective collection including revenue-sharing or other incentives to galvanize stricter enforcement protocols;
- make better use of revenues collected for biodiversity-related projects at the local level.
3. **Specific tasks and responsibilities**

The national consultant will be tasked to:

- Review existing studies and reports on current practices concerning revenue collection from environmental fines and penalties;
- Conduct field research in 3-5 districts to determine current practices and procedures in order to understand the reasons for the inefficient collection of environmental fees and penalties and the incentives/disincentives which discourage the collection of such revenue sources;
- Analyze the effectiveness of current procedures guidelines, regulations and laws meant to discourage harmful environmental practices;
- Review FONERWA procedures and guidelines to develop recommendations on ways by which FONERWA can better support the collection of fees and penalties, to include options by which fines collected can be used by the collecting district for environmental protection and mitigation;
- Prepare a report on findings from research and analysis and recommendations for improving revenue collection and utilization.

4. **Deliverables**

The selected national expert will provide the following key deliverables:

- **Inception Report**, a short report including the consultant team’s proposed methodology and work plan for completing the assignment— to be delivered within 3 work days, no later than 5 days after start of the assignment.

- **Draft Report** to be shared for review and comments by REMA and the BIOFIN team and accepted by the NTAC through a consultation workshop. To be delivered within 38 work days, no later than 2 months from start of the assignment.

- **Final Version of Report** based on comments and recommendations from review of draft report, to be validated by NTAC and stakeholders through a final validation workshop. To be delivered within 48 work days, no later than 4 months from start of the assignment.

- **Policy Brief** which provides a short summary of final report (3-5 pages) intended for senior policy-makers. To be delivered within 50 work days, no later than 7 months from start of the assignment.

4. **Duration of the contract**

The assignment is expected to take 50 work days over a period of 7 calendar months (until 31st December 2018).
5. Institutional arrangements

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 facilitate all logistical requirements for the work, including the provision of office space and organizing vehicles for field visits. A separate DSA will be provided for workshops that take place out of Kigali, however the consultant should include accommodation costs for field visits in the methodology and financial proposal.

The consultant will directly report to the BIOFIN Project Officer at REMA and UNDP Country Office, and will receive guidance from the lead BIOFIN consultant and the BIOFIN national technical team. All deliverables should be accepted and approved by the national technical team, with the final report cleared by the REMA Director General.

6. Duty station

The assignment will be based in Kigali with field visits to 3-5 districts. The duty station of the work while in Kigali is the REMA Office. However, the consultant may make other workplace arrangements if mutually agreed.

7. Required expertise and experience

Education:
Advanced university degree (Masters or equivalent) in economics, public policy, business administration and other relevant fields.

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

Experience:
- At least 10 years of work experience, preferably in the areas of public finance, fiscal policy, district-level government, and decentralization
- Proven experience in data analysis and Rwandan public policy issues
- Experience in collaborating with international and national experts and institutions
- Familiarity with FONERWA will be a strong advantage
- Sound understanding and application of essential software packages (MS Office)
- Excellent command of spoken and written English required
8. Payment modality

The consultant will be paid the consultancy fee upon completion of the following deliverables.
- 20% after the submission and acceptance of the Inception Report
- 40% upon submission of the draft report
- 40% upon submission of the revised final report, completion of validation workshop and policy brief

9. Application procedure

Qualified and interested candidates are hereby requested to apply. The application should contain the following:
- Personal CV or UN P11 form, indicating education background/professional qualifications, relevant 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, which can be provided by the UNDP procurement office.

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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<th>Criteria</th>
<th>Weight</th>
<th>Max. point</th>
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<tr>
<td>Excellent proposed methodology for accomplishing the assignment</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Advanced university degree (Masters or equivalent) in economics, public policy, business administration and other relevant fields.</td>
<td>15</td>
<td>15</td>
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<tr>
<td>At least 10 years of work experience and familiarity with fiscal policy and decentralized government, as described above</td>
<td>25</td>
<td>25</td>
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<tr>
<td>Strong analytical, writing and communication skills</td>
<td>10</td>
<td>10</td>
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<tr>
<td>Proven ability to prepare publications, reports and presentations.</td>
<td>10</td>
<td>10</td>
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<tr>
<td>Excellent command of spoken and written English required</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td>100</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 encouraged to apply. All applications will be treated with the strictest of confidence.

Prepared by:
Signature
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Name and Designation
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Date of Signing
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Reviewed and Cleared by:
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Name and Designation
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Date of Signing
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Approved by:
Signature
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Name and Designation
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Date of Signing
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