

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE UNDP-KGZ-100421 ОБЪЯВЛЕНИЕ ТЕНДЕРА НА УСЛУГИ ИНДИВИДУАЛЬНОГО КОНСУЛЬТАНТА UNDP-KGZ-100421

Title: National Finance expert to provide support on updating the Biodiversity Policy Institutional Review (PIR), Biodiversity Expenditure Review (BER), Biodiversity Finance Needs Assessment (FNA) and Biodiversity Finance Plan (BFP) / Наименование: Национальный финансовый эксперт для оказания поддержки в обновлении Обзора институциональных рамок и политики для финансирования биоразнообразия, Обзора расходов на биоразнообразие, Оценки финансовых потребностей в области биоразнообразия и Плана финансирования биоразнообразия.

Allowable Manner of Submitting Proposals / Допустимый способ подачи предложений	This specific tender is managed via the new supplier portal system of UNDP. If you are interested in submitting a bid for this tender, you must subscribe following the instructions in the user guide. If you have not registered a profile with this system, you can do so by following the link for Supplier Registration. /Настоящий тендер объявлен через новую систему-портал для Поставщиков ПРООН. Если Вы заинтересованы в подаче заявки по данному тендеру, вам необходимо подписаться на обновления в соответствии с инструкциями в руководстве для Поставщиков, доступном по ссылке: user guide. Если вы еще не зарегистрированы, вы можете это сделать, пройдя по ссылке: Supplier Registration
	Proposals, comprising of documents stated in this Procurement Notice, should be submitted to UNDP Kyrgyzstan through new UNDP sourcing system — QUANTUM / Предложения, содержащие необходимые документы, перечисленные в этом тендере, должны быть предоставлены через новую систему для закупок — QUANTUM.
	Should you require any guidance on new UNDP sourcing system or face with any difficulties when registering your company or submitting your proposal, please send an email to the UNDP Procurement Team at procurement.env.kg@undp.org/
	В случае необходимости разъяснений по новой системе или возникновения сложностей с регистрацией или подачей заявок, необходимо обратиться в отдел закупок ПРООН по электронному адресу: procurement.env.kg@undp.org
	No hard copy or email submissions will be accepted by UNDP/
	ПРООН не будет принимать предложения через электронную почту или нарочно
Deadline for Submission /	Please find more information and the deadline information at:
Крайний срок подачи	http://supplier.quantum.partneragencies.org./
	Вы можете найти информацию по тендеру и крайний срок подачи заявок на сайте:
	http://supplier.quantum.partneragencies.org.
Documents to be included in proposal/Документы, которые следует предоставить	 Proposal: Resume/CV (including past experience in similar projects); Signed confirmation of interest and submission of financial proposal form (theform is attached)- Annex 1; Copy of ID (passport); Copy of Diploma; Any supporting documents to demonstrate skills as per requirements; Предложение: Резюме/CV (включая прошлый опыт аналогичных проектов); Подписанная форма подтверждения заинтересованности и финансового предложения (форма прилагается)- Приложение 1; Копия паспорта (ID); Копия диплома; Какие-либо документы, подтверждающие навыки согласно требованиям.



TERMS OF REFERENCE

Project Name	Biodiversity Finance Initiative Phase II (PID 00108642)	
Short title of Assignment:	National Finance expert to provide support on updating the Biodiversity Police Institutional Review (PIR), Biodiversity Expenditure Review (BER), Biodiversity Finance Needs Assessment (FNA) and Biodiversity Finance Plan (BFP)	
Duty station:	Bishkek, Kyrgyzstan	
Type of Contract:	Individual contract	
Duration of Contract:	120 working days within 14 months after signing the contract	

BACKGROUND

The Biodiversity Finance Initiative – BIOFIN – is a global programme that developed, piloted, and is continuously improving a methodology to review the biodiversity policy and institutional framework (policy and institutional review -PIR), measure existing biodiversity expenditure levels (biodiviersity expenditure review - BER), assess future financial needs (financial needs assessment - FNA) and design comprehensive plans to use finance tools and solutions (biodiversity finance plan – BFP) that increase financing, effectiveness and efficiency of biodiversity management in the target countries. BIOFIN's first phase (2012-2018) enabled full assessments and initial implementation of finance plan elements in target countries. Significant enhancement and scaling up of finance solutions is required in all countries to address the biodiversity finance challenge. BIOFIN's second phase enables the 35 countries to complete the design and implementation of priority finance solutions and will allow new countries to undertake the assessments as well as create and implement their biodiversity finance plan.

The Kyrgyz Republic joined BIOFIN in 2016. The 1st phase took place in 2016-2018, where as a result of conducted PIR, BER, and FNA, the Biodiversity finance plan (BFP) consisting of 11 prioratized finance solutions has been validated in 2019. Within the BIOFIN Phase II (2019-2025) in the Kyrgyz Republic, 5 more finance solutions have been developed. And BIOFIN Phase II in the Kyrgyz Republic focus on the implementation of the following 9 financial solutions out of 16 solutions:

- Establishment of Biodiversity Conservation Trust Fund;
- Reforming harmful agricultural subsidies to remove barriers to green/organic;
- Improving the procedures of budget formulation and execution of protected areas (PAs) and forestry enterprises (FEs);
- Scaling up the adoption of performance programme-based budgeting in PAs and FEs;
- Scaling up of two financial solutions: 1) Improving the procedures of budget formulation and execution of PAs and FEs and 2) Scaling up the adoption of performance programme-based budgeting in PAs and FEs;
- Debt-for-Nature Swap (DfNS) in the Kyrgyz Republic;
- Introduction of an effective system of financial self-sufficiency in PAs;
- Digitalization of rental payments for leasing forest plots;
- Development of methodology for the assessment of subsidies impact on biodiversity and its effectiveness.

In 2024, the Kyrgyz Republic will update their National Biodiversity Strategy and Action Plan (NBSAP) NBSAPs and national biodiversity targets to align those to the new targets in the Kunming-Montreal Global Biodiversity Framework (GBF). In line with this, BIOFIN intends to engage the national consultant to provide support in updating the PIR, BER, FNA and BFP following the BIOFIN methodology¹ as part of NBSAP update process.

- Biodiversity Finance Policy and Institutional Review (PIR). The PIR analyses the country's current policies, institutions and
 existing finance mechanisms and tools associated with biodiversity and ecosystem services in order to evaluate their
 impact and effectiveness and to understand key entry points and opportunities for effecting change.
- Biodiversity Expenditure Review (BER). The Biodiversity Expenditure Review helps countries to establish a firm baseline
 of historic and current biodiversity expenditure levels and future projections in comparison to the underlying institutional
 and policy vision and framework.
- Financial Needs Assessment (FNA). The FNA is a detailed realistic costing of key biodiversity policies and plans generally focused on the National Biodiversity Strategy and Action Plan (NBSAP). This involves an estimation of the financial needs and a prioritisation of actions for biodiversity management across all sectors of government, NGOs and can include private sector investments.

¹ https://www.biofin.org/sites/default/files/content/publications/workbook_2018/

• Biodiversity Finance Plan (BFP). The Biodiversity Finance Plan is a national strategy and plan for financing biodiversity addressing all possible dimensions of finance, including resource mobilization, improving impact delivery.

The NBSAP update will be undertaken with the support of 2 projects: Global Biodiversity Framework Early Action Support (GBF-EAS) and BIOFIN. A group of experts will be engaged in the NBSAP update process. It is expected that the National Finance expert will closely work and guide the groups of experts involved in the NBSAP update, particularly in the areas related to PIR, BER, FNA and BFP.

OBJECTIVES

The main objectives of the assignment are:

- to provide expert support and guidance in updating the PIR, BER, FNA and BFP with a focus on biodiversity and climate change at the national level, following the BIOFIN methodology;
- to provide expert support and technical methodological guidance in the implementation of the finance solutions that are being currently implemented within BIOFIN, identify the most prioriratized areas of biodiversity conservation that mostly lack financing and design the financial solutions (FSs) to address them, ensure the national stakeholders engagement in the financial solutions' implementation and to provide support in the coordination of expert groups, implementing the financial solutions under the BIOFIN project.

SCOPE OF ACTIVITIES

The Consultant will work under the overall guidance of the Team Leader, UNDP Climate, Energy and Environment (CEE) cluster, and under the direct supervision of the BIOFIN Project Coordinator, and will closely coordinate with the BIOFIN Technical Adviser and Global BIOFIN team, all national partners of BIOFIN project, Global Biodiversity Framework Early Action Support (GBF-EAS) Project coordinator and group of experts engaged in GBF-EAS project, other relevant governmental institutions, development partners and other stakeholders to accomplish the following scope of work:

Support in PIR, BER, FNA and BFP update following the BIOFIN methodology (BIOFIN Workbook 2018):

- Biodiversity Policy and Institutional Review (PIR) and Biodiversity Expenditure Review (BER).
 - Work closely and provide overall guidance of NBSAP update team on all aspects related to conducting the PIR and BER update;
 - Participate at consultation meetings/interviews/discussion with national level stakeholders;
 - Review and provide inputs into on PIR and BER comprehensive reports and facilitate their revision by the national BIOFIN team, global BIOFIN Senior Technical Advisor and other relevant stakeholders;
 - o Jointly with NBSAP update team, present the PIR and BER at the validation workshops.
- NBSAP costing and Biodiversity Financial Needs Assessment (FNA).
 - o Conduct the comprehensive estimate of the financial resources to achieve the national NBSAP.
 - Develop FNA, based on the NBSAP and other national biodiversity development and conservation plans costing.
 The list of other national biodiversity development and conservation plans besides NBSAP for FNA needs to be identified and agreed with UNDP.
 - Develop a comprehensive report with the detailed results of the FNA. Ensure the revision and validation of the report by the national BIOFIN team, global BIOFIN Senior Technical Advisor and relevant stakeholders from UNDP, government, development partners, private and third sectors.
 - Present the FNA at the validation workshop.
- Biodiversity Finance Plan (BFP)
 - Based on a national consultative process, develop a Biodiversity Finance Plan (BFP) with clear financial targets, priorities, milestones, budget and responsibilities, for the updated NBSAP and other national biodiversity development and conservation plans.
 - o Ensure the revision and validation of the BFP by the national BIOFIN team, global BIOFIN Senior Technical Advisor and relevant stakeholders from UNDP, government, development partners, private and third sectors.
 - O Define the financial solutions from the BFP that could be potentially financed within BIOFIN implementation.
 - o Present the BFP at the validation workshop.
- Stakeholder engagement, Project Outreach, and Knowledge management
 - o Provide support in mapping relevant stakeholders for PIR, BER, FNA and BFP update process.
 - Provide support in stakeholder engagement activities: do presentations and participate in consultation meetings, reports revision meetings, validation workshops, etc..
 - o Prepare at least 3 draft posts on PIR, BER, FNA and BFP update process for publication.
 - O Document decisions and assumptions made and lessons learnt during the PIR, BER, FNA and BFP update process.
 - o Prepare relevant policy briefs for dissemination among the stakeholders.

Support in the implementation of the current BFP

- Support in the update of the Country Implementation Strategy for BIOFIN Phase II;
- Identify and suggest whether updates needs to be made to approved financial solutions or new financial solutions needs

to be developed in order to supplement the implementation of the current financial solutions. Update the approved financial solutions or design and develop the new financial solutions according to the BIOFIN's template in close coordination with national partners and global BIOFIN team;

- Support in identifying the programming needs for 2025 in consultation with the national partners;
- Develop at least 6 ToRs to procure services of the experts for the implementation of the Financial solutions;
- Provide a review of the ongoing implementation of the financial solutions and guidance on the methodological issues of BIOFIN financial solutions for BIOFIN experts involved in the implementation of the financial solutions;
- Provide support in the CTF ToR development process: mission of the international expert, review and inputs into the CTF ToR and Operational manual, consultation and validation meetings, etc
- Provide support in the organization of the stakeholder engagement meetings with relevant national partners and other stakeholders, necessary for the implementation of the financial solutions and ensure effective cooperation with them on the activities within the project and achievement of all developed and agreed deliverables; participate in the meetings;
- Provide inputs to the project progress report (biannual and annual) of the BIOFIN work in Kyrgyzstan;
- Review and analyze the achievement of the BIOFIN-Kyrgyzstan indicator targets set for the financial solutions, and suggest the measures/solutions to achieve the targets if there is a gap.
- Provide support in the organization and participate in all BIOFIN events/meetings and provide input in preparing the necessary materials for these events/meeting and presenting the BIOFIN's work when necessary.
- Prepare at least 2 policy briefs for the current financial solutions.
- In cooperation with national Communication specialist, provide expert input in implementation of the communication/advocacy strategy to promote BIOFIN financial solutions, including the development of at least 3 communication and PR materials for social and mass media and UNDP websites.

DELIVERABLES						
PRODUCTS	PAYMENT STRUCTURE	DEADLINE				
 Interim narrative report on implemented activities with the following attachments: Updated Country Implementation Strategy for BIOFIN Phase II; Report on expert's input to coordinate the implementation of the ongoing Financial solutions; Developed 2 ToRs to procure services of the experts for the implementation of the current financial solutions; Developed measures/solutions to close the gap in achievement of the indicator targets set for the ongoing financial solutions; Report on provided support on CTF ToR development; Developed 1 policy brief for the ongoing financial solutions; Developed 1 communication and PR material for the project outreach; Provided input to bi-annual project progress report. 	15%	Within 3 months of signing the contract				
 Interim narrative report on implemented activities with the following attachments: Narrative report on PIR and BER update with attachment of all relevant documents on PIR and BER; Report on expert's input to coordinate the implementation of the ongoing Financial solutions; Developed 1 ToR to procure services of the experts for the implementation of the current financial solutions; Developed 1 post on PIR, BER, FNA and BFP update process; Developed 1 communication and PR materials for the project outreach; Provided support in BIOFIN events/meetings and material prepared for these events. 	30 %	Within 5 months of signing the contract				
Interim narrative report on implemented activities with the following attachments: - Developed FNA with attachment of all relevant documents on FNA; - Report on expert's input to coordinate the implementation of the ongoing Financial solutions; - Input into 2025 programming, including the update of the approved financial solutions or developed new financial solutions; - Developed 2 ToR to procure services of the experts for the implementation of the current financial solutions; - Provided support in BIOFIN events/meetings and material prepared for	20 %	Within 8 months of signing the contract				

	these events;		
-	Developed policy brief on PIR, BER, FNA, BFP;		
-	Developed 1 policy brief for the ongoing financial solutions;		
-	Developed 1 post on PIR, BER, FNA and BFP update process and 1		
	communication and PR material for the project outreach;		
-	Provided input to annual project progress report.		
Int	erim narrative report on implemented activities with the following		
att	achments:		
-	Developed BFP with attachment of all relevant documents on BFP;		
-	Developed policy brief on PIR, BER, FNA, BFP;		
-	Report on expert's input to coordinate the implementation of the ongoing		
	Financial solutions;		_
-	Developed 1 ToR to procure services of the experts for the implementation	25 %	Within 11 months of
	of the current financial solutions;		signing the contract
-	Developed policy brief on PIR, BER, FNA, BFP;		
-	Provided support in BIOFIN events/meetings and material prepared for		
	these events;		
-	Developed 1 post on PIR, BER, FNA and BFP update process and 1		
	communication and PR material for the project outreach.		
Fin	Final report on implemented activities with the following attachments:		
-	Report on expert's input to coordinate the implementation of the ongoing		
	financial solutions;		
-	Overall report and presentation on PIR, BER, FNA and BFP update process,	10.0/	Within 14 months of
	including the document decisions and assumptions made and lessons learnt	10 %	signing the contract
	during this update process;		
-	Provided support in BIOFIN events/meetings and material prepared for		
	these events.		
	PEDOPTING	•	

REPORTING

- The Certifying Officer of this assignment from UNDP is the CEE cluster team leader / Projects Coordinator;
- All information and reports should be provided in both printed and electronic versions in Russian language with detailed description of the fulfilled tasks, according to the present Terms of Reference, and the direct contribution of the expert. Analytical documents, reports and notes developed by expert should be attached to the reports as annexes, which will serve as a justification for payment. In case of necessity the Contractor should finalize the expected products before making a final payment;
- The Contractor shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used;
- The Contractor will be submitting the reports based on the results achieved to be approved by the CEE cluster team leader / Projects Coordinator which will serve as justification for payments;
- All materials produced by the Contractor before approval by the government of the Kyrgyz Republic are the property of UNDP, and before its publication can only be used in coordination with the UNDP office.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Contracts based on lump-sum

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Preferred Currency of Offer: United States Dollars (US\$)

For local contractors in Kyrgyzstan UNDP shall effect payment in Kyrgyz Som based on the prevailing UN operational rate The prevailing UN operational rate of exchange is available for public from the following link: http://treasury.un.org/operationalrates/OperationalRates.aspx/

QUALIFICATION REQUIREMENTS FOR TECHNICAL EVALUATION

- Bachelor's or higher degree in economy and/or finance and/or business administration or related areas;
- At least 5 years of professional experience in the public finance related to environment and/or biodiversity finance in Kyrgyzstan;

- Previous experience in cooperation with the government bodies and UN agencies and/or international development agencies in the Kyrgyz Republic related to public finance or environment conservation and/or finance or development finance;
- Fluency in Russian, working knowledge of English.

ADDITIONAL REQUIREMENTS FOR RECOMMENDED INDIVIDUAL CONTRACT HOLDERS

Statement of Medical Fitness for Work

Consultants whose assignments require travel and who are over 65 years of age are required, at their own costs, to undergo a full medical examination including x-rays and obtaining medical clearance from UN –approved doctor, prior to taking up their assignment. However, this is not a requirement for RLA contract holders.

Where there is no UN office nor a UN Medical Doctor present in the location, prior to commencing the travel, either for repatriation or duty travel, the Consultant may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations

Consultant are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Doctor. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP

TRAVEL REQUIREMENTS

At least 1 travel to BIOFIN international event is envisaged. The expenses, directly related to the participation in these events will be covered by BIOFIN.

SECURITY CLEARANCE

The Consultant will be requested to undertake the Basic Security in the Field (BSAFE) training. These requirements apply for all Consultants, attracted individually or through the Employer. Advanced request for Security Clearance via online DSS website https://dss.un.org/dssweb/ and approval is required for all official travels

UNDP CONTRIBUTION

UNDP will provide the Contractor with the following, needed for effective and timely implementation of the assignment

- Project related documentation
- Contact details of stakeholders
- Corporate forms and templates
- Conference facilities at the UNDP Programme office premises for working meetings.

EVALUATION / OLIEHKA

Offerors will be evaluated based on the methodology of <u>cumulative analysis</u> / Оценка будет основана на методе кумулятивного анализа.

The award of the contract of individual consultant should be made to the person 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.

Total score=Technical Score + Financial Score Technical

Criteria weight – 70%, 700 scores maximumFinancial

Criteria weight - 30%. 300 scores maximum

Only candidates obtaining a minimum of 490 from 700 point in the Technical part of evaluation would be considered for the Financial Evaluation in according to the formula:

P=Y*(L/Z), where

P=points for the financial proposal being evaluated

Y=maximum number of points for the financial proposalL=

price of the lowest price proposal

Z=price of the proposal being evaluated

Контракт индивидуального консультанта присуждается лицу, чье предложение было оценено и определено как а) отвечающее требованиям/соответствующее/приемлемое и

б) получившее максимальный кумулятивный балл из заранее определенных технических и финансовых критериев, указанных в данном тендерном документе.

Общая оценка=техническая оценка + финансовая оценка

Мера технических критериев - 70%, 700 максимальных баллов.

Мера финансовых критериев - 30%. 300 максимальных баллов.

Только кандидаты, получившие минимум 490 баллов из 700 баллов в технической оценке, будут рассмотрены для финансовой оценки, при этом для расчетов будет применена следующая формула:

P=Y*(L/Z), где

Р=баллы за оцениваемое финансовое предложение

Y= максимальное количество баллов за финансовое предложениеL=

минимальное финансовое предложение

Z= цена рассматриваемого финансового предложения

The selection of candidates will be done in 3 stages / Отбор кандидатов будет проходить в 3 этапа:

1st stage / 1-й этап: Prior to detailed evaluation, all applications will be thoroughly screened against eligibility criteria (minimum qualification requirements) as set in the present TOR in order to determine whether they are compliant/non- compliant/ Перед детальной оценкой все заявки будут тщательно проверены на соответствие критериям приемлемости (минимальным требованиям к квалификации), как указано в ТЗ, используя критерий соответствует/не соответствует (требованиям).

Eligibility Criteria

At least 5 years of professional experience in the public finance related to environment and/or biodiversity finance in Kyrgyzstan / Не менее 5 лет профессионального опыта в сфере государственного финансов, связанного с финансированием окружающей среды и/или биоразнообразия в Кыргызстане

2nd stage: Technical Evaluation

Short-listed candidates will be evaluated based on the following criteria/

2-й этап: Техническая оценка /интервью

Кандидаты, включенные в краткий список, будут оценены по следующим критериям:

Additional documents like previous research reports/scientific works/information on cooperation activities will be requested if needed during evaluation stage as confirmation of experience/ дополнительные документы такие как предыдущие исследовательские отчеты / научные работы / информация о деятельности по сотрудничеству будут запрашиваться при необходимости на этапе оценки в качестве подтверждения опыта.

Criteria / Критерии:		Max. Point / Максимум баллов
Technical evaluation / Техническая оценка:	70%	700
Bachelor's or higher degree in economy and/or finance and/or business administration or related areas / Степень бакалавра или выше в области экономики и/или финансов и/или делового администрирования или смежных областях;	6	60
At least 5 years of professional experience in the public finance related to environment and/or biodiversity finance in Kyrgyzstan;/ Не менее 5 лет профессионального опыта в сфере государственного финансов, связанного с финансированием сохранения окружающей среды и/или биоразнообразия в Кыргызстане - 5 years — 224 points (minimum requirements)/5 лет — 224 баллов (минимальное требование) - For every extra year of relevant experience — plus 24 points/ 3а каждый дополнительный год соответствующего опыта- плюс 24 балла;	32 %	320
Previous experience in cooperation with the government bodies and UN agencies and/or international development agencies in the Kyrgyz Republic related to public finance or environment conservation and/or finance or development finance; / Предыдущий опыт сотрудничества с государственными органами и агентствами ООН и/или международными агентствами развития в Кыргызской Республике, связанными с государственными финансами, охраной и/или финансированием окружающей среды или финансированием развития;	24 %	240
80 points per each project but no more than 240 points in total/ 80 баллов по каждый проект но не более 240 баллов всего		
Fluency of Russian/ Свободное владение русским языком 40 points - Fluent / свободное 20 points — Working knowledge / Рабочее знание 10 points - Poor / плохое	4 %	40
Working knowledge of English/ Рабочее владение английским языком 40 points — Working knowledge / Рабочее знание 10 points - Poor / плохое	4%	40
Only candidates obtaining a minimum of 490 points from 700 points at the Technical Evaluation/the Financial Evaluation / Только кандидаты, получившие минимум 490 баллов из 700 бал. рассмотрены для финансовой оценки.		
Financial evaluation / Финансовая оценка	30%	300
3rd stage: Financial evaluation (according to the method described above) / 3-й этап: Финансовая оценка (в соответствии с методом, описанным выше)		