

## TERMS OF REFERENCE

### 1. Position Information

<b>Office/Unit/Project</b>	<b>GEF8 Umbrella programme to design a national Biodiversity Finance Plan</b>
<b>Title</b>	<b>National Environmental Policy Specialist</b>
<b>Level /Modality</b>	<b>Individual Contract</b>
<b>Duty station (City and Country)</b>	<b>Republic of Moldova, Chisinau</b>
<b>Expected starting date</b>	<b>15 March 2025</b>
<b>Expected Duration</b>	<b>Up to 75 working days</b>

### 2. Office/Unit/Project Description

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels offers a spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in its Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in UNDP's Strategic Plan.

UNDP's 2022-2025 Strategic Plan highlights our continued commitment to eradicating poverty, accompanying countries in their pathways towards the SDGs and working towards the Paris Agreement. As part of the Global Policy Network in the Bureau for Policy and Programme Support, UNDP's Nature, Climate Change, Energy, and Waste (NCE&W) Hubs promote and scale up integrated whole-of-governance approaches and nature-based solutions that reduce poverty and inequalities, strengthen livelihoods and inclusive growth, mitigate conflict, forced migration and displacement, and promote more resilient governance systems that advance linked peace and security agendas.

In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity goals and broader sustainable development objectives. Improved choice, design and implementation of effective, well-tailored finance solutions will strengthen countries' chances of achieving national and global biodiversity targets. Biodiversity Finance Plans have become increasingly recognised as a relevant tool to help countries to identify and fill the biodiversity finance gap, including through the work of the Biodiversity Finance Initiative [www.biofin.org](http://www.biofin.org). In December 2022, parties to the Convention on Biological Diversity adopted the Montreal-Kunming Global Biodiversity Framework. This included numerous targets with relevance for financing. Target 19 on resource mobilisation includes reference for countries to design and implement national biodiversity finance plans.

The GEF created a global programme to support countries to design a national Biodiversity Finance Plan. A Biodiversity Finance Plan includes a systems analysis of a country's economy including to map existing financing mechanisms, subsidies with potential harmful impacts on nature, drivers of biodiversity loss and gain, public and private expenditures committed towards biodiversity objectives and a country's national financial needs for biodiversity. The biodiversity finance plan itself consists of a series of actions with the aim to significantly scale up available funding, green or phase out harmful finance flows and improve the effectiveness of available expenditures. The programme allows for active sharing of experiences across countries and includes a knowledge sharing platform and the provision of continuous technical support to country teams.

The implementation of the project in Moldova falls under the GEF8 Umbrella programme for the development of the first National Biodiversity Finance Plan. The overall implementation of the project will be led by the Project Manager/SDG Finance Expert with the support of a technical team and in coordination to a government project director and the National Steering Committee.

### 3. Scope of Work

Under the over-all guidance of the Project Manager/SDG Finance Expert, the **National Environmental Policy Specialist** ('the policy specialist') is expected to lead the production of the Policy and Institutional Review (PIR) and provide initial inputs to start development of the **Biodiversity Finance Plan**, following the guidance provided by the latest version of the BIOFIN Workbook and with detailed data.

The **National Environmental Policy Specialist** will also, as much as possible, provide input to all other national outputs, including critical stakeholder analysis for the Biodiversity Expenditure Review (BER) and summarize critical priorities and policies for the latest part of the methodology Biodiversity Finance Plan. The specialist should provide input to the feedback on the BIOFIN methodological framework.

The specialist will assess and describe major cross-related to biodiversity policies, legal framework and identify existing finance solutions relevant to biodiversity finance as described in the most recent version of the BIOFIN Workbook. The specialist will focus on the most recent National Biodiversity Strategy and Action Plan (NBSAP) that would ideally be in the process of alignment with the new Kunming Montreal GBF Framework.

The Environmental Policy Specialist will produce drafts and analyses that will be reviewed and ultimately validated by the Project Manager/SDG Finance Expert and the BIOFIN Global Team.

<b>1.) For the Policy and Institutional Review (PIR)</b> <ul style="list-style-type: none"><li>• Support the Project Manager/SDG Finance Expert in the conception and preparation of the PIR.</li><li>• Plan and implement the <b>PIR step</b> of the <a href="#">BIOFIN methodology</a>.</li><li>• Identify relevant stakeholders to inform and participate this step.</li><li>• Stocktake and analyse relevant to biodiversity related <b>policy instruments and studies</b> (such as harmful subsidies analysis that might be delivered prior or parallel to this step of the methodology), these include NBSAPs and beyond.</li><li>• Develop an inventory of existing <b>Biodiversity Financing Mechanisms</b> in the country.</li><li>• Review existing <b>economic valuation studies</b> relevant to the BIOFIN process.</li><li>• Review <b>legal framework</b> relevant to the BIOFIN process.</li><li>• Review other sources relevant to BD finance.</li><li>• Identify existing national positive and negative incentives/subsidies following available guidance.</li></ul>
<b>2.) For Biodiversity Expenditure Review (BER)</b> <ul style="list-style-type: none"><li>• Describe relevant stakeholders, sectors and institutions to inform the BER analysis.</li></ul>
<b>3.) For the Biodiversity Finance Needs Assessment (FNA)</b> <ul style="list-style-type: none"><li>• Provide relevant findings of financial mechanisms that contribute to biodiversity finance and potential areas in need of finance</li></ul>
<b>4.) For Biodiversity Finance Plan (BFP)</b> <ul style="list-style-type: none"><li>• Support the Project Manager/SDG Finance Expert with summary of findings, finance mechanism baseline and initial preparation guidance of the BFP.</li><li>• Support detailed feasibility analyses on a range of financing mechanisms depending on knowledge and experience.</li></ul>
<b>5.) For Project Outreach and Communication</b> <ul style="list-style-type: none"><li>• Preparation of workshops, meetings, networking and presentations as required, to complete the <b>Policy and Institutional Review</b>.</li><li>• Provide substantive comments and feedback on how to improve the existing methodologies.</li></ul>
<b>6.) For Knowledge Management and Reporting</b>

- Document decisions and assumptions made while completing the Policy and Institutional Review (PIR)
- Document lessons learned from conducting the BFP project ranging from institutional considerations to technical issues.
- Prepare reports and case studies, as required, for submission to global meetings (e.g. CBD COP).
- Provide insights and recommendations for the BFP.

**7) Supervisory/Managerial Responsibilities:**

The specialist will be under the direct supervision of the Project Manager/SDG Finance Expert

**4. Expected Outputs and Deliverables**

<b>Deliverables/ Outputs</b>	<b>Indicative Duration to Complete in workdays</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
(I) Workplan for the PIR, plan and consultation Workshop(s) report (s).	5 workdays	30 March 2025	Project Manager Quality review CO
(II) Assessment on (a) Review national biodiversity strategies, sustainable development strategies, and economic linkages between them and (b) Review the current state of biodiversity finance including existing finance mechanisms in country.	20 workdays	15 April 2025	
(III) Assessment of positive and negative incentives for biodiversity, based on BIOFIN's or other methodological frameworks	15 workdays	15 May 2025	
(IV) Draft PIR Report including positive and negative incentives (subsidies) and stock take of financing mechanisms at the PIR phase	15 workdays	15 June 2025	Project Manager Quality review CO Share for feedback with BIOFIN Team
(V) Validation Workshop Report	6 workdays	31 June 2025	Project Manager Quality review CO
(VI) Final validated report.	10 workdays	31 July 2025	Project Manager Quality review CO Share for feedback with BIOFIN Team
(VII) PIR Synthesis to inform BER and BFP	4 workdays	31 July 2025	Project Manager Quality review CO
<b>Total</b>	<b>75 workdays</b>		

**5. Institutional Arrangement**

The National Environmental Policy specialist will be under the direct supervision of the Project Manager/SDG

Finance Expert.

UNDP shall be entitled to intellectual property and other proprietary rights over all materials that have a direct relation to the project.

## 6. Duration of the Work<sup>1</sup>

This is a part-time consultancy. The timeframe for the work of National Environmental Policy specialist is planned for March 2025 – July 2025. During this time the National Environmental Policy specialist is expected to work a total of up to 75 working days.

## 7. Duty Station

- a) The Contractor’s duty station will be home based with required physical participation with Supervisor and Team meetings, as well as presence and leadership in corresponding workshops (on a venue procured by Project Team);
- b) State whether or not the Contractor will be required to report regularly or be present at a certain office during the work, including frequency of reporting, even if intermittent.

## H. Qualifications of the Successful Individual Contractor

<b>Min. Education requirements</b>	Advanced Degree in public policy, economic policy, with an environment /biodiversity/economic focus or an environmental/biodiversity specialist with public policy focus.
<b>Min. years of relevant work experience</b>	5 years’ experience preferably in environmental finance, economics, management or related field.
<b>Required skills</b>	<ul style="list-style-type: none"> <li>• Communicate effectively in writing to a varied and broad audience in a simple and concise manner.</li> <li>• Excellent verbal communication skills.</li> <li>• Capable of working in a high pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;</li> <li>• Excellent analytical and organizational skills;</li> <li>• Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.</li> <li>• Focuses on impact and result for the client and responds positively to critical feedback.</li> <li>• Familiarity with the government, environmental policy and legal framework, environmental financial mechanisms is strongly desired.</li> <li>• Experience in collaborating with international and national experts and institutions.</li> <li>• Knowledge of key software packages (MS Office)</li> <li>• Ability to prepare publications, reports and presentations.</li> <li>• Able to work independently with little or no supervision.</li> </ul>
<b>Desired skills and competencies</b>	<ul style="list-style-type: none"> <li>• Exposure to environmental issues or biodiversity is desirable.</li> <li>• Previous experience with environmental finance would be an asset.</li> <li>• Ability to work with a multidisciplinary and multicultural team.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrates integrity by modelling the UN's values and ethical standards;</li> <li>• Promotes the vision, mission, and strategic goals of UNDP;</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>• Treats all people fairly without favouritism.</li> </ul>
<b>Required Language(s)</b>	<ul style="list-style-type: none"> <li>• Proficiency in Romanian are required for this assignment.</li> <li>• Knowledge of English is a strong asset.</li> </ul>

**I. Financial Arrangements**

Payments will be disbursed in tranches upon the submission and approval of the deliverables, and a certification by UNDP Project Manager that the services have been satisfactorily performed.

**J. Documents to be included when submitting proposals:**

Interested individual consultants must submit the following documents/ information to demonstrate their qualifications:

- Motivation statement indicating the position applying for, explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- Offeror's Letter confirming interest and availability;
- Duly completed and signed CV and the contact details of at least 3 referees.

**K. Criteria for Selection of the Best Offer**

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- a) Responsive/compliant/acceptable, and
  - b) Achieving the highest combined score (financial and technical).
- The technical criteria (education, experience, language [max. 50 points] and interview [max. 20 points]) will be based on a maximum 70 points. Only the top 3 candidates that have achieved a minimum of 35 points from the review of education, experience and language will be considered for the interview;
  - All candidates obtaining 14 points or higher in the interview will be deemed technically compliant and considered for financial evaluation.
  - Citizenship of Republic of Moldova

<b>Criteria</b>		<b>Max. Point 70</b>	<b>Weight</b>
<b><u>Technical</u></b>	<p><b>Criteria A: relevance and responsiveness of candidate's past experience, Qualification based on submitted documents:</b></p> <ul style="list-style-type: none"> <li>Advanced Degree in public policy, economic policy, with an environment/biodiversity/economic focus or an environmental/biodiversity specialist with public policy focus. Bachelor degree - 7 points Master degree - 10 points PhD - <b>15 points</b></li> <li>Minimum 5 years' experience preferably in environmental finance, economics, management or related field. (5 years - 5 points, each additional year 1 point up to <b>10 points</b>;</li> <li>Professional experience working with the government, environmental policy and legal framework (5 years - 5 points, each additional year 1 point up to <b>10 points</b> max), environmental financial mechanisms (5 years - 5 points, each additional year 1 point up to <b>10 points</b> max is strongly desired;</li> <li>Communicate effectively in writing to a varied and broad audience in a simple and concise manner. (one report – 1 point, each additional report 1 point up to <b>5 points</b></li> </ul>	<b>50 Points</b>	<b>70%</b>
	<p><b>Criteria B: Interview - Competency/ Questions</b></p> <ul style="list-style-type: none"> <li>Briefly comment on your familiarity with the government, environmental policy and legal framework, environmental financial mechanisms in the Country. State examples. <b>6 points</b></li> <li>Comment on your greatest professional achievement (results and impact of your work) <b>3points</b> and a job/task where you were greatly criticized/provided feedback, how did you respond. <b>3points</b></li> <li>Excellent verbal communication skills.up to <b>4points</b></li> <li>Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability up to <b>4points</b></li> </ul>	<b>20</b>	
<b><u>Financial</u></b>	<b><u>Lowest Qualified Offer / Offer under evaluation*100</u></b>		<b>30%</b>
<b>Total Score = (Technical Score * 0.7 + Financial Score * 0.3)</b>			

**L. Annexes to the TOR**

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.

[Biofin - The Biodiversity Finance Initiative](#)