

TERMS OF REFERENCE

1. Position Information

Office/Unit/Project	GEF8 Umbrella programme to design a national Biodiversity Finance Plan
Title	National Biodiversity Finance Specialist
Level /Modality	Individual Contract
Duty station (City and Country)	Republic of Moldova, Chisinau
Expected starting date	1 August 2025
Expected Duration	Up to 250 working days

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. 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 Biodiversity Finance Specialist ('the specialist') is expected to lead the production of the Biodiversity Expenditure Review (BER) 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 Biodiversity Finance Specialist will also, as much as possible, provide input to all other national outputs, including the Policy and Institutional Review. The Biodiversity Finance Specialist could also contribute to the assessment and development of detailed feasibility studies for priority finance mechanisms in the BFP and the production of summary for Policy Makers. The specialist should provide input to the feedback on the BIOFIN methodological framework.

The specialist will collect, explore and work on national and subnational level budgeting data and biodiversity expenditures of different organizations, agencies, ministries, NGOs, international organizations/donors and private sector actors for the production of the BER.

The Biodiversity Finance 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.

1.) For the Policy and Institutional Review (PIR)
<ul style="list-style-type: none">• Support the National Environmental Policy expert in developing an inventory of existing Biodiversity Financing Mechanisms and relevant policies in the country.• Support the National Environmental Policy expert in reviewing the existing economic valuation studies relevant to the BIOFIN process.
2.) For Biodiversity Expenditure Review (BER)

<ul style="list-style-type: none"> • Carry out a desk review to map existing studies/information/databases on biodiversity expenditures, including an overview of earlier environmental expenditure reviews. • Develop a proposed national definition for “biodiversity expenditures”, based on the BIOFIN methodology or other methodologies, and by identifying previous climate or green budgeting initiatives at the national level. • Develop a workplan for the Biodiversity Expenditure Review for discussion with the national BFP programme team and GPMTSU. • Determine a target list of organizations to include in the analysis based on the PIR work. • Establish a system to tag biodiversity expenses into categories (GBF targets, BIOFIN categories, NBSAP themes, etc.) and a system of coefficients/attribution to estimate the contribution of mixed actions towards biodiversity. • Gather data from the targeted organizations to conduct the expenditure review on budgets and expenditures. Follow existing methodologies for guidance (includes mapping of sources of funding, subsidies, and biodiversity-based revenues, etc.) • Develop tools or Excel tool to analyze the total biodiversity-related expenditures filtered by major strategy groups using existing methodology (or national categories such as in the 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. • Support the bilateral consultation meetings/interviews/ discussions with national level stakeholders to define and then validate the attribution of biodiversity significance in all relevant expenditures. • 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 methodology or other methodologies to develop and implement a specific strategy for data collection of the private sector and organize dedicated consultation meetings with private sector stakeholders (e.g. chamber of commerce, multinationals) on tracking biodiversity expenditures. • Gather data from international organizations/donors, ODA to estimate international expenditure for biodiversity and organize dedicated consultation meetings with international affairs’ departments or international organizations. • Based on results from the research, analysis and the national consultation workshop, develop the draft BIOFIN Biodiversity Expenditure Review for review by the GPMTSU (Global Project Management and Technical Support Unit). • Develop the final Biodiversity Expenditure Review for review by the GPMTSU and present at the validation workshop.
3.) For Biodiversity Finance Plan (BFP) <ul style="list-style-type: none"> • Support the conception and preparation of the BFP, by identifying potential or existing financing solutions that can mobilize, reallocate resources, be more efficient, or avoid harm to biodiversity. • Support detailed feasibility analyses on a range of financing mechanisms depending on knowledge and experience.
4.) For Project Outreach and Communication <ul style="list-style-type: none"> • Preparation of workshops, meetings, networking, inputs for newsletters/blogs and presentations as required, to complete the Biodiversity Expenditure Review, and engage stakeholders. • Provide substantive comments and feedback on how to improve the existing methodologies.
5.) For Knowledge Management and Reporting <ul style="list-style-type: none"> • Document decisions and assumptions made while completing the Biodiversity Expenditure Review, especially criteria on coefficients. • 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.

6) Supervisory/Managerial Responsibilities:

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

4. Expected Outputs and Deliverables

Deliverables/ Outputs	Indicative Duration to Complete in workdays	Target Due Dates	Review and Approvals Required
1. Inventory report of (a) existing Biodiversity Financing Mechanisms in the country developed (10 wds) and (b) existing economic valuation studies relevant to the BIOFIN process (10 wds) submitted.	20 workdays	31 August 2025	Project Manager Quality review CO
2. Map of existing studies/information/databases on biodiversity expenditures, including an overview of earlier environmental expenditure reviews carried out.	15 workdays	20 September 2025	Project Manager Quality review CO
3. A proposed national definition for “biodiversity expenditures”, based on the BIOFIN methodology or other methodologies developed.	5 workdays	30 September 2025	Project Manager Quality review CO
4. (a) A workplan for the Biodiversity Expenditure Review for discussion with the national BFP programme team (15 wds) and (b) a target list of organizations to include in the analysis based on the PIR work (10 wds) developed	25 workdays	31 October 2025	Project Manager Quality review CO
5. A system to tag biodiversity expenses into categories (GBF targets, BIOFIN categories, NBSAP themes, etc.) and a system of coefficients/attribution to estimate the contribution of mixed actions towards biodiversity established.	20 workdays	30 November 2025	Project Manager Quality review CO
6. Assessment of data from the targeted organizations (including international organizations/donors/ODA) to conduct the expenditure review on budgets and expenditures. including mapping of sources of funding, subsidies, and biodiversity-based revenues, etc. carried out.	25 workdays	31 December 2025	Project Manager Quality review CO
7. Excel tool to (a) analyze the total biodiversity-related expenditures filtered by major strategy groups using existing methodology (or national categories such as in the NBSAP) (10 wds) and (b) 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 (10	20 workdays	31 January 2026	Project Manager Quality review CO

wds) developed.			
8. (a) A specific strategy for data collection of the private sector developed (10 wds) and (b) dedicated consultation meetings with private sector stakeholders (e.g. chamber of commerce, multinationals) on tracking biodiversity expenditures organized (10 wds).	20 workdays	15 March 2026	Project Manager Quality review CO
9. Draft of BIOFIN Biodiversity Expenditure Review report for review by the GPMTSU (Global Project Management and Technical Support Unit) developed.	55 workdays	15 May 2026	Project Manager Quality review CO
10. Final Biodiversity Expenditure Review report for review by the GPMTSU developed	20 workdays	15 June 2026	Project Manager Quality review CO
11. Validation Workshop for the presentation of the Report	5 workdays	30 June 2026	Project Manager Quality review CO
12. Final validated report.	10 workdays	15 July 2026	Project Manager Quality review CO Share for feedback with BIOFIN Team
13. BER Synthesis to inform BFP	10 workdays	1 September 2026	Project Manager Quality review CO
Total	250 workdays		

5. Institutional Arrangement

The National Biodiversity Finance 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 Work⁴¹

This is a part-time consultancy. The timeframe for the work of National Biodiversity Finance specialist is planned for August 2025 – September 2026. During this time the National Biodiversity Finance specialist is expected to work a total of up to 250 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.

⁴¹ The duration of the work is based on the assumption that the Contractor will work full-time on the project.

H. Qualifications of the Successful Individual Contractor

Min. Education requirements	Advanced Degree (master's or higher) in finance, economics, business management, policy development or a closely related field. Or bachelor's degree in the same field as above with 7 years of experience.
Min. years of relevant work experience	5 years' experience (master's degree) or 7 years' experience (with bachelor's degree) preferably in environmental finance, public finance, accounting, financial analysis, economics, management or related field.
Required skills	<ul style="list-style-type: none">• Experience in public policy, budgeting, and strategic planning.• Communicate effectively in writing to a varied and broad audience in a simple and concise manner.• Excellent verbal communication skills.• Capable of working in a high pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;• Excellent analytical and organizational skills;• Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.• Focuses on impact and result for the client and responds positively to critical feedback.• Familiarity with the government, public finance policy, environmental policy and legal framework, environmental financial mechanisms is strongly desired.• Experience in collaborating with international and national experts and institutions.• Knowledge of key software packages (MS Office)• Ability to prepare publications, reports and presentations.• Able to work independently with little or no supervision.
Desired skills and competencies	<ul style="list-style-type: none">• Exposure to sectoral financial issues is desirable.• Previous experience with expenditure reviews would be an asset.• Familiarity with the government is strongly desired.• Ability to work with a multidisciplinary and multicultural team.• Demonstrates integrity by modelling the UN's values and ethical standards;• Promotes the vision, mission, and strategic goals of UNDP;• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;• Treats all people fairly without favouritism.
Required Language(s)	<ul style="list-style-type: none">• Proficiency in Romanian are required for this assignment.• Knowledge of English is a strong asset.

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other noncitizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply. **Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.**

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.

Financial proposal:

The financial proposal shall specify a total **lump sum** amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). 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 the daily fee, taxes, and number of anticipated working days).

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 for the individual contractor (IC) assignment, incorporating financial proposal in Annex 2.

Upload the signed version of the filled-in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment. Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all-inclusive financial proposal.

The Financial Proposal shall be additionally submitted directly in the system. Please ensure there are no mathematical errors and that amounts from Offeror's Letter to UNDP Confirming Interest and Availability match with your offer in the system.

- Duly completed and signed CV and the contact details of at least 3 referees.

Incomplete applications will not be considered.

Important notice: The applicants who have the statute of Government Official / Public Servant prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the Government, and;
- the applicant is certified in writing by the Government to be on official leave without pay for the entire duration of the Individual Contract.

K. Criteria for Selection of the Best Offer

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Citizenship of Republic of Moldova
- Advanced Degree (master's or higher) in finance, economics, business management, policy development or a closely related field. Or bachelor's degree in the same field as above with 7 years of experience.
- At least 5 years' experience (master's degree) or 7 years' experience (with bachelor's degree) preferably in environmental finance, public finance, accounting, financial analysis, economics, management or related field.

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

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 – 30% weight and technical – 70% weight).
- 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, thus totaling 49 points or higher at the technical evaluation stage, will be deemed technically compliant and considered for financial evaluation.

Criteria		Max. Points	Weight
Technical	Criteria A: Relevance and responsiveness of candidate's past experience. Qualification based on submitted documents: <ul style="list-style-type: none"> Advanced Degree (master's or higher) in finance, economics, business management, policy development or a closely related field. Or bachelor's degree in the same field as above. (Bachelor degree - 7 points; Master degree - 10 points; PhD - 15 points (15 points max)); Minimum 5 years' experience preferably in environmental finance, public finance, accounting, financial analysis, economics, management or related field. (5 years - 5 points, each additional year 1 point up to 10 points max) Professional experience working with the government, in financial analysis and public expenditures review (5 years - 5 points, each additional year 1 point up to 10 points max), and in sectoral financial mechanisms (5 years - 5 points, each additional year 1 point up to 10 points max); Professional experience working with the international organizations on aspects related to public finance management, financial analysis and public expenditures review (each year 1 point up to 5 points max). 	50 Points	70%
	Criteria B: Interview - Competency/ Questions <ul style="list-style-type: none"> Briefly comment on your familiarity with the government, public finance framework, financial analysis public expenditure reviews and sectoral financial mechanisms in the Country. State examples. (Up to 6 points) Comment on your greatest professional achievement (results and impact of your work) (Up to 3 points) and a job/task where you were greatly criticized/provided feedback, how did you respond. (Up to 3 points) Excellent verbal communication skills. (Up to 4 points) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. (Up to 4 points) 	20 Points	
Financial	<u>Lowest Qualified Offer / Offer under evaluation*100</u>	30 Points	30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

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](#)