TERMS OF REFERENCE

1. Position Information

Office/Unit/Project	**GEF8 Umbrella programme to design a national Biodiversity Finance Plan**
Title	**National Biodiversity Finance Plan Specialist**
Level /Modality	**Individual Contract**
Duty station (City and Country)	**Republic of Moldova, Chisinau**
Expected starting date	**September 2026**
Expected Duration	**Up to 120 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 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 overall guidance of the Project Manager/SDG Finance Expert, the National Biodiversity Finance Plan Specialist ("the Specialist") will lead the development of the Biodiversity Finance Plan (BFP) for Moldova, in accordance with the latest BIOFIN Workbook methodology and building on the analytical findings of the Policy and Institutional Review (PIR), Biodiversity Expenditure Review (BER) and Financial Needs Assessment (FNA).

The Specialist will be responsible for translating the evidence generated through the BIOFIN analytical process into a prioritized, realistic and nationally owned Biodiversity Finance Plan, including the identification, screening, prioritization and formulation of biodiversity finance solutions for Moldova. This will include defining the BFP vision and focus areas, compiling a long list of existing and potential finance solutions, facilitating their screening and prioritization, and preparing draft solution profiles and implementation-oriented recommendations for inclusion in the BFP.

The Specialist may also contribute to the assessment of the feasibility of priority finance solutions proposed under the BFP, including initial analytical inputs for implementation planning, sequencing, and the preparation of concise summaries and presentation materials for policy makers and stakeholders. The Specialist is also expected to provide substantive input to methodological discussions and feedback related to the application of the BIOFIN methodological framework in Moldova.

For the Biodiversity Finance Plan, the Specialist will produce the analytical and strategic outputs required to identify and prioritize finance solutions that can help close Moldova's biodiversity finance gap, support the implementation of national biodiversity priorities, and strengthen the integration of biodiversity finance into national planning, budgeting and financing frameworks.

The Specialist will prepare draft analyses, solution matrices, consultation outputs and draft versions of the Biodiversity Finance Plan, which will be reviewed and validated by the Project Manager/SDG Finance Expert, relevant national counterparts, and the BIOFIN Global Team.

1) For the Biodiversity Finance Plan (BFP)

-review the BIOFIN Workbook 2024 methodology related to the Biodiversity Finance Plan, as well as relevant global BIOFIN examples, and prepare an initial workplan, methodology and outline for the development of Moldova's BFP.
-review and synthesize the key findings of the Policy and Institutional Review (PIR), Biodiversity Expenditure Review (BER) and Financial Needs Assessment (FNA), and translate them into practical entry points for biodiversity finance solutions in Moldova.
-review the National Biodiversity Strategy and Action Plan (NBSAP), the Environmental Strategy 2024–2030, relevant sector strategies and public finance frameworks to ensure the BFP is aligned with national biodiversity priorities, broader environmental objectives, and Moldova's public finance and planning systems.
-support agreement on the ownership, institutional anchoring and expected status of the BFP, including its relationship with the Ministry of Environment, Ministry of Finance, NBSAP implementation framework and other relevant national strategies and planning instruments.
-support the definition of a shared national vision and strategic focus areas for biodiversity finance in Moldova, drawing on the financing gap identified in the FNA, the expenditure patterns identified in the BER, and the main drivers, institutional gaps and existing mechanisms identified in the PIR.
-compile a long list of existing and potential biodiversity finance solutions for Moldova, drawing from:

- recommendations and findings from the PIR, BER and FNA;
- Moldova's existing policy and financing instruments;
- BIOFIN's global catalogue of finance solutions and relevant international examples;
- stakeholder consultations with public institutions, development partners, civil society, academia and the private sector.

-ensure that the long list of finance solutions reflects the full BIOFIN logic, including solutions aimed to:

- generate additional revenues,
- realign expenditures,
- improve the effectiveness of existing spending ("deliver better"), and
- avoid future biodiversity-related expenditures through preventive and nature-positive measures.

-develop and apply a screening and prioritization methodology for finance solutions, including criteria such as biodiversity impact, financial impact, feasibility, implementation readiness, policy alignment, institutional capacity, time horizon, social and environmental safeguards, and relevance for Moldova's biodiversity finance gap.
-facilitate the prioritization of the long list into a shortlist / portfolio of priority finance solutions to be included in Moldova's BFP.
-for each shortlisted finance solution, develop a solution profile/concept note, including:

- problem statement and rationale;
- biodiversity objective and expected contribution to NBSAP/GBF targets;
- description of the proposed finance mechanism or reform;
- institutional ownership and implementation partners;
- indicative legal, regulatory or policy changes required;
- financing source and expected financial impact;
- implementation timeline and milestones;
- implementation risks and mitigation measures;
- expected social, gender, climate and biodiversity co-benefits.

-assess how the proposed finance solutions collectively address Moldova's biodiversity finance gap and support the implementation of priority biodiversity actions identified in the FNA.
-prepare a sequenced implementation roadmap for the BFP, including early-win solutions, medium-term reforms and longer-term financing mechanisms.
-develop recommendations for the institutional arrangements, governance, implementation oversight and monitoring of the BFP, including potential roles of the Ministry of Environment,

Ministry of Finance and other relevant institutions. -draft the Biodiversity Finance Plan report for Moldova, integrating the prioritized finance solutions, implementation roadmap, indicative financing effects, and recommendations for adoption and implementation. -revise and finalize the BFP based on comments from the BIOFIN national team, government counterparts, validation workshop participants and the Global BIOFIN technical team.
2) For stakeholder consultation, outreach and validation
-prepare and facilitate technical meetings, consultations and workshops required for the development and validation of the BFP. -engage with key national stakeholders from government, Parliament where relevant, local public authorities, research institutions, civil society organizations, private sector actors, financial institutions and development partners to identify and refine finance solutions. -support the preparation of presentations, briefing notes, consultation materials and workshop outputs related to the BFP process. -ensure that stakeholder feedback is systematically documented and reflected in the design, screening and prioritization of finance solutions.
3) For knowledge management, analytical documentation and support to implementation readiness
-document the methodology, assumptions, scoring criteria and analytical judgments used in the screening and prioritization of finance solutions. -prepare concise analytical notes, matrices and background materials summarizing the long list, shortlist and rationale for the proposed finance solutions. -document lessons learned from the BFP design process, including institutional, technical and political-economy considerations relevant for the implementation of biodiversity finance solutions in Moldova. -provide practical recommendations to support the transition from BFP design to implementation, including identification of “early implementation” opportunities. -contribute, as required, to project reporting, knowledge products, presentations, and short case-study materials related to Moldova’s biodiversity finance planning process.
4) 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	Target Due Dates	Review and Approvals Required
Deliverable 1. Inception Report and BFP preparation methodology The Specialist shall: -review of BIOFIN Chapter 6 methodology and selected international BFP examples; -review of Moldova BIOFIN outputs (PIR, BER, FNA) and relevant biodiversity/environment/public finance policy documents; -propose methodology for preparation of the BFP in Moldova; -propose structure of the BFP report; - map stakeholder list and consultation	10 workdays	30 September 2026	Project Manager Quality review CO

plan; -provide detailed workplan and timeline for the assignment.			
Deliverable 2. Analytical synthesis of PIR, BER and FNA findings for the BFP The Specialist shall: -synthesize the main findings of the PIR, BER and FNA relevant to finance solution design; -identify the key biodiversity finance challenges, financing gaps, institutional bottlenecks, expenditure inefficiencies and opportunities for Moldova; -support the definition of a draft BFP vision and a set of priority focus areas/strategic entry points for biodiversity finance in Moldova.	15 workdays	31 October 2026	Project Manager Quality review CO
Deliverable 3. Long list of Biodiversity Finance solutions for Moldova The Specialist shall: -compile a comprehensive long list of existing and potential biodiversity finance solutions for Moldova; -draw on Moldova's existing policy and financing mechanisms, BIOFIN global examples and stakeholder inputs; -organize and classify the long list according to BIOFIN finance result types (generate, realign, deliver better, avoid), sector, institutional owner, time horizon and relevance to the financing gap.	20 workdays	20 December 2026	Project Manager Quality review CO
Deliverable 4. Screening and prioritization framework and preliminary shortlist of finance solutions The Specialist shall: -design a screening and prioritization framework for Moldova's biodiversity finance solutions; -propose and apply criteria and scoring for feasibility, biodiversity impact, financial potential, policy fit, implementation readiness and safeguards; -facilitate consultations with the BIOFIN team and key stakeholders to refine the shortlist of priority finance solutions.	15 workdays	31 January 2027	Project Manager Quality review CO
Deliverable 5. Draft finance solution profiles/concept notes for priority finance solutions	20 workdays	15 March 2027	Project Manager Quality review CO

The Specialist shall: -provide problem statement and objective; -provide biodiversity and policy rationale; -provide institutional arrangements and implementation partners; -provide indicative financing structure and expected financial effect; -provide legal/regulatory/operational steps required; implementation timeline; -assess risks, assumptions and enabling conditions; -provide expected co-benefits and contribution to Moldova's biodiversity priorities.			
Deliverable 6. Consultation and validation Workshop for the Biodiversity Finance Plan The Specialist shall: -prepare and support one national consultation/validation workshop on the BFP; (5 w.d.) -present the proposed finance solutions, prioritization results and implementation roadmap; (5 w.d.) -document comments and recommendations from stakeholders and validation participants. (5 w.d.)	15 workdays	31 May 2027	Project Manager Quality review CO
Deliverable 7. Draft Biodiversity Finance Plan for Moldova The Specialist shall: -draft BFP vision and focus areas; -provide summary of biodiversity finance challenges and financing gap; -provide prioritized finance solutions and their profiles; -provide indicative implementation roadmap and sequencing; -provide recommendations for institutional arrangements, ownership and implementation.	15 workdays	15 June 2027	Project Manager Quality review CO GPMTSU, BIOFIN team
Deliverable 8. Final Biodiversity Finance Plan The Specialist shall: -revise the draft BFP based on comments from UNDP/BIOFIN, the Ministry of Environment, the Ministry of Finance, stakeholders and the Global BIOFIN team; -finalize the report and all supporting annexes/matrices; -prepare a concise presentation or	10 workdays	15 July 2027	Project Manager Quality review CO, GPMTSU, BIOFIN team

summary note to support official use of the BFP.			
Total	**120 workdays**		

Note:

**The deliverables and the activity timeline can be amended or further specified for the purpose of the assignment. All deliverables should be agreed with UNDP and be provided in an electronic copy. Payment will be made upon the successful completion of the assigned tasks. All activities under this assignment shall be performed in a gender-sensitive manner and applying human rights-based approach.*

5. Institutional Arrangement

The 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

This is a part-time consultancy. The timeframe for the work of Specialist is planned for the period September 2026 – August 2027. During this time the Specialist is expected to work a total of up to 120 working days. The final deliverable is due on 15 July 2027; the remaining contract period is reserved for final acceptance, clearance and administrative closure.

7. Duty Station

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);

For the avoidance of doubt, the duty station recorded in Section 1 is Chisinau, Republic of Moldova. The assignment is performed home-based within the duty station, with physical presence required for meetings with the Supervisor and the Project Team and for the national workshop under Deliverable 6.

8. 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) in biodiversity finance, environmental finance, sustainable finance, public finance, economic policy, natural resource economics, environmental policy, public administration or other related fields relevant to biodiversity finance planning and policy development.
Required skills	• 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.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. • Professional experience working with government institutions and/or public authorities on public policy, environmental policy, public finance, finance strategies, institutional reform, sector financing mechanisms and in the design, assessment, review or implementation of finance mechanisms, financing strategies, finance plans, public policy reforms, or institutional/economic instruments relevant to biodiversity, environment, climate, natural resources, or sustainable development • Professional experience working with international organizations, development partners, or donor-funded projects on biodiversity finance, environmental finance, public finance, climate finance, sustainable development finance, or related policy / analytical assignments. • Knowledge of key software packages (MS Office) • Ability to prepare publications, reports and presentations. • Able to work independently with little or no supervision. • Ability to work with a multidisciplinary and multicultural team
Required Language(s)	• Proficiency in Romanian is required for this assignment. All deliverables shall be produced in Romanian and in English. • Knowledge of English is required for this assignment, as the deliverables are produced in both languages and are subject to review and clearance by GPMTSU and the Global BIOFIN team.

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.***

9. 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).

10. 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.

11. 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 (bachelor'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) in biodiversity finance, environmental finance, sustainable finance, public finance, economic policy, natural resource economics, environmental policy, public administration, or other related fields relevant to biodiversity finance planning and policy development.

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

<u>Cumulative analysis</u>

The award of the contract shall be made to the individual consultant 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.

* Technical Criteria weight – 60% (300 pts);
* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria and Scoring	Maximum Points Obtainable
Technical evaluation	
Criteria A: Relevance and responsiveness of candidate's past experience	
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 ***(Bachelor' degree – 15 points, Master's degree – 20 pts., PhD degree – 25 pts.)***	**25**
5 years' experience (master's degree) or 7 years' experience (with bachelor's degree) in environmental finance, public finance, accounting, financial analysis, economics, management or related field ***(5 years' experience with a Master's degree or minimum 7 years' experience with a Bachelor's degree 30 points, each additional year – 5 pts, up to max. 55 pts.)***	**55**
Professional experience working with government institutions and/or public authorities on public policy, environmental policy, public finance, finance strategies, institutional reform, sector financing mechanisms ***(one year – 5 pts, up to max. 50 pts.)***	**50**
Professional experience working in the design, assessment, review or implementation of finance mechanisms, financing strategies, finance plans, public policy reforms, or institutional/economic instruments relevant to biodiversity, environment, climate, natural resources, or sustainable development **(*each year – 10 points; up to max. 50 pts*.)**	**50**
Professional experience working with UN Agencies, international organizations, development partners, or donor-funded projects on biodiversity finance, environmental finance, public finance, climate finance, sustainable development finance, or related policy/analytical assignments ***(one assignment – 20 points; each additional assignment – 10 pts, up to max. 50 pts.)***	**50**
Criteria B: Interview - Competency/ Questions **Only the first 5 applicants that have accumulated the highest technical score shall be invited to the interview.**	
Familiarity with the government, public finance framework, and/or public authorities on budgeting processes, expenditure reviews, costing of public policies or programmes, sector strategies, environmental planning, or financial analysis related to public-sector decision-making in the Country, supported by relevant practical experience and examples. **(Strong – up to 20 pts., satisfactory – up to 10 pts., limited – up to 5 pts., no – 0 pts.)**	**50**

Professional achievements, including demonstrated results, impact, and the candidate's contribution**. (Strong – up to 15 pts., satisfactory – up to 10 pts., limited – up to 5 pts., no – 0 pts.)** Ability to receive and respond constructively to feedback, demonstrating self-awareness, adaptability, and continuous learning. (**Strong – up to 5 pts., satisfactory – up to 3 pts., limited – up to 2 pts., no – 0 pts.)** Verbal communication skills, including clarity, structure, and effectiveness of responses. **(Strong – up to 5 pts., satisfactory – up to 3 pts., limited – up to 2 pts., no – 0 pts.)** Cultural awareness and sensitivity, including respect for diversity and ability to work effectively with people of different cultural, gender, religious, ethnic, age, and other backgrounds. **(Strong – up to 5 pts., satisfactory – up to 3 pts., limited – up to 2 pts., no – 0 pts.)**	
Good knowledge of English and proficiency in Romanian are required for this assignment ***(Romanian - 10 pts, English – 5 pts)***	**15**
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment* ***(No – 0 pts., to one group – 2.5 pts., to two or more groups – 5 pts.)*** ** Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.* ***Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.***	**5**
Maximum Total Technical Scoring	**300**
Financial	
Evaluation of submitted financial offers will be done based on the following formula: **S = Fmin / F * 200** **S** – score received on financial evaluation. **Fmin** – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round. **F** – financial offer under consideration	**200**

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

12. 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.

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