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The Biodiversity Finance Initiative (BIOFIN)

Finance for Nature

Terms of Reference for Finance and Administrative Assistant

BACKGROUND

Preliminary top-down estimates of the global financial gap for biodiversity range from US\$ 100 to 400 billion annually and detailed bottom-up assessments in participating BIOFIN countries validate this significant financial need and have helped identify finance solutions required to achieve the Aichi Targets and biodiversity related SDGs. In recent decades, biodiversity finance tools and solutions have demonstrated their importance for achieving biodiversity and sustainable development goals. But since countries have not approached the issue of biodiversity finance in a comprehensive manner, the choice and adoption of finance solutions has remained experimental and opportunistic. Improved choice, design and implementation of effective well-tailored finance solutions will strengthen a countries' chances of achieving national and global biodiversity targets.

The Biodiversity Finance Initiative – BIOFIN – is a global programme that developed, piloted, and is continuously improving a methodology to measure existing biodiversity expenditure levels, assess future financial needs, and design comprehensive plans to use finance tools and solutions that increase financing, effectiveness and efficiency of biodiversity management in 30 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 30 countries to complete the design and implementation of priority finance solutions and will allow a further 15 countries to undertake the assessments as well as create and implement their biodiversity finance plan. At the central level, knowledge management platforms will be expanded and additional guidance produced for most valuable finance solutions.

In countries, national teams work with the global BIOFIN team on the following components, corresponding to steps 3-7 of the 2016 BIOFIN Workbook (more updated guidance will be available):

- **BIOFIN Inception Workshop and Report.** During the Inception Phase the national BIOFIN team is recruited, the Steering Committee established, an inception workshop is implemented and an inception report is produced and shared with stakeholders. Once operational, the national BIOFIN team carries out a first review of the national context, outlining available information and initiatives, identifying cooperation modalities with related initiatives and organising the inception workshop, a first introduction to a wider group of stakeholders and a first moment of active engagement, with the underlying purpose of starting to build a national vision on biodiversity finance. The inception report is developed to capture initial national level baseline information on biodiversity finance, describe recommendations from stakeholders made through the inception workshop,

highlight adjustments made in national implementation arrangements and provide preliminary analysis for entry points to advance biodiversity finance in the country.

- **Biodiversity Finance Policy and Institutional Review (PIR).** The PIR enables participating countries to analyse 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. The first step includes identifying the existing national vision and key trends for biodiversity and sustainable development financing, and mapping sectoral interactions with biodiversity and ecosystem services. The PIR includes an inventory of existing financing mechanisms used for biodiversity, key subsidies that affect biodiversity, biodiversity related revenues and all associated laws and regulations. It explores how finance and economics can be used to address the main drivers of biodiversity loss. The PIR process is used to further clarify relevant stakeholders and their specific mandates, institutional arrangements and capacity related to the NBSAP and biodiversity finance. Existing economic valuation studies are reviewed and integrated into the analysis. Policy recommendations, including possible reforms of harmful subsidies and other incentives that contribute to continued biodiversity loss, can be incorporated in PIR and national planning strategies. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and recommendations.
- **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. The expenditure review is conducted with the public, private, and civil society institutions identified under the inception phase and the PIR. For each relevant biodiversity finance actor, budget, allocation and expenditure data are collected for the past 5-7 years. For each budget or expenditure, the percentage that can be attributed to biodiversity and the target area of the expenditure is determined. The analysis will explore the relation of biodiversity expenditures to overall government budgets, stated policy objectives, GDP and jobs, NBSAP strategies and themes, etc. Historic trends are analysed and projections can be made about future financing under a business as usual scenario. The final report will provide very specific recommendations on (i) key sources of financing, (ii) possible re-alignment of expenditures; (iii) allocation or absorption issues; (iv) and other insights generated from the review. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and refine recommendations.
- **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. Existing financing for specific actions will be compared to estimated needs to develop a projected financing gap. The methodology includes reviewing and refining actions defined in the NBSAP and other major policies that require costing. For each of these cost able actions, specific budget elements are calculated based on existing government budget categories and units. Stakeholder engagement is ensured through a consultation workshop in the early stages and a validation workshop at the end to discuss the complete findings and final recommendations.
- **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 mobilisation, improving impact delivery, avoiding future expenditures and re-aligning expenditures towards biodiversity goals. The national experts will work closely with the global team to review a wide range of possible finance solutions, and establish an agreed upon approach to prioritise based on a variety of characteristics of each solution, including the financing potential, the legal context and socio-economic/gender impacts, while mapping barriers that currently prevent further financing. For a selected number of the most promising financing mechanisms a more detailed feasibility study will be carried out. A large national workshop involving a wide variety of stakeholders should be organised as a key element of the consultation process followed by a smaller workshop planned at the end to validate the strategy and its recommendations.

- **Implementation of Biodiversity Finance Solutions** – BIOFIN supports the implementation of biodiversity finance solutions that are identified during the course of the three main assessments – PIR, BER, and FNA – or elaborated in the Biodiversity Finance Plan. Under this output, support is provided to implement one or more priority solutions likely to show significant or relatively rapid results. The national BIOFIN team will prepare one or more proposals and submit these for review by the global BIOFIN team. The selected activities can include a wide range of finance solutions including the provision of technical or advocacy support for developing laws and regulations, revising taxes and fees, the identification of legal thresholds, removal or reduction of biodiversity harmful incentives, certification processes, public-private-partnerships, voluntary agreements, awareness raising campaigns, behaviour change through education and training measures etc. A list of finance mechanisms and solutions is provided on the BIOFIN [website](#).

Finance and Administrative Assistant

Location: Phnom Penh and relevant areas

Starting Date: Asap in 2019

Supervisor: National Project Coordinator

Duration of contract: 1 year on a 50% basis, with a possibility to extend up to 2 years

Responsibilities:

The Finance Assistant will be responsible for providing back-office/administrative support to the Finance Expert and National Project Coordinator including: (I) facilitating procurement; (II) financial and administrative tracking of activities and expenses; (III) support with communication, facilitation and organisation of outreach activities, press releases; (IV) liaising with GSSD, UNDP country office and global BIOFIN administrative team to facilitate financial reporting and compliance, and GSSD/UNDP procurement compliance.

Management support

- Provide support with all financial and administrative requirements of the project, especially those related to project funding and accounting.
- Assist in ensuring that project is executed in a timely and appropriate manner.
- Facilitate, collaborate with the national BIOFIN team; manage payment schedules.
- Assist in project related activities, including planning for meetings, local and national consultations, trips and other project related activities. Ensure all national and international travel is organised smoothly.
- Document and share records of meetings, decisions, actions, etc.
- Support with the Monitoring and Evaluation of the project at the national level, including workshop evaluations.
- Any other duties assigned by the National Project Coordinator that have direct relevance to the project.

Financial Oversight

- Manage the project budget, oversee procurement and accounting, together with the UNDP Country Office and the global BIOFIN Team.
- Ensure financial resources are disbursed on time to implementing partners.
- Maintain records of expenditures and collaborate in financial reporting.

Key deliverables (products and processes)- work with UNDP Finance Officer:

- Develop calculations for the development of the annual workplan/budget.
- Handle all required procurement processes, requisitions and purchase orders, ensuring compliance with GSSD and UNDP rules and regulations.
- Maintain an inventory of assets/equipment and support with the handover of equipment upon project closure.
- Ensure the atlas approval system is set up at the Country Office for BIOFIN
- Take care of all logistical matters to organise the inception workshop, consultation workshops and any meetings as required
- Regularly update of the procurement plan and contacts list.
- Take care of all travel arrangements for national and international travel/missions and participants to national level workshops.
- Handle all travel for participants to global and regional workshops and other international meetings, ensuring all necessary visa, security clearances and plane tickets are obtained timely and confirmations/changes of travel arrangements are communicated to the global BIOFIN team immediately.

Education:

- Degree in finance, administration, economics, or a closely related field, or another degree combined with equivalent relevant work experience.

Competencies:

- Ability to maintain overview in complex work situations, self-starter in supporting the coordinator in communicating and keeping timelines.
- Able to gather and process data and information.
- Excellent interpersonal skills to network among the national team and beyond to other national institutions.
- Writes clearly professional correspondence adequately.
- Highly organized person, sets priorities, produces quality outputs, meets deadlines and manages time efficiently.
- Shares knowledge and is willing to provide support to others who request advice or help.
- Works toward creative solutions by analysing problems carefully and logically.
- Maintains professional relationships with supervisors, co-workers and clients.

Experience:

- At least 3 years of experience, preferably in the administration and finance of the projects
- Experience in dealing with national and international experts and institutions.
- Experience with GSSD & UNDP/UN is an asset.
- Sound understanding of key software packages (MS Office)
- Knowledge of English is a strong asset.

Interested individuals should submit CV, Cover Letter no later than 18 March 2019 (at 5:00 PM) to Department of Biodiversity, GSSD/MoE. Third Floor, Morodok Techo Building (Lot. 503), Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and/or email to: keosamnang.tiep@gmail.com. Only short-listed candidates will be contacted for interview.