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# The Biodiversity Finance Initiative (BIOFIN)

## *Finance for Nature*

### Terms of Reference for National Project Coordinator (NPC)

#### 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 costable 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](#).

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## National Project Coordinator

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**Location:** Phnom Penh and relevant areas

**Starting Date:** As soon as possible in 2019

**Supervisor:** Deputy Secretary General, NCS

**Duration of contract:** 1 year with a possibility to extend up to a maximum of 2 years

### Responsibilities:

The National Project Coordinator (the “Coordinator”) will be responsible for the overall management of in-country activities, ensuring a proper workplan and budget is in place and implemented within set timelines, with an effective national team and strong partnerships. The Coordinator will work closely with the Finance Expert and GSSD to ensure implementation mechanisms such as a National Steering Committee and technical working groups are established and meet regularly, that all planned workshops, technical studies and other activities are organised in a timely manner, and that they meet expected quality standards. Key duties and responsibilities include:

### Management

- Oversee the identification, selection and supervision of national consultants and experts, in close collaboration with GSSD and UNDP Country Office, Finance Expert and the Global BIOFIN Team and write/revise terms of reference for national BIOFIN team members;
- In consultation with the GSSD, UNDP Country Office and Global BIOFIN Team and supported by the Finance Expert, elaborate/revise the work plan and budget and submit draft workplans/budgets timely for the bi-annual budget revision process (30 June and 31 December of each year);
- Supervise the work of national experts and institutions to ensure outputs are delivered on time, within the set budget, and to high quality standards; facilitate, guide and monitor the work of the national BIOFIN team;
- Oversee the work of the Finance Assistant to ensure administrative requirements and budgets are managed and executed in a timely and appropriate manner and within GSSD, UNDP and donor rules and regulations;
- Organise all relevant project workshops in a consultative manner, involving a wide variety of biodiversity finance stakeholders, including the government, private sector, NGOs, donors and academia.
- Discuss with National Council for Sustainable Development, Ministries of Finance, Environment and other key stakeholders the establishment of a national Steering Committee and follow up on the formal establishment and regular convening of the Committee, undertake the same for any other proposed coordination mechanism, and write meeting reports to be shared with GSSD, UNDP and BIOFIN global.
- Ensure a timely identification of risks in implementation at the national level and communication to the global BIOFIN team.
- Organise monthly meetings of the national team and monthly calls with the Technical Advisor from the global BIOFIN team. Ensure participation of national BIOFIN team members in regional technical calls.

### Reporting/Communication/M&E

- Signal any delays in national deliverables compared to the workplan to the GSSD, Finance Expert, UNDP Country Office and the Global BIOFIN Team.
- Lead project monitoring, reporting and evaluation at national level, draft monthly and quarterly reports for review by the lead expert and submission to the global BIOFIN team.
- Develop workshop reports for the inception workshop and all technical workshops.
- Develop briefing notes, case studies, press releases, web articles and other media products as required.
- Write the section of the inception report on national implementation arrangements.
- Assist with research and write and edit sections of technical reports as required.
- Review all national level deliverables to ensure quality and consistency with the BIOFIN methodology.

**Key deliverables (products and processes):**

- Detailed BIOFIN Work Plan and budget agreed by all major partners.
- National Steering/Advisory Committee formed and operational.
- All consultants and team members recruited and delivering to schedule, while working relations between team members are clarified and effective.
- Lines of communication and working methods agreed and functional.
- Reporting and updates provided to UNDP, government, BIOFIN, etc.
- Planned activities are carried out in line with timelines and required quality standards.
- All workshops organised in line with workplan and well documented.
- Inception Phase: Inception Workshop, Inception Report
- Draft Initial and Final Workshops and workshop reports
- Facilitate and provide input in the final validated reports: Policy and Institutional Review; Biodiversity Expenditure Review; Financial Needs Assessment; and Biodiversity Finance Plan.
- Facilitate and coordinate to ensure draft “Policy and Institutional Review” has been endorsed
- Facilitate and coordinate to ensure draft “Biodiversity Expenditure Review” has been endorsed
- Facilitate and coordinate to ensure draft “Financial Needs Assessment” has been endorsed
- Facilitate and coordinate to ensure draft “Biodiversity Finance Plan” has been endorsed
- Facilitate and coordinate with experts to ensure “Finance Solution Implementation” has been developed.

The contract and payments will be performance-based and regularly assessed by the General Secretariat of the National Council for Sustainable Development.

**Education:**

- Degree in environment/natural resource management, biodiversity, economics/finance or a closely related field, or another field combined with relevant work experience.

**Competencies:**

- Highly organized person, sets priorities, produces quality outputs, meets deadlines and manages time efficiently.
- Ability to maintain overview in complex work situations, self-starter.
- 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.
- 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 implementation of environment/biodiversity/finance and relevant projects,
- Prior experience with GSSD, UNDP projects would be an asset.
- Experience in collaborating with international and national experts and institutions.
- Exposure to environmental issues or biodiversity highly desirable, but not required.
- Sound understanding of key software packages (MS Office)
- Good command of English is desirable.

*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.*