TERMS OF REFERENCE

National Consultant on Budget Planning for National Forest Policy and REDD+ Measures

Project title:	**UN-REDD Mongolia National Programme**
Type of Position:	National Consultant on Budget Planning for National Forest Policy and REDD+ Measures
Type of contract:	Individual contract
Duty Location:	Ulaanbaatar, Mongolia
Reports to:	Chief Technical Advisor (CTA)
Duration of contract:	35 days over 2 months
Languages Required:	English and Mongolian
Expected Start Date:	June 2018
Expected Finish Date:	31 July 2018
Application deadline:	4 June 2018

A. Background

The Government of Mongolia has recently committed to a green development path, notably through the creation of the Ministry of Environment and Tourism (MET), and the preparation and approval of the Green Development Policy and Mid-Term Programme. REDD+ has the potential to contribute to green development by protecting global environmental resources (forest carbon stocks and biodiversity), helping to reverse land degradation, promoting the improvement of rural livelihoods and aiding adaptation to climate change.

Mongolia is the first country with significant boreal forest cover to become a partner country of the United Nations collaborative initiative on Reducing Emissions from Deforestation and forest Degradation in developing countries (UN-REDD Programme). Mongolia has significant potential to reduce its forest carbon emissions, and enhance and sustainably manage its forest carbon stocks, through the implementation of REDD+ activities. Mongolia became a partner country of the UN-REDD Programme in June 2011 and has immediately taken steps to start implementing REDD+ readiness activities.

A Roadmap sets out how Mongolia will implement its REDD+ Readiness activities and develop a comprehensive National REDD+ Strategy in Phase 1 of REDD+. The Roadmap has four main outcomes, as follows:

- National REDD+ management arrangements established while ensuring improved stakeholder awareness and effective stakeholder engagement;
- National REDD+ strategy prepared;
- Forest reference emissions levels and forest reference levels developed;
- National forest monitoring system and safeguards information system developed.

B. Objectives

The main purpose of this assignment is to outline the existing sources of budget related to the forest sector and to develop different financial budget plans based on policies and measures development by the Project Management Unit (PMU).

The National Consultant will lead the organisation and facilitation of workshops to be conducted and assume leadership for discussions with key stakeholders. The National Consultant will prepare budgets

following the provided templates on actions within the sub-national and national program actions, and include government and donor funding sources.

The National Consultant must ensure that all deliverables are translated and available in English and Mongolian language.

The National Consultant together with the PMU will organize the validation workshop for the project-related stakeholders about the draft results of the study.

C. Expected output/deliverables

Deliverables/Outputs	Deadline	Installment (%)	Condition for payment release
Inception Report - A details workplan following the inception mission; - Methodology; - Consultation plans; - Review all UNREDD relevant reports - Develop an agreed format for budget proposals for the Action Plan / REDD+ Investment Plan - List of the necessary inputs required from national experts and stakeholders.	2 days after signing the contract	30%	- Review and feedback from the UN-REDD; - Receipt of invoice from the service provider.
Budget for National Program - Outline the current cost norms for forestry activities and update with discussion with MOF / MET; - Expand to the relevant sectors of other Ministries such as the MOFALI; - Work with the core group and PMU staff on developing the National budget plan; - Develop budget following Mongolia's Policy on Policy Development and based on the Policy and Measures developed by the National Program.	15 days	40%	- Review and feedback from the UN-REDD; - Receipt of invoice from the service provider.
Budget for Sub-national plan - Develop a detailed budget for the National Program activities using agreed format; - of other Ministries such as the MOFALI; - Work with the core group and PMU staff on developing the sub-National budget plan.	15 days		- Review and feedback from the UN-REDD; - Receipt of invoice from the service provider.
Validation workshop with the Ministry of Finance	2 days	30%	- Review and feedback from the UN-REDD;

- Organise the workshop with the main stakeholders including MoF; - Prepare a presentation for the workshop which will introduce the budgets to the MoF; - Present the results and answer the MoF's questions during the workshop.			- Receipt of invoice from the service provider.
Final report - National and sub-national budget plans; - Summary of the activities and findings.	1 day		- Review and feedback from the UN-REDD; - Receipt of invoice from the service provider.

D. Institutional Arrangement

The National Consultant is expected to work in close collaboration with UN-REDD. The expert will report to the CTA of the UN-REDD program, and work with Core Group on National Program. The expert should signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP. The contract and payments will be performance-based and regularly assessed by the project teams and UNDP CO.

The present ToR may be subject to modification, without changing the overall objective and the scope of work, on the basis of mutual consultations. UNDP will hold the copyright of the assignment deliverables.

E. Qualifications of the Successful Individual Contractor

Education**:**

- Degree in finance, accounting, economics, environmental economics or a closely related field. Or another field combined with relevant work experience;
- Postgraduate degree in relevant field is an asset.

Experience:

- At least 5 years' relevant experience in budgeting with government departments, preferably with natural resource management activities;
- Proven experience with public expenditure in Mongolia;
- Good understanding of the REDD+ program is an advantage.

Competencies:

- Excellent organizational skills;
- Strong communication and writing skills in English and Mongolian;
- Excellent information collection skills;
- Ability to work independently with little or no supervision;
- Strong motivation and ability to work and deliver under short deadlines;
- Focuses on results and responds positively to critical feedback.

F. Recommended Presentation of Offer

The following documents should be provided:

a) **Letter of Confirmation of Interest** to conduct the assignment;
b) **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a proposed work plan and methodology on how they will approach and complete the assignment.
d) **At least 3 sample reports/assignments** to proof your expertise in this area.
e) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs in MNT.

Annex I - Individual IC General Terms and Conditions

Annex II -OFFEROR'S LETTER TO UNDP INTEREST AND AVAILABILITY AND FINANCIAL PROPOSAL

Criteria for Selection of the Best Offer

Selection criteria is Combined Scoring method – where the qualifications will be weighted a maximum of 70%, and combined with the price offer which will be weighted a max of 30%. Criteria for technical qualifications is shown in Annex 1. Candidates who successfully pass the screening process (70% of the technical qualification) will be called for an interview (30% of the technical qualifications). Detailed scoring can be found in

G. Approval

This TOR is approved by:

Daniela Gasaprikova, Deputy Resident Representative, UNDP Mongolia

ANNEX ONE

Criteria	Min point acceptable	Max. point
Technical criteria 1: Education		**20**
Degree in finance, accounting, economics, environmental economics or a closely related field. Or another field combined with relevant work experience;		*[20]*
Technical criteria 2: Professional experience		**50**
At least 5 years' relevant experience in budgeting with government departments, preferably with natural resource management activities;		*[25]*
Proven experience with public expenditure in Mongolia;		*[15]*
Good understanding of the REDD+ program is an advantage.		*[10]*
Technical criteria 3 - Proposed methodology and approach		**30**
Excellent proposal with methodology and approach		*[15]*
Excellent report writing skills and analytical skill (sample product)		*[15]*
Technical Score (1+2+3)	**70**	**100**
Interview score	**21**	**30**

Weight for technical criteria	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence