TERMS OF REFERENCE

1. Position Information

Office/Unit/Project	**GEF8 Umbrella programme to design a national Biodiversity Finance Plan**
Title	**National Biodiversity Finance Needs Assessment Specialist**
Level /Modality	**Individual Contract**
Duty station (City and Country)	**Republic of Moldova, Chisinau**
Expected starting date	**August 2026**
Expected Duration	**Up to 160 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 over-all guidance of the Project Manager/SDG Finance Expert, the National Biodiversity Finance Needs Assessment Specialist ('the specialist') is expected to lead the production of the Financial Needs Assessment (FNA) in biodiversity sector in Moldova 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 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.

For the Finance Needs Assessment (FNA) the specialist will produce a detailed realistic costing of key biodiversity policies and plans, generally focused on the National Biodiversity Strategy and Action Plan (NBSAP).

The 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 Biodiversity Finance Needs Assessment (FNA)
• Review the available methodologies, examples from other countries, the latest NBSAP and the National Biodiversity Reports to develop an initial workplan and outline for the FNA. • Consult with the NBSAP team and government entities responsible for NBSAP implementation to obtain background information about NBSAP activities and government budgeting processes. • Work in coordination with the SDG Finance Expert to review the scope of the NBSAP, its alignment with other national policies, and identify policy areas and activities that are not covered by the existing NBSAP. • Review the activities listed in the NBSAP and other key strategic documents to assess if they are detailed and quantified enough for their budgets to be estimated in detail. If not, work with the NBSAP national focal points and other relevant stakeholders to define clearly the NBSAP actions so that they can be budgeted. • Coordinate the compilation of relevant data and liaise with relevant Ministries and partners as required and organise a national consultation and validation workshop to define the financial needs and cost assumptions of all major biodiversity programmes. • Develop detailed calculations and complete all datasheets related to the national biodiversity finance needs. • Support the comparison of the results of the BER future projections with the FNA in as great detail as the categories allow and produce an estimate of the financing gap. • Lead the development (with support from the team) of a draft report for the Biodiversity Finance Needs Assessment for discussion at the validation workshop and review by the project national team and GPMTSU. • Support the Production of the final report of the Biodiversity Finance Needs Assessment.
2) For Project Outreach and Communication
• Preparation of workshops, meetings, networking, inputs for newsletters/blogs and presentations as required, to complete the Biodiversity Finance Needs Assessment, and engage stakeholders. • Provide substantive comments and feedback on how to improve the existing methodologies.
3) For Knowledge Management and Reporting

• Development of the Biodiversity Finance Needs Assessment (FNA) report and FNA excel model, including considerations relevant for the subsequent Biodiversity Finance Plan (BFP). •
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 detailed workplan for the FNA The Specialist shall: -review of the BIOFIN FNA methodology, FNA Excel template, BER findings, draft/final NBSAP, relevant national biodiversity and environmental strategies, and other related policy documents; -review of selected FNA examples from other BIOFIN countries relevant to Moldova; -map the overall scope of the FNA exercise, including biodiversity objectives, targets, and activities to be costed; -propose methodological approach for Moldova, including assumptions, costing logic, treatment of cross-cutting actions, and approach to estimating the financing gap; -map stakeholder list and identification of key institutions to be consulted; - a detailed workplan and consultation plan for the full assignment.	15 workdays	31 September 2026	Project Manager Quality review CO
Deliverable 2. Mapping and structuring of NBSAP/Biodiversity actions for costing The Specialist shall: -review the draft/final NBSAP and other relevant strategies, programmes and plans to identify all biodiversity-related objectives, targets and actions relevant for the FNA; -assess whether the activities in the NBSAP and related strategic documents are sufficiently clear, measurable and budgetable; -work with the NBSAP focal points, Ministry	25 workdays	30 October 2026	Project Manager Quality review CO

of Environment, SDG Finance Expert and relevant institutions to refine, clarify, consolidate or disaggregate activities where necessary for costing purposes; -identify additional biodiversity-related policy actions not sufficiently covered in the NBSAP but relevant for Moldova's biodiversity financing needs, including activities under other strategic documents where justified; -classify the actions by responsible institution, implementation horizon, BIOFIN category, and type of expenditure (investment/operational/recurrent).			
Deliverable 3. Data collection, unit cost database and background costing Inputs The Specialist shall: -coordinate collection of relevant costing data from the Ministry of Environment, Ministry of Finance, Moldsilva, AIPA, ONIPM, Environmental Agency, research institutions, LPAs and other stakeholders as relevant; -gather and compile available cost norms, standard unit costs, budget execution data, procurement prices, programme budgets, donor costing references and comparable financial information; -develop and populate the unit costs sheet and supporting costing database for Moldova; -document sources, assumptions, inflation or escalation assumptions where relevant, and methodology used for unit-cost estimation; -identify missing data and propose proxy values or estimation methods where primary data are unavailable.	30 workdays	30 November 2026	Project Manager Quality review CO
Deliverable 4. First draft of the FNA cost model and preliminary Financial Needs estimates The Specialist shall: -populate the cost calculation and related FNA Excel sheets with detailed cost estimates for all agreed biodiversity actions over the selected planning horizon; -estimate annual and total biodiversity finance needs by objective, target, action,	25 workdays	20 December 2026	Project Manager Quality review CO

institution and BIOFIN category; -distinguish, where relevant, between capital/investment and recurrent/operational costs; -prepare preliminary summary tables and charts from the Needs Analysis sheet; -document the main assumptions, gaps and areas requiring validation with stakeholders.			
Deliverable 5. Consultation and validation workshop on Financial Needs and costing assumptions The Specialist shall: -prepare the materials for one national technical consultation/validation workshop on biodiversity finance needs and costing assumptions; (5 w.d.) -present the draft methodology, costing model and preliminary results to stakeholders; (2 w.d.) -collect and systematizing comments from government, donors, experts and other stakeholders; (5 w.d.) -conduct additional bilateral follow-up meetings as needed to refine data, assumptions and costing. (3 w.d.)	15 workdays	31 December 2026	Project Manager Quality review CO
Deliverable 6. Draft Biodiversity Finance Needs Assessment Report and funding gap analysis The Specialist shall: -revise and finalize the FNA Excel model based on stakeholder feedback and additional data received; -compare the FNA financing needs with the BER expenditure baseline and future expenditure projections, to the extent allowed by available categories and classifications; -estimate the biodiversity financing gap by year, category and/or strategic objective, as feasible; -prepare the first full draft of the Biodiversity Finance Needs Assessment Report, including methodology, assumptions, costing results, financing needs analysis and funding gap analysis; -formulate key analytical messages and implications for the next BIOFIN step, the	30 workdays	15 march 2027	Project Manager Quality review CO GPMTSU, BIOFIN team

Biodiversity Finance Plan.			
Deliverable 7. Final Biodiversity Finance Needs Assessment Report, Final Excel Model The Specialist shall: -address comments received from the BIOFIN Moldova team, Ministry of Environment, other national stakeholders and GPMTSU; -finalize the FNA report and all Excel-based calculations; -ensure consistency between the narrative report, the costing model and the funding gap analysis; -prepare a concise methodological note documenting assumptions, key methodological choices, limitations and lessons learned; -provide substantive recommendations and insights to inform the design of the Biodiversity Finance Plan (BFP); -support the preparation of short knowledge products/case-study material/presentation materials related to the FNA process, as required by the project.	20 workdays	15 April 2027	Project Manager Quality review CO
Total	**160 workdays**		

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 August 2026 – April 2027. During this time the Specialist is expected to work a total of up to 160 working days.

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);

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) in environmental finance, public finance, accounting, financial analysis, economics, management or related field.
Required skills	• 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 - 5 points, each additional year 1 point up to 10 points max) • Professional experience working with government institutions and/or public authorities on budgeting processes, public finance, expenditure reviews, costing of public policies or programmes, sector strategies, environmental planning, or financial analysis related to biodiversity sector decision-making and in financial analysis, public expenditure analysis, costing exercises, budget analysis, financial modelling, or preparation of financing/costing frameworks for public policies, sector strategies, environmental programmes or development plans relevant to biodiversity, environment, climate, natural resources, or sustainable development. • Professional experience working with the international organizations on aspects related to biodiversity finance, environmental finance, public finance management, financial analysis, expenditure reviews, costing exercises, or related analytical assignments • 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. • 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 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 (bachelor 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 analysis, natural resource economics, environmental policy, public administration, budget analysis, costing, or other related fields relevant to biodiversity finance planning and financial needs assessment.

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

Cumulative analysis

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 – 30 pts, each additional year – 5 pts, up to max. 55 pts.)***	**55**
Professional experience working with government institutions and/or public authorities on budgeting processes, public finance, expenditure reviews, costing of public policies or programmes, sector strategies, environmental planning, or financial analysis related to biodiversity sector decision-making ***(one year – 5 pts, up to max. 50 pts.)***	**50**
Professional experience working in financial analysis, public expenditure analysis, costing exercises, budget analysis, financial modelling, or preparation of financing/costing frameworks for public policies, sector strategies, environmental programmes or development plans 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 aspects related to biodiversity finance, environmental finance, public finance management, financial analysis, expenditure reviews, costing exercises, or related analytical assignments *(one assignment – 20 points; each*	**50**

additional assignment – 10 pts, up to max. 50 pts.)	
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.)** 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.)**	**50**
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**
<u>Financial</u>	
Evaluation of submitted financial offers will be done based on the following formula: **<u>S = Fmin / F * 200</u>** **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**

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

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.
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