



**Ministry of Climate Change, Environment and Energy**  
Republic of Maldives

## **TERMS OF REFERENCE**

(IUL)438-HRU/438/2023/535

**Finance and Policy Specialist**

**for the**

**for NBSAP Revision and Alignment with the Kunming Montreal Global  
Biodiversity Framework**

**“Early Action Support for the Global Biodiversity Framework Project”**

**Issued on:** 28 November 2023

**Issued By:** Environment Management and Conservation Department

## SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	28 November 2023
Application deadline	12 December 2023 (12:00 PM)

## SUBMISSION REQUIREMENTS

The following related documents shall be submitted with the application.

1. National Identity Card
2. Approach, Methodology and Work Plan
3. Curriculum Vitae (CV)
4. Copy of academic certificates
5. **Reference letters** demonstrating experiences listed in this TOR

## 1. BACKGROUND

Article VI (a) of the Convention on Biological Diversity (CBD) calls for the development of “national strategies, plans or programmes for the conservation and sustainable use of biological diversity or adapt for this purpose existing strategies, plans or programmes which shall reflect, inter alia, the measures set out in this Convention relevant to the Contracting Party concerned”. Following on this, Parties to the Convention are required to prepare National Biodiversity Strategy and Action Plans (NBSAPs) to implement CBD strategies. Accordingly, Maldives prepared its first NBSAP in 2002. Since its preparation, NBSAP was widely used as guidance for other national policies, work plans and regulations on biodiversity. However, after 10 years, status and trends of, and threats to biodiversity have changed. Similarly, strategies of CBD and national policies on biodiversity have undergone changes during this period. To align the Strategic Plan for Biodiversity 2010 – 2020 and its Aichi Biodiversity Targets, Maldives revised its NBSAP in 2016. This is the NBSAP 2016 – 2025 which is currently being implemented in the Maldives.

Last year, the Kunming Montreal Global Biodiversity Framework (KMGBF) was adopted at the 15<sup>th</sup> Conference of the Parties to the Convention on Biological Diversity. This is the post 2020 global biodiversity framework which again requires all Parties to revise their NBSAPs to align with the new targets of the KMGBF.

The Government of Maldives has received funding through Global Environment Facility for the alignment of the KMGBF into the NBSAP. This Project known as “Global Biodiversity Framework Early Action Support (GBF EAS)” is assisted by UNDP and is comprised of the following components.

- Component 1: Rapid review of NBSAP for alignment with the post-2020 GBF
- Component 2: Assessment of monitoring systems
- Component 3: Policy and institutional alignment and review for coherence with Global Biodiversity Framework

The Ministry of Environment, Climate Change and Technology is now seeking a “Finance and Policy Specialist” for the duration of 24 months to complete activities under Component 3 of the GBF EAS Project. The employee will be reporting to work at MECCT and will complete monthly work progress reports and timesheets to receive the monthly remuneration.

In addition to the above, the employee is also expected to carry out specific tasks under the Biodiversity Conservation Section.

The “Finance and Policy Specialist” should work closely with the “NBSAP Revision Coordinator” and “Project Director” of the GBF EAS Project.

## **2. SCOPE OF WORK**

The employee is expected to provide the following activities.

### Policy and institutional alignment and review for coherence with Global Biodiversity Framework

- A rapid review of existing national policies related to biodiversity and their alignment with the GBF is conducted: A review of the extent to which inter-institutional/sectoral processes and policies are in alignment with, and effectively designed to deliver on, the new Global Biodiversity Framework.
- An aligned, whole-of-government approach is developed that captures the values of biodiversity: Opportunities for enhanced mainstreaming of biodiversity are identified, and an approach is developed to promote a whole-of-government nature-positive approach to sectors.

- A prioritized action plan for policy coherence is developed: A prioritized set of actions is developed to fill institutional gaps and advance the country toward policy coherence taking a whole-of government approach.
- Other early actions related to policy alignment and coherence are completed: For countries with advanced work on policy alignment, key steps to advance work on implementing the results of their policy analyses are completed
- The Finance and Policy Specialist is required to provide support to the establishment of the Conservation Fund under the GEF 8 project and relevant works other Funds, including but not limited to the development of strategies and plans to enhance and manage these Funds.

### 3. BREAKDOWN OF RESPONSIBILITIES:

The specific responsibilities that are needed to achieve the above scope of work are described below.

#### Specific responsibilities under NBSAP Revision Process

- **Report on a rapid review of existing national policies related to biodiversity and their alignment with the GBF** is conducted: A review of the extent to which inter-institutional/sectoral processes and policies are in alignment with, and effectively designed to deliver on, the new Global Biodiversity Framework: this should also include draft targets that should feed into the NBSAP revision process.
  - **Report on opportunities for mainstreaming biodiversity across all sectors:** this should also include draft targets that should feed into the NBSAP revision process.
  - **Prioritized action plan for policy coherence is developed:** This should contain institutional gaps and advance the country toward policy coherence taking a whole-of government approach. The draft actions should feed into the NBSAP implementation plan.
  - **NBSAP Implementation Plan** – A plan should be developed based on the targets of the NBSAP on implementation of those targets and overall NBSAP. The plan should also include **resource mobilization actions** and **identify human resource needs** as well as should include an **assessment on capacity needs** for NBSAP implementation.

- **Prepare draft project concepts based on NBSAP targets-** draft concepts should be developed based on the revised NBSAP targets that can at a later stage be used for mobilization of resources and applying for grants.
- **Stakeholder Consultations** – arrange bilateral meetings as required and arrange and conduct stakeholder consultation workshops for inception and validation of the above-mentioned reports and plans.
- Develop a strategy and plan on resource mobilization and relevant to conservation and assist in implementation of the strategy and plan
- Formulate a structure for disbursement of conservation related funds with specific earmarks.
- Develop a SOP for evaluation of proposals submitted to the Conservation Fund under the GEF 8 project

The expected duration of the responsibilities is presented in the table below.

#	Responsibility	Expected completion duration
1	Workplan	1 month
2	Report on a rapid review of existing national policies related to biodiversity and their alignment with the GBF	2 months
3	Report on opportunities for mainstreaming biodiversity across all sectors	2 months
4	Prioritized action plan for policy coherence	3 months
5	Draft NBSAP Implementation Plan with resource mobilization plan, capacity needs assessment and human resource needs assessment	4 months
6	Stakeholder consultations workshops with reports	1 month
7	Final NBSAP Implementation Plan with resource mobilization plan, capacity needs assessment and human resource needs assessment	1 months
8	Draft project concepts based on NBSAP targets	3 months

9	Strategy and plan on disbursement of Conservation funds	2 months
10	Resource mobilization plan	4 months
11	SOP for evaluation of proposals submitted to the Conservation Fund	2 months

The work should be planned as presented in the timeline below.

Responsibility	Month																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	█																							
2		█	█																					
3				█	█																			
4					█	█	█																	
5							█	█	█	█														
6											█													
7												█												
8													█	█	█									
9																█	█							
10																		█	█	█	█			
11																						█	█	█

**4. Duration of Employment**

The duration of employment for “Finance and Policy Specialist” is 24 months upon signature of the employment contact with the Ministry of Environment, Climate Change and Technology (MECCT).

**5. Remuneration**

The “Finance and Policy Specialist” should complete the responsibilities presented in this TOR by working as a full-time employee of the Ministry and will be paid a total a monthly remuneration of **MVR 28,800.**

## 6. Requirements for Experience and Qualifications

In executing this TOR, the “Finance and Policy Specialist” is expected to meet the following eligibility criteria and should provide educational certificates, CVs and experience letters as supporting documents.

- *Minimum qualification:*
  - Minimum Master’s degree related to financial management or policy development or resource mobilization.
  - Minimum of five (5) years of experience in a related field (reference letters and/ or submit evidence via publications)
  
- Other Qualifications:
  - Strong inter-personal and communications skills, including the ability to work with high level stakeholders, facilitate meetings, make presentations and communicate effectively by email
  - Proficiency in the use of computer software applications, especially MS Word and MS Excel and web-site software and proven ability to write technical reports
  - Excellent language skills in English and Dhivehi (writing, speaking and reading)



## 7. Evaluation criteria

The following criteria will be applied during the evaluation of the “Finance and Policy Specialist”.

Technical Score:

DETAILS	MAXIMUM POINTS
<b>Education</b>  Minimum Master’s degree related to financial management or policy development or resource mobilization.	[30]
<b>Experience</b>  No. of similar project / assignments  <i>6 points for each documented year, up to a minimum of 5.</i>	[30]
<i>Interview</i>	[40]
Total	[ 100 ]