**Terms of Reference for the Provision of Technical Assistance Services for the NBSAP Project.**

**Technical Assistance Service Provision: TOR for launching a Request for Quotes**

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| --- | --- | --- |
| *Block of Services (A) Environmental economics, finance and biodiversity mainstreaming* | Budget note “g” | Available budget  |
| *Block of Services (B) Capacity needs assessment for biodiversity management* | Budget note “h” | Available budget  |

\* Budget and TOR may be revised to accommodate for the scope of tasks and more realistic costing, to be assessed at project inception phase

The complete **Requests for proposal** prepared by UNDP normally have the following structure:

i. Instructions to Offers

ii. General Conditions of Contract

iii. Terms of Reference (TOR)

iv. Proposal Submission Form

v. Price Schedule

The complete TOR for Requests for proposal will include the following headings (Sections):

(1) Summary and Background

(2) Objective of the Consultancy

(3) Scope of Work

(4) Expected Results

(5) Duty station

(6) Requirements to the documents

(7) Responsibility

(8) Qualification requirements

(9) Available information

(10) Selection Process

**Technical Support Services for National Biodiversity Target-setting and the development of the NBSAP and related products in the Cook Islands**

**(1) Summary and Background**

Cook Islands is in the process of implementing a GEF biodiversity planning project whose objective is to integrate the country’s obligations under the Convention on Biological Diversity (CBD) into its national development and sectoral planning frameworks through a renewed and participative ‘biodiversity planning’ and strategizing process, in a manner that is in line with the global guidance contained in the CBD’s Strategic Plan for 2011-2020.

The following key outcomes are sought as part of the project:

1) A participative stocktaking exercise on biodiversity planning takes place and national biodiversity targets are developed in response to the global Aichi Targets

2) Cook Islands’ National Biodiversity Strategy and Action Plan (NBSAP) is revised/updated and it fully integrates new aspects of the CBD strategic plan, such as mainstreaming and anchoring the implementation of the plan into national development frameworks, valuing ecosystem services and promoting ecosystem-based adaptation and resilience

3) National frameworks for resource mobilization, Convention reporting and exchange mechanisms, including the Clearing House Mechanism (CHM) of the CBD, are established and strengthened

The ultimate goal of the project is to build national capacity within the topic of biodiversity planning. This implies procuring knowledge and capacity building services that are usually not available in the country, due to the specificity of the topics at hand and the technical requirements.

Hence, an international **RFP** should be launched in view of having services rendered by a group of specialized consultants within the following areas of expertise:

1. Environmental economics, finance and biodiversity mainstreaming
2. Capacity needs assessment for biodiversity management

Services may combine national and international expertise and quotes for qualified companies should be presented as a package of services, including per diems, travel expenses and admin costs.

**(2) Objectives**

Provide knowledge and capacity building services to the government of Cook Islands, as well as to other key stakeholder involved in the implementation of the Biodiversity Enabling Activities Project, with the following specific sub-objectives:

1. The Environmental Economist & Finance Specialist will be carrying out the tasks under two sub-activities: i) Assessing and integrating ecosystem services through economic valuation (under Component 2), and ii) the mobilization of financing for the implementation of the Action Plan of the NBSAP and in raising awareness among key stakeholders on the NBSAP (under Component 3).
2. To objectively reveal Cook Islands’ capacity to effectively implement the obligations deriving from the ratification and accession of the UN Convention on Biological Diversity.

**(3) Scope of Work**

*Block of Services (A) Environmental economics, finance and biodiversity mainstreaming*

* Identify and assess the full range of values of key ecosystem services within Cook Islands, based on existing local, national, regional and global studies on the value of ecosystems and biodiversity, including: the valuation of protected areas, any other national ecosystem services studies that have been conducted (e.g. water, carbon), and existing global and regional maps and overlays of key ecosystem services.
* Identify the implications of these services for different stakeholder groups within the country, including those who benefit from, and pay for, the maintenance of these ecosystem services, and those that degrade ecosystems through unsustainable use.
* Estimate and demonstrate the value of key ecosystem services (using methods appropriate to each service), including the value of the ecosystem service in contributing to climate resilience, adaptation and mitigation; reducing poverty, and sustaining livelihoods.
* Where appropriate, assist in identifying potential means of capturing the value of targeted ecosystem services including through policies such as payments for ecosystem services and other positive incentives.
* Identify priority Biodiversity investment needs and opportunities based on the NBSAP.
* Analyse internal sources of finance for action in the NBSAP including i) the national budget cycle and the allocation to public administrations (ministries), ii) the budget of local governments, iii) national funds to support local development, and iv) fiscal and economic instruments.
* Analyse external sources of finance for actions in the NBSAP including i) bilateral sources, ii) multilateral sources, iii) regional development banks, iv) international foundations and non-governmental organisations (NGOs)
* Analyse innovative sources of finance for actions in the NBSAP, especially fiscal measures related to: i) tourism and infrastructure development (to encourage the mainstreaming of biodiversity into their operations, ii) bank loans for investment projects. NBSAP Integrated Financing Action Plan summarizing concrete activities required to mobilise BD finance for the 10-year period of the implementation of the NBSAP.

*Block of Services (B) Capacity needs assessment for biodiversity management*

* Assess extent of role clarity and the level of implementation and enforcement of the CBD and its CoP guidance across all primary and secondary stakeholders in central government.
* Determine the level of willingness to take responsibility and provide leadership in ensuring relevant CBD obligations and activities are fulfilled.
* Assess whether the identified primary and secondary duty bearers have the necessary human resources to meet the specific obligations.
* Assess the pattern and efficacy of participation at regional technical committees and COP meetings.
* Based on international best practice, recommend the most suitable institutional and/or accountability structure for the effective implementation and coordination of the CBD.
* Identify and prioritize the capacity development needs required to effectively implement CBD obligations at all levels within central government.
* Generate recommendations for capacity enhancement at all levels.
* Generate recommendations to enable rationalization of capacity and efficient resource allocation during implementation
* Develop a comprehensive Capacity Development Programme and Training Action Plan for effective implementation and coordination of CBD at the municipal and central government levels.

The above services, including blocks A and B, comprise a minimum of 20 persons-week in total. This is but indicative. Each bidder will need to indicate the number of days of service the company can offer based on the scope of the consultancy.

Service providers will work together with the team of national and international consultants for the project in Cook Islands, in particular, the Project Coordinator who will play a leading role vis-a-vis project activities, in collaboration with in collaboration with the UNDP Programme Officer, the Project Manager and the International NBSAP Lead Consultant.

**(4) Expected Results**

*[The Project Coordinator in collaboration with the UNDP Programme Officer, and the Project Manager will elaborate more and finalise the expected results when composing the Request for Quotes’ documentation]*

*Contribution to the following deliverables:*

* Brief Review of the Biodiversity Planning Process in Cook Islands
* Cook Islands Second National Biodiversity Strategy and Action Plan for Cook Islands
* Sub-product 1: Assessing and capturing value in ecosystem’s goods and services in Cook Islands
* Sub-product 2: Exploring and costing options for Ecosystem-based adaptation to Climate Change in Cook Islands
* Set of ‘straight-forward’ and feasible NBSAP implementation plans, which ensure the effective implementation of the Action Plan contained in the NBSAP

*– Number of minimum mission days and schedule of payment to be completed when composing the final documentation for the Request for Quotes –*

**(5) Duty station:**

1. On-Site Rarotonga and the Outer Islands.

2. Off-site and Home based, for the completion of certain reports

\*Note: all travel expenses should be included into the breakdown of contract total amount by submission of financial proposal.

**(6) Requirements to the documents**

* Draft and final documents should be submitted in English in MS Word (2007 or later).
* Presentational documents should be prepared in Power Point.

**(7) Responsibility**

1. Agrees the above results with UNDP (in consultation with the Project Coordinator), under the guidance from the International NBSAP Lead Consultant;
2. Ensures timely and quality execution of the Terms of Reference;
3. Ensures unconditional implementation of requirements of the contract

**(8) Qualification requirements**

As minimum 5 years of work experience (preferably more, given the complexity of the services in question) in the relevant field for the two blocks of services (or combines the required expertise in the presentation of individual consultants’ profiles): (a) environmental or natural science; (b) economics, with focus on environmental finance; (c) national biodiversity valuation studies, payment for ecosystem services, sectoral mainstreaming of biodiversity; (d) policy development, national accounting practices and methods; (e) human resource management or public administration.

f) Valid certificates and licences for consulting services in the field of biodiversity and/or development.

g) Available qualified personnel with tertiary degrees in the required fields.

h) Outline of proposed approaches for the 2 blocks of services.

i) List of rendered consulting services for the past 2 years.

j) Submission of 2 reference letters within the past 2 years of work.

k) Ability to write, speak and present trainings in English is a perquisite.

**(9) Available Information**

The availability of the NBSAP Project Document.

**(10) Selection Process**

The selection of the company or individual will follow an open competitive process in line with CIG procurement standards. The successful company or individual would be required to enter into a standard CIG institutional contract. The contract will be awarded according to the cumulative analysis scheme: proposal with the overall highest score after adding the score of the technical proposal and the financial proposal, the winning service provider will be chosen.