



NATIONAL ENVIRONMENT SERVICE
TU'ANGA TAPOROPORO
COOK ISLANDS

Term of Reference to produce the Cook Islands Sixth National report (6NR) to the CBD (Asia) – National Technical Specialist

1. Consultancy Title

Consultancy to Produce the Cook Islands Sixth National Report to the Convention on Biological Diversity (CBD)

2. Background Information

The National Environment Service received a grant, funded by the Global Environment Facility (GEF) through the United Nations Environment (UNE) agency to develop the 6th National Report for the Cook Islands to the Convention on Biological Diversity (CBD). It intends to develop a high quality, data driven Sixth National Report (6NR) with the hopes of improving national decision-making processes for the implementation of the National Biodiversity Strategy and Action Plan (NBSAP) including the reporting on progress towards achieving the Aichi Biodiversity Targets and would also inform the fifth Global Biodiversity Outlook and the Global Biodiversity Strategy of 2021 – 2030. The challenge is that the rate of change of natural capital, open which economies and human wellbeing depend, is too fast for policy makers to adapt to, and an updated national report is required to understand changes in the status and trends of biodiversity, and their implications. This information will provide the main rationale for the follow up work on the Strategic Plan beyond this decade and will help shape the post-2020 global biodiversity agenda. It is therefore essential that these reports provide an accurate and up-to-date reflection of national and global progress to address the Aichi Biodiversity Targets (ABTs).

There are two primary global environmental benefits, first it contributes to the global assessment of progress in achieving the Aichi Biodiversity Targets, and to an understanding of the national contributions made to the Strategic Plan by this progress. The same information is also relevant to the assessment of progress in addressing aspects of other international commitments including the global 2030 Sustainable Development Goals (SDGs). Second, it provides an important basis for consideration of the post-2020 global biodiversity strategy. The information developed during this project can be used not only to understand current biodiversity status and trends, but also to understand how well a country's actions are contributing to national and global conservation targets. The results will provide a simultaneous and comparable snapshot of how countries are implementing CBD obligations, and the results of those strategies and actions.

3. Objective

The objective of this consultancy is to develop the content of the 6NR in accordance with the outline as set forth by the reporting template provided by the CBD and to work closely together with the Biodiversity steering committee in confirming data and information for the report.

3. Consultancy Components

Component A: Assessment of progress towards each national target

Outcome 1: Stakeholder owned reports for each ABT and/or national equivalent are produced and compiled [Parties are requested to report on both achievement of each identified national target (Section III), and on achievement of each Aichi Biodiversity Target (Section IV).

- Output 1.1: A scoping report/zero draft for each ABT and/or national equivalent is prepared.
- Output 1.2: Consultations with stakeholders are undertaken to verify data and progress assessments and address information gaps.
- Output 1.3: Reports for each ABT and/or national target equivalent are developed, and are based on the information collected during the activities that are described above.

Component B: Sixth National Report production and submission

Outcome 2: A Stakeholder owned 6th National Report is produced and submitted to the CBD

- Output 2.1: The 6NR is compiled, reviewed, revised and finalized.
- Output 2.2: The 6NR is validated and officially submitted to the CBD.

4 Scope of Work

The scope of work for the consultant will include, but not necessarily be limited to, the following key activities:

National Biodiversity Planning and Reporting

- A. Review existing information and prepare a scoping report/zero draft each Aichi Biodiversity Target (ABT) to include;
 - I. Preparation of initial draft elements of the national report , including data and progress assessments that are already available for each ABT
 - II. Identify information gaps in each ABT that is required to undertake the assessment of implementation measures and the assessment of progress towards national targets required in 6NR sections II and III.
- B. Conduct consultations with key stakeholders in collaboration with the Biodiversity Steering Committee and the National Environment Service to verify data and progress assessments and address information gaps for each ABT that will include;
 - I. facilitating a process that convenes experts from a full range of disciplines, including women's organizations, indigenous groups and business sectors, to determine the status of NBSAP implementation, identify data gaps and validate spatial information; and
 - II. working with experts during stakeholder workshops to draw conclusions on national progress related to NBSAP implementation and achievement of ABT, in support of Decision VII/25.

- C. Develop Reports for each ABT, which strive to be gender responsive, considering the resources and timeframe of the project. Reports are based on the information collected during the activities that are described above and will include;
 - I. developing progress assessments for each ABT;
 - II. reviewing NBSAP implementation
 - III. reviewing actions to mainstream biodiversity
 - IV. assessing of the effectiveness of the actions undertaken to implement the Strategic Plan and NBSAPs.

The individual assessments serve as a series of small, stand-alone reports, which when combined, constitute the main body of the 6NR

- D. Compilation of the final 6th National Report that will include;
 - I. Compiling the target level assessments into a comprehensive draft 6NR, and following all formatting requirements to ensure consistency across targets;
 - II. Circulation the draft 6NR to the Biodiversity Steering Committee and National Environment Service for a technical peer review;
 - III. Revising the assessment to incorporate additional data sources and technical expertise;
 - IV. Facilitating additional stakeholder consultations, as needed;
 - V. Developing a final 6NR report; and
 - VI. Obtaining final approval from steering committee.
- E. **Development of data layers for 6NR project technical package and spatial data support**
 - I. Developing geospatial datasets including those prepared internally and those acquired from external sources.
 - II. Producing monthly report regarding status and updates of data layers and spatial database.
 - III. Supporting the achievement of delivery targets and results as outlined in the project work plan.
 - IV. Produce spatial maps that clearly illustrate information required for development of robust 6th National Reports.

5 Expected Outcomes and Deliverables

The consultancy deliverables are as follows;

- a. List of identified indicators for Aichi Targets under the CBD that are aligned with Cook Island National Sustainable Development Goal indicators and NBSAP as well as other national indicators under other frameworks including but not limited to the Cook Islands State of the Environment indicators, Climate Change Policy and others, as relevant and complete the data entry into the 6NR given database
- b. Provide the National Biodiversity Steering Committee with draft report and progress update, specific to the Report write up
- c. Report on scoping report/zero draft for each ABT and geospatial datasets and on completion of stakeholder consultations
- d. Draft 6th National Report
- e. Finalized and approved 6NR Report by Biodiversity Steering Committee

6. Institutional Arrangement

The consultant will work with the National Environment under guidance and supervision of the Deputy Director and Island Futures Division Manager. Reports and deliverables will be shared with the National Biodiversity Committee.

7. Duration of the Work

The contract is 40 working days in the duration of 3 months from the beginning of signing the contract

8. Requirement for Qualifications & Experience

Minimum educational qualifications and experiences for the monitoring team:

- University degree (at least Masters or equivalent) in the area of marine science, environment science, or equivalent
- At least 5 years' experience in project and knowledge management in issues of environmental management and/or related areas as well as spatial data/GIS/remote or in analytical and practical experience in biodiversity conservation/spatial analysis/ technical process of GIS
- Experience working to support the engagement of stakeholders in issues of environmental management; and with measuring the conservation status of protected areas and/or threats to biodiversity is an advantage
- Experience developing and using indicators and other metrics to measure conservation or project success;
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.

Functional Competencies:

- Demonstrates integrity by demonstrating positive values and ethical standards through his/her actions
- Displays gender, religion, race, nationality and age sensitivity and adaptability
- Analytical judgment, results-orientation and efficiency in a multi-tasking environment
- Shares information, knowledge and experience through effective and frequent communication
- Experience and technical understanding on development context and issues in the Cook Islands with focus on resource management
- Ability to plan and prioritize work effectively in order to keep deadlines
- Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders
- Ability to work in an organized and systematic manner and demonstrate professionalism with high level of integrity in the day-to-day performance of duty
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests
- Ability to build consensus and garner support under complex situations
- Remains calm, in control and good humored even under pressure

9. Submission

The applicant should submit:

1. CV including the names and contact information of referees, and a cover letter that expresses their interest in this consultancy.
2. A letter expressing their interest outlining any information deemed relevant, with methodology for achievement of the outputs and proposed timeframes, including financial proposal

Due Date: February 24th 2020