



TERMS OF REFERENCE

SENIOR CONSULTANT

to support a High-level UN Panel on Global Resource Assessment for Biological Diversity

Type of Contract:	Individual Contract
Duration:	Ten months
Duty Station:	Montreal
Application Deadline:	18 April 2013
Position:	Consultant to support the High-Level Panel on Global Resource Assessment

BACKGROUND

In 2010, the Convention of Biodiversity Conference of Parties adopted the Strategic Plan for Biodiversity 2011-2020 and associated Strategy for Resource Mobilization. In 2012, the UK-India sponsored High-Level Panel (HLP) on the Global Assessment of the Resources for Implementing the Strategic Plan for Biodiversity 2011-2020 reported on 'Resourcing the Aichi Biodiversity Targets', including acknowledgement of uncertainties, time and data constraints.

At CBD COP-11 in Hyderabad, decision XI/4, Review of Implementation of the Strategy for Resource Mobilization, invited the HLP to continue its work: "Roadmap-24. Welcomes the initial findings of the high-level panel on global assessment of resources for implementing the Strategic Plan for Biodiversity 2011-2020, and invites the High-Level Panel, in collaboration with other relevant initiatives that could provide a more bottom-up approach, to continue its work with a broadened composition and to report back on the results of its work to COP-12;"

In line with this request, the Secretariat is seeking the assistance of a Consultant to support the work of the High-level Panel and manage the programme of work around it to ensure they are able to deliver a report as agreed in decision XI/4.

About the Convention on Biological Diversity (CBD)

The UN Convention on Biological Diversity (CBD), adopted at the 1992 Earth Summit in Rio de Janeiro, is one of the key agreements on a comprehensive strategy for sustainable development. The Convention has 193 Parties and three main goals: the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits from the use of genetic resources. The overarching implementation framework is the Strategic Plan for Biodiversity 2011-2020 adopted at the tenth meeting of the Conference of the



Convention on
Biological Diversity

Secretariat of the Convention on Biological Diversity
United Nations Environment Programme
413 Saint-Jacques Street, Suite 800, Montreal, QC, H2Y 1N9, Canada
Tel : +1 514 288 2220, Fax : +1 514 288 6588
secretariat@cbd.int www.cbd.int



Life in harmony, into the future
いのちの共生を、未来へ
COP 10 / MOP 5

Parties (COP 10) held in October 2010, in Nagoya, Japan. Further decisions and guidance are also provided at COP-11 meeting recently held in Hyderabad India in October 2012. Additional information on the Convention, COP decisions and documents can be found on the CBD website at: www.cbd.int.

About the CBD Secretariat and the High-level Panel

The CBD Secretariat, administered by the United Nations Environment Programme (UNEP), is located in Montreal, Canada. Its main tasks are to arrange for and service meetings of the Conference of the Parties, including preparation of pertinent documentation, operation of the central node of the clearing-house mechanism, and liaison and coordination with other international bodies and processes for the effective implementation of the Convention on Biological Diversity.

A fifteen member High-level Panel is being established for continuing a global assessment of the resources required to achieve the 2020 Aichi Biodiversity Targets agreed by CBD Parties in 2010. The assessment will draw upon the work of existing research, various bottom-up initiatives and consultations with various organization, and report to the twelfth meeting of the Conference of the Parties to the Convention to be held in South Korea in September/October 2014 through the fifth meeting of the Ad Hoc Working Group on Review of Implementation (WGRI-5) in June of the same year.

The High-level Panel consisting of 15 members from different geographical areas and background will provide guidance and peer review of the research teams which will be contracted by the CBD secretariat. This work is expected to:

- a) Capture the benefits of action and the costs of inaction, for investment and policy development beyond the biodiversity sector, to meet the Aichi targets.
- b) Identify cost effective actions in the biodiversity sector and across the economies as a whole, to meet the Aichi targets.

RESPONSIBILITIES

Under the supervision of the Principal Officer of Technical Support for Implementation (TSI) Division, the Consultant will be responsible for the following functions:

- i) Providing a secretariat function to support the HLP itself, and
- ii) Contracting and managing the research required to support the HLP in developing their findings;
- iii) Planning and organizing meetings of the HLP;
- iv) Acting as the Secretary of the HLP and preparing documents and makes necessary logistical arrangements;
- v) Advising the chair of the HLP and the Principal Officer on agendas, conducting meetings, procedures, strategies and substantive aspects of the meetings, and supervising the drafting of recommendations of meetings;
- vi) Mobilizing staff support from the Secretariat to provide necessary inputs to the assessment work and ensuring that links are made to other programmes of work where there are synergies (e.g. GBO4) and the research is in line with other CBD on-going processes;
- vii) Ensuring design, layout and printing of the global assessment report in a user friendly format for electronic and print versions;

- viii) Ensuring the quality and timely availability of the preparation of documentation for meetings of the HLP;
- ix) Providing guidance and direction to researchers on the contents of documents;
- x) Advising the Principal Officer on program budget and the expected expenditures on a regular basis and ensuring reporting to donors of the program through regular conference calls;
- xi) Liaising with international and national organizations to promote and integrate the work of the HLP in relevant process and programs;
- xii) Assisting the CBD Secretariat to embed the findings of the High-level Panel into relevant meeting documents and materials;
- xiii) Carrying out any other functions as requested by the Executive Secretary and /or the Principal Officer of the Secretariat

QUALIFICATIONS AND COMPETENCIES

Education & Work Experience

The consultant shall have a higher degree or extensive experience in economics/finance/management, in particular issues related to biodiversity, or related subjects with a good understanding of knowledge and project management, data sources and providing secretarial services to intergovernmental bodies and expert panels.

Experience in conducting similar work on global assessments for environmental or sustainable development programs or with the Convention on Biological Diversity or UN Offices is an asset.

Core Competencies

- Proficiency in the English language (spoken and written);
- Good understanding of written and spoken French and/or Spanish;
- Excellent spoken and written communication skills, including the ability to explain technical information and prepare written documentation in a clear, concise style;
- Good organizational skills and ability to respect tight deadlines and to work with various experts;
- Ability to understand and respond to user needs, and organize information and layouts in a user-friendly way;
- Advanced research, analytical, interview and writing skills; and
- Ability to work well in a multicultural team environment.

Specific Competencies

- Understanding of the dimensions and challenges linking biodiversity and resource mobilisation;
- Understanding of mobilizing resources for biodiversity programs by countries, information sources and key players;
- Understanding of environmental mainstreaming /concepts around natural capital
- Strong networks with key experts and relevant organizations on financial resources and biodiversity related programs;

- Familiarity with the overall mission and modus operandi of the CBD Secretariat, as well as the Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Goals and Targets; the CBD Strategy for Resource Mobilization and its financial mechanism;
- Good understanding of the needs of partners involved in this project; and countries that will be selected for testing the guidelines or for identifying good practices;
- Outstanding communication, networking and negotiation skills

TIMEFRAME

Given the urgency and ongoing nature of the work, the Consultant must be available for a start date of 1st May 2013 in order to help complete the draft assessment report by the scheduled time with earlier drafts provided for comments, and the final report by August 2014.

MODALITIES AND SCHEDULE OF PAYMENT

Please provide quotation for your service. The consultant will be issued an Individual Contract and paid in accordance with United Nations rules and procedures on a monthly basis.

HOW TO APPLY

The Candidate is requested to submit a brief proposal, including details of cost for undertaking the above listed activities, attaching a current Personal History Form (P11), CV or resume. Applications should be sent to secretariat@cbd.int no later than 18 April 2013.
