CONSULTANCY

INDEPENDENT EVALUATION OF THE ACTION PLAN FOR BUILDING CAPACITIES FOR THE EFFECTIVE IMPLEMENTATION OF THE CARTAGENA PROTOCOL ON BIOSAFETY

TERMS OF REFERENCE

1. Background

At its first meeting held in February 2004 in Kuala Lumpur, Malaysia, the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety (COP-MOP) adopted an Action Plan for Building Capacities for the Effective Implementation of the Protocol (hereafter referred to as the “Action Plan”). Its objective is to facilitate the development and strengthening of capacities for the ratification and effective implementation of the Protocol at the national, sub regional, regional and global levels. The Action Plan provides a general strategic framework intended to catalyse, guide and leverage biosafety capacity-building efforts by Parties, other Governments and relevant organizations and to foster coordinated and focussed global action towards the achievement of the above objective. It outlines priority areas requiring urgent action and a series of key steps and activities to be undertaken.

In March 2006, the COP-MOP at its third meeting adopted an updated version of the Action Plan and decided that a comprehensive review of the Action Plan would be conducted every five years, based on an independent evaluation of the effectiveness and outcomes of the capacity-building initiatives undertaken to support its implementation (decision BS-III/3). At its fifth meeting, held in October 2010 in Nagoya, Japan, the COP-MOP adopted terms of reference for the next comprehensive review to be conducted in 2011 and 2012 (decision BS-V/3). The outcomes of the review will be considered by the COP-MOP at its sixth meeting in October 2012.

At the Nagoya meeting, the COP-MOP in its decision BS-V/15 also agreed that the process leading to the second assessment and review of the effectiveness of the Protocol at COP-MOP 6 would include an evaluation of the effectiveness of implementation of the Capacity-building Action Plan. Furthermore, the COP-MOP in decision BS-V/16 adopted a Strategic Plan for the Cartagena Protocol on Biosafety to guide its activities for the period 2011 to 2020. One of the five strategic objectives is to further develop and strengthen the capacity of Parties to implement the Protocol. Under this strategic objective eight priority areas for capacity-building are identified.
The Secretariat of the Convention on Biological Diversity is currently seeking services of an international consultant to undertake an independent evaluation of the Action Plan and prepare an evaluation report and a draft Revised Action Plan based on the findings of the evaluation and in line with the Strategic Plan for the Protocol. The evaluation would also contribute to the broader process of the second assessment and review of the effectiveness of the Protocol.

2. Duties and Responsibilities

The purpose of the independent evaluation is to assess the progress made with the implementation of the Action Plan, including the main achievements and shortcomings; review its relevance and effectiveness in guiding and facilitating capacity-building efforts; and make recommendations to improve its content and implementation, in line with the new Strategic Plan for the Cartagena Protocol on Biosafety.

Under the direct supervision of the Programme Officer for Capacity-Building and the overall guidance of the Senior Environmental Affairs Officer and Head of the Biosafety Division, the consultant will undertake the following tasks:

(a) Assess the overall progress made towards achieving the objective of the Action Plan, including the main outcomes/achievements of capacity-building initiatives implemented in support of the Action Plan and the emerging good practices and lessons learned;

(b) Identify the gaps and weaknesses in the design and implementation of the Action Plan, as well as the constraints limiting its effective implementation, and recommend corrective measures;

(c) Evaluate the extent to which the Action Plan has succeeded in catalysing, guiding and leveraging capacity-building efforts and in promoting a strategic and focussed approach to capacity-building under the Protocol;

(d) Assess the relevance of the current Action Plan in view of recent developments under the Protocol (including the adoption of a Strategic Plan for the Cartagena Protocol and the experiences, needs and priorities identified by Parties and other Governments in their second national reports and submissions to the Secretariat);

(e) Based on the findings of the evaluation and in line with the Strategic Plan for the Protocol, propose, as appropriate, revisions to the content and structure of the Action Plan and make recommendations for improving its future implementation in terms of efficiency, effectiveness and sustainability.

3. Duration

The total duration of the consultancy will be three months, spread over October 2011 to March 2012.
4. Methodology

The evaluation will be undertaken in three phases, as summarised below:

Phase 1 – Development of the conceptual framework and methodology (2 weeks):
- Initial interviews with Secretariat and relevant officials
- Identification and review of relevant literature, including case studies and reports highlighting examples of good practices and lessons learned
- Finalisation of the conceptual framework and evaluation methodology
- Preparation of an inception report.

Phase 2 – Information collection and analysis (6 weeks):
- Desk research to review relevant documents, including: (i) the second national reports on the implementation of the Protocol, (ii) submissions by Parties, other Governments and relevant organizations including reports on their biosafety capacity-building activities and their capacity-building needs and priorities; (iii) status reports on implementation of the Action Plan prepared by the Secretariat; (iv) reports and previous evaluations of projects and other initiatives contributing to the Action Plan’s implementation; (v) relevant meeting documents and reports prepared by the Secretariat; and (vi) other relevant information in the Biosafety Clearing-House.
- Field interviews (by phone and Skype) with various stakeholders including: National Focal Points, coordinators of selected biosafety capacity-building projects, and representatives of relevant UN agencies, international organizations and donor agencies involved in projects contributing to the implementation of the Action Plan.
- Preparation and submission of the progress report and an interim technical report.

Phase 3 – Analysis and reporting (4 weeks):
- Detailed analysis of the findings from the evaluation
- Preparation of the draft evaluation report including detailed conclusions and recommendations, and the draft revised Action Plan.
- Presentation of the draft evaluation report and the draft revised Action Plan to the “Online Forum on Capacity-building in Biosafety” and the “Liaison Group on Capacity-Building for Biosafety”.
- Finalisation and submission of the evaluation report and the draft revised Action Plan to the Secretariat.

5. Deliverables

Final deliverables:

The main outputs of the consultancy will be:
(i) Evaluation report summarizing the main findings and recommendations, and
(ii) Draft revised Action Plan.
Intermediate deliverables:

Prior to the presentation of the above final outputs, the following documents will be produced and submitted at different stages of the consultancy:

(i) Inception report outlining the conceptual framework and methodology for the evaluation, the proposed work plan and the list of projects/initiatives for in-depth review and persons from various governments and organizations to be interviewed.

(ii) Interim report based on the desk research and field interviews;

(iii) Draft evaluation report and the draft revised Action Plan for submission to the “Online Forum on Capacity-building in Biosafety” and the “Liaison Group on Capacity-Building for Biosafety”.

(iv) Final draft evaluation report and draft revised Action Plan incorporating views from to the “Online Forum on Capacity-building in Biosafety” and the “Liaison Group on Capacity-Building for Biosafety” for review by the Secretariat.

The Consultant will submit the above reports and documents to the Secretariat electronically, in both MS Word and Acrobat (pdf) formats.

6. Selection criteria

The consultant will be selected based on the relevant qualifications and demonstrated experience. The Consultant is expected to have at least a Master's degree in a relevant field and a minimum of 10 years of experience working with international organizations on capacity development programmes or projects in developing countries. Expertise in project cycle management, a thorough understanding of various approaches to capacity development and previous experience in monitoring and evaluation of projects and programmes would be an asset. Excellent analytical writing and presentation skills and ability to integrate input from multiple sources are required.

7. Remuneration and modalities of payment

Depending on the qualifications, a consultancy fee of up to US$ 20,000 will be paid for this assignment. The fees will be paid in instalments as follows: 20% upon signature of the contract; 30% after the submission and approval of the inception report; and 50% upon satisfactory completion of the consultancy.

8. Application

Qualified candidates are invited to submit their applications to secretariat@cbd.int. The application should contain: (a) Cover letter explaining the relevant expertise and previous experience in undertaking a similar assignment; (b) Completed Personal History Form (P11), downloadable from: http://www.cbd.int/secretariat/vacancies.shtml. Qualified women and members of minorities are encouraged to apply.

All applications must be submitted before 30 August 2011.