



4 March 2019

Call for expressions of interest

Study to provide an information base for the development of the long-term strategic framework on capacity-building beyond 2020

The Conference of the Parties (COP) requested the Executive Secretary to prepare a draft long-term strategic framework for capacity-building beyond 2020 aligned with the draft post-2020 global biodiversity framework and the 2030 Agenda for Sustainable Development for consideration by the Subsidiary Body on Implementation at its third meeting and for subsequent consideration by the Conference of the Parties at its fifteenth meeting. The Executive Secretary was also requested to commission a study to provide the knowledge base for the preparation of the above framework in accordance with the terms of reference contained in the appendix to Decision 14/24¹.

In this regard, the Executive Secretary invites relevant organizations and/or individuals to submit expressions of interest to undertake the above-mentioned study. The objectives, scope, methodology and expected deliverables are described in detail in the terms of reference (annex I). The application process and required documents are specified below.

The expressions of interest should include:

- A cover letter describing suitability and capacity to carry out the tasks outlined above, including the specific relevant skills, previous experience in undertaking similar assignments and familiarity with the Convention on Biological Diversity and its Protocols;
- A statement of interest (maximum 2 pages), including a proposal on the approach to the study such as the methodology and sources of information, plan for implementation, timeline and proposed fees.
- Curriculum Vitae of the person(s) that will undertake the study;

The expressions of interest should be submitted by e-mail to secretariat@cbd.int as soon as possible but no later than **25 March 2019**.

The selection process will be based on the following criteria: the quality of statement of interest and the suitability of the qualifications, expertise and experiences as described in the terms of reference.

We thank all applicants in advance for their interest, however only those candidates selected for further consideration will be contacted.

¹ <https://www.cbd.int/decisions/cop/?m=cop-14>

TERMS OF REFERENCE

STUDY TO PROVIDE AN INFORMATION BASE FOR THE PREPARATION OF A LONG-TERM STRATEGIC FRAMEWORK FOR CAPACITY-BUILDING BEYOND 2020

1. BACKGROUND

In its decision 14/34² the Conference of the Parties to the Convention on Biological Diversity adopted a comprehensive and participatory process for the preparation of the post-2020 global biodiversity framework as a successor to the Strategic Plan for Biodiversity 2011-2020.

In addition, in decision 14/24³, the Conference of the Parties requested the Executive Secretary to initiate the process for preparing a long-term strategic framework for capacity-building beyond 2020, ensuring its alignment with the post-2020 global biodiversity framework for consideration by the Subsidiary Body on Implementation at its third meeting and for subsequent consideration by the Conference of the Parties at its fifteenth meeting.

2. OBJECTIVES AND SCOPE

The objective of this consultancy is to conduct a study to provide an information base for the preparation of the long-term strategic framework for capacity-building beyond 2020. Specifically, the consultant will review the current status, needs and gaps, challenges, opportunities, good practices and lessons learned regarding capacity-building and technical and scientific cooperation for the implementation of the Convention and its Protocols, establish a baseline, and based on the findings identify possible elements of the draft long-term strategic framework for capacity-building.

The contractor/consultant(s) will carry out the following inter-linked tasks:

1. Carry out a study to provide the information base on the following aspects:
 - (a) A review of the current status of capacity-building related to the implementation of the Convention and its Protocols, including the coverage of major capacity-building initiatives/programmes, and existing tools, networks and partnerships;
 - (b) A mapping of the main providers of capacity-building and technical and scientific assistance in various regions, including their competencies and strengths;
 - (c) A compilation of relevant experiences, good practices and lessons learned that could be leveraged.
 - (d) An analysis of views regarding the observed strengths and weaknesses of various capacity-building and technical and scientific cooperation delivery modalities and approaches and an assessment of their relative effectiveness and limitations;
 - (e) A synthesis of the main capacity-building and technological needs, priorities and gaps;
 - (f) An analysis of what has been done/achieved since 2010 and the types of capacity-building activities that have contributed to advancements made;
 - (g) A compilation of examples of success stories of how capacity-building has been carried out and how technology and knowhow have been transferred.
2. Prepare a report providing the findings of the study and recommendations on possible elements of the draft long-term strategic framework for capacity-building, including the general strategic direction for the long-term framework for capacity-building, priority capacity-building actions to be taken and possible drivers of transformational change for future capacity development.

² <https://www.cbd.int/doc/decisions/cop-14/cop-14-dec-34-en.pdf>

³ <https://www.cbd.int/decisions/cop/?m=cop-14>

3. METHODOLOGY AND APPROACH

The contractor/consultant(s) will use following methodology to deliver on the assignment:

- (a) Desk review of relevant documents.⁴
- (b) Synthesis of information contained in the submissions received from Parties, indigenous peoples and local communities, and relevant organizations, including women's and youth organizations in response to Notifications No. [2018-094](#) and [2018-095](#) issued by the Secretariat in November 2018.
- (c) Analysis of capacity-building and technical and scientific cooperation needs and priorities and other relevant information provided in response to the survey carried out by the Secretariat (Notification [2018-095](#)); submitted through the clearing-house mechanism, the Biosafety Clearing-House and the ABS-Clearing House; and those expressed during the regional Bio-Bridge Initiative round tables⁵, thematic workshops and the regional consultations on the post-2020 global biodiversity framework.
- (d) Interviews with a representative sample of stakeholders, including staff of the Secretariat of the Convention on Biological Diversity, Party representatives as well as indigenous peoples and local communities, partner organizations and other actors from different regions, including technical and scientific institutions, women and youth organizations. The interviewees will be invited to share, inter alia, information and views regarding the observed strengths and weaknesses of various capacity-building approaches and delivery modalities under different circumstances, relevant experiences and lessons learned, examples of good practices that could be leveraged as well as views on possible drivers of transformational change for future capacity-building.
- (e) Participation in relevant thematic workshops, regional consultative meetings and online discussion forums organised in conjunction with the preparatory process for the post-2020 global biodiversity framework, to seek input and feedback on the study as well as views and suggestions on potential draft elements of the long-term strategic framework.

The work will be conducted in a participatory and consultative manner. At the commencement of the assignment, the consultant will prepare an inception report detailing the methodology to be used and a detailed work plan outlining the sequence of the assignment activities and the delivery dates.

Preliminary findings prepared by the contractor/consultant(s) will be made available at a global consultative workshop on the preparation of the draft long-term strategic framework for capacity-building beyond 2020 which is expected to be held in May or June 2019. The contractor/consultant is expected to participate in the global consultative workshop to present preliminary findings, seek further input and comments from the participants. Subsequently, the draft study report will be posted for further input and comments from online discussion forums.

The final study report will be made available as an information document to the open-ended intersessional working group to support the preparation of the post-2020 global biodiversity framework, the Subsidiary Body on Implementation at its third meeting and the Conference of the Parties at its fifteenth meeting.

⁴ The main documents identified by the COP are listed in section B of the Appendix to [Decision 14/24](#). The Secretariat of the Convention on Biological Diversity will provide a list of other main documents relevant for the desk review and the consultant will be invited to also identify other relevant documents for the review.

⁵ See document CBD/COP14/INF/23.

4. KEY DELIVERABLES

The contractor/consultant(s) will be responsible for delivering the following:

- (a) An inception report detailing the methodology to be used along with a detailed work plan outlining the main activities of the assignment, their phasing and interrelations, key milestones and delivery dates. The inception report would be submitted within 10 days from the commencement of the assignment;
- (b) A draft study report including a synthesis of the submissions received from Parties, indigenous peoples and local communities, women's and youth and relevant organizations and stakeholders and from the literature review as well as information and recommendations on the elements of the long-term strategic framework for capacity-building beyond 2020 collected from the desk review, surveys/interviews, etc.);
- (c) Summary reports of the consultations (online discussions and workshops); and
- (d) The final study report providing the main findings and recommendations.

5. TIMELINE

The tentative timeline for this study is as follows:

<i>Date</i>	<i>Activity/Task</i>
22 March 2019	Deadline for submissions of expression of interest
April 10	Inception report
April-May 2019	Conduct study including telephone interviews
May-June 2019	Preparation of draft study report
June or July 2019 (TBD)	Presentation of preliminary results in global workshop
July 2019	Online consultation on the draft study
August 2019	Submission of the draft study report
September-October 2019	Preparation of final study report
31 October 2019	Submission of the final study report

6. WORKING ARRANGEMENTS AND REPORTING

The contractor/consultant(s) will work under direct supervision of the Head of the Capacity Building and Knowledge Management Unit and under the overall guidance of the Director of the Implementation Support Division. He/she will work in close consultation with relevant staff of the Secretariat and external partners, as appropriate.

7. QUALIFICATIONS

The contractor/consultant(s) (or staff in case of an organization), are expected to have the following skills and experience:

- Advanced degree in environmental sciences, development studies, social sciences or related discipline;
- A minimum of 7 years of experience in areas related to capacity development, international development research, results-based management or related field.
- Excellent analytical, writing and communication skills and an ability to work with minimal supervision and to deliver results within agreed deadlines.
- Fluency in English. Knowledge of any other UN language (French, Spanish, Arabic, Russian or Chinese) would be an asset;
- Strong professional and interpersonal skills and ability to work well with diverse people.

8. RENUMERATION AND PAYMENT SCHEDULE

The total duration of the work is 90 working days spread over a period of approximately 7 months. The contractor/consultant(s) will be paid based on UN rates, terms and conditions. Payment will be done in three instalments upon satisfactory completion of the following deliverables:

- a) 20% of the contract amount upon submission of inception report;
- b) 50% of the contract amount upon submission of the draft study report and draft elements of the long-term strategic framework for capacity-building;
- c) 30% of contract amount upon submission of the final study report and draft elements of the long-term strategic framework for capacity-building.

Any approved official travel related to this assignment will be facilitated and funded by the Secretariat.