

## Stage 2 Assessment Questionnaire

### Introduction

Congratulations on advancing to the second stage of the selection process for the regional and/or sub-regional technical and scientific cooperation support centres, which were established by the Conference of the Parties in [decision 15/8](#), as part of the technical and scientific cooperation<sup>1</sup> mechanism.

For the second stage of the selection process, you are invited to complete the questionnaire below and to submit it to the Secretariat by **15 January 2024 11.59 p.m. EST**, using the following email address: [technicalcooperation@cbd.int](mailto:technicalcooperation@cbd.int)

Please note that, in accordance with [decision 15/8](#), the support centres are expected to be physically located in the regions or sub-regions they provide services to. Furthermore, while filling out the questionnaire, keep in mind the selection criteria, along with the core functions the regional or subregional centres are expected to carry out, and the selection process which can be referred to in the [background document](#).

After the second stage assessment is completed, the Secretariat will prepare a ranked shortlist of up to three entities and organizations per (sub) region. The Informal Advisory Group (IAG), during its third meeting to be held from 19-21 February in Montreal, Canada, will consider the top shortlisted candidates and prepare a report providing advice on the most suitable candidate(s) for each region/subregion, as well as the total number of centres required.

Following the IAG meeting, Parties will be invited to share their views on the assessment and the IAG's report. The Bureau will then consider the advice of the IAG and the compilation of views of Parties and select the most suitable entities and organizations.

### I. Identification

**Name of organization:**

**Contact person:**

### II. Geographical coverage<sup>2</sup>

According to your institution's expression of interest, your institution is based in **XXX**.

1. If your institution were to be selected to serve as a regional or sub-regional technical and scientific support centre<sup>3</sup>, please list the countries that you propose to provide services to:

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

Add as necessary:

<sup>1</sup> Technical and scientific cooperation refers to a process whereby institutions in two or more countries pursue their individual or collective biodiversity-related goals through cooperative actions. This may include the creation and/or exchange of scientific knowledge, data, expertise, resources, technologies and technical know-how. It may also include human resource development, institution building, joint training of personnel, exchange of experts, joint research programmes, joint ventures for the development and diffusion of technologies (including indigenous and traditional technologies), and transfer of technology and know-how.

<sup>2</sup> The list of geographic regions used in the questionnaire are based on the continental regions defined under the Standard Country or Area Codes for Statistical Use (known as M49) of the United Nations Statistics Division (<https://unstats.un.org/unsd/methodology/m49/>) for the sole purpose of collecting information for the second stage of the selection process.

<sup>3</sup> Keep in mind that the technical and scientific support centres are expected to be based in the regions and/or sub-regions they provide services to.

3. Would your institution be willing to serve other countries within the region and/or sub-region, which are not listed above, if the need arises?

- Yes
- No
- Not sure (please elaborate):

4. Please list any countries in the above region or sub-region that you would not be able to provide support to and, if possible, the reasons why:

### III. Capacity to manage complex projects/ programmes

The following set of questions aims to assess your organization's capacity to manage multiple complex<sup>4</sup> projects/ programmes.

1. How many complex projects or programmes has your organization managed in the last 15 years?

- 1
- 2-3
- 4-5
- More than 5

2. Briefly describe the most complex project or programme that your organization has ever managed:

*(Include information about the budget, duration, scope, number of countries, sectors and stakeholders involved, and other factors that contributed to its complexity – maximum of 250 words)*

3. Describe your organization's policies, standard operating procedures, and systems it uses to manage projects/ programmes, including relevant information on project design, implementation, monitoring and evaluation. Please indicate whether your organization has guides or manuals related to project/ programme management and whether it uses project management software or other tools.

*(Please share any relevant documents or links regarding your organization's policies and procedures for project management – maximum of 250 words)*

4. How many staff members are dedicated exclusively to project/programme management?

- 0
- 1-2
- 3-5
- More than 5

### IV. Experience providing technical advice and support to Parties in planning and implementing country-led projects/ programmes

<sup>4</sup> In the context of this process, the complexity of a project depends on several factors such as its size, scope, duration and number of countries, sectors and stakeholders involved.

The following set of questions aims to help assess your organization's experience in providing technical advice and support to Parties to plan and implement projects/ programmes.

1. How many country-led projects/programmes<sup>5</sup> has your organization supported by providing advice during planning and implementation?

- 0
- 1-3
- 4-10
- More than 10

2. Which countries have benefited from your organization's advice and support in the context of your answer in question 4?

*(Please provide a list)*

3. Briefly describe the different types of support you have provided to Parties in planning and implementing country-led projects/ programmes:

*(Maximum of 150 words)*

4. How many years has your organization been providing this type of advice and support?

- Less than 2 years
- 3-5 years
- 6-10 years
- More than 10 years

## V. Experience with networks of collaborators

The following set of questions aims to assess your organization's experience in engaging and working with active networks of collaborators<sup>6</sup>, including institutions working at the regional and sub-regional levels on biodiversity issues.

1. Building on the responses provided during stage 1 of the selection process, how many networks of collaborators is your organization currently working with on biodiversity issues?

- None

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<sup>5</sup> Country-led projects or programmes in the context of this process, refer to those designed and implemented by governments, IPLCs, organizations and other stakeholders as part of national efforts to implement the CBD, its Protocols and the Kunming-Montreal Global Biodiversity Framework and other multi-lateral environmental agreements. The distinguishing feature is that these projects/programmes are initiated and led by countries based on their needs and priorities. In addition to providing advice on specific technical and scientific issues, examples of advice and support to plan and implement a country-led project or programme may include the following: designing project proposals on behalf of Parties; facilitating training to support Parties to design their own projects and programmes; facilitating the process to develop proposals; evaluating projects and programmes; facilitating training to help Parties monitor projects, among others.

<sup>6</sup> In the context of this process, a network of collaborators refers to a formal or informal group of entities or individuals working collaboratively on specific issue(s) of common interest or concern.

- 1-2 networks
- 3-10 networks
- 10 or more networks

2. Please list the networks of collaborators and indicate whether they are global, regional, or sub-regional:

3. What biodiversity related issues are you working on with the different networks of collaborators?

*(Please list the issues)*

4. On average, how many years have you been working with these networks of collaborators?

- Less than 1 year
- 1-2 years
- 3-5 years
- Over 5 years

## VI. Capacity to mobilize resources for technical and scientific cooperation

The following set of questions aims to assess your organization's capacity to mobilize resources (monetary and non-monetary or in-kind) for technical and scientific cooperation.

1. How many years of experience does your organization have in mobilizing resources for technical and scientific collaboration?

- Less than 1 year
- 1-3 years
- 3-10 years
- Over 10 years

2. On average, how much funding does your organization mobilize annually?

- Less than USD \$200,000
- USD \$200,000 to \$500,000
- USD \$500,000 to \$1 million
- Over USD \$1 million

3. Please list your organization's principal sources of funding (bilateral, multilateral, private sector, philanthropy, member contributions, crowdfunding, etc.):

4. Please describe any non-monetary or in-kind resources your organization has mobilized over the past few years (technical expertise, equipment donations, volunteers, technologies, venues for events, etc.):

## VII. Capacity to manage financial resources

The following set of questions aims to assess your organization's capacity to manage financial resources, safeguard funded projects and programmes, and your organization's practices regarding the disclosure of financial information including sources of financial resources.

1. Is your organization accredited by any multilateral funding mechanism, such as the Global Environmental Facility or the Green Climate Fund?

Yes

No

If yes, please indicate for which funding mechanism your organization has been accredited:

2. Does our organization have financial management policies and procedures in place?

Yes

No

If yes, please share available documentation on your organization's policies and procedures or provide a URL where it can be accessed:

3. Does your organization have a software-based accounting system?

Yes

No

If yes, please indicate which software-based system is being used:

4. Describe your organization's policy for financial disclosure, including the sources of financial resources:

5. On average, what is the annual volume of financial resources your organization manages?

*(Please share a recent financial report or statement)*

Less than USD \$250,000

USD \$250,000 to \$1 million

USD \$1 million to \$2 million

Over USD \$2 million

Other – Please specify:

6. How often is your organization audited?

*(Please share your organization's most recent audited financial reports by email)*

- Never
- Annually
- Every 2 years
- Other – Please specify:

### VIII. Staffing and infrastructure

The following set of questions aims to assess your organization’s in-kind contributions to help operationalize the support centre including technical and administrative staff and infrastructure.

1. How many technical staff can your organization dedicate to the operations of the regional/ subregional support centre?

2. How many administrative and financial staff would be available to support the work of the regional/ subregional support centre:

3. Does your organization have office space that could be used by staff servicing the regional/ subregional support centre?

- Yes
- No

4. If the answer to the question above is yes, please provide information regarding the space that could be made available:

5. Does your organisation have meeting facilities?

- Yes
- No

6. If the answer to the question above is yes, please indicate below the type, number and size of the meeting facilities and their location (within or outside of the premise of the organization):

	Yes	No	Size (number of persons)	Location
Meeting room	<input type="checkbox"/>	<input type="checkbox"/>		
Training room/classroom	<input type="checkbox"/>	<input type="checkbox"/>		
Training room equipped with computers	<input type="checkbox"/>	<input type="checkbox"/>		

7. For any meeting/training room that may be outside the premise of your organization, please indicate where the rooms are located and any partnership arrangements you may have to facilitate their use:

### DOCUMENT CHECKLIST

Please make sure you have submitted the following documents by email to [technicalcooperation@cbd.int](mailto:technicalcooperation@cbd.int):

- Organization's project management policies and procedures
- Example of the latest financial report/ statement
- Latest audit report