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Project title: Support to Eligible Parties to Produce the Sixth National Report (6NR) to the CBD (Asia)	
Countries: Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Lao People's Democratic Republic, Malaysia, Myanmar, Nepal, Papua New Guinea, Philippines, Samoa, Sri Lanka, Thailand, Timor-Leste, Viet Nam	Implementing Partner: UNDP
Management Arrangements: Direct Implementation Modality (DIM)	
UNDAF/Country Programme Outcome: N/A	
UNDP Strategic Plan Output:	
Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded	
Output 1.3. Solutions developed at national and sub-national levels for sustainable management of natural resources, ecosystem services, chemicals, and waste.	
UNDP Social and Environmental Screening Category: N/A	UNDP Gender Marker: 2 (a "gender mainstreamed initiative")
Atlas Project ID/Award ID number: 00106015	Atlas Output ID/Project ID number: 00106961
UNDP-GEF PIMS ID number: 6125	GEF ID number: 9826
Planned start date: November 29, 2017	Planned end date: November 29, 2019
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Brief project description:	
<p><i>The goal of this project is to provide technical support to GEF-eligible Parties to the Convention on Biological Diversity (CBD) in their work to develop a high quality, gender-responsive and data-driven sixth national report (6NR) that improves national decision-making processes for the implementation of NBSAPs; that reports on progress towards achieving the Aichi Biodiversity Targets and informs both the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030. The</i></p>	

challenge is that the rate of change of natural capital, upon which economies and human wellbeing depend, is occurring at a rate too rapid for policy makers to adapt to and many nations require greater support to accurately identify the status of their biodiversity and the impact and effectiveness of their biodiversity and conservation measures. An updated national report is required of all CBD Parties to understand changes in the status and trends of biodiversity, and their implications. The information captured in the 6NR 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).

FINANCING PLAN		
GEF Trust Fund	USD: 1,963,500	
UNDP TRAC resources	USD 0	
Cash co-financing to be administered by UNDP	USD 0	
(1) Total Budget administered by UNDP	USD 1,963,500	
PARALLEL CO-FINANCING (all other co-financing that is not cash co-financing administered by UNDP)		
	UNDP	USD 100,000
	Government	USD 2,048,902
	(2) Total co-financing	USD 2,148,902
	(3) Grand-Total Project Financing (1)+(2)	USD 4,112,402
SIGNATURES		
Signature:	Agreed by UNDP	Date/Month/Year:

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Acronyms used in this proposal:

6NR	Sixth National Report on Biodiversity to the Convention on Biological Diversity
CBD	Convention on Biological Diversity
SCBD	Secretariat of the Convention on Biological Diversity
GEF	Global Environment Facility
GEFSEC	Global Environment Facility Secretariat
MSP	Medium Sized Project
NBSAP	National Biodiversity Strategies and Action Plan
PIR	GEF Project Implementation Report
POPP	Programme and Operations Policies and Procedures
UNDP-GEF	UNDP Global Environmental Finance Unit
TPA	Technical Project Advisor
PCU	Project Coordination Unit

II. DEVELOPMENT CHALLENGE

Biodiversity is currently being lost at unprecedented rates due to human activities around the globe. To address this problem, the CBD COP adopted a Strategic Plan in 2002 (Decision VI/26). In its mission statement, CBD Parties committed themselves to more effective and coherent implementation of the three CBD objectives with the purpose of achieving a significant reduction of the current rate of biodiversity loss at the global, regional and national level by the year 2010, as a contribution to poverty alleviation and to the benefit of all life on earth. These agreements became known as the 2010 Biodiversity Commitments, for which a set of targets and indicators were later established.

The targets associated with the 2010 Biodiversity Commitments inspired action at many levels, however, they were not achieved at a sufficient enough scale to successfully address the pressures on biodiversity. While the commitments did result in some understanding of the linkages between biodiversity, ecosystem services and human well-being, biodiversity issues were insufficiently integrated and generally not reflected into broader policies, strategies, programmes, actions and incentive structures. As a result, the underlying drivers of biodiversity loss were not significantly reduced at the global level. The diversity of genes, species and ecosystems continued to decline, as the pressures on biodiversity remained constant or increased in intensity, mainly as a result of human actions. This loss has profound impacts on human wellbeing, and compromises the ability to adapt to future stressors and shocks.

COP 10 decisions recognize that achieving positive outcomes for biodiversity requires actions at multiple entry points. The new Strategic Plan for Biodiversity 2011-2020 (CBD COP decision XI/2) reflects this perspective by including 20 headline targets for 2015 or 2020, which are referred to as the Aichi Biodiversity Targets (ABT), and are organized under five strategic goals. The goals and targets comprise aspirations for achievement at the global level and a flexible framework for the establishment of national or regional targets. The decision invites Parties to set their own targets within this flexible framework, taking into account national needs and priorities, while also considering how national actions contribute to the achievement of the global targets. NBSAPs are the key conduit for implementing the Strategic Plan and achieving the ABTs at a national level, and are a central policy-making tool for national biodiversity management. The Convention requires countries to prepare a national biodiversity strategy, or equivalent instrument, and to ensure that it, and the principles of conservation and sustainable use, are integrated into the planning and activities of those sectors whose activities can have an impact (positive and negative) on biodiversity. Consequently, post-2010, countries were called to revise their NBSAPs, or equivalent documents, with the purpose of setting national targets to attain the Strategic Plan, and prescribe national strategies and actions to achieve them. It is these targets whose implementation and attainment will be assessed during the 6NR process.

Parties are required by Article 26 of the Convention to submit national reports to the COP on measures taken to implement it, and the effectiveness of those actions in meeting the Convention's objectives. The 6NR will focus on monitoring the effectiveness of national strategies and actions in achieving National and ABTs and related biodiversity outcomes. This will require an assessment of progress on achieving national targets, using the global and/or national indicators of biodiversity status and trends. However, reporting places a significant burden on countries and results are generally superficial. A lack of spatial data analysis, root cause analysis, and monitoring changes in the status and trends of biodiversity at regular intervals are resulting a pervasive lack of evidence-based reporting and decision making. Additionally, biodiversity and climate change are closely interconnected. Global climate change is a root cause of biodiversity loss, while healthy ecosystems help to mitigate climate change and enhance adaptation capacities. The same data and monitoring gaps are limiting the ability of Parties to assess, plan for, and take action to mitigate the current and future impacts of climate change on biodiversity; to fully understand the role of ecosystems in addressing global climate change; to take related actions to protect them; and to including climate change adaptation as a strategy in NBSAPs and National

Reports. Additionally, over the past few decades, the role of healthy ecosystems in providing cheap, reliable protection against natural hazards has been increasingly recognized. Forests and other vegetation help to stabilize slopes, prevent floods and slow or stop soil erosion and desertification. A range of coastal habitats, from corals to mangroves, protects people living near the sea from the worst of storms and tidal waves. These gaps are compounded during assessments regarding the impact of NBASP actions, many of which are not financeable, measurable or sufficiently detailed to be enacted. Many parties will be challenged to populate the CBD online reporting system because of these issues and the variability in post 2010 NBSAPs and previous national reports. For example, without accurate data, Parties will be challenged to plan for strategies geared toward disaster risk reduction, and to assess the effectiveness of related actions to address this conservation and sustainable development challenge, such as the designation of new protected. The 6NR approach necessitates new thinking about how to development a dynamic reporting framework and decision support system that builds the capacity of countries to facilitate dynamic monitoring, reporting, and decision making to ensure they can more efficiently and effectively undertake their national reporting obligations.

Most Parties have identified lack of financial, human and technical resources as limiting their implementation of the Convention. Meanwhile, technology transfer under the Convention has been very limited, and there is concern that insufficient scientific information for policy and decision-making is a further obstacle for the implementation of the Convention. Many countries do not find themselves able to commit the necessary funds, planning, and time for following up on their international commitments with sufficient technical quality. Without the benefit of external assistance and extra guidance, capacity in several countries is simply not sufficient for carrying out the assessment and consultation in a truly participatory fashion and with adequate technical and scientific standards. This is particularly the case for Least Developed Countries (LDCs) and Small Island Developing States (SIDS).

Because the global biodiversity strategic plan is ending in 2020, and because there is need to have quality reporting from Parties on progress in implementing the plan, COP 13 requested that the GEF “provide adequate funding for the preparation of the sixth national report in a timely and expeditious manner”. In particular, this project proposes to address the need to engage broad groups of stakeholders (including engaging with women) as key decision-makers and key stakeholders at the national level in the process of developing data driven assessment process of progress towards ABT achievement. The project also ensures that national biodiversity planning process will continue to contribute to the national policy agenda and be considered in decision-making processes both at the global level and in participating countries. In addition, the project will reduce the barriers of Parties to integrate issues pertaining to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (the ‘Nagoya Protocol’). Finally, this project will also build the capacity of Parties to align reporting on implementation of the CBD 2015-2020 Gender Plan of Action (decision XII/7). The project will also promote the consideration of risk informed development principles during national reporting and encourage Parties to consider how the promotion of healthy ecosystems contributes to sustainable development by minimizing disasters related risks.

Parties view their capacities to undertake national reporting efforts as insufficient, both financially and technically. During national reporting discussions at COP 13, Parties requested that the CBD Executive Secretary, “subject to the availability of resources, and, where possible and appropriate, in collaboration with relevant partners and related process, to organize capacity-building activities ... support developing countries, in particular the least developed countries and small islands developing States, as well as Parties with economies in transition, in the preparation of their 6NR” (decision XIII/27, paragraph 6). In the same decision, Parties also requested that the GEF, “provide adequate funding for the preparation of the 6NR in a timely and expeditious manner to developing countries, in particular least developed countries and small island developing States, as well as Parties with economies in transition” (decision XIII/27, paragraph 3).

At COP 12, Parties requested the preparation of an assessment of capacity-building and awareness raising needs related to the coherent and synergistic implementation of the biodiversity-related conventions at the national level. The assessment was undertaken by UNEP-WCMC. Parties (UNEP/CBD/BRC/WS/1/INF/1) identified a number of capacity-building needs related to national reporting (Piloting Integrated Processes and Approaches to Facilitate National Reporting to Rio Conventions). These include:

- Strengthening institutional capacity on the mobilization of information,
- Managing and processing data for effective flow of information and knowledge,
- Developing methods of data analysis, and
- Drafting of national reports.

Similar capacity building needs have also been identified through previous GEF-funded support for national reporting in Least Developed Countries (LDCs) and Small Island Developing States (SIDS). These capacity-building needs can be addressed via the 6NR support project, through providing technical support regarding the national reporting process as well as the development of the content of 6NRs. The project will also increase its efficiency and effectiveness by building on lessons learned and capacity needs assessments during previous GEF projects to support the development of NSBAPS and related national reports to the CBD.

Many parties have additionally emphasized the importance of learning from one another. The project will utilize the NBSAP Forum (www.nbsapforum.net) to share and exchange progress of project initiatives, lessons they are learning, good practices they are identifying and to pose questions related to project implementation. A theme page on national reporting will be added to the site and it will be populated with associated resources. The NBSAP Forum already has over 3,500 members but an additional member drive will be undertaken to ensure the practitioners responsible for national reporting in each country belong to the platform.

III. STRATEGY

This project proposes to enhance CBD's efforts to build national reporting capacity by providing targeted and timely technical and financial support to a wide range of countries in an effective and cost-efficient manner. The project objective is to support parties to develop high quality, gender-responsive and data driven 6NRs, that are owned by stakeholders, and more accurately report on progress towards achieving the ABTs and implementing National Biodiversity Strategy and Action Plans (NBSAPs) using nationally verified data, with the purpose of informing the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030. The project will include trainings and capacity building opportunities that are based on the information provided in the 6NR reference manual, and that are developed and executed in close collaboration with the CBD Secretariat. The project will also support Parties to assess each national target using a stakeholder consultation process, and to participate in a technical peer review process. This will help to ensure the preparation of a comprehensive report and create ownership of its conclusions.

To support the achievement of the Strategic Plan, UNDP, UN Environment, through its World Conservation Monitoring Center (UNEP-WCMC), and the Secretariat to the Convention on Biological Diversity (SCBD) are also collaborating on the GEF-funded "Global Support to NBSAP" project. The project partners provide technical support and capacity building services to 128 GEF eligible countries during the NBSAP revision and early implementation process. As a result, the quality benchmark and policy relevance of the next generation of NBSAPs is improving, and the level of public participation in their preparation is increasing. These actions contribute to the global achievement of ABT 17, which states, "By 2015, each Party has developed, adopted as a policy instrument, and has commenced implementing an effective, participatory and updated national

biodiversity strategy and action plan.” The project is measurably improving the incorporation of Aichi-inspired biodiversity conservation and sustainable use targets into NBSAPs by implementing two work streams: (1) the development and delivery of global learning materials, and (2) the delivery of direct technical support. The delivery of one-on-one support and the peer review of NBSAPs are also the important tools to improve NBSAP quality and assist countries to align their NBSAPs with the ABTs. This project will utilize a similar project model and building on the strengths of this existing partnership in successfully building the capacity of GEF-eligible countries

IV. RESULTS AND PARTNERSHIPS

Expected Results: There are two primary global environmental benefits to this project. First, it contributes to the global assessment of progress in achieving the ABTs, and to an understanding of the national contributions made to the Strategic Plan by this progress. The same information is also relevant to assessment of progress in addressing aspects of other international commitments including the 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. This project is an intervention in alignment with the GEF’s mandate to generate global benefits by paying for the incremental costs of planning and foundational enabling activities that countries implement to generate global biodiversity benefits.

This project has the following components, outcomes and outputs.

Component 1: Project inception meeting & identification of funding resources

Outcome 1: A functional steering committee (SC) is formed in each country to prepare the 6NR, project times and methods are developed, funding is mobilized, where necessary, and training and capacity building activities are complete.

- Output 1.1 The SC and coordination role(s) for 6NR preparation are assigned, and a production plan and timeline is developed. Activities include: (a) deciding on the working arrangements and methods for preparing the 6NR, including issues related to the use of the online reporting tool; (c) identifying the relevant stakeholders for each national target or target component. UNDP will establish and maintain close collaboration between SCBD and each country, establishing an open line of communication regarding technical requirements for all aspects of National Reporting; and (d) holding the inception meeting.
- Output 1.2: Necessary project funding and resources are acquired, including the submission of an Annual Work Plan and Letter of Authorization and the identification of other funding sources, as needed. Activities include: (a) identifying of other sources of funding and in-kind support, and (b) identifying partner organisations, agencies and centers of excellence to support the project. UNDP to establish and maintain close collaboration between SCBD and each country, establishing an open line of communication regarding technical requirements for all aspects of National Reporting; (b) identifying the responsible actors and organisations for the different elements of the report.
- Output 1.3: Participation in training and capacity building opportunities for the project team and the steering committee. Activities include: (a) training in the use of the CBD online reporting tool, and (b) training in the development of data that reports on progress in achieving the targets and activities in the post-2010 NBSAP.

Component 2: Assessment of progress towards each national target

Outcome 2. 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 ABT (Section IV).

- Output 2.1: A scoping report/zero draft for each ABT and/or national equivalent is prepared. Activities include: (a) preparing the initial draft elements of the national report, including data and progress assessments that are already available for each ABT and/or national equivalent; (b) identifying information gaps for each ABT and/or national equivalent 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. UNDP will provide all countries with a standard base layer of data and information on key variables related to National Reports, in collaboration with the UN Global Pulse Lab and with UN Environment-WCMC. In addition, UNDP to provide, on an as-needed and cost-recovery basis, additional support in integrating additional data layers relevant to the particular needs of each country.
- Output 2.2: Consultations with stakeholders are undertaken to verify data and progress assessments and address information gaps for each ABT. Activities include: (a) facilitating a process that convenes experts from a full range of disciplines, including gender equality women’s rights experts, women’s organizations, indigenous groups and business sectors, to determine the status of NBSAP implementation, identify data gaps and validate spatial information; and (b) 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. Given the breadth of the national targets adopted by countries, multiple consultations may need to be undertaken, and can include national focal points for the Cartagena and Nagoya Protocols, national focal points for the other biodiversity-related conventions, Rio Conventions and other relevant international and regional processes and agreements, representatives of other government ministries and local governments, representatives of indigenous peoples and local community organisations, women’s organizations, research and academic bodies, the private sector, bodies representing the agricultural, forestry, fishery, tourism or other sectors, environmental management bodies, non-governmental organisations, women’s organisations, and agencies addressing sustainable development and poverty eradication.
- Output 2.3: Reports for each ABT and/or national equivalent are developed, which strive to be gender responsive, considering the resources and timeframe of the project in each country. Reports are based on the information collected during the activities that are described above. Activities include: (a) developing progress assessments for each ABT and/or national target equivalent; (b) reviewing NBSAP implementation (c) reviewing actions to mainstream biodiversity (d) 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. This output builds the capacity of countries to facilitate dynamic monitoring, reporting and decision making to ensure they can more efficiently and effectively undertake their national reporting obligations.

Component 3: Sixth national Report production and submission

Outcome 3: A Stakeholder owned 6th national Report is produced and submitted to the CBD

- Output 3.1: The 6NR is compiled, reviewed, revised and finalized. Activities include: (a) compiling the target level assessments into a comprehensive draft 6NR, and following all formatting requirements to ensure consistency across targets; (b) circulating the draft 6NR to the SC and UNDP/UN Environment for a technical peer review; (c) revising the assessment to incorporate additional data sources and technical expertise; (d) facilitating additional stakeholder consultations, as needed; (e) developing a final 6NR report; and (f) obtain final approval from steering committee. Depending on the comments received during the review period, a country may wish to make the report available for a second round of peer review. UNDP to establish a roster of technical peer reviewers, who can review documents in English and Spanish, and will train these consultants in a peer review checklist, to be developed in consultation with SCBD. Following the peer review the report will be revised and the final version produced.
- Output 3.2: The 6NR is validated and officially submitted to the CBD. Activities include: (a) official validation of the report by the government, which often requires approval from the Minister or Cabinet; and (b) submitting the 6NR as an official document to the CBD in accordance with Article 26. The 6NR should comply with national procedures for such submissions. If the 6NR is being prepared with the use of the online reporting tool, the report may be submitted directly to the Secretariat through this system. Parties not using the online reporting tool may send their 6NR to the main email address of the SCBD (secretariat@cbd.int). An official letter should accompany a national report submitted in document form from the national focal point or the senior government official responsible for the implementation of the Convention.

ii. Partnerships:

The project will also draw on the guidance and engagement of a number of regional partners that work together with UNDP, UNEP and the CBD Secretariat in different ways (the list is not exhaustive). From Mesoamerica and South America: REDPARQUES, CATIE, IUCN WCPA regional vice chairs, WWF, TNC, Birdlife International, GIZ regional offices, Government of Brazil. From the Caribbean: IUCN regional office implementing BIOPAMA, TNC, and UNEP-CEM/CaCMP. From Africa (Southern & Eastern): SANBI, IUCN regional office for Southern and Eastern Africa which is implementing BIOPAMA, WWF, CI, Birdlife, IUCN TILCEPA. From central Africa: IUCN PACO, TNC, and AWF. From West Africa: WWF, PMRC (supported by a consortium of NGOs and donors), Birdlife international, IUCN PAPACO and MIKE Programmes. From Northern Africa and West Asia: IUCN regional offices for West Asia and Mediterranean, ROPME, LAS. Ramsar regional coordinator, CMS Abu Dhabi office, and the Government of Egypt and UAE. From the Pacific: SPREP, TNC, WWF, WCS, Birdlife International, IUCN Oceania, and Rare. From South Asia: ICIMOD and Wildlife Institute of India, IUCN - WCPA regional vice chair and Rare. From South and East Asia: Government of Korea, ASEAN Centre for Biodiversity, IUCN regional office in Vietnam supported by WCS, WWF and Birdlife International. From CEE and Central Asia: WWF, Bfn (German nature academy), TNC, and WCS. Biodiversity data partners will be enlisted from: GLOBE, NASA, JRC, WCMC, TNC, IUCN, EOL/BioSynthesis Group, GBIF, BirdLife, UNESCO, CI, Ramsar, UNESCO, FAO, among others. The primary role of these organisations is technical support, to provide the inputs that go into each 6th National Report. Parties are also encouraged to partner with women's organizations and platforms such as Women Engage in a Common Future (www.wecf.eu), and to ensure that experts in climate change adaptation and disaster risk reduction are engaged in the reporting process.

In addition, the project will work closely with the United Nations Global Pulse Lab (Pulse Lab) to assist countries in attaining globally and nationally available data sets that provide the foundation for the National Reports. Other data providers include Montana State University, Woods Hole, Forest Watch

and WRI, among others. The Pulse Lab is a flagship innovation initiative of the U.N. Secretary-General. Its mission is to accelerate the discovery, development and scaled adoption of big data innovation for sustainable development and humanitarian action. The Pulse Lab works to promote awareness of the opportunities big data presents for sustainable development, forge public-private data sharing partnerships, generate high-impact analytical tools and approaches through its network of Pulse Labs, and drive broad adoption of useful innovations across the UN System. In 2015, UNDP partnered with [Pulse Lab Kampala](#)¹ to create of the [Nyanga Tool](#), a customized mapping tool to support conservation decision-making in Zimbabwe. At that time, a case study on Zimbabwe proved the technical benefit, feasibility and cost-effectiveness of providing policy makers with a spatial planning tool to support them when making conservation decisions. UNDP will partner with the UN Global Pulse Lab (Pulse Lab) and project partners to create a tool that allows decision-makers in GEF-eligible countries to use and analyze geospatial data layers to make more informed national conservation and development planning decisions. The new tool will catalyze on the successes of the Nyanga Tool and be based on that existing platform. It will allow the decision-makers involved with national biodiversity planning and reporting to use and analyze geospatial data to improve conservation, sustainable development and reporting outcomes.

iii. Stakeholder engagement:

Countries are expected to involve a wide multi-sectoral group of stakeholders in the various stages of consultations, and where possible, are encouraged to include the entities listed in Table 3.1. During the funding of previous enabling activities, GEF eligible countries conducted stakeholder mapping exercises for biodiversity issues. Participating parties may re-engage those working groups during the 6NR reporting period. Where there are emerging issues, such as representation and engagement with women, additional stakeholders will be invited to participate in the process.

The stakeholder engagement process should start with the CBD national focal points, the NBSAP responsible authority or whoever has responsibility for NBSAP coordination, the preparation of CBD national reports; and thereafter it should expand to include a much broader range of national actors. Existing guidance repeatedly emphasizes that during the transition from biodiversity planning to biodiversity implementation (and related progress assessments and reporting), then everyone with a stake in the outcome of the NBSAP needs to be engaged. At the country level, UNDP and UNEP generally recommend instituting a national steering committee that includes representatives of all sectors. These could include line ministries, research and academic bodies, business and industry, indigenous and local community organisations, bodies representing the agricultural, forestry, fishing or other sectors, environmental management bodies, non- governmental organisations, women’s organisations, bodies and agencies addressing sustainable development and poverty eradication, educators, the media, and others. Each country’s list will be different, but comprehensive. The NBSAP Forum will be key to ensuring disclosure, participation and inclusiveness. This project will create the means for ensuring that, at the country level, the development of the 6NR will be a widely inclusive and participatory process.

The project will follow SCBD training modules recommendations for stakeholder engagement, which include involving the following sets of actors:

- national ministries that are responsible for managing the environment portfolio in each participating country;

¹ U.N. Global Pulse Lab Kampala (<http://www.unglobalpulse.org/kampala>) is a project of the UNDP Uganda Country Office (Atlas Business Unit UGA10, Award ID 00072037, Project ID 00085278). The head of UNDP Uganda is the budget holder of this project.

- national ministries responsible for production sectors (e.g., fisheries, forestry, agriculture)
- national ministries responsible for development sectors (e.g., infrastructure, mining, energy, transportation)
- national ministries responsible for finance, budgeting
- national ministry of women’s affairs, or equivalent
- other national stakeholders, including multi-sectoral government ministries, local authorities, local communities, civil society organisations (CSOs), women’s groups involved in relevant sectors, local non-governmental organisations (NGOs) and universities;
- private sector entities;
- local communities and indigenous peoples;
- international NGOs, such as BirdLife International, IUCN and the World Wildlife Fund
- multi-lateral agencies, such as FAO, the World Bank and others. Section 5 gives a detailed identification of relevant institutions and their expected roles in the consultations.

When selecting stakeholders to engage during the consultation process, each Party is encouraged to assess the institutional capacity of relevant stakeholders to address and promote gender equality and women’s rights, and to ensure effectiveness of the planned interventions during the stakeholder engagement process. For instance, the commitment to gender-responsive reporting among national stakeholders will vary according to their understanding of gender equality issues. Therefore, the stakeholder engagement approach may vary for Parties that need to build this capacity among key stakeholders. Technical support packages will be tailored accordingly.

Mainstreaming gender: Men and women have different roles, resources and decision-making opportunities in the management of biodiversity. While these differences vary between and within countries, contexts and cultures in most circumstances there are inequalities due to gender, and men are favored. There are significant gender inequalities in economic opportunities, access to and control over land, biodiversity resources and other productive assets, in decision-making power, as well as in vulnerability to biodiversity loss, and access to and control over natural resources. To inform efficient policies regarding biodiversity conservation, sustainable use and the sharing of its benefits, it is necessary to understand and expose gender-differentiated biodiversity practices, gender roles that determine the knowledge acquisition and usage, as well as gender inequalities in control over resources. Thus the project will consider the influences of gender differences and inequalities on the conservation and sustainable use of biodiversity, and the ways in which these differences and inequalities influence how women and men are affected and involved in biodiversity policies, planning and programming. More specifically, the recognition and involvement of women as key stakeholders in biodiversity conservation at all levels will be a vital element to improving national decision-making processes for the implementation of NBSAPs and reporting on progress towards achieving the ABTs.

This work is an important aspect of CBD implementation and it is enshrined not just in the Strategic Plan 2011-2020 itself (refer to COP 10 Decision X/2, article 8), but also in a number of other COP decisions and supports CBD 2015-2020 Gender Plan of Action which is aligned with the Strategic Plan for Biodiversity 2011-2020, the UNDP Gender Equality Strategy (2014-2017), and the GEF Policy on Gender and the GEF Gender Equality Action Plan.

UNDP will ensure that gender equality issues are fully addressed throughout the project, including the development of gender-responsive sixth national reports that account for the differences in uses of, access to and control of biodiversity between women and men. , identify the importance of traditional

knowledge and customary practice held by men and women in the protection of biodiversity, and include gender-disaggregated data. The project will also ensure that women are effectively engaged as members of all stakeholder groups consulted during the national reports development.

The reporting template will consider gender inequality issues when assessing process in achieving the ABDT and/or national target equivalent.. All Parties will be encouraged to develop gender responsive strategies and actions that highlight women’s role in conservation/sustainable use and that address the need for a more gender-responsive sharing of its benefits and include gender-disaggregated data collection and/or gender-specific indicators. Based on the analysis of gender equality issues that the CBD Secretariat conducted in advance of CoP13², and based on UNDP’s own analysis of gender-related actions across all post-2010 NBSAPs, UNDP will ensure that key gender equality issues are addressed in project. The project activities will aim to increase in understanding of gender-differentiated connections to biodiversity conservation and sustainable use to support more sustainable outcomes, an understanding of the steps related to gender equality and women’s empowerment, providing opportunities for women to use their traditional knowledge; and reinforcing efforts to include women in the implementation of biodiversity-related Sustainable Development Goals.

iv.

- v. South-South and Triangular Cooperation (SSTrC): The project will encourage South-South and Triangular Cooperation (SSTrC) through the existing partnership of the NBSAP Global Support Partnership. The project will identify and share best practices in National Reporting and will encourage virtual exchanges via best practices, case studies, webinars and direct communications.

V. FEASIBILITY AND RISK MANAGEMENT

i. Cost efficiency and effectiveness:

The proposed project will ensure that the investments already placed in national reporting (3-5NR) and NBSAP development, revision and implementation, including GEF funding, UNDP and UNEP co-financing, and government co-financing, will achieve the intended result of measuring progress in achieving the Strategic Plan and the related ABTs, and that help to transform the biodiversity, finance and development trajectories and provide a pathway toward sustainable development. By collecting and reporting on foundational conservation data, it lays the foundation for more efficient execution of future conservation strategies and actions. By collaborating through the NBSAP Forum, and the existing partnership channels and capacity building and technical support networks developed during the “Global Support to NBSAP” project, this project will ensure that all tools developed will be rapidly accessible to every GEF-eligible country. An emphasis on webinars and digital learning and communication tools helps promote a low-carbon approach to distillation and dissemination of lessons, and provides a platform for further expanding learning within countries. Additional cost savings will be achieved by rolling out regional groupings of multiple countries simultaneously. This enables effective oversight by the implementing agencies, and enhances lesson learning quicker while the countries are executing a similar project at the same time. The umbrella program mechanism is highly cost effective, as it saves countries the time and expense of developing a single country projects, and improves the efficiencies for the implementing agencies and the GEF Secretariat. In addition, this project is an intervention that serves to align the GEF’s mandate to generate global benefits by paying for the

² See Progress in Implementing the Gender Plan of Action: Update on Mainstreaming Gender Considerations in National Biodiversity Strategies and Action Plans, UNEP/CBD/COP/13/8/Add.319October2016

incremental costs of planning and foundational enabling activities that countries implement to generate global biodiversity benefits.

If GEF funds are not provided, the countries would “self-finance” the preparation of the 6NR. Past experience has shown that this method is very ineffective, and that many countries may not develop the 6NR, or will be very late in doing so.

In both cases, the functioning of the CBD, and in particular its decision-making processes for the next strategic plan, will be seriously compromised. Without a significant number of national reports, the CBD COP cannot review the implementation of the Strategic Plan and consequently provide adequate guidance for the CBD implementation at various levels. This will hamper production of GBO5 and possible development of post-2020 global biodiversity strategy

ii. Risk Management:

Current risks include 1) the potential for slow implementation of the 6th National Report; 2) inadequate national consultation; 3) inadequate capacity to develop CBD national reports; and 4) that countries may not adequately consider gender equality issues in the development of the 6th National Report.

As per standard UNDP requirements, these risks will be monitored quarterly by the Technical Project Advisor. The Technical Project Advisor will report on the status of the risks to the UNDP Istanbul Regional Hub (IRH) who will record progress in the UNDP ATLAS risk log. Risks will be reported as critical when the impact and probability are high (i.e. when impact is rated as 5, and when impact is rated as 4 and probability is rated at 3 or higher). Management responses to critical risks will also be reported to the GEF in the annual PIR.

Project risks					
Description	Type	Impact & Probability	Mitigation Measures	Owner	Status
The third, fourth and fifth national reporting projects to the CBD showed that many countries were slow to prepare and remit this information to the GEF implementing agency. Often requests were incomplete or contained inconsistent texts.	Operational	Potential effect: Probability:4 Impact: 2	The financial and technical support packages are designed to support countries to develop timely, data driven national reports. Working with SCBD, UNDP will ensure there is better articulation of the requirements of each country during the project. As part of their contribution to this project, UNDP and UNEP will prepare a readymade template for country requests and related guidance materials.	Technical Project Advisor, RTA	No change
Previous national reports often missed the opportunity to involve civil society in consultations.	Political	Potential effect: There will be limited buy-in into the results of the 6 th National Reports	A major component of this project is technical support related to stakeholder engagement in the reporting process. Countries also received funding to undertake this exercise during the post-2010 NBSAP revision process and demonstrated significant improvement in doing so. UNDP and UNEP will ensure	Technical Project Advisor, RTA	No change

		Probability:4 Impact: 2	that individual country proposals contain a comprehensive list of the stakeholders that will be engaged in the process. In partnership with the SCBD, experts will be engaged to train country teams on how to facilitate a comprehensive stakeholder engagement process.		
The third, fourth and fifth national reporting projects to the CBD showed that many countries do not have adequate capacity to prepare CBD reports, and Parties generally do not review key issues such as gender equality issues when preparing their national reports, as this is not explicitly referred to in the decision, guidelines or template.	Strategic	Potential effect: The NR will be of low quality, and will provide inadequate guidance to countries and to the CBD's 5 th Global Outlook Probability:3 Impact: 2	The project will build on the capacity building program that SCBD, UNDP and UNEP implement to support parties with NBSAP revision and implementation. In addition, UNDP and UNEP-WCMC will maintain a technical support facility through the NBSAP Forum to support countries during project. UNDP and UNEP will also provide a technical peer review of the draft reports. The operational procedures and substantive guidance will also be located on in the CBD website in multiple languages.	Technical Project Advisor, RTA	No change
There is a risk that countries will not address gender equality issues substantially.	Strategic	Potential effect: The 6 th National Report will not be gender-responsive Probability:3 Impact: 2	UNDP and UNEP will ensure that gender equality issues are fully mainstreamed into the 6NR through the technical review process	Technical Project Advisor, RTA	No change

iii. Social and environmental safeguards:

The project supports preparation of the 6th National Report to the CBD and has no field interventions. No social and environmental safeguards are required in this case.

iv. Sustainability and Scaling Up:

Innovation

Elevating biodiversity concerns into the policies and plans of government ministries and private sector companies is a goal that can take many years to achieve, and require tremendous amounts of energy and. This project builds the capacity of Parties to develop high quality 6NR that support ministries and CBD to communicate the value of biodiversity to improve ABT-related outcomes to key sectors. These will be reports needed to make a compelling argument for conservation, influence development decisions and have the potential to improve outcomes for biodiversity and poverty. The reports will be gender responsive, and strive to more closely explore the linkages between biodiversity and climate change, and report on related conservation strategies and actions that address the role of ecosystems in

addressing climate change and reducing the risks of natural disasters. Included in the 6NRs will be direct and explicit linkages to Sustainable Development Goals and to national development goals and planning.

Institutional Sustainability

The project's sustainability will be assured by building institutional capacity to develop high quality, data driven national assessments of progress to achieve national biodiversity targets and to report on progress towards achieving the ABTs and implementing National Biodiversity Strategy and Action Plans (NBSAPs) with the purpose of informing the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030. The stakeholder driven reporting process will ensure ownership of the outcomes and help Parties to further set and evaluate the importance of a national conversation strategy, and the elements it is intended to address. In most GEF-eligible countries, these committees and structures operated or are operating through previous GEF projects targeting enabling activities. Measures will be taken to ensure adequate representation of the stakeholders responsible for promoting gender equality and women's rights and, the involvement of indigenous peoples and other emerging issues, To catalyze the data collected and lessons learned from similar efforts, the focal points of other multilateral agreements and processes that require national reporting on elements of the CBD or the Aichi Biodiversity Targets will be also engaged. Project design is a direct response to needs identified in the capacity assessment carried out by WCMC in 2012 with respect to national biodiversity planning, as well as lessons learned and needs assessments from the three-year, global GEF project titled "Global Support to NBSAPs" that UNDP and UNEP-WCMC implemented to provide technical support to the same countries during their NBSAP revision process from 2014 – 2017.. Both project's highlight the concept that biodiversity planning is a cyclical and incremental process of capacity building.

Sustainability through strengthening networks

The technical sustainability of the outcomes of the project is dependent on the maintenance and management of the national, regional and global communications infrastructure. This project will be executed at country level but may have participation of various regional and global actors such as UNDP and UNEP Regional offices, UNEP WCMC, and SCBD as deemed necessary. Networks will also include actors promoting gender equality and women's rights.

Anchoring the project in the UNDAFs and in implementation of the SDGs

UNDP will ensure this project is anchored in the individual country UNDAF processes, and thus will expose the results to the rest of the UN players in the region. This is crucial to making sure that the outputs and outcomes are visible to many other development agencies and therefore stand a better chance to attract more national and regional support in the future.

While the number of countries may pose a challenge for this mainstreaming due to differences UNDAF cycles, it will still be possible to capture and include it sometime within the 36 months of the project duration. A typical UNDAF framework runs for 5 years and has five pillars including (a) Human rights; (b) Gender mainstreaming; (c) Environment Sustainability; (d) Capacity development; and (e) Results-based management. This 6th NR project is based on the environment angle but addresses all the others- and so it will be easy for any country to articulate and mainstream the project in UNDAF. Each of the 17 countries will interrogate their own UNDAF documents and make sure the project answers to their requirements.

In addition, UNDP will ensure that this project is incorporated into its roll out of “Mainstreaming, Acceleration and Policy Support” of SDGs in UNDP-supported countries over the next two year. The MAPS approach captures three core components of the UNDG’s upstream support to the SDGs: a) Mainstreaming work to raise public awareness on the 2030 Agenda and ensure that the principles and goals of sustainable development found in the 2030 Agenda are fully integrated into national and sub-national policy formulation, planning and budgetary processes; b) Analytical work that informs policy makers of the drivers and bottlenecks to sustainable development at the country level, and that contributes to the design of policy interventions that can accelerate progress towards achieving national SDGs by 2030; and c) Policy Support, in terms of joined-up approaches that will enable the UN to deploy its technical expertise and advice to Member States in support of SDG implementation in a coherent and integrated way. UNDP will ensure that the process and results of the 6th NR projects are incorporated into this support to countries.

Potential for scaling up

The proposed project builds on the positive results of previous projects, including the enabling activities funding and technical support packages provided to Parties during the post-2010 NBSAP revision process. All project activities are designed with maximum replicability as an integral aim. Integral project components, such as the consultation teams, the multi-sectoral stakeholder groups, the technical peer review framework and the thematic biodiversity committees, have been used in previous GEF-funded projects that are focused on enabling activities project. These approaches will be replicated and refined in this project, and the scaled up for use during other GEF supported enabling activities.

The project is also already drawing interesting lessons on the importance of inter-agency collaboration and on the need to involve the Convention in partnerships. During the development of the Third and Fourth National reports, and implementation of the ‘Global Support to NBSAP’ project, UNEP and UNDP had a similar mode of using an umbrella program encompassing many countries. This modus operandi has several advantages which could be replicated in other GEF and non-GEF projects that involve mandatory enabling activities. The advantages include:

- The umbrella approach is aimed at reducing transaction costs of individual country requests, providing the GEF, and UNEP an opportunity for managing the biodiversity Enabling Activities more strategically in close partnership with the CBD and other key global actors
- A second aspect that is already being replicated from previous umbrella projects is parallel training for country teams for issues pertaining to the project and organized by the SCBD.

This project will contribute to the following Sustainable Development Goal (s): *Goals 14 and 15*

This project will contribute to the following country outcome included in the UNDAF/Country Programme Document: This is a global project. UNDP will ensure this project is anchored in the individual country UNDAF processes, and thus will expose the results to the rest of the UN players in the region. This is crucial to making sure that the outputs and outcomes are visible to many other development agencies and therefore stand a better chance to attract more national and regional support in the future. While the number of countries may pose a challenge for this mainstreaming due to differences UNDAF cycles, it will still be possible to capture and include it sometime within the 36 months of the project duration. A typical UNDAF framework runs for 5 years and has five pillars including (a) Human rights; (b) Gender mainstreaming; (c) Environment Sustainability; (d) Capacity development; and (e) Results-based management. This 6th NR project is based on the environment angle but addresses all the others- and so it will be easy for any country to articulate and mainstream the project in UNDAF. Each of the 17 countries will interrogate their own UNDAF documents and make sure the project answers to their requirements.

This project will be linked to the following output of the UNDP Strategic Plan:

Output 2.5: Legal and regulatory frameworks, policies and institutions enabled to ensure the conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems, in line with international conventions and national legislation.

	Objective and Outcome Indicators	BASELINE	END OF PROJECT TARGETS	MEANS OF VERIFICATION	MID-TERM EVALUATION	ASSUMPTIONS
<i>Objective: To provide financial and technical support to GEF-eligible Parties to the Convention on Biological Diversity (CBD) in their work to develop high quality, gender-responsive and data driven sixth national reports (6NR) that will improve national decision-making processes for the implementation of NBSAPs; that report on progress towards achieving the Aichi Biodiversity Targets (ABTs) and inform</i>	<i>Number of countries that have produced their 6th National reports and submitted them to the CBD Sec</i>	<i>In the past the GEF eligible countries have been supported to conduct country planning for BD conservation including initial NBSAPs, four rounds of national reports for biodiversity. This planning has been useful in guiding the countries and the COPs in BD conservation.</i>	<i>17 National reports produced and uploaded on the CBD website by end of project</i>	<i>Project reports. Minutes of the PSC. Terminal evaluation Project website at the SCBD. Interviews with government agents, CBD focal points</i>	<i>NA</i>	<i>1. Development and sectoral planning frameworks at country level integrated measurable biodiversity conservation and sustainable use targets during the NBSAP process. 2. The 17 countries are enabled and informed for better decision making in BD conservation</i>

<i>both the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030.</i>						
Outcome 1: <i>A functional steering committee is formed to prepare the 6NR, project timelines and methods are developed, funding is mobilized and training and capacity building activities are complete</i>	<i>Percentage of countries with functional steering committees</i>	<i>All the participating countries do not have functional project steering committees for the production of the 6th NR</i>	<i>At least 80% of the countries have functional steering committees by midterm of the project and 100% by project end</i>	<i>Project reports. Minutes of the PSC. Terminal evaluation Interviews with government agents, CBD focal points</i>	NA	<i>Relevant key institutions will be willing to second their staff for membership of the steering committee</i>
<p>Outputs:</p> <p><i>1.1. The SC is formed, roles for the preparation of the 6NR are assigned, and a production plan and timeline is developed.</i></p> <p><i>1.2. Necessary project funding and resources are acquired, including the submission of an Annual Work Plan and Letter of Authorization and the identification of other funding sources, as needed.</i></p> <p><i>1.3. Participation in training and capacity building opportunities on the use of the CBD online reporting tool and the development of data that reports on progress in achieving the targets and activities in the post-2010 NBSAP.</i></p>						
Outcome 2: <i>Stakeholder owned reports for each ABT and/or national equivalent are produced and compiled</i>	<i>Percentage of all identified stakeholders registered in a comprehensive stakeholder inventory involved in producing and compiling of ABTs and/or national equivalent</i>	0%	100%	<i>Project reports. Minutes of the PSC. Terminal evaluation Interviews with government agents, CBD focal points</i>	NA	<i>Forming partnerships between relevant stakeholders interested in biodiversity conservation issues and in development issues</i>
	<i>Percentage of countries that have produced reports for</i>	0%	<i>At least 80% of the countries have produced reports for</i>			<i>A gender responsive approach fully considers the different needs, roles, benefits, impacts, risks and access</i>

	<i>each ABT and/or national equivalent</i>		<i>each national targets by midterm of project time frame and 100% by project end</i>			<i>to/control over resources of women and men and integrates appropriate measures taken to address and these and promote gender equality and women's empowerment.</i>
	<i>Number of countries with gender-responsive reports for each ABT and/or national equivalent include a gender section</i>	<i>0</i>	<i>17</i>			
<p><i>2.1. Scoping report/zero draft for each ABT and/or national equivalent is prepared.</i></p> <p><i>2.2. Consultations with stakeholders are undertaken to verify data and progress assessments and address information gaps for each ABT.</i></p> <p><i>2.3. Reports for each ABT and/or national equivalent are developed, which strive to be gender responsive, considering the resources and timeframe of the project in each country.</i></p>						
Outcome 3: <i>A Stakeholder owned 6th national Report is produced and submitted to the CBD</i>	<i>Percentage of the number of countries submitting 6NRs to the CBD</i>	<i>None of the participating countries have submitted the 6th NR to the CBD</i>	<i>50% of the countries submit 6NRs to the CBD by midterm and 100% at project end</i>	<i>Project reports.</i>	<i>NA</i>	<i>The ongoing training by SCBD will support countries and contribute to better articulation of country requirements for the project.</i>
				<i>Minutes of the PSC.</i>		
				<i>Terminal evaluation</i>		
				<i>Interviews with government agents, CBD focal points</i>		
<p>Outputs:</p> <p><i>3.1. The draft 6NR is compiled, undergoes a technical peer review, revised and finalized.</i></p> <p><i>3.2. The 6NR is validated and officially submitted to the CBD.</i></p>						

VII. MONITORING AND EVALUATION (M&E) PLAN

The project results as outlined in the project results framework will be monitored annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP](#) and [UNDP Evaluation Policy](#). The UNDP Istanbul Regional Hub will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards. Additional mandatory GEF-specific M&E requirements (as outlined below) will be undertaken in accordance with the [GEF M&E policy](#) and other relevant GEF policies³.

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Report. This will include the exact role of project target groups and other stakeholders in project M&E activities including the GEF Operational Focal Point and national/regional institutes assigned to undertake project monitoring.

M&E Oversight and monitoring responsibilities:

The Technical Project Advisor: The Technical Project Advisor is responsible for day-to-day project oversight and regular monitoring of project results and risks, including social and environmental risks. The Technical Project Advisor will ensure that all project staff maintains a high level of transparency, responsibility and accountability in M&E and reporting of project results. The Technical Project Advisor will inform the Project Board, the UNDP Country Offices and the UNDP-GEF RTA of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted.

The Technical Project Advisor will coordinate development of global annual work plan and national work plans based on the multi-year work plan included in Annex 1, including annual output targets to support the efficient implementation of the project. The Technical Project Advisor will ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually in time for evidence-based reporting in the GEF PIR, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g. ESMP, gender action plan, stakeholder engagement plan etc..) occur on a regular basis.

Project Board: The Project Board will take corrective action as needed to ensure the project achieves the desired results. The Project Board will hold project reviews to assess the performance of the project and appraise the Annual Work Plan for the following year. In the project's final year, the Project Board will hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the project terminal evaluation report and the management response.

UNDP Istanbul Regional Hub: The UNDP IRH will support the Technical Project Advisor as needed. Periodic monitoring of implementation progress will be undertaken by the UNDP IRH through quarterly

³ See https://www.thegef.org/gef/policies_guidelines

meetings with the project implementation team, or more frequently as deemed necessary. This will allow parties to take stock of and to troubleshoot any problems pertaining to the project in a timely fashion to ensure the timely implementation of project activities. The UNDP IRH will initiate and organize key GEF M&E activities including the annual GEF PIR and the independent terminal evaluation. The UNDP Country Office will also ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality.

The UNDP Istanbul Regional Hub is responsible for complying with all UNDP project-level M&E requirements as outlined in the [UNDP POPP](#). This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; that annual targets at the output level are developed, and monitored and reported using UNDP corporate systems; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the GEF PIR and the UNDP ROAR. Any quality concerns flagged during these M&E activities (e.g. annual GEF PIR quality assessment ratings) must be addressed by the UNDP IRH and the Technical Project Advisor.

The UNDP Istanbul Regional Hub will retain all M&E records for this project for up to seven years after project financial closure to support ex-post evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GEF Independent Evaluation Office (IEO).

UNDP-GEF Unit: Additional M&E and implementation quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as needed.

Audit: The project will be audited as per UNDP Financial Regulations and Rules and applicable audit policies on DIM implemented projects.⁴

Additional GEF monitoring and reporting requirements:

Inception Workshop and Report: A project inception workshop will be held within two months after the project document has been signed by all relevant parties to, amongst others:

- a. Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;
- b. Discuss the roles and responsibilities of the project team, including reporting and communication lines and conflict resolution mechanisms;
- c. Review the results framework and finalize the indicators, means of verification and monitoring plan;
- d. Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP in M&E;
- e. Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; SESP, Environmental and Social Management Plan and other safeguard requirements; project grievance mechanisms; the Gender Action Plan; the knowledge management strategy, and other relevant strategies;

⁴ See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx>

- f. Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the annual audit; and
- g. Plan and schedule Project Board meetings and finalize the first year annual work plan.

The Technical Project Advisor will prepare the inception report no later than one month after the inception workshop. The inception report will be cleared by the UNDP IRH and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board.

GEF Project Implementation Report (PIR): The Technical Project Advisor, the UNDP IRH, and the UNDP-GEF Regional Technical Advisor will provide objective input to the annual GEF PIR covering the reporting period July (previous year) to June (current year) for each year of project implementation. The Technical Project Advisor will ensure that the indicators included in the project results framework are monitored annually in advance of the PIR submission deadline so that progress can be reported in the PIR.

The PIR submitted to the GEF will be shared with the Project Board. The quality rating of the previous year's PIR will be used to inform the preparation of the subsequent PIR.

Terminal Evaluation (TE): An independent terminal evaluation (TE) will take place upon completion of all major project outputs and activities. The terminal evaluation process will begin three months before operational closure of the project allowing the evaluation mission to proceed while the project team is still in place, yet ensuring the project is close enough to completion for the evaluation team to reach conclusions on key aspects such as project sustainability. The Project Manager will remain on contract until the TE report and management response have been finalized. The terms of reference, the evaluation process and the final TE report will follow the standard templates and guidance prepared by the UNDP IEO for GEF-financed projects available on the [UNDP Evaluation Resource Center](#). As noted in this guidance, the evaluation will be 'independent, impartial and rigorous'. The consultants that will be hired to undertake the assignment will be independent from organisations that were involved in designing, executing or advising on the project to be evaluated. Additional quality assurance support is available from the UNDP-GEF Directorate. The final TE report will be cleared by the UNDP IRH and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board. The TE report will be publically available in English on the UNDP ERC.

The UNDP IRH will include the planned project terminal evaluation in the UNDP IRH evaluation plan, and will upload the final terminal evaluation report in English and the corresponding management response to the UNDP Evaluation Resource Centre (ERC). Once uploaded to the ERC, the UNDP IEO will undertake a quality assessment and validate the findings and ratings in the TE report, and rate the quality of the TE report. The UNDP IEO assessment report will be sent to the GEF IEO along with the project terminal evaluation report.

Final Report: The project's terminal PIR along with the terminal evaluation (TE) report and corresponding management response will serve as the final project report package. The final project report package shall be discussed with the Project Board during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

Mandatory GEF M&E Requirements and M&E Budget:

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ⁵ (US\$)		Time frame
		GEF grant	Co-financing	
Inception Workshop - virtual	Technical Project Advisor UNDP IRH	None	None	Within two months of inception workshop
Inception Report	Technical Project Advisor	None	None	Within one month of project document signature
Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP	Technical Project Advisor UNDP RTA	None	None	Quarterly, annually
Monitoring of indicators in project results framework	Technical Project Advisor	None	None	Annually
GEF Project Implementation Report (PIR)	Technical Project Advisor UNDP STA UNDP IRH staff	None	None	Annually
Lessons learned and knowledge generation	Technical Project Advisor	US 20,000	\$ 10,000	Annually
Monitoring of environmental and social risks, and corresponding management plans as relevant	Technical Project Advisor	None	None	On-going
Addressing environmental and social grievances	Technical Project Advisor Project Board UNDP IRH BPPS as needed	<i>None for time of Project Technical Advisor, and UNDP IRH</i>	<i>add</i>	<i>Costs associated with missions, workshops, BPPS expertise etc. can be charged to the project budget.</i>
Project Board meetings	Project Board Technical Project Advisor UNDP IRH Manager	None	None	At minimum annually
Oversight missions	UNDP-GEF team	None	None	Troubleshooting as needed
Independent Terminal Evaluation (TE) included in UNDP evaluation plan, and management response	Technical Project Advisor UNDP IRH staff UNDP RTA	USD 15,000	None	At least three months before operational closure

⁵ Excluding project team staff time and UNDP staff time and travel expenses.

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ⁵ (US\$)		Time frame
		GEF grant	Co-financing	
	External consultants (i.e. evaluation team)			
Translation of TE report into English	UNDP IRH staff UNDP STA	<i>None</i>	<i>None</i>	
Audit	UNDP IRH Technical Project Advisor	USD 3,000	<i>None</i>	Annual
TOTAL indicative COST Excluding project team staff time, and UNDP staff and travel expenses		USD 38,000	USD 10,000	

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

This project will be implemented following the UNDP Direct Implementation Modality (DIM). This modality was considered as the most flexible and effective mechanism based on (a) the short time frame until September 2019; (b) the small size of individual country requests (not exceeding \$100,000 per country) and (c) the large number of countries to be assisted under this project (~17 per MSP, up to 65 countries under UNDP).

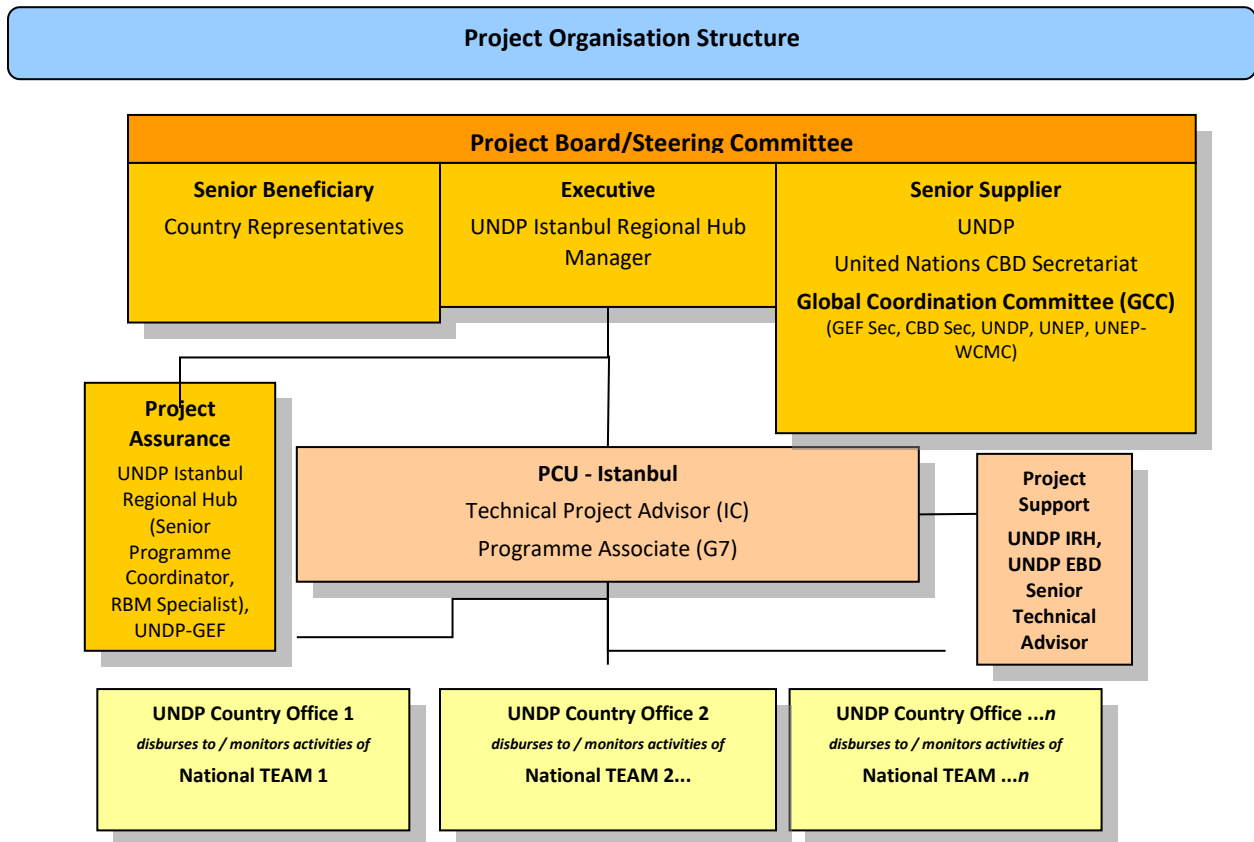
As the Executing Agency, UNDP will establish the Project Coordination Unit (PCU). The PCU will be mandated to conduct the day-to-day coordination and management of the project with: (i) a full-time project technical advisor and; (ii) a full-time project support staff. For this purpose, the PCU will receive programmatic, administrative, and financial management support from the UNDP Istanbul Regional Hub in Turkey. Necessary direct project services relating to recruitment of project personnel, payment services, travel arrangements, logistic support to workshops/trainings, and procurement support will be provided by the UNDP Istanbul Regional Hub and UNDP Country Offices (COs) in respective locations. Project assurance will occur through UNDP and independent evaluators.

The funding destined to countries under this umbrella project (i.e. \$ 100,000 per country) will be operationalized by the UNDP/GEF unit upon receipt by the PMU of a satisfactory workplan and budget from the countries. Each CO will be assigned as Responsible Party based on the approved budget and workplan. Each country will have a separate project budget in Atlas. As this is a global DIM project, all activities including budget allocated under CO's budgetary department must be carried out following UNDP DIM Policies and procedures. UNDP COs will provide procurement support and disburse funds to service providers based on the workplan and budget that are approved by UNDP-GEF Unit. Each UNDP CO will recruit and procure the national experts needed for the project. The IRH team will also develop a roster of international experts that the team can access and provide access to a spatial planning expert.

The UNDP, as the Executing Agency for this project, will provide project management cycle services for the project as defined by the GEF Council. In addition, it will provide Direct Project Services (DPS), according to its policies and convenience. DPS costs are those incurred by UNDP for the provision of

services that are execution driven and can be traced in full to the delivery of project inputs. They relate to operational and administrative support activities carried out by UNDP. DPS include the provision of the following estimated services: i) Payments, disbursements and other financial transactions; ii) Recruitment of staff, project personnel, and consultants; iii) Procurement of services and equipment, including disposal; iv) Organisation of training activities, conferences, and workshops, including fellowships; v) Travel authorization, visa requests, ticketing, and travel arrangements; vi) Shipment, custom clearance, vehicle registration, and accreditation. As is determined by the GEF Council requirements, these service costs are assigned as Project Management Cost, identified in the project budget as Direct Project Costs. Eligible Direct Project Costs should not be charged as a flat percentage. They should be calculated on the basis of estimated actual or transaction based costs and should be charged to the direct project costs account codes: “64397 – ‘Services to projects - CO staff’ and 74596 – ‘Services to projects - GOE for CO’.”

The organisational structure for the coordination and management of the Global 6NR Project is illustrated below:



GEF Agency

The project will be implemented by the UNDP/GEF, with substantive technical oversight provided by the Senior Technical Advisor (STA) on EBD. The UNDP Istanbul Regional Hub will serve as the Principal Project Resident Representative (PPRR).

Executing Agency (EA)⁶

The UNDP will serve as the EA for the Global 6NR Project. The EA will be responsible for the following activities, required to achieve the project objectives, outputs, and outcomes:

- Project planning, coordination, management, monitoring and reporting
- Procurement of goods and services, including human resources
- Financial management, including overseeing financial expenditures against project budgets, as indicated in the Project Document (ProDoc) and/or revised by the PCU and approved by the PSC

The EA will ensure that all activities including procurement services are carried out in strict compliance with UNDP rules and procedures as recognized by UNDP GEF. The EA will be responsible for the establishment, adequate staffing and uninterrupted functioning, throughout the project's life span, of the PCU to be based in Istanbul, Turkey (UNDP Istanbul Regional Hub - IRH). The project will provide inputs to the IRH planning and reporting and adhere to established Internal Control Framework (ICF) and various IRH timelines.

Project Board

The Project Board (also called Project Steering Committee) is responsible for making by consensus, management decisions when guidance is required by the Technical Project Advisor, including recommendations for UNDP approval of project plans and revisions, and addressing any project level grievances. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Manager.

Specific responsibilities of the Project Board include:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the technical project advisor;
- Provide guidance on new project risks, and agree on possible countermeasures and management actions to address specific risks;
- Review the project progress, and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Appraise the annual project implementation report, including the quality assessment rating report; make recommendations for the workplan;
- Provide ad hoc direction and advice for exceptional situations when the technical project advisor's tolerances are exceeded; and
- Assess and decide to proceed on project changes through appropriate revisions.

The composition of the Project Board must include the following roles:

Executive: The Executive is an individual who represents ownership of the project who will chair the Project Board. The Executive is UNDP Istanbul Regional Hub.

⁶ Legally, the "Executing Agency" described under this section is referred to as "Implementing Partner" by UNDP.

The Executive is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The executive has to ensure that the project gives value for money, ensuring cost-conscious approach to the project, balancing the demands of beneficiary and supplier.

Specific Responsibilities: (as part of the above responsibilities for the Project Board)

- Ensure that there is a coherent project organisation structure and logical set of plans;
- Set tolerances in the AWP and other plans as required for the Technical Project Advisor;
- Monitor and control the progress of the project at a strategic level;
- Ensure that risks are being tracked and mitigated as effectively as possible;
- Brief relevant stakeholders about project progress;
- Organise and chair Project Board meetings.

Senior Supplier: The Senior Supplier is an individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project (designing, developing, facilitating, procuring, implementing). The Senior Supplier's primary function within the Project Board is to provide guidance regarding the technical feasibility of the project. The Senior Supplier role must have the authority to commit or acquire supplier resources required. The Senior Supplier is UNDP, United Nations CBD Secretariat and the Global Coordination Committee.

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Make sure that progress towards the outputs remains consistent from the supplier perspective;
- Promote and maintain focus on the expected project output(s) from the point of view of supplier management;
- Ensure that the supplier resources required for the project are made available;
- Contribute supplier opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Arbitrate on, and ensure resolution of, any supplier priority or resource conflicts.

Senior Beneficiary: The Senior Beneficiary is an individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the PSC is to ensure the realization of project results from the perspective of project beneficiaries. The Senior Beneficiaries are representatives of the participating governments.

The Senior Beneficiary is responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. The Senior Beneficiary role monitors progress against targets and quality criteria.

Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Prioritize and contribute beneficiaries' opinions on Project Board decisions on whether to implement recommendations on proposed changes;
- Specification of the Beneficiary's needs is accurate, complete and unambiguous;
- Implementation of activities at all stages is monitored to ensure that they will meet the beneficiary's needs and are progressing towards that target;
- Impact of potential changes is evaluated from the beneficiary point of view;
- Risks to the beneficiaries are frequently monitored.

At the global level the **Global Coordination Committee (GCC)** which is composed of representatives from UNDP, UN Environment, UN Environment-WCMC SCBD and the GEF Secretariat, will advise the project. The GCC will act as a coordinating committee to discuss and monitor the progress of the global program. All GCC members will attend the sessions at their own cost. The Chairmanship will be provided by the SCBD, co-chaired by the GEF. The committee will meet virtually or face-to-face, whenever possible during international events. This operational modality was adopted in past umbrella enabling activities and was found to be successful. This GCC is the current convener and the host of the NBSAP Forum, which provides online technical and capacity building support to countries to meet their CBD obligations.

Project Coordination Unit (PCU)

A PCU will be established by UNDP. The PCU will be responsible for the day-to-day coordination and oversight of the Global 6NR Project. The PCU will further be responsible for the project's financial and administrative management, for periodic reporting to the Project Board, and for the execution of selected project activities.

It is anticipated that the PCU will be staffed with the following core positions:

- Technical Project Advisor (TPA)
- G7 Project Associate

Draft ToRs for the key positions at the PCU are included in Annex 7 and 8 to this document.

Technical Project Advisor

The Technical Project Advisor has the authority to run the project on a day-to-day basis on behalf of the Project Steering Committee within the constraints laid down by the Committee. The Technical Project Advisor is responsible for day-to-day management and decision-making for the project. The Technical Project Advisor's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

Project Assurance

Project Assurance is the responsibility of each Project Board member, however the role can be delegated. The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

The project assurance role will be provided by UNDP Istanbul Regional Hub. Additional quality assurance will be provided by the UNDP-GEF Unit as needed,

In order to accord proper acknowledgement to the GEF for providing funding, a GEF logo should appear on all relevant GEF project publications and the website, including among others, project hardware and vehicles purchased with GEF funds. Any citation on publications regarding projects funded by GEF

should also accord proper acknowledgment to GEF. The UNDP logo be separated from the GEF logo if possible. The logos of partners of this project will also appear, upon request, on related publications of this project, if these partners contribute to these publications. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy⁷ and the GEF policy on public involvement⁸.

National-level arrangements

At the national level, arrangements to oversee, support, contribute to, and harvest the results from the implementation of the Global 6NR Project will be expected to include a formally appointed 6NR Project National Focal Point (NFP). Working closely with the Technical Project Advisor (TPA), the NFP will supervise the implementation of in-country activities as defined in the Annual Work Plan (AWP). The TPA should work through the UNDP CO focal point that, in turn, should manage project implementation at the country level. The NFP should also act as a liaison to the Government and provide leadership, guidance and facilitation. Given the role of the PB to provide *strategic policy and management direction*, and considering the project's strategic role as a catalytic tool for establishing an international CoP on national biodiversity planning and reporting, it is recommended that—wherever feasible—the NFP appointed to the Global 6NR Project should hold a senior position within a relevant Ministry. The NFP will also serve a stable contact point in the relevant national institution for the TPC.

In its role as GEF EA for this project, the UNDP, through their Country Offices (UNDP CO) shall provide project cycle management services as defined by the GEF Council.

Each UNDP CO will recruit and procure the national experts needed for the project. The IRH team will also develop a roster of international experts that each country can utilize and provide access to a spatial planning expert. Each national level team should hire a national consultant (full or part time) to serve as the project's National Biodiversity Planning and Reporting Specialist. Key Deliverables include development of quarterly and annual reports on progress on national components working with the team and the 6th National Report. Tasks include:

- Formulate knowledge products that support: the development of indicators; the use of scientifically sound data during NBSAP implementation and reporting; and assessments of progress in the achievement of national biodiversity targets;
- Support and facilitate, as required, the development of training materials and delivery of training events specifically focused on the knowledge products that support the development of indicators, the use of scientifically sound data during NBSAP implementation and reporting, and assessments of progress in the achievement of national biodiversity targets;
- Coordinate overall workflow, conduct research, and create content around emerging issues and programmatic needs specifically related to measuring the results of NBSAP implementation, as a contribution towards achieving the Aichi Biodiversity Targets, the Convention on Biological Diversity, and the Sustainable Development Goals;
- Support the Activities Coordinator and work with the Knowledge Management, E-learning and Technical Capacity Building Specialist to develop guidance for stakeholders on adopting best practices related to the scientifically sound data during NBSAP implementation and reporting;

⁷ See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/

⁸ See https://www.thegef.org/gef/policies_guidelines

- Participates and substantively supports other team members in the coordination of efforts to support countries during early NBSAP implementation and reporting and provide substantive inputs if necessary;
- Critically assesses approaches and develops processes that improve the value of NBSAPs during implementation, adopting best practices related to the use of data.

Where possible, each project team should also include a Spatial Data Specialist. Key Deliverables include the development of data layers for 6NR project technical package and spatial data support to 6th National Report. Key tasks for this consultant include:

- Managing the identification of data layers for the project technical package;
- Developing geospatial datasets including those prepared internally and those acquired from external sources.
- Producing monthly report regarding status and updates of data layers and spatial database.
- Supporting the achievement of delivery targets and results as outlined in the project work plan.
- Produce spatial maps that clearly illustrate information required for development of robust 6th National Reports.

Outside of these positions, we encourage project teams to be flexible and responsive to national needs and adapt as needed to develop a nationally led and nationally-owned reporting process.

IX. FINANCIAL PLANNING AND MANAGEMENT

The total cost of the project is **USD 4,112,402**. This is financed through a GEF grant of **USD 1,963,500**. UNDP, as the GEF Implementing Agency, is responsible for the execution of the GEF resources and the cash co-financing transferred to UNDP bank account only.

Budget Revision and Tolerance: As per UNDP requirements outlined in the UNDP POPP, Project Board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the Technical Project Advisor to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board. Should the following deviations occur, the Technical Project Advisor and UNDP IRH will seek the approval of the UNDP-GEF team as these are considered major amendments by the GEF: a) Budget re-allocations among components in the project with amounts involving 10% of the total project grant or more; b) Introduction of new budget items/or components that exceed 5% of original GEF allocation.

Any over expenditure incurred beyond the available GEF grant amount will need to be absorbed by non-GEF resources (e.g. cash co-financing or UNDP TRAC, if applicable).

Refund to Donor: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the UNDP-GEF Unit in New York.

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.⁹ On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from UNDP-GEF EBD Team and then the UNDP-GEF Executive Coordinator.

⁹ see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Terminal Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. The Implementing Partner (UNDP-Istanbul Regional Hub) through a Project Board decision will notify UNDP – GEF Unit when operational closure has been completed. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

Financial completion: The project will be financially closed when the following conditions have been met: a) The project is operationally completed or has been cancelled; b) The Implementing Partner (UNDP) has recorded all financial transactions in Atlas; c) UNDP has closed the accounts for the project; d) UNDP have certified a final Combined Delivery Report (which serves as final budget revision) and signed a final budget revision.

The project will be financially completed within 12 months of operational closure or after the date of cancellation. Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Istanbul Regional Hub will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to the UNDP-GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP Istanbul Regional Hub.

X. TOTAL BUDGET AND WORK PLAN

Total Budget and Work Plan			
Atlas ¹⁰ Proposal or Award ID:	00106015	Atlas Primary Output Project ID:	00106961
Atlas Proposal or Award Title:	PIMS 6125 6NR Asia		
Atlas Business Unit	SVK10		
Atlas Primary Output Project Title	(Global) PIMS 6125 Technical Support to Eligible Parties to Produce the Sixth National Report (6NR) to the CBD (Asia)		
UNDP-GEF PIMS No.	6125		
Implementing Partner	UNDP		

GEF Component /Atlas Activity	Responsible Party (Atlas Implementing Agent)	FUND ID	Donor Name	Atlas budgetary Account code	Atlas Budget Description	Amount year one USD (2017)	Amount year two USD (2018)	Amount year three USD (2019)	TOTAL	Bud get note
<i>Outcome Component 1) Project inception meeting & identification of funding resources</i>	UNDP 17 Countries	62000	GEF	71300	Local Consultants	37,000	167,000	0	204,000	A
		62000	GEF	75700	Training, Workshop	51,000	0	0	51,000	B
	Subtotal	62000	GEF		Total outcome 1	88,000	167,000	-	255,000	
<i>Outcome Component 2 Assessment of progress towards each ABT and/or national equivalent</i>	UNDP 17 Countries	62000	GEF	71200	International Consultants	60,000	110,000	0	170,000	C
		62000	GEF	71300	Local Consultants	136,000	289,000	0	425,000	D
		62000	GEF	71600	Travel	34,000	85,000	0	119,000	E
		62000	GEF	75700	Training, workshops	119,000	221,000	0	340,000	F
		62000	GEF	74500	Miscellaneous	17,000	34,000	0	51,000	G

¹⁰ See separate guidance on how to enter the TBWP into Atlas

	UNDP Global	62000	GEF	71200	International Consultants	23,500	42,500	16,000	82,000	H
		62000	GEF	74100	Professional Services	0	3,000	0	3,000	I
	Subtotal	62000	GEF		Total Outcome 2	389,500	784,500	16,000	1,190,000	
<i>Outcome Component 3: Production and submission of 6NR</i>	UNDP 17 Countries	62000	GEF	72100	Contractual/Professional services	0	272,000	0	272,000	J
	UNDP Global	62000	GEF	71200	International Consultants	0	52,000	16,000	68,000	K
	Subtotal	62000	GEF		Total outcome 3	0	324,000	16,000	340,000	
<i>Project Management</i>	UNDP Global	62000	GEF	71400	International Consultants	17,625	30,250	17,625	65,500	L
		62000	GEF	61200	Project staff = Contractual/ Professional services	7,500	10,000	7,500	25,000	M
		62000	GEF	71600	Travel	2,000	4,000	1,000	7,000	N
		62000	GEF	73100	Rental & Maintenance-Premises	1,500	3,000	1,500	6,000	O
		62000	GEF	74500	Miscellaneous	1,000	1,500	1,000	3,500	P
		62000	GEF	74596	Services to projects - IRH	2,000	750	750	3,500	Q
		62000	GEF	74596	Services to projects	16,733	41,812	9,455	68,000	R
	Subtotal	62000	GEF		PMC	48,358	91,312	38,830	178,500	
	GRAND TOTAL					525,858	1,366,812	70,830	1,963,500	

*Note - The 17 countries are: Bangladesh, Bhutan, Cambodia, China, India, Indonesia, Lao People's Democratic Republic, Malaysia, Myanmar, Nepal, Papua New Guinea, Philippines, Samoa, Sri Lanka, Thailand, Timor-Leste, Viet Nam. Each will use 1/17 of funds in 2017, 2018, 2019 and will have a separate row for each budgetary row under each component.

Budget notes:

A	Estimates for a local consultant(s) to serve as local technical coordinator, technical specialists or to supplement the staff capacity of existing national staff, based on the needs of each country, \$ 12,000 x 17 Countries Total: \$ 204,000
B	Country participation in training and capacity building opportunities on the use of the CBD online reporting tool and the development of data that reports on progress in achieving the targets and activities in the post-2010 NBSAP. \$ 3,000 X 17 Countries Total: 51,000

C	Estimates for international consultants (\$ 10,000 for each of 17 Countries) for the costs associated with obtaining specialized technical support and data sets that the country does not currently have access to, in particular those data associated with essential ecosystem services. Total: \$170,000
D	Estimates for a local consultant(s) to serve as local technical coordinator, technical specialists or to supplement the staff capacity of existing national staff, based on the needs of each country, with an estimate of 25,000 x 17 Countries Total: \$ 425,000
E	Estimates for travel workshops, meetings and trainings related to stakeholder engagement. Estimate \$20,000 x 17 countries. Total: \$ 340,000
F	Estimates for travels for technical data gathering, stakeholder consultations etc. \$ 7,000 X 17 countries. Total: \$ 119,000
G	A small amount of miscellaneous funding is set aside to fund additional relevant but currently unallocated expenses. \$3,000 x 17 Countries Total: \$ 51,000
H	Technical Project Advisor - 69% of the 1/4 of the position for 2 years (\$ 270,000) to be cost shared with the three sister MSPs (\$46,250); International technical consultant/s for centralized specialized support including: provisioning of data associated with national reporting, as well as specialized data on an as-needed basis; preparing and convening e-learning opportunities, including webinars, self-paced modules, and courses; support to any regional workshops that SCBD may convene, organizing the technical peer review, and providing knowledge products defined during project inception; (\$ 30,750) and Terminal Evaluation Consultant (\$ 5,000); (\$ 61,250) Total: \$ 82,000.
I	Project audit cost Total \$ 3,000
J	Contractual and professional services include costs associated with editing mapping, printing, design, translation into local languages and into English, workshop facilitation \$16,000 x 17 Countries. Total: \$ 272,000
K	International technical consultant/s for centralized specialized support: provisioning of data associated with national reporting, as well as specialized data on an as-needed basis; preparing and convening e-learning opportunities, including webinars, self-paced modules, and courses; support to any regional workshops that SCBD may convene, organizing the technical peer review, and providing knowledge products defined during project inception. \$ 4,000 X 17 Countries. Total: \$68,000.
L	Technical Project Advisor - 31% of the 1/4 of the position for 2 years (\$ 270,000) to be cost shared with the three sister MSPs (\$21,250), Project Data Analyst 1/4 of the position for 2 years (\$ 77,000) to be cost shared with the three sister MSPs (\$ 19,250). Project Support Consultant(s) in NY/IRH (\$25,000) Total: \$ 65,500
M	Project Associate (G7-FTA) – ¼ of the cost for this position in NY for 2 years to be cost shared with three sister MSPs. Total: \$ 25,000
N	Travel includes Technical Project Advisor’s official travels including participation in CBD organized meetings including SBBSTA, etc. cost shared with three sister MSPs Total: 7,000
O	G7 Project Associate office space 8k year x 2.5 years, to be cost shared with three sister MSPs. Total \$6,000
P	A small amount of miscellaneous funding is set aside to fund additional relevant but currently unallocated expenses. Total \$3,500
Q	“Budget for Direct Project Costs is estimated for direct project services planned to be carried out by UNDP, such as: recruitment of project personnel, procurement of goods and services, processing travel, payments, logistic support to workshops.” Estimated at a maximum of \$ 3,500 for the global component and \$ 4,000 per country for the country components Total: \$ 71,500

R	Budget for Direct Project Costs is estimated for direct project services planned to be carried out by UNDP, such as: recruitment of project personnel, procurement of goods and services, processing travel, payments, logistic support to workshops.” Estimated at a maximum of \$ 3,500 for the global component and \$ 4,000 per country for the country components Total: \$ 71,500
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XI. LEGAL CONTEXT

1. This project forms part of an overall programmatic framework under which several separate associated country level activities will be implemented. When assistance and support services are provided from this Project to the associated country level activities, this document shall be the “Project Document” instrument referred to in: (i) the respective signed SBAA for the specific countries; or (ii) in the Supplemental Provisions attached to the Project Document in cases where the recipient country has not signed an SBAA with UNDP, attached hereto and forming an integral part hereof. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”
2. This project will be implemented by UNDP via its Istanbul Regional Hub (“Implementing Partner”) in accordance with the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.
3. The responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP’s property in the Implementing Partner’s custody, rests with the Implementing Partner. The Implementing Partner shall: (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried; (b) assume all risks and liabilities related to the Implementing Partner’s security, and the full implementation of the security plan. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.
4. The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/qa_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.
5. Consistent with UNDP’s Programme and Operations Policies and Procedures, social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
6. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
7. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation

XII. ANNEXES

- **Annex 1: UNDP Risk Matrix**
- **Annex 2: Multi Year Work Plan:**
- **Annex 3: Monitoring Plan**
- **Annex 4: Evaluation Plan:**
- **Annex 5: Gender Action Plan**
- **Annex 6: Summary of ToRs for Project Staff and Key Consultants Financed by the Project**
- **Annex 7: Terms of Reference for Project Board**
- **Annex 8: UNDP Co-financing Letter and Letters of Endorsement from Participating Countries**
- **Annex 9: Draft Term of Reference for 6NR Project Technical Advisor**
- **Annex 10: Draft Term of Reference for 6NR Project G7 Project Associate**
- **Annex 11: Draft Term of Reference for 6NR Project Consultant**
- **Annex 12: Draft Term of Reference for 6NR Project Spatial Data Specialist**

Annex 1: UNDP Risk Matrix

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	The third, fourth and fifth national reporting projects to the CBD showed that many countries were slow to prepare and remit this information to the GEF implementing agency. Often requests were incomplete or contained inconsistent texts.	April 2017	Operational	Potential effect: Probability: 4 Impact: 2	The financial and technical support packages are designed to support countries to develop timely, data driven national reports. Working with SCBD, UNDP will ensure there is better articulation of the requirements of each country during the project. As part of their contribution to this project, UNDP and UNEP will prepare a readymade template for country requests and related guidance materials.	Technical Project Advisor, RTA	UNDP	At CEO Endorsement	Risk continues to persist
2	Previous national reports often missed the opportunity to involve civil society in consultations.	April 2017	Political	Potential effect: There will be limited buy-in into the results of the 6 th National Reports Probability: 4 Impact: 2	A major component of this project is technical support related to stakeholder engagement in the reporting process. Countries also received funding to undertake this exercise during the post-2010 NBSAP revision process and demonstrated significant improvement in doing so. UNDP and UNEP will ensure that individual country proposals contain a comprehensive list of the stakeholders that will be engaged in the process. In partnership with the SCBD, experts will be engaged to train country teams on how to facilitate a comprehensive stakeholder engagement process.	Technical Project Advisor, RTA	UNDP	At CEO Endorsement	Risk continues to persist

3	The third, fourth and fifth national reporting projects to the CBD showed that many countries do not have adequate capacity to prepare CBD reports, and Parties generally do not review key issues such as gender when preparing their national reports, as this is not explicitly referred to in the decision, guidelines or template.	April 2017	Strategic	<p>Potential effect: The NR will be of low quality, and will provide inadequate guidance to countries and to the CBD's 5th Global Outlook</p> <p>Probability: 3</p> <p>Impact: 2</p>	<p>The project will build on the capacity building program that SCBD, UNDP and UNEP implement to support parties with NBSAP revision and implementation.</p> <p>In addition, UNDP and UNEP-WCMC will maintain a technical support facility through the NBSAP Forum to support countries during project. UNDP and UNEP will also provide a technical peer review of the draft reports.</p> <p>The operational procedures and substantive guidance will also be located on in the CBD website in multiple languages.</p>	Technical Project Advisor, RTA	UNDP	At CEO Endorsement	Risk continues to persist
4	There is a risk that countries will not review gender issues substantially.	April 2017	Strategic	<p>Potential effect: The 6th National Report will not be gender-responsive</p> <p>Probability: 3</p> <p>Impact: 2</p>	UNDP and UNEP will ensure that gender equality issues are fully mainstreamed into the 6NR through the technical review process	Technical Project Advisor, RTA	UNDP	At CEO Endorsement	Risk continues to persist

Annex 2: Multi Year Work Plan:

Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1. Project inception meeting and identification of funding resources	1.1. The Steering committee is formed, roles for the preparation of the 6NR are assigned, and a production plan and timeline is developed.	█	█														
	1.2. Funding and resource are acquired, including the submission of a funding request and the identification of other funding sources.	█	█														
	1.3. Participation in training and capacity building opportunities on the use of the CBD online reporting tool and the development of data that reports on progress in achieving the targets and activities in the post-2010 NBSAP.		█	█													
2. Assessment of progress towards each ABT and/or national equivalent	2.1. Scoping report/zero draft for each ABT and/or national equivalent is prepared.			█	█												
	2.2. Consultations with stakeholders are undertaken					█	█	█	█	█	█	█					
	2.3. Reports for each ABT and/or national equivalent are developed					█	█	█	█	█	█	█					
3: Production and submission of 6NR	3.1. The draft 6NR is compiled, undergoes a technical peer review, revised and finalized.										█	█	█	█			
	2.Technology needs assessment												█	█			
	3.2. The 6NR is validated and officially submitted to the CBD												█	█			
UNDP Closure	Final inventory of non-expendable equipment														█	█	█
	Equipment transfer letter														█	█	█
	Final expenditure statement														█	█	█
	Independent terminal evaluation report														█	█	█

Annex 3: Monitoring Plan

Monitoring	Indicators	Description	Data source/ Collection Methods	Frequency	Responsible for data collection	Means verification of	Assumptions and Risks
Objective: To provide financial and technical support to GEF-eligible Parties to the Convention on Biological Diversity (CBD) in their work to develop high quality, data driven sixth national reports (6NR) that will improve national Strategy of 2021 – 2030.		Number of countries that have produced their 6th National reports and submitted them to the CBD Sec.	Decision Support System UNDP, national consultations, communications with countries.	Semi-Annual	Technical Project Advisor, project assistant, with Country Office support.	Project reports. Minutes of the PSC. Terminal evaluation Project website at the SCBD. Interviews with government agents, CBD focal points	1. Development and sectoral planning frameworks at country level integrated measurable biodiversity conservation and sustainable use targets during the NBSAP process. 2. The 17 countries are enabled and informed for better decision making in BD conservation.
Project Outcome 1; A functional steering committee (SC) is formed to prepare the 6NR, project timelines and methods are developed, funding is mobilized and training and capacity building activities are complete.	Indicator 1	Percentage of countries with functional steering committees	Communication with countries.	Quarterly	Technical Project Advisor, project assistant, with Country Office support.	Project reports. Minutes of the PSC. Terminal evaluation Interviews with government agents, CBD focal points	Assumption: Relevant key institutions will be willing to second their staff for membership of the steering committee.

Project Outcome 2 Stakeholder owned reports for each ABT and/or national equivalent are produced and compiled.	Indicator 1	Percentage of all identified stakeholders registered in a comprehensive stakeholder inventory involved in producing and compiling of ABTs and/or national equivalent.	Communication with Country offices.	Quarterly	Technical Project Advisor, project assistant, with Country Office support.	Project reports. Minutes of the PSC. Terminal evaluation Interviews with government agents, CBD focal points.	Assumption: Forming partnerships between relevant stakeholders interested in biodiversity conservation issues and in development issues.
	Indicator 2	Percentage of countries that have produced reports for each ABT and/or national equivalent.					
	Indicator 3	Number of countries with reports for each ABT and/or national equivalent include a gender section.					

<p>Project Outcome 3 Stakeholder owned 6NR is produced and submitted to the CBD.</p>	<p>Indicator 1</p>	<p>Percentage of the number of countries submitting 6NRs to the CBD.</p>	<p>Country office communication.</p>	<p>Quarterly</p>	<p>Technical Project Advisor, project assistant, with Country Office support.</p>	<p>Project reports. Minutes of the PSC. Terminal evaluation Interviews with government agents, CBD focal points.</p>	<p>Assumption: The ongoing training by SCBD will support countries and contribute to better articulation of country requirements for the project..</p>
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Annex 4: Evaluation Plan:

Evaluation Title	Planned start date Month/year	Planned end date Month/year	Included in the Country Office Evaluation Plan	Budget for consultants¹¹	Other budget (i.e. travel, site visits etc...)	Budget for translation
Terminal Evaluation	<i>August, 2019 3 months before operation closure</i>	<i>Dec 2019 To be submitted to GEF within three months of operational closure</i>	<i>Yes/No Mandatory</i>	<i>USD 15,000</i>	<i>None</i>	<i>None</i>
Total evaluation budget				USD 15,000		

¹¹ The budget will vary depending on the number of consultants required (for full size projects should be two consultants); the number of project sites to be visited; and other travel related costs. Average # total working days per consultant not including travel is between 22-25 working days.

Annex 5: Gender Action Plan

Gender Action Plan: Technical Support to Eligible Parties to Produce the Sixth National Report to the CBD (6NR - Asia)				
Component 1: Project inception meeting & identification of funding resources				
Outcome 1: A functional steering committee (SC) is formed in each country to prepare the 6NR, project times and methods are developed, funding is mobilized, where necessary, and training and capacity building activities are complete				
Output	Gender-responsive output indicator	Target	Timeline	Responsibility
<p>1.1: The SC is formed, roles for the preparation of the 6NR are assigned, and a production plan and timeline is developed.</p> <p>Output 1.2. Necessary project funding and resource are acquired, including the submission of an Annual Work Plan and Letter of Authorization and the identification of other funding sources, as needed.</p>	<p>Relevant women’s groups and ministries are engaged as part of each country’s SC.</p> <p>Women and gender equality considerations are included in inception meeting agenda to determine gender equality -related entry points for preparing the 6NR.</p>	<p>At least five number of women’s groups are engaged in stakeholder consultations regarding ABTs or as appropriate. Ministry / committee of women’s affairs is engaged in all SC where relevant and possible.</p> <p>All inception meetings include an agenda item on gender mainstreaming.</p>	March 2018	Technical Project Advisor
<p>1.3: Participation in training and capacity building opportunities on the use of the CBD online reporting tool and the development of data that reports on progress in achieving the targets and activities in the post-2010 NBSAP.</p>	<p>Number of training activities on integration of sex-disaggregated and gender responsive data</p> <p>Number of training and capacity building activities that are gender responsive, integrating priorities and needs of women</p>	At least three trainings		
Component 2: Assessment of progress towards each national target				
Outcome 2. 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	Gender-responsive output indicator	Target	Timeline	Responsibility
2.1. Scoping report/zero draft for each ABT and/or national equivalent is prepared.	Scoping reports and baseline data is sex-disaggregated and gender responsive (includes the use by both women and men in the valuation of biological resources; report on benefits derived using sex-disaggregated data; monitor participation of women and men; account for differences in biodiversity use between women and men in stocktaking exercises).	All relevant scoping reports and data are sex-disaggregated and gender responsive	Oct 2018	Technical Project Advisor
2.2. Consultations with stakeholders are undertaken to verify data and progress assessments and address information gaps for each ABT.	Gender responsive stakeholder consultations	At least five number of women's groups are engaged in during stakeholder consultations.	Sept 2018	Technical Project Advisor
2.3. Reports for each ABT and/or national equivalent are developed, which strive to be gender responsive, considering the resources and timeframe of the project in each country.	Gender-responsive reports for each ABT and/or national equivalent are developed	All ABT reports are gender responsive	June 2019	Technical Project Advisor
Component 3: Sixth national Report production and submission				
Outcome 3: A Stakeholder owned 6th national Report is produced and submitted to the CBD				
Output	Gender-responsive output indicator	Target	Timeline	Responsibility
3.1. <i>The draft 6NR is compiled, undergoes a technical peer review, revised and finalized.</i> 3.2. <i>The 6NR is validated and officially submitted to the CBD.</i>	Gender mainstreaming technical expertise is included as part of peer review panel women and gender equality considerations mainstreamed into the peer review checklist	All peer review processes are gender mainstreamed and include gender mainstreaming technical expertise.	June 2019	Technical Project Advisor

Annex 6: Summary of ToRs for Project Staff and Key Consultants Financed by the Project

Type of Consultant	Position / Titles	Terms of Reference: Tasks, Deliverables and Qualifications
International Consultant	Technical Project Advisor (TPA)	<p>Tasks:</p> <ul style="list-style-type: none"> • Manage the 6NR projects at a global scale, working to maximise and showcase impacts and to strengthen relationships with stakeholders at all levels; • Provide strategic guidance and management oversight to 6NR projects to support 64 countries, reviewing on a regular basis progress reports, deliverables, disbursements and budgets to ensure implementation is on track, and troubleshooting and adapting management as required; • Ensure the management and administrative requirements (technical, financial, communications, audits, evaluations, etc.) of the GEF are met; • Ensure that UNDP-specific processes (integrated work planning, budgeting, procurement, monitoring and evaluation etc.) are met; • Establish and convene meetings of the Global Coordination Committee (GCC); • Manage and monitor risks and issues, submitting newly identified ones to the global head of Biodiversity and/or GCC for consideration and decision if required; • Identify and source necessary technical expertise and support, and oversee the recruitment of international consultants and service providers, ensure necessary training and ongoing capacity building are carried out; • Liaise with other relevant UNDP staff including in-country colleagues regarding the 6NR projects, including to share information about trends and issues in the thematic area; • Liaise with the CBD Secretariat staff on all technical issues related to National Reporting, as well as subsidiary issues, including the Clearinghouse Mechanisms, the status of the Global Biodiversity Outlook, and issues related to each Aichi Biodiversity Target. • Provide overall technical quality assurance in the National Report development processes, including review of work plans, review of initial drafts, development and execution of consultation processes • Ensure technical excellence of implementation/outcomes and outputs/products by providing inputs to, and critically reviewing, these; • Work with UNDP staff and partner organisations to feed lessons learned from 6NR projects into specific case studies, the NBSAP Forum and partner’s website. <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Technically robust 6th National Reports • Regular updates in the form of a dashboard or easily digested progress report on the status of

Type of Consultant	Position / Titles	Terms of Reference: Tasks, Deliverables and Qualifications
		<p>development of 6th National Reports</p> <ul style="list-style-type: none"> • Expert review template • Completion of guidance materials and SESP Plan <p>Expertise & Qualifications:</p> <ul style="list-style-type: none"> • Master’s degree in natural resources or relevant field highly desired • Experience with National Biodiversity Strategies and Action Plans and 5th National Reports • At least 7 years of experience with thematic areas included in National Biodiversity Strategies and Action Plans and 5th National Reports, including protected areas and their status, the conservation status of biodiversity, threats to biodiversity • Experience managing UNDP project highly desired • Experience developing and managing technical and expert reviews of national plans and reports
G7 FTA	Programme Associate	<p>Tasks:</p> <p>Support on administrative services:</p> <ul style="list-style-type: none"> • Serve as point of contact on administrative and operational issues between the CTU and UNDP finance, other support staff, UNDP country offices, and national implementation teams; • Support the TPC in monitoring and facilitating compliance with management and administrative requirements from GEF; • Support the TPC in monitoring and facilitating compliance with UNDP-specific processes in managing financial resources, monitoring and evaluation, travel arrangements, etc.; • Assist with the development and output of implementation materials, including project documents, guidance materials, templates, technical reports, etc. as required; • Support the recruitment of personnel, consultants or service providers ensuring compliance with the applicable UNDP rules & regulations; • Facilitate and support the preparation and organisation of meetings and webinars; • Facilitate knowledge-building and sharing and provide support and input to the platforms created. <p>Support on financial and technical management</p> <ul style="list-style-type: none"> • Set up and maintain document control procedures and a document filing system, including for supporting documentation for financial reviews, continuously integrating relevant new information/data; • Assist in managing requests for day-to-day financial administration, using advance of funds, direct payments, or reimbursement using Fund Authorization and Certificate of Expenditures;

Type of Consultant	Position / Titles	Terms of Reference: Tasks, Deliverables and Qualifications
		<ul style="list-style-type: none"> • Maintain the internal expenditures control system which ensures that vouchers processed are matched and completed; transactions are correctly recorded and posted in Atlas; • Take timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers; • Create requisitions and register goods receipt in ATLAS (ERP); • Make budget checks for requisitions, Purchase Orders and vouchers; <p>Support on monitoring and reporting</p> <ul style="list-style-type: none"> • Support and facilitate results-based programme development and management throughout the different stages of projects/programme implementation; • Manage information flows and support regular reviews by the TPC regarding project details, schedules, risks, deliverables and budgets to ensure implementation is on track; • Monitor quality indicators and administer quality review processes and independent evaluations of the Initiative; • Monitor planning and implementation carried out by responsible parties, such as by contractors and service providers including in pilot countries, and that they are aligned with key milestones; • Maintain and manage all financial information, including disbursements to the countries • Provide regular (quarterly) financial reports to the technical advisor • Provide support for communication activities related to the project <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Development of a procurement plan • Development of quarterly financial reports • Development of annual donor narrative and financial reports • Procurement reports as required • Roster of experts <p>Expertise & Qualifications:</p> <ul style="list-style-type: none"> • At least 2 years of experience working on project support, preferably with a UN agency • Experience with all aspects of procurement, preferably within the UN system • Experience with all aspects of financial reporting and financial management • Experience with UNDP's Atlas system highly desirable

Type of Consultant	Position / Titles	Terms of Reference: Tasks, Deliverables and Qualifications
National Consultant	National Biodiversity Planning and Reporting Specialist	<ul style="list-style-type: none"> • Bachelor’s degree or equivalency <p>Tasks:</p> <ul style="list-style-type: none"> • Formulate knowledge products that support: the development of indicators; the use of scientifically sound data during NBSAP implementation and reporting; and assessments of progress in the achievement of national biodiversity targets; • Support and facilitate, as required, the development of training materials and delivery of training events specifically focused on the knowledge products that support the development of indicators, the use of scientifically sound data during NBSAP implementation and reporting, and assessments of progress in the achievement of national biodiversity targets; • Coordinate overall workflow, conduct research, and create content around emerging issues and programmatic needs specifically related to measuring the results of NBSAP implementation, as a contribution towards achieving the Aichi Biodiversity Targets, the Convention on Biological Diversity, and the Sustainable Development Goals; • Support the Activities Coordinator and work with the Knowledge Management, E-learning and Technical Capacity Building Specialist to develop guidance for stakeholders on adopting best practices related to the scientifically sound data during NBSAP implementation and reporting; • Participates and substantively supports other team members in the coordination of efforts to support countries during early NBSAP implementation and reporting and provide substantive inputs if necessary; • Critically assesses approaches and develops processes that improve the value of NBSAPs during implementation, adopting best practices related to the use of data. <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Quarterly and annual reports on progress on national components working with the team • 6th National Report <p>Expertise & Qualifications:</p> <ul style="list-style-type: none"> • Bachelors’ degree in environmental management/sciences, sustainable development (such as water/energy/food), international relations, development studies, social/political sciences and/or other relevant field for biodiversity planning. At least two years of working experience in project and knowledge management in issues of environmental management and/or related areas; • At least two years of experience working to support the engagement of stakeholders in issues of environmental management;

Type of Consultant	Position / Titles	Terms of Reference: Tasks, Deliverables and Qualifications
		<ul style="list-style-type: none"> • Experience developing and using indicators and other metrics to measure conservation or project success; • Experience working with governments is an advantage.
National Consultant	Spatial Data Specialist	<p>Tasks: Manage the identification of data layers for the project technical package:</p> <ul style="list-style-type: none"> • Develop geospatial datasets including those prepared internally and those acquired from external sources. • Produce monthly report regarding status and updates of data layers and spatial database. • Support the achievement of delivery targets and results as outlined in the project work plan. <p>Provide on-demand data services for the 64 participating countries:</p> <ul style="list-style-type: none"> • Develop the application and analysis of spatial datasets and other data related to spatial data layers. • Produce spatial maps that illustrate information required for development of robust 6th National Reports. • Provide technical data support to participating countries including analysis of country-specific spatial data. • Work with UNDP staff and partner organizations to feed lessons learned from 6NR projects into specific case studies, the NBSAP Forum and partner’s website. <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Development of data layers for 6NR project technical package • Spatial data support to 6th National Report <p>Expertise & Qualifications:</p> <ul style="list-style-type: none"> • Master’s degree, PhD preferred, in environmental management/sciences, geography, conservation biology/ecology, natural resource management, or other related field At least five years’ experience in spatial data/GIS/remote sensing or in analytical and practical experiences in biodiversity conservation/spatial analysis/ technical process of GIS; • Proficiency in using GIS software and spreadsheet software; • At least two years of experience with measuring the conservation status of protected areas and/or threats to biodiversity is an advantage; • Computer skills; strong communication and presentation skills; • High flexibility and capacity to work under pressure. Full command of the English language, is required for this post.

Annex 7: Terms of Reference for Project Board,

Responsibilities

The Project Board will provide overall strategic policy and management direction for the project and play a critical role in reviewing and approving the project planning & execution conducted by the Project Board and the Executing Agency. In line with the adoption of an adaptive management approach, the Project Board will review project progress, make recommendations and adopt the (biennial) project work plans and budget.

Specific Duties

Specific functions of the Project Board will include:

- Review and approve the Initiation Plan (if such plan was required and submitted to the Local Project Appraisal Committee (LPAC).
- Agree on Technical Project Advisor's responsibilities, as well as the responsibilities of the other members of the Project Management team;
- Delegate any Project Assurance function as appropriate;
- Review the Progress Report for the Initiation Stage (if an Initiation Plan was required);
- Review and appraise detailed Project Plan and AWP, including Atlas reports covering activity definition, quality criteria, issue log, updated risk log and the monitoring and communication plan.
- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the TPA;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Agree on TPA tolerances in the AWP and quarterly plans when required;
- Conduct regular meetings to review the Project Quarterly Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Review Combined Delivery Reports (CDR) prior to certification by the Implementing Partner.
- Appraise the Project Annual Review Report, make recommendations for the next AWP, and inform the Outcome Board about the results of the review.
- Review and approve end project report, make recommendations for follow-on actions;
- Provide ad-hoc direction and advice for exception situations when TPA's tolerances are exceeded;
- Assess and decide on project changes through revisions;
- Assure that all Project deliverables have been produced satisfactorily;
- Review and approve the Final Project Review Report, including lessons-learned;
- Make recommendations for follow-on actions to be submitted to the Outcome Board;
- Commission project evaluation (only when required by partnership agreement);
- Notify operational completion of the project to the Outcome Board.

As the Project Board will provide overall guidance to the Project it will not be expected to deal with day-to-day management and administration of the Project. This will be handled by the PCU, in coordination with the Executing Agency, and under guidance from the Offices of the Implementing Agency (to ensure conformity with UN's requirements).

The Project Board is especially responsible for evaluation and monitoring of Project outputs and achievements. In its formal meetings, the Project Board will be expected to review the Project work plan and budget expenditure, based on the TPA 's report. The PSC should be consulted for supporting any changes to the work plan or budget, and is responsible for ensuring that the Project remains on target with respect to its outputs. Where necessary, the Project Board will support definition of new targets in coordination with, and approval from, the Implementing/Executing Agencies.

Membership

The 6NR Project Board is expected to be composed of:

- Representative of the GEF Implementing Agency: UNDP Istanbul Regional Hub Manager
- Representatives of UNDP-GEF
- Country Representatives

Other parties can be invited as observers to the Project Board Meetings, as deemed relevant and beneficial for the implementation of the Project.

Frequency and Conduct of Meetings

It is anticipated that there will be at least two full meetings of the PSC to take place at the following times during the duration of the Global ABS Project:

- Project Inception
- Project End

Other options such as meetings of representative groupings of the PSC, teleconferencing and e-mail will be explored to allow for discussion and review of project matters during the years when no formal Project Board Meeting are planned.

The TPA will be responsible for ensuring close liaison within the Project Board. Formal meetings will be scheduled and arranged by the PCU in consultation with, and at the request of, the other Project Board members.

Senior Supplier: Project Board

- Ensure project is on track to meet objectives within timeline
- Ensure technical guidance of 6th National Report adheres to SCBD standards and requirements
- Ensure quality of reports is sufficient to meet the needs of the project – to guide the 5th Global Biodiversity Outlook
- Ensure an open communication line is maintained with UN Environment-WCMC regarding technical issues
- Promote learning and information exchange

Project quality assurance:

- Ensure project maintains high level of technical standards across all aspects
- Ensure 6th National Reports are of sufficient quality to guide the 5th Global Biodiversity Outlook
- Ensure robust technical support is provided to countries in a timely fashion
- Spot check technical expert review to ensure quality feedback is provided to countries

- Review major reports, guidance notes, training materials

Annex 8: UNDP Co-financing Letter and Letters of Endorsement from Participating Countries

Please see the attached PDF File.

Annex 9: Draft Term of Reference for 6NR Project Technical Advisor

Location	Home-based with possible mission travel
Type of contract	Individual contract
Start Date	TBD
Post type	International consultant
Duration of Initial Contract	Up to 440 working days over 24 months
Expected Duration of Assignment	Estimated October 2017 – October 2019
Supervisor	Senior Technical Advisor for Ecosystems and Biodiversity (STA), Head of Ecosystems and Biodiversity

Background

Sixty-five countries have accessed Global Environmental Facility's (GEF) Biodiversity Enabling Activities (BD EA) funding through UNDP with the aim of updating their Sixth National Reports (6NR) the Convention of Biological Diversity (CBD). The "Support to Eligible Parties to Produce the Sixth National Report" (6NR) project objective is to provide financial and technical support to GEF-eligible Parties to the Convention on Biological Diversity (CBD) in their work to develop high quality, data driven 6NR that will improve national decision-making processes for the implementation of NBSAPs; that report on progress towards achieving the Aichi Biodiversity Targets (ABTs) and inform both the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030.

The CBD Secretariat has prepared a reference manual that complements guidelines for the 6NR and is intended to assist Parties in preparing their 6NR by the reporting deadline, in accordance with decision XIII/X and Article 26 of the Convention. The reference manual provides suggestions on the types of information Parties may wish to include in their 6NR and sources of information they may wish to draw on. This includes other reporting and assessment processes related to biodiversity, such as those related to other biodiversity-related conventions and multilateral environmental agreements, as well as relevant information managed or maintained by international organizations. It was made available in UNEP/CBD/COP/13/21 and a revised version will be available shortly.

The project will include trainings and capacity building opportunities that are based on the information provided in the 6NR reference manual, and that are developed and executed in close collaboration with the CBD Secretariat. The project will also support Parties to assess each national target using a stakeholder consultation process, and to participate in a technical peer review process. This will help to ensure the preparation of a comprehensive 6NR and create ownership of its conclusions.

UNDP is seeking a Technical Project Coordinator (TPC) to lead the direct implementation of the project, including project planning, implementation, monitoring, partner liaising and reporting.

Description of Responsibilities

Scope of work:

Under the overall guidance and supervision of the Head of Ecosystems and Biodiversity, the consultant will carry out the following key tasks:

Provide consultancy services for implementation and oversight of the 6NR project at a global scale, including advising on planning, implementation, and management of project activities:

- Prepare inputs for two-year, annual and quarterly work plans and budgets for the project;

- Cooperate with project team to ensure the timely adherence to work-plans, the cost-effective use of project funds and the delivery of outputs in keeping with the budgets, efficient and coordinated implementation of all project activities and ensure the achievement of delivery targets and results as outlined in the project work plan.
- Advise on the management and administrative requirements (technical, financial, communications, audits, evaluations, etc.) of the GEF
- Advise on efficient and coordinated implementation of all project activities.
- Ensure the achievement of delivery targets and results as outlined in the project work plan.

Cooperate with Technical Assistance Team:

- When needed, provide technical inputs for implementation of operational processes pertaining to procurement, recruitments and contractual engagement of service providers in a timely manner as per the work plan;
- Support development and maintenance of a roster of technical experts to support delivery of the technical support package.
- Cooperate with Technical Specialists/Consultants to provide outputs on schedule in a timely and efficient manner, and that they are incorporated into the project;
- Participate in periodic working level management meetings and other events;
- Provide consultancy services and day-to-day technical inputs to the team and the Head of Ecosystems and Biodiversity; and,
- Work with UNDP staff and partner organizations to feed lessons learned from 6NR projects into specific case studies, the NBSAP Forum and partner’s website.

Provide Technical Support to Project Countries:

- Advise on design and development of technical support package for the 64 participating countries, including guidance material, best practices, peer review and data packages; and disseminate them to the project teams in each country.
- Liaise with participating government departments, ministries and other institutions to obtain sufficient support for project implementation;
- Provide strategic guidance and act as a focal point to the 64 countries, including reviewing and consulting initial work plans, regular progress reports, deliverables, disbursements and budgets to ensure implementation is on track, and troubleshooting and adapting management as needed;
- Provide overall technical quality assurance in the National Report development processes, including providing or coordinating the technical review of draft national reports, and supporting countries to develop and execute their stakeholder consultation processes following best practices.
- Review products to encourage technical excellence in the of implementation/outcomes and outputs/products by providing inputs to, and critically reviewing, products
- Liaise with relevant UNDP staff including in-country colleagues regarding the 6NR projects to share information about trends and issues in the thematic area;
- Be involved in strengthening of relationships with stakeholders at all levels by supporting development and execution of an outreach campaign that communicates to value of the project’s capacity building opportunities to participating government entities;

- Be involved in strengthening of partnerships with project partners, such as the Secretariat to the Convention on Biological Diversity (SCBD), and develop or expand partnership with relevant government agencies and civil society.
- Liaise with SCBD staff on all technical issues related to National Reporting, as well as subsidiary issues, including the Clearinghouse Mechanisms, the status of the Global Biodiversity Outlook, and issues related to each Aichi Biodiversity Target
- Maximize and showcase the impacts of the project from the country to the global level;
- Participate and support organization of Project Board meetings, including preparation of technical inputs for board documents and materials;
- Support the Ecosystem and Biodiversity Programme and Management Support Unit in advising on managing the project's financial resources, including financial reporting, both internally and externally.

Support Monitoring, Evaluation and Reporting:

- Support monitoring of the implementation of all project activities and budgets, including progress towards project indicators;
- Monitor risks and issues and consult their management, submit newly identified ones to the Head of Ecosystems and Biodiversity and/or the Global Coordination Committee (GCC) for consideration and decision if required
- Participate at meetings of the GCC, and support the project team to organize and report back at these meetings.
- Provide inputs for reports on implementation and progress towards results through appropriate means. As a minimum, these include the following: Inception Report, the UNDP-GEF Annual Project Report / Project Implementation Report (APR/PIR), progress reports and any reports needed for bilateral funders, along with inputs to the project's terminal evaluation;

Information on working arrangements

- Estimated level of effort including travel days is up to 440 days;
- The Technical Project Coordinator will be home based with mission travels;
- The Technical Project Coordinator will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultant will report to, and be directly supervised by Head of Ecosystems and Biodiversity;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Timeline of deliverables and provided services will be agreed with the supervisor at the beginning of each month.
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a "day" calculated as 8 hours of work).

Mission Travel:

- International mission travel might be required to New York, USA, Montreal, Canada and various countries that are developing their 6th National Reports as required for coordination, training and quality assurance. Expected mission travel would be discussed upon commencement of the assignment and updated quarterly
- Any necessary mission travel must be approved in advance and in writing by the Supervisor;
- The Advanced and Basic Security in the Field II courses must be successfully completed prior to commencement of travel to join the duty station or first mission travel, which ever takes place first;

- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director;
- Consultants are responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;
- The Consultant is required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- Travel for missions will be arranged by UNDP and related expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants.

Competencies

Corporate:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Technical / Functional:

- Expertise in project structuring;
- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines
- Ability to oversee timely project implementation and to provide the necessary trouble shooting to keep project implementation on schedule;
- Ability to formulate and manage budgets, excellent project oversight functions, including audit, accurate and thorough risk assessment and management;
- Ability to lead strategic planning, results-based management and reporting: knowledge of project cycle, excellent work/project planning skills,

Communication:

- Ability to communicate effectively, both verbally and in writing, in a simple, concise and persuasive manner.

Professionalism:

- Ability to work and build partnerships with multiple stakeholders and partners across a wide range of disciplines;
- Demonstrated ability in strategic thinking;
- Strong organizational, reporting and writing abilities;
- Able to work independently and remotely with minimal supervision;
- Remains calm, in control and good humored, even under pressure;
- Consistently approaches work with energy and a positive, constructive attitude;
- Openness to change and ability to receive/integrate feedback.

Teamwork:

- Demonstrated ability to work effectively as part of a collaborative team and process.

Qualifications:

Education:

- Master's degree environmental management/sciences, natural resource management, biology/ecology, or other related field.

Experience:

- At least five years' experience with project management in issues of environmental management, including contract management, workplan development and management, financial management, donor report development and project monitoring;
- At least four years of experience with any of the thematic areas included in National Biodiversity Strategies and Action Plans and National Biodiversity Reports. This experience may include work in: protected area design, management and/or evaluation; removal of harmful incentives and/or subsidies; indicators and criteria for measuring conservation effectiveness; communication and advocacy strategies; sustainable production and consumption; pollution reduction; invasive species; restoration of ecosystems; and/or resource mobilization. At least four years of direct experience liaising with national government agencies on biodiversity-related issues. Ideally the candidate also has experience working with international institutions, NGOs and civil society regarding biodiversity-related issues.
- Experience working with National Biodiversity Strategies and Action Plans and National Biodiversity Reports, and at least experience 2 years of experience supporting countries on the development of national plans or reports.
- At least two years of experience developing and managing technical and expert reviews of national plans and reports is an advantage
- At least two years of experience with measuring the conservation status of protected areas and/or threats to biodiversity is an advantage; Experience managing projects for UNDP is an advantage.

Language requirements

- Fluent in English with excellent oral and written communication skills.

5. Evaluation of Applicants

Individual consultants will be evaluated based on a cumulative analysis **taking into consideration the combination of the applicants' qualifications and financial proposal.**

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical (P11 desk reviews and interviews) and financial criteria specific to the solicitation.

- Applicants will be evaluated according to a combined scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, languages [max. 70 points] and interview [max. 30 points]) will be based on a maximum 100 points;
- Only the top 4 candidates obtaining 49 points or more of the review of education, experience, languages will be considered for the interview;
- Candidates obtaining 21 points or higher in the interview will be deemed technically qualified and considered for financial evaluation;

Technical Criteria - max. 70 points:

- Criteria A - Education: Master's degree in environmental management/sciences, natural resource management, biology/ecology, or other related field. (max. 10 points)
- Criteria B - At least five years' experience with project management in issues of environmental management, including contract management, workplan development and management, financial management, donor report development and project monitoring; (max. 10 points)
- Criteria C – At least four years of experience with any of the thematic areas included in National Biodiversity Strategies and Action Plans and National Biodiversity Reports (max. 10 points)
- Criteria D - At least four years' experience liaising with international institutions, civil societies and/or national, regional or local governmental authorities. (10 points)
- Criteria E – Experience working with National Biodiversity Strategies and Action Plans and National Biodiversity Reports, and at least experience 2 years of experience supporting countries on the development of national plans and/or reports. (10 points)
- Criteria F – At least two years of experience developing and managing technical and expert reviews of national plans and reports is an advantage (5 points)
- Criteria G – At least two years of experience with measuring the conservation status of protected areas and/or threats to biodiversity is an advantage; (max 5 points)
- Criteria H - Experience managing projects for UNDP is an advantage. (5 points)
- Criteria I –Fluent in English with excellent oral and written communication skills. (max. 5 points)

Technical Interviews – max 30 points

Financial Criteria - 30% of total evaluation – shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified

6. Application procedures

Qualified candidates are requested to apply online via this website. The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position. Please paste the letter into the "Resume and Motivation" section of the electronic application.
- **Filled P11** form including past experience in similar projects and contact details of referees (blank form can be downloaded from http://www.eurasia.undp.org/content/dam/rbec/docs/P11_modified_for_SCs_and_ICs.doc; please upload the P11 instead of your CV.
- **Financial Proposal*** - specifying all-inclusive daily fee in USD.
- **Incomplete applications will not be considered.** Please make sure you have provided all requested materials

Annex 10: Draft Term of Reference for 6NR Project G7 Project Associate

I. Position Information	
Job Title: Project Associate – 6 NR Project	Grade Level: G7
Position Number:	Duty Station: Istanbul, Turkey
Department: BPPS/GEF/HQ	Family Duty Station as of Date of Issuance: Yes
Reports to: STA for EBD (P5)	Date of Issuance:
Direct Reports:	Closing Date:
Position Status: Non-Rotational	Duration and Type of Assignment: More than a year, Fixed Term Appointment
Job Family: Yes	

XIII. II. JOB PURPOSE AND ORGANISATIONAL CONTEXT

Sixty-five countries have accessed Global Environmental Facility's (GEF) Biodiversity Enabling Activities (BD EA) funding through UNDP with the aim of updating their Sixth National Reports (6NR) for the Convention of Biological Diversity (CBD). The "Support to Eligible Parties to Produce the Sixth National Report" project objective is to provide financial and technical support to GEF-eligible Parties to the Convention on Biological Diversity (CBD) in their work to develop high quality, data driven 6NR that will improve national decision-making processes for the implementation of NBSAPs; that report on progress towards achieving the Aichi Biodiversity Targets (ABTs) and inform both the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030.

The CBD Secretariat has prepared a reference manual that complements guidelines for the 6NR and is intended to assist Parties in preparing their 6NR by the reporting deadline, in accordance with decision XIII/X and Article 26 of the Convention. The reference manual provides suggestions on the types of information Parties may wish to include in their 6NR and sources of information they may wish to draw on. This includes other reporting and assessment processes related to biodiversity, such as those related to other biodiversity-related conventions and multilateral environmental agreements, as well as relevant information managed or maintained by international organisations. It was made available in UNEP/CBD/COP/13/21 and a revised version will be available shortly.

The project will include trainings and capacity building opportunities that are based on the information provided in the 6NR reference manual, and that are developed and executed in close collaboration with the CBD Secretariat. The project will also support Parties to assess each national target using a stakeholder consultation process, and to participate in a technical peer review process. This will help to ensure the preparation of a comprehensive 6NR and create ownership of its conclusions.

UNDP is seeking a project associate to carry out a number of tasks under the project. Under the overall guidance and supervision of the Head of Ecosystems and Biodiversity, the Project Associate will provide the overall administration and execution of varied and inter-related project operational and logistical activities at Headquarters and in communication with Regional and Country Offices, ensuring high quality and accuracy of work. The Project Associate promotes a client-focused, quality and results-oriented approach.

The Project Associate will work with the support staff of the HQ/Regional Office Operations Unit. She/he will also work in close collaboration with participating UNDP Country Offices administrative, operations and finance staff, Project Managers and Project teams, as well as with staff of other UN agencies to exchange information and ensure consistent service delivery.

The Project Associate is based at UNDP IRH.

XIV. III. DUTIES AND RESPONSIBILITIES

Summary of Key Functions:

- Operational and administrative services
- Financial and technical management
- Monitoring and reporting

The following are the specific key functions/results expected:

1. Operational and administrative services:

- ❑ Serve as point of contact on administrative and operational issues between the Project Coordination Unit (PCU) and UNDP IRH Programme and Management Support Unit other support staff, UNDP- GEFI and country offices, and national implementation teams;
- ❑ Monitoring and ensuring compliance with management and administrative requirements from donors (technical and financial reports, budget compliance and audits at the global and country levels, time-sheets, communication guidelines, etc.);
- ❑ Monitoring and ensuring compliance with UNDP-specific processes in managing financial resources, monitoring and evaluation, travel arrangements, etc.;
- ❑ Assist with the development and output of implementation materials, including project documents, guidance materials, templates, technical reports, etc. as required;
- ❑ Support the recruitment of personnel, consultants or service providers ensuring compliance with the applicable UNDP rules & regulations;
- ❑ Facilitate the preparation and organisation of international and national meetings and workshops, including obtaining bids, organizing travel arrangements as required, including of the Project Steering Committee (PSC), etc.;
- ❑ Facilitate knowledge-building and sharing and provide support and input to the platforms created;
- ❑ Support the PCU in meetings with key stakeholders as required;
- ❑ Support the PCU in relevant exchanges as required.

Key result: Effective support to Project operational and administrative activities ensuring timelines and milestones are met and fully compliant with UNDP policies and procedures and donor requirements.

2. Financial and technical management:

- ❑ Maintain document control procedures and a document filing system, including for supporting documentation for financial reviews, continuously integrating relevant new information/data;
- ❑ Managing requests for day-to-day financial administration, using advance of funds, direct payments, or reimbursement using Fund Authorization and Certificate of Expenditures;

Key Result: Effective and timely operational support that is fully compliant with UNDP and donor requirements.

3. Monitoring and reporting:

- ❑ Ensure results-based project development and management throughout the different stages of project implementation;
- ❑ Manage information flows and support regular reviews by the PM regarding project details, schedules, risks, deliverables and budgets to ensure implementation is on track;
- ❑ Monitor quality indicators and administer quality review processes and independent evaluations of the Initiative;
- ❑ Monitor planning and implementation carried out by responsible parties, such as by contractors and service providers including in pilot countries, and that they are aligned with key milestones;
- ❑ Provide support to resource mobilization, maintaining information/databases on potential and actual donors, providing administrative information and editing support towards funding proposals.

Key result: High-quality data analysis, monitoring and timely reporting in accordance with UNDP policies and procedures and donor requirements.

XV. IV. COMPETENCIES AND SELECTION CRITERIA	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
<p>In this section list all core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</p>	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 1: Assesses work with critical eye
Leadership <i>Ability to persuade others to follow</i>	Level 1: Takes responsibility for and ensures high quality of own work
People Management <i>Ability to improve performance and satisfaction</i>	Level 1: Understands personal and team roles, responsibilities and objectives
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 2: Understands, explains and shares information on assigned tasks with accuracy and clarity
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 1: Meets goals and timelines for team deliverables
Technical/Functional	<p>Detailed list of competencies can be accessed through https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx and hiring managers are encouraged to familiarize themselves for more information</p>
Results-based Management <i>Ability to manage programmes and projects with a strategy aimed at improved performance and</i>	Level 1: Replicate Reliably: Carry out work, as directed, and demonstrate motivation to develop)

<i>demonstrable results</i>	
Event, Meeting and Workshop Facilitation <i>Ability to organize and plan events</i>	Level 2: Execute & Learn: Performs defined tasks efficiently and deepens knowledge of area of work
Project Management <i>Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals</i>	Level 2:Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
Quality Assurance <i>Ability to perform administrative and procedural activities to insure that quality requirements and goals are fulfilled</i>	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work
Budget Management <i>Ability to support budgetary aspects of work planning process, drawing and management of team budgets.</i>	Level 2: Execute & Learn: Performs defined tasks efficiently and deepens knowledge of area of work
Office Administration <i>Ability to manage day-to-day office activities (including but not limited to travel management, facilities and asset management, policy and procedures maintenance) to meet operational needs</i>	Level 2: Execute & Learn:Performs defined tasks efficiently and deepens knowledge of area of work
Procurement <i>The ability to acquire goods, services or works from an outside external source</i>	Level 2: Execute & Learn: Performs defined tasks efficiently and deepens knowledge of area of work
Secondary	
Knowledge Management <i>Ability to capture, develop, share and effectively use information and knowledge</i>	Level 1: Replicate Reliably: Carry out work, as directed, and demonstrate motivation to develop
Trust Fund Management <i>Knowledge of managing trust funds including contributions, allocations, delivery analysis, projections and senior management advisory on emerging financial mechanisms.</i>	Level 1: Replicate Reliably: Carry out work, as directed, and demonstrate motivation to develop

V. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Secondary education, preferably with specialized training in administration, accounting and finance; • University degree in business or public administration, finance, economics, environmental sciences, political or social sciences is desirable, but not a requirement; • Prince2 (or similar) and/or CIPS certification would be an advantage.
Experience:	<ul style="list-style-type: none"> • Minimum of 6 years progressively responsible experience required at the national or international level, providing administrative and management

	<p>support to project/programme implementation and oversight;</p> <ul style="list-style-type: none"> • Experience in budget management and reporting, human resources and consultant management, technical report writing and communications experience would be an asset; • Experience in results-based and results-oriented project implementation and management is an asset; • Experience supporting high-profile projects involving government stakeholders is desirable; • Experience with developing and handling reliable and complex spreadsheets and data bases, and with handling web-based ERP/management systems (preferably PeopleSoft i.e. ATLAS) is required; • Experience organizing exchange workshops and/or training activities at the international level is required; • Working experience in an international organisation and with developing countries is an advantage, as is knowledge of UNDP policies, procedures and practices; • Full computer literacy including advanced knowledge of word-processing, spreadsheet and database packages, and web-based management systems.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English, with good writing and communication skills; • Proficiency in other UN languages, Spanish or French is an asset.
Other:	<p>Describe any additional qualifications:</p> <ul style="list-style-type: none"> • Proficiency in English. • Working knowledge of other UN languages desirable • Non-Smoking environment

Annex 11: Draft Term of Reference for 6NR Project Consultant

Terms of Reference

National Biodiversity Planning and Reporting Specialist: Support to Eligible Parties to Produce the Sixth National Report Project

Location	Home-based with mission travel
Type of contract	Individual contract
Start Date	TBD
Post type	International consultant
Duration of Initial Contract	107 days through 31December 2018
Supervisor	Senior Technical Coordinator for Ecosystems and Biodiversity (STA), Head of Ecosystems and Biodiversity

Background

Some 140+ countries have accessed the Global Environmental Facility's (GEF) Biodiversity Enabling Activities (BD EA) with the aim of updating their National Biodiversity Strategies and Action Plans (NBSAPs) and fulfilling other related obligations under the Convention of Biological Diversity (CBD). A new generation of NBSAPs have been produced to align with the Aichi Biodiversity Targets (ABT) that were agreed upon by CBD Parties during the COP10 in Nagoya, as part of the CBD's Strategic Plan. They are now being implemented.

The "Global Support to NBSAP" project relates to ABT 17, which emphasizes that each Party should develop, adopt as a policy instrument, and commence implementing an effective, participatory and updated NBSAP. UNDP would like to engage a consultant to carry out a number of tasks to support its work to create mechanisms and pathways for increasing the engagement of NBSAP practitioners in facilitated learning opportunities that are hosted through the NBSAP Forum, and in documenting case studies that are related to the efforts of federal, regional and local governments and policy makers, as well as women, local communities and indigenous populations, women and local communities in key policies that affect them, with an emphasis on the intersection between biodiversity and development during NBSAP revision and implementation.

UNDP-GEF is seeking a professional to support the development of indicators and the use of scientifically sound data during NBSAP implementation and reporting, and during assessments of progress in the achievement of national biodiversity targets. This information will assist countries during the implementation of NBSAPs and the development of national reports as a contribution towards achieving the Aichi Biodiversity Targets, the Convention on Biological Diversity, and the Sustainable Development Goals. These materials will help improve the enabling policy environment to meet these global commitments in GEF-Eligible countries.

Scope of work:

The consultant will carry out the following tasks:

- Formulate knowledge products that support: the development of indicators; the use of scientifically sound data during NBSAP implementation and reporting; and assessments of progress in the achievement of national biodiversity targets;
- Support and facilitate, as required, the development of training materials and delivery of training events specifically focused on the knowledge products that support the development of indicators, the use of scientifically sound data during NBSAP implementation and reporting, and assessments of progress in the

achievement of national biodiversity targets;

- Coordinate overall workflow, conduct research, and create content around emerging issues and programmatic needs specifically related to measuring the results of NBSAP implementation, as a contribution towards achieving the Aichi Biodiversity Targets, the Convention on Biological Diversity, and the Sustainable Development Goals;
- Support the Activities Coordinator and work with the Knowledge Management, E-learning and Technical Capacity Building Specialist to develop guidance for stakeholders on adopting best practices related to the scientifically sound data during NBSAP implementation and reporting;
- Participates and substantively supports other team members in the coordination of efforts to support countries during early NBSAP implementation and reporting and provide substantive inputs if necessary;
- Critically assesses approaches and develops processes that improve the value of NBSAPs during implementation, adopting best practices related to the use of data.

Information on Working Arrangements:

- The consultant must either be a US Permanent Resident, US Citizen or holder of a valid G4 visa at the time of their application and whose G4 visa has been acquired on account of their partner's full time employment in the UN Systems based in New York or Washington, DC to be considered for this consultancy;
- The Consultant will be based in UNDP-GEF offices in New York, USA;
- The Consultant will be given access to relevant information necessary for the execution of the tasks under this assignment;
- The consultant will engage with the NBSAP Activities Coordinator by email and Skype on a weekly basis, and more frequently as needed;
- UNDP will provide access to reliable internet, a landline, scanner/printer, etc. in its offices. The Consultant will be responsible for providing her/his own laptop and mobile phone with calling and data plan;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a "day" calculated as 8 hours of work) and satisfactory delivery of outputs.

Competencies:

Corporate:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Technical:

- Demonstrates sufficient technical knowledge to perform effectively in own specialty.

Professionalism:

- Focuses on achieving results;
- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Works toward creative solutions by analyzing problems carefully and logically;
- Has a dynamic, positive and adaptive attitude towards work-related challenges, bringing innovative and effective solutions to them;

- Leads and supports team decisions;
- Facilitates meetings effectively and efficiently;
- Resolves conflicts as they arise.

Communication:

- Writes and presents clearly and convincingly
- Able to communicate effectively verbally and/or in writing as appropriate for the needs of the audience to convey information effectively.

Knowledge Management:

- Shares knowledge and is willing to provide support to others who request advice or help. Client Orientation:
- Maintains strong relationships with partners and clients.

Required skills and experience:

Education:

- Bachelors' degree in environmental management/sciences, sustainable development (such as water/energy/food), international relations, development studies, social/political sciences and/or other relevant field for biodiversity planning.

Experience:

- At least two years of working experience in project and knowledge management in issues of environmental management and/or related areas;
- At least two years of experience working to support the engagement of stakeholders in issues of environmental management;
- Experience developing and using indicators and other metrics to measure conservation or project success;
- Experience working with governments is an advantage.

Language skills:

- Fluent in English with excellent oral and written communication skills.

Annex 12: Draft Term of Reference for 6NR Project Spatial Data Specialist

Terms of Reference

Spatial Data Specialist:

Support to Eligible Parties to Produce the Sixth National Report Project

Location	Home-based with mission travel
Type of contract	Individual contract
Start Date	TBD
Post type	International consultant
Duration of Initial Contract	100 days over 12 months
Expected Duration of Assignment	Up to 2 years with a maximum of 440 days in the period, dependent on performance and demand for services
Supervisor	Senior Technical Coordinator for Ecosystems and Biodiversity (STA), Head of Ecosystems and Biodiversity

Background

Sixty-five countries have accessed Global Environmental Facility's (GEF) Biodiversity Enabling Activities (BD EA) funding through UNDP with the aim of updating their Sixth National Reports (6NR) the Convention of Biological Diversity (CBD). The "Support to Eligible Parties to Produce the Sixth National Report" (6NR) project objective is to provide financial and technical support to GEF-eligible Parties to the Convention on Biological Diversity (CBD) in their work to develop high quality, data driven 6NR that will improve national decision-making processes for the implementation of NBSAPs; that report on progress towards achieving the Aichi Biodiversity Targets (ABTs) and inform both the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030.

Accurate spatial data on the status and trends of biodiversity, ecosystems and essential ecosystem services is of paramount importance for decision makers and governments as they update their Sixth National Reports. Yet the ability of countries to access and use spatial data to develop plans, take actions and report results is extremely low. A recent study of the National Biodiversity Strategy and Action Plans (NBSAPS) and 5th National Biodiversity Reports from more than 110 countries shows that NBSAPs contain an average of fewer than four maps, and National Biodiversity Reports fewer than five. Moreover, the study revealed critical gaps – less than 4% of all maps (and only 8 countries) included ecosystem services. These findings reflect similar results to a survey conducted 18 months ago to 100+ countries. Without accurate data on the status and trends of biodiversity, ecosystems and ecosystem services, decision makers will continue to be unable to fully understand the consequences of biodiversity loss to SDG delivery, and their ability to achieve the 2030 Global Agenda and their national sustainable development goals will be compromised.

The CBD Secretariat has prepared a reference manual that complements guidelines for the 6NR and is intended to assist Parties in preparing their 6NR by the reporting deadline, in accordance with decision XIII/X and Article 26 of the Convention. The reference manual provides suggestions on the types of information Parties may wish to include in their 6NR and sources of information they may wish to draw on. This includes other reporting and assessment processes related to biodiversity, such as those related to other biodiversity-related conventions and multilateral environmental agreements, as well as relevant information managed or maintained by international organizations. It was made available in UNEP/CBD/COP/13/21 and a revised version will be available shortly.

The project will include trainings and capacity building opportunities that are based on the information provided in the 6NR reference manual, and that are developed and executed in close collaboration with the CBD Secretariat. The project will also support Parties to assess each national target using a stakeholder consultation process, and to participate in a technical peer review process. This will help to ensure the preparation of a comprehensive 6NR and create ownership of its conclusions.

UNDP is seeking a Spatial Data Specialist (TPC) to lead the identification of data layers for the project technical package and to provide on-demand data services for participating countries.

Description of Responsibilities

Scope of work:

Under the overall guidance and supervision of the Head of Ecosystems and Biodiversity, the consultant will carry out the following key tasks:

Manage the identification of data layers for the project technical package:

- Develop geospatial datasets including those prepared internally and those acquired from external sources.
- Produce monthly report regarding status and updates of data layers and spatial database.
- Support the achievement of delivery targets and results as outlined in the project work plan.

Provide on-demand data services for the 64 participating countries:

- Develop the application and analysis of spatial datasets and other data and information related to spatial data layers.
- Produce spatial maps that clearly illustrate information required for development of robust 6th National Reports.
- Provide technical data support to participating countries including analysis of country-specific spatial data.
- Work with UNDP staff and partner organizations to feed lessons learned from 6NR projects into specific case studies, the NBSAP Forum and partner's website.

Information on working arrangements

- Estimated level of effort including travel days: 100 days;
- The Spatial Data Specialist will be home based with mission travels;
- The initial contract will be for one year, with the possibility of renewal for one subsequent year dependent on demand for services, availability of financial resources and good performance;
- The Spatial Data Specialist will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultant will report to, and be directly supervised by Head of Ecosystems and Biodiversity;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a “day” calculated as 8 hours of work).

Mission Travel:

- International mission travel might be required at least to New York, USA, Montreal, Canada and various countries that are developing their 6th National Reports as required for coordination, training and quality assurance;
- Any necessary mission travel must be approved in advance and in writing by the Supervisor;
- The Advanced and Basic Security in the Field II courses must be successfully completed prior to commencement of travel to join the duty station or first mission travel, which ever takes place first;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director;
- Consultants are responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;
- The Consultant is required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- The Consultant will be responsible for making his/her own mission travel arrangements in line with the UNDP travel policies;
- All travel expenses related to mission travels will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants. Costs for mission airfares, terminal expenses, and living allowances should not be included in financial proposal.

Competencies

Corporate:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Technical / Functional:

- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines
- Ability to oversee timely project implementation and to provide the necessary trouble shooting to keep project implementation on schedule;
- Promotes knowledge management in the organization and a learning environment in the office through leadership and personal example;
- Ability to conceptualise issues and analyse data;
- Ability to implement new systems (business side), and affect staff behavioural/attitudinal change;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Demonstrates openness to change and ability to manage complexities;

Communication:

- Ability to communicate effectively, both verbally and in writing, in a simple, concise and persuasive manner.

Professionalism:

- Ability to work and build partnerships with multiple stakeholders and partners across a wide range of disciplines;
- Demonstrated ability in strategic thinking;
- Strong organizational, reporting and writing abilities;
- Able to work independently and remotely with minimal supervision;
- Remains calm, in control and good humored, even under pressure;
- Consistently approaches work with energy and a positive, constructive attitude;
- Openness to change and ability to receive/integrate feedback.

Teamwork:

- Demonstrated ability to work effectively as part of a collaborative team and process.

Qualifications:

Education:

- Master's degree, PhD preferred, in environmental management/sciences, geography, conservation biology/ecology, natural resource management, or other related field. (max. 10 points)

Experience:

- At least five years' experience in spatial data/GIS/remote sensing or in analytical and practical experiences in biodiversity conservation/spatial analysis/technical process of GIS; (max 20 points)
- Proficiency in using GIS softwares and spreadsheet software; (max 10 points)
- Experience liaising with international institutions, civil societies and/or national, regional or local governmental authorities is an advantage. (10 points)
- Experience supporting UNDP projects is an advantage. (max 5 points)
- At least two years of experience with measuring the conservation status of protected areas and/or threats to biodiversity is an advantage; (max 10 points)

Language requirements

- Fluent in English with excellent oral and written communication skills. (max. 5 points)

Evaluation Method

- Only those applications which are responsive and compliant will be evaluated;
- Applicants will be evaluated according to a combined scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, languages [max. 70 points] and interview [max. 30 points]) will be based on a maximum 100 points;
- Only the top 3 candidates obtaining 49 points or more of the review of education, experience, languages will be considered for the interview;
- Candidates obtaining 21 points or higher in the interview will be deemed technically qualified and considered for financial evaluation;
- Financial score (max 100 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive daily fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out this assignment);
- The applicant receiving the highest combined score and who has accepted UNDP's General Terms and Conditions will be awarded the contract.

Documentation to be submitted

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) to be downloaded from the below link;
- Applicants must reply to the mandatory questions asked by the system when submitting the application;
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

Kindly note you can upload only one document to this application (scan all documents in one single PDF file to attach).

UNDP Personal History form (P11) required of all applicants:

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc.

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.

Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment

http://procurement-notices.undp.org/view_notice.cfm?notice_id=36004

Additional Questions:

- I have read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors.
- Have you submitted a duly completed and signed UNDP Personal History form (P11)?
- Have you attached to your P-11 and CV Annex II duly signed and completed including your all-inclusive fee and all foreseeable expenses for this assignment (except travel)? Your application will not be considered without submission of Annex II.