

## **Terms of Reference for Project Preparation Consultancy**

### **GEF-PAS Integrated Island Biodiversity Project**

#### **Overall Objective**

The main objective of this Contract is to draft a Project Document and CEO Endorsement Form consistent with UNEP and GEF format and standards. These documents will accurately represent the requirements of participating countries, and be consistent with the existing relevant UNEP/GEF planning documents for the project and other relevant resources.

#### **Statement of Tasks**

1. In consultation with the Implementing and Executing agencies, finalise a plan for carrying out the contract, including detailed planning for carrying out each point below.
2. In consultation with relevant regional and international organisations (including but not limited to those listed below under Resources), carry out a desk based brief review of their existing island biodiversity programmes, human and institutional resources for biodiversity management, and capacity building needs, and review mechanisms to facilitate regional cooperation and information sharing relevant to the Project.
3. For each participating country, carry out a desk based brief assessment of existing island biodiversity programmes, human and institutional resources for island biodiversity management, capacity building needs, and existing policy, regulatory and administrative frameworks in support of island biodiversity management. This consultative process should involve as comprehensive a range of national agency representatives as possible, such as the member agencies of national biodiversity committees where these exist, and should take as a starting point the National Biodiversity Strategy Action Plans of participating countries where these exist.
4. For each participating country, remotely assist in organising consultations to discuss results of the national assessment and identify priority Project activities to fill gaps, add value to, and integrate with, existing initiatives in the management of island biodiversity in each country. As part of this process, obtain from each country details of costed in-kind support and co-financing, including supporting documents. This exercise will not involve visiting the countries.
5. Identify priority areas for regional assistance that are supported by one or more participating countries, with particular reference to how this Project could best contribute to implementation of the *NBSAPs* and identify how best to use the regional and international organisations consulted under task 2 to carry out the Project.
6. Identify possible areas for collaboration with relevant initiatives in non-GEF-eligible territories, including but not limited to the Micronesia Challenge, Coral Triangle Initiative and others
7. Develop guidelines for the composition of national multi-sectoral steering committees for the Project, to provide guidance and oversight in project implementation, with

draft ToR for committees defining roles, responsibilities and GEF and UNEP reporting standards.

8. Design a management structure for the Project at national level, including human and other resources required, roles and responsibilities etc.
9. Provide input to national workshops to draft and agree on a Project Document and roles and responsibilities of participating agencies.
10. Finalise the Project Document and CEO Endorsement Form, comprising national and regional components based on the above consultations.
11. Present final documents for approval by Implementing and Executing agencies.
12. Assist with post-UNEP and GEF Sec review revision of Project Document if required.
13. Prepare a Final Consultancy Report and submit to the Executing and Implementing Agencies at the end of the assignment.

Throughout this process maintain close consultation with Implementing and Executing agencies.

### **Key resources to be consulted (including but not exclusive to)**

- Action Strategy for Nature Conservation in the Pacific
- Project Identification Form (PIF) and approved PPG document.
- GEF/UNEP processes and relevant forms
- Implementing agency (UNEP: Greg Sherley)
- Executing Agency (SPREP: Easter Galuvao)
- Other regional agencies including but not limited to: IUCN Regional Office for Oceania, New Zealand Agency for International Development, Secretariat of the Pacific Community, The Nature Conservancy, Pacific Invasives Learning Network, Birdlife International (Pacific), Conservation International, University of the South Pacific, other relevant UN agencies (e.g. FAO, UNDP), plus any others as recommended by UNEP and SPREP colleagues.
- National Biodiversity Strategies and Action Plans of participating countries
- National agencies in participating countries

### **Deliverables**

1. Final Consultancy Report including:
  - a. Account of time and expenditures during the consultancy contract.
  - b. List of agencies and persons consulted.
  - c. Any problems or issues to be addressed, with recommendations for going forward.
2. Draft Project Document in UNEP/DGEF format and CEO Endorsement Form in GEF Sec format including:
  - a. identified national priority project activities in each country;
  - b. identified priority activities for regional support for national efforts;
  - c. a management structure for the project, including human and other resources required, and identified roles and responsibilities for regional agencies, national committees and project staff;and including the following Appendices:
  - a. all appendices listed in the UNEP/DGEF ProDoc format;

- b. brief review of existing island biodiversity programmes, human and institutional resources in island biodiversity management, and capacity building needs of relevant regional organisations (e.g. SPREP, SPC, SOPAC, FFA, USP);
- c. review of mechanisms to facilitate regional cooperation and information sharing relevant to the project;
- d. results of national assessments including existing island biodiversity programmes, human and institutional resources in island biodiversity management, capacity building needs, and existing policy and regulatory and administrative frameworks in support of island biodiversity management in each participating country;
- e. suggestions for composition of national multi-sectoral steering committees for the project, to provide guidance and oversight in project implementation, with draft TOR for committees defining roles and responsibilities.

### Timetable for the consultancy

| Tasks (2009–2010)  | A | S | O | N |
|--|---|---|---|---|
| 1. Finalise work plan                                      | ■ |   |   |   |
| 2. Regional organizational assessment                      | ■ |   |   |   |
| 3. National assessments                                    |   | ■ | ■ |   |
| 4. National activity identification                        | ■ | ■ | ■ |   |
| 5. Identify regional support for national activities       | ■ | ■ | ■ |   |
| 6. Identify areas for collaboration in non-GEF territories | ■ | ■ | ■ |   |
| 7. National committee development                          | ■ | ■ | ■ |   |
| 8. Management structure development                        | ■ | ■ | ■ |   |
| 9. Project Document development workshop                   |   | ■ | ■ |   |
| 10. Project Document finalization and review               |   |   | ■ | ■ |
| 11. Project Document presentation                          |   |   | ■ | ■ |

All deliverables to be completed and submitted no later than 30<sup>th</sup> November, 2010.