



Draft Terms of Reference (ToRs)

Project Title: Preparation of The Bahamas Revised National Biodiversity Strategy and Action Plan (NBSAP)

Location:	The Bahamas
Application deadline:	15 th April , 2019
Type of Contract:	Individual Contract
Post Type:	Consultant
Language required:	English
Duration of initial contact:	1 st May, 2019 – 1 st November 2019

I. Background Information

The Bahamas ratified the Convention on Biological Diversity (CBD) ¹ on 2 September 1993 and is therefore committed to implementing the Decisions of the CBD Conference of Parties (COP). The Bahamas Environment, Science and Technology (BEST) Commission is the focal institution for the CBD in The Bahamas. Article 6 of the Convention states that each Contracting Party shall, in accordance with its particular conditions and capabilities:

- 1) Develop national strategies, plans or programmes for the conservation and sustainable use of biological diversity or adapt for this purpose existing strategies, plans or programmes which shall reflect, *inter alia*, the measures set out in this Convention relevant to the Contracting Party concerned.
- 2) Integrate, as far as possible and as appropriate, the conservation and sustainable use of biological diversity into relevant sectoral or cross-sectoral plans, programmes and policies including but not limited to national development plans.
- 3) Article 26 and Article 10 (a) of the Convention calls for Parties to present, through their national reports, information on measures which have been taken for the implementation of the provisions of the Convention and their effectiveness in meeting the objectives of the Convention and encourage Parties to integrate consideration of the conservation and sustainable use of biological resources into national decision-making.

In decision X/10, the COP requested Parties to submit their fifth national report which will report on the extent to which Parties such as The Bahamas, have met the obligations of the Convention and the implementation of the National Biodiversity Strategy and Action Plan (NBSAP). The report will also provide information for a mid-term review of progress towards the implementation of the Strategic Plan for Biodiversity 2011-2020 and achievement of the Aichi Biodiversity Targets³. Further, it will help development of the Global Biodiversity Outlook and contributions to the relevant national and international development frameworks.

The Global Environment Facility (GEF) has approved Enable Activity Project funds for The Bahamas, through the United Nations Environment Programme (UNEP) towards the “Development of the National Biodiversity Strategy and Action Plan and preparation of the Fifth National Report to the CBD”. Therefore, the BEST Commission wishes to contract the services of qualified and experienced consultant(s)/consultancy firm for the sub-contracts in accomplishing the tasks of setting national targets, principles and priorities for the NBSAP; developing the NBSAP; developing implementation plans; institutional arrangements and preparation of the Fifth National Report to the CBD.

¹ <https://www.cbd.int/information/parties.shtml>

² <https://www.cbd.int/countries/?country=ss>

³ <https://www.cbd.int/sp/targets/>



II. Objective of the Consultancy

With the overarching goal of integrating CBD Obligations into National Planning Processes, the main objective is to develop the National Biodiversity Strategy and Action Plan (NBSAP) and identify pathways for its integration into existing initiatives, as well as future initiatives.

Specific objectives of this consultancy assignment are to provide expert services for:

- ✓ Stocktaking and review of relevant plans, policies and strategies;
- ✓ Stakeholder analysis, including identification of roles and responsibilities of all concerned stakeholders;
- ✓ Assessment of the causes and consequences of biodiversity loss and highlighting the economic ecological services value of biodiversity and ecosystem, and their contribution to Human Wellbeing;
- ✓ Setting national targets, principles, and main priorities of the strategy;
- ✓ Developing the strategy and actions to implement the agreed targets;
- ✓ Preparing a framework for mainstreaming and implementation of Biodiversity Strategy and Action Plan
- ✓ Developing capacity development plan for NBSAP implementation and facilitate capacity building of project team and national partners through providing regular advice and facilitating application of various capacity development and knowledge sharing tools such as workshops, electronic discussions, etc.
- ✓ Carrying out technology needs assessment;
- ✓ Developing and implementing a communication and outreach strategy for the NBSAP;
- ✓ Developing resource mobilization plan for NBSAP implementation;
- ✓ Establishing/ strengthening of national coordination structures;
- ✓ Developing indicators and monitoring approach, monitoring plan for NBSAP implementation; and
- ✓ Publishing Information, Education and Communication (IEC) materials for the NBSAP.

III. Task Descriptions and Key Deliverables

The work in this project will be undertaken in five (5) components as outlined below:

NOTE: The consultancy may require Components to be worked on in tandem with other Components.

Component 1: Stocktaking and Assessment

This component will entail:

- (a) Rapid stocktaking and review of plans, policies and reports relevant in the context of preparation of the NBSAP.
- (b) Based on the findings of stocktaking and review, this assignment will also identify stakeholder groups, their roles, responsibilities and ways and means of ensuring their participation in the NBSAP preparation process and beyond.
- (c) In addition, this consultancy assignment will carry out a rapid assessment of the drivers of biodiversity (flora and fauna) loss in forest, agriculture (including livestock and fisheries), protected areas, and wetland and dry land environments. The assessment will encompass the causes and consequences of loss of species, genetic and ecosystem level to the extent possible. Attention will also be paid to the value of biodiversity and ecosystem services and their contribution to Human well-being. The progress report related to the implementation of national development frameworks such as The Bahamas National Development Plan (NDP) and other related country Assessment reports will provide some strategic direction to this work.



Key Deliverables of Component 1:

- a) Comprehensive stakeholder inventory and elaboration of best consultation modalities
- b) Completed reports from reviews on national plans & policies on Biodiversity conservation
- c) Assessment report emanating from review of causes and consequences of BD loss, and value of BD to human wellbeing and economic development;

Component 2: National Targets, Principles, & Priorities of the Strategy

Before the NBSAP is developed, national targets and priorities must first be determined, taking into account the guiding results from Component 1. The Strategic Plan for Biodiversity (2011-2020) and its associated goals, the Aichi Targets and indicators, require consultations in order to prioritize and make them relevant to The Bahamas' national context. It will also be necessary to include methods of integrating the NBSAP into national development strategies and policies, national accounting, economic sectors and other planning processes. The NBSAP to be prepared and its associated documents will have strong focus on issues related to local communities. The Strategy and Action Plan will also identify ways and means of promoting gender equality in the implementation of the Convention and in achieving its three objectives⁴. In addition to the desk-review of available information, the consultant(s) will undertake the rapid biodiversity assessments.

Key Deliverables of Component 2:

- a) Report outlining the proposed country specific Targets, principles, and priorities of BD conservation decided upon through consultations.
- b) Presentation of proposed country specific Targets, principles, and priorities of BD conservation to key stakeholders such as Council of Ministers, etc.
- c) Report outlining how the NBSAP could be integrated into sectoral development, national development plan, and climate change related plans.

⁴ http://www.iucn.org/iyb/iucn/convention_on_biological_diversity/

Component 3: Strategy and action plan development

This task will entail developing the strategy and actions to implement the agreed targets through national consultations and application of the resultant NBSAP to state governments through state and local consultations. Based on results from stakeholder consultations (including state levels) the final Strategy and Action Plan will be drafted with focus on sectors such as Agriculture, Forestry, Wildlife, Livestock, Tourism, Trade, Transport, Energy, Fishery, Development Planning and Finance, Water, Housing, etc. The first draft of the NBSAP will be reviewed by the National Biodiversity Committee.

Key Deliverables of Component 3:

- a) Report on stakeholder consultations
- b) Report outlining strategic options (strategies and actions) for achieving the agreed targets
- c) Presentation of First draft of the National Biodiversity Strategy and Action Plan



Component 4: Development of Implementation plans

Once there is a draft NBSAP further consultations will be required to develop implementation plans and related activities. Component 4 addresses the supporting systems for the NBSAP process and will have several areas including (a) Development of a plan for capacity development for multi-sectoral NBSAP implementation; (b) Technology needs assessment; (c) Development of a communication and outreach strategy for the NBSAP; and (d) Development of a plan for resource mobilization for NBSAP implementation. The second draft of the NBSAP will later be moderated and validated by stakeholders.

Key Deliverables of Component 4:

- a) Capacity development plan for NBSAP implementation
- b) Technology needs assessment report
- c) Communication and outreach strategy
- d) Resource mobilization plan for NBSAP implementation
- e) Second draft of NBSAP
- f) Validation workshop

Component 5: Institutional, monitoring, reporting and exchange

This component will address establishment/strengthening of national coordination structures such as Biodiversity Units, improvements to the existing CHM⁵ and Development of indicators and monitoring approach.

⁵ <https://www.cbd.int/chm>

⁶ <http://www.cbd.int/doc/nr/nr-05/NR5-guidelines-en.doc>



Key Deliverables of Component 5:

- a) Report on recommendations for strengthening national coordination structures
- b) Report detailing possible improvements to national biodiversity clearing house mechanism (CHM)
- c) Indicators and M&E approach document
- d) Final NBSAP

IV. General Obligations and Deliverables

The Consultant will:

- Lead the overall process of the stocktaking, stakeholder consultation, national target setting and the development of the NBSAP and be responsible for the timely drafting and finalization of the NBSAP. The associated tasks he/she will undertake are:
 - ✓ Serve as a team leader for other consultants involved in the NBSAP and be overall responsible for the timely drafting of the document for submission to the CBD Secretariat; strictly adhering to the deadlines agreed to; and ensuring quality control.
 - ✓ Ensure that the inception meeting results in a clear roadmap on the scope of services and project tasks to be accomplished under the guidance of the key national partners and the UNEP technical staff.
 - ✓ Submit draft and revised versions of all studies and reports of the NBSAP activities to the BEST Commission and UNEP technical staff, per reporting timelines agreed on or before the inception meeting.
 - ✓ Play a pivotal role in developing a work plan and coordinating the input and outputs of all consultants, as well as overseeing the technical quality of deliverables.
 - ✓ Work closely with the UNEP and other partners to ensure that tasks are completed in a timely manner;
 - ✓ Act as facilitator in national consultation processes to receive recommendations/suggestions and comments from stakeholders;
 - ✓ Prepare a full draft report covering all Stocktaking tasks and results prior to the first national stakeholder workshop;
 - ✓ Present findings and proposals at the first stakeholder workshop;
 - ✓ Revise the report based on workshop feedback and on review comments received;
 - ✓ Facilitate a Clearing House Mechanism (CHM) training workshop and prepare the workshop report accordingly;
 - ✓ Organize Validation Workshop(s) for stakeholder in-put to the NBSAP and incorporate those comments into the final version.



V. Duration of Contracts

The Bahamas must submit its fifth National Report to the CBD Secretariat in a by the deadline of 31st December 2019.

Deliverables	Deadlines for Submission
Component 1: Stocktaking and Assessment	
a) Comprehensive national and state level stakeholder inventory and elaboration of best consultation modalities	1) First Draft within 10 days of signing of contract 2) Final Draft within 7 days of receiving comments from UNEP and MoE
b) Completed reports from reviews on national plans and policies on Biodiversity conservation	1) First Draft within 30 days of signing of contract 2) Final Draft within 7 days of receiving comments from UNEP and MoE
c) Assessment report emanating from review of causes and consequences of BD loss, and value of BD to human well being	1) First Draft within 25 days of signing of contract 2) Final Draft within 5 days of receiving comments from UNEP and MoE
d) Organize and facilitate a half-day meeting to present the draft reports from the review and assessment	1) Within 10 days of submitting First Draft of (b) and (c)
Component 2: National Targets, Principles and Priorities of the Strategy	
a) Preparation of a presentation on proposed country specific Targets, principles, and priorities of BD conservation to be presented at the National Stakeholders Workshop	1) First Draft within 7 days of signing of contract 2) Final Draft within 3 days of receiving comments from UNEP and MoE/National Biodiversity Steering Committee
b) Organize and Facilitate National Stakeholders Workshop, awareness	✓ 30 days
c) Report on the proposed country specific Targets, principles, and priorities of BD conservation decided upon through the National Stakeholders Workshop including how it could be integrated into sectoral development, poverty reduction, Gender considerations and social and environmental safeguards such as climate change plans by March 2018 (by CoP 12).	1) First Draft within 15 days of workshop 2) Final Draft within 5 days of receiving comments from UNEP and MoE
Component 3: Strategy and Action Plan Development	
a) Host National and State level consultations to participatory develop a strategy and action plan	✓ Within 90 days of the consultation
b) Report on stakeholder consultations	✓ Within 10 days of each consultation



- c) First draft of NBSAP ✓ Within 120 days of signing of the contract

Component 4: Development of Implementation Plans	
a) Development of plan for capacity development to enable NBSAP implementation	✓ 10 days
b) Development of Strategy to facilitate mainstreaming	✓ 20 days
c) Technology needs assessment report	✓ 5 days
d) Communication strategy	✓ 15 days
e) Resource mobilization plan for NBSAP implementation	✓ 20 days
f) Second draft of NBSAP	✓
g) Validation Workshop	✓
Component 5: Institutional, Monitoring, Reporting and Exchange	
a) Report on recommendations for strengthening national coordination structures	✓ 10 days
b) Operational national biodiversity clearing house mechanisms (CHMs)	✓ 15 days
c) Indicators and M&E approach document	✓ 30 days
d) Fully endorsed National Biodiversity Strategy and Action Plan (NBSAP) developed, in a manner that is participative, widely disseminated and fully integrate new aspects of the CBD strategic plan, such as: (i) mainstreaming; (ii) the valuing of ecosystem goods and services; and (iii) the incorporation of challenges and opportunities linked to ecosystem-based adaptation and resilience..	11 December, 2019

VI. Requirements

This consultancy assignment shall require a multi-disciplinary approach of qualified and experienced consultant who will be able to cover a range to expertise in the fields of conservation and natural resource management

Required Qualifications and Experience:

- ✓ Post Graduate degree in Biology or Environmental or natural sciences, economics, social sciences, management, preferably with professional exposure to biodiversity conservation issues, in addition to at least 4 years' experience in conducting assessments, and should be experienced in managing similar projects.
- ✓ Proven track record of drafting relevant materials in the biodiversity/ecosystem based areas (publications,



- reports and related documentation).
- ✓ Proven ability to collect, verify and analyze information, and to finish and present work with a high degree of accuracy and technical quality.
 - ✓ Knowledge and understanding of the relevant UN Convention.
 - ✓ Previous experience in the development of NBSAPs is an advantage.
 - ✓ He/she should have excellent skills in consulting, communicating and coordinating, complex, technical information to both technical and general audiences as well as adequate oral and written proficiency.
 - ✓ In-depth understanding of the government and policies, development strategies and rules concerning:
 - Access to Genetic Resources and Benefit Sharing;
 - Indigenous Practices and Knowledge;
 - Monitoring Programmes and Taxonomy; and
 - Incentive Measures for Biodiversity Conservation
 - ✓ The team should have in-depth understanding of the actual situations and macro-operational environment of biodiversity conservation in South Sudan, as well as the conservation knowledge.
 - ✓ Have excellent communication and writing skills.
 - ✓ Have prior experience in and familiarity with participatory methodologies.
 - ✓ Have experience in working with both government and non-government organizations.
 - ✓ Have experience in facilitation processes at workshops.
 - ✓ Be able to network and engage with stakeholders.

Documents to be included when submitting the proposals

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Proposal on how your qualifications and experience can lead towards the successful deliverable of this assignment within the required timeframe, and provide a brief methodology on how you will approach and conduct the assignment;
- Personal CV including areas of expertise and past experience in similar projects and at least three (3) references.
- Copy of passport bio-data
- Copy of National Insurance Card
- Valid Police Record