

Terms of Reference

Consultant to prepare 5th National Report to the United Nations Convention on Biological Diversity (CBD)

Location:	The Bahamas
Application deadline:	15 th April 2019
Type of Contract:	Individual contract
Post Type:	Consultant
Language required:	English
Duration of initial contact:	7 months

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)². 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 GEF approved a Biodiversity Enabling Activities project for The Bahamas which is supported by United Nations Environment Programme. The project titled "Preparation of The Bahamas National Biodiversity Strategy and Action Plan (NBSAP) and Development of its Fifth National Report to the CBD" is implemented by the United Nations Environment Programme. With the overarching goal of integrating CBD Obligations into National Planning Processes through Enabling Activities, the main objective of this project is to assist The Bahamas to develop its National Biodiversity Strategies and Action Plans (NBSAPs) and to develop the Fifth National Report to the CBD.

The key outputs is to prepare and submit a 5th National Report that fully covers the progress of any NBSAP implementation and key changes in the status and trends in biodiversity, threats and conservation, and etc.

DUTIES AND RESPONSIBILITIES

The purpose of this consultancy is to collect, review and consolidate relevant data and information and produce the 5th National Report for submission to CBD, and facilitate stakeholder consultations. The consultant will work with the Bahamas Environment, Science and Technology (BEST) Commission in the Ministry of the Environment and Housing.

METHODOLOGY

The methodology to be used will include desk review, site visits, interviews, meetings and a validation workshop with relevant stakeholders.

EXPECTED OUTPUTS

The consultant is expected to produce:

- Discussion and presentation materials and proceedings for meetings and/or workshops.
- 5th national report, of at least 40 pages and no more than 100 pages, structured in line with the Guidelines for the Fifth National Report (<http://www.cbd.int/doc/nr/nr-05/NR5-guidelines-en.doc>) to

the CBD. A detailed record of consultations with stakeholders will need to be kept and provided, as an annex to the main report.

- A Power Point presentation of about 25-30 slides covering the key points of the report.
- An executive summary of not more than 15 pages.

DURATION

The consultancy will take place tentatively from 1st May, 2019 to 5th November, 2019. The expected number of working months is 7months.

DELIVERABLES AND TIMELINE

The consultant is responsible for submitting the following deliverables to the BEST Commission.

Deliverables Timeline

1. Detailed work plan to be submitted within 7 days of signing of the contract;
2. Discussion and presentation materials and proceedings for the National Workshop on the Preparation of 5th National Report by 30 June 2019;
3. First draft of the 5th National Report by 10th August, 2019;
4. Discussion and presentation materials and proceedings for Stakeholder Consultation Meeting/Workshop on the finalization of 5th National Report 12th September 2019;
5. Second draft of 5th National Report by 21st October 2019; and
6. Final 5th National Report including executive summary (peer-reviewed, proof-read and edited) and a Power Point presentation 5th November, 2019.

TERMS OF PAYMENT

The consultancy is a fixed-price contract.

The consultant will be paid 5% upon submission of Deliverable 1. He/she will be paid 15% upon submission of Deliverable 2 above, then 20% upon submission of the draft National report (Deliverable 3 above). He/she will be further paid another 20% upon completion of Deliverable 4 and 5 respectively. The final payment of 20% will be made upon submission of Deliverable 6.

The fee is payable upon satisfactory completion of the deliverables.

COMPETENCIES

Functional competencies:

- Extensive knowledge in biodiversity and ecosystems management related fields in The Bahamas
- Familiar with Convention on Biological Diversity (CBD);
- Sound analytical and organizational skills;
- Excellent communication and writing skills.

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;
- Facilitates meetings effectively and efficiently.

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.

REQUIRED SKILLS AND EXPERIENCE

The consultant will be responsible for the delivery, content, technical quality and accuracy of the report.

Education:

- Post-graduate degree in environmental studies (science and/or management), environmental economics, environmental law or policy, natural resources or biodiversity conservation.

Experience:

The consultant should ideally have the following expertise and experience:

- Minimum of 5 years extensive working experience in any one of the following fields of study:
 - Environmental studies (science and/or management)
 - Environmental economics
 - Environmental law or policy
 - Natural resources or biodiversity conservation
 - Environmental governance
 - Any other related field
- Demonstrated working experience in biodiversity assessments or national reporting to the Convention on Biological Diversity (CBD) and multilateral environmental agreements.
- A good understanding of biodiversity and conservation issues in The Bahamas.
- A demonstrated understanding of the institutional, legislative, and administrative dynamics and dimensions of sustainable development in The Bahamas.

Language Requirements:

- Excellent command of English (written and oral).

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;
- Professional CV
- Three references
- Copy of passport bio-data
- Copy of National Insurance Card
- Valid Police Record