



Terms of Reference (TOR) for **NBSAP Project Consultant**

Cook Islands GBF-EAS Project

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1. Position information

Title:	NBSAP Project Consultant
Project Name:	Global Biodiversity Framework – Early Action Support project, referred to as “NBSAP Project”
Reports to:	Biodiversity Coordinator, Environmental Stewardship division, Cook Islands National Environment Service
Working arrangements	This is a part-time position based in Rarotonga, Cook Islands
Expected Places of Travel:	Rarotonga and Pa Enea
Duration of consultancy:	10 months, ending 31 March 2025

2. Background

The Convention on Biological Diversity (CBD) adopted the Kunming-Montreal Global Biodiversity Framework (GBF) in December 2022. The GBF is an ambitious plan consisting of 4 overarching goals and 23 targets, with the aim of halting biodiversity loss and putting nature on a path to recovery by 2030, with a vision to live in harmony with nature by 2050.

To fast-track readiness to implement the GBF, countries who are a party to the Convention are requested to update their National Biodiversity Strategy and Action Plans (NBSAPs), in alignment with the new GBF. The NBSAP is a comprehensive framework that guides a country's efforts to conserve and sustainably manage its biodiversity. The United Nations Environment Programme (UNEP), through the Global Environment Facility (GEF), is providing technical support and financial assistance to countries to review and update their NBSAPs through the GBF-Early Action Support project.

The Cook Islands existing NBSAP 2002, at over 20 years old, is outdated and no longer fit for purpose. The project seeks to update the Cook Islands NBSAP 2002, by developing updated national targets in line with the GBF and aligning these with national policies and plans. This will be done by ensuring that stakeholder consultations facilitate a whole-of-government and whole-of-society approach, while incorporating monitoring plans and indicators, to ensure effective implementation of the NBSAP after project completion.

The Government of the Cook Islands is recruiting a NBSAP Project Consultant to facilitate stakeholder consultations and develop the updated national targets and NBSAP, in collaboration with the government authorities and other relevant stakeholders.

The Cook Islands National Environment Service (NES) is the executing agency for the GBF-EAS Project, responsible for project management, coordination and delivery of



project outputs. The project has three components and several outputs, which are listed in the table below.

Project Components	Outputs/Activities
1. Rapid review of NBSAP for alignment with the post-2020 GBF	1.1 A rapid review of NBSAP
	1.2 National targets are reviewed and updated
	1.3 National Environment Forum
	1.4 Community consultations to align island management plans with NBSAP
	1.5 NBSAP is reviewed, updated and endorsed
2. Assessment of monitoring systems	2.1 Gaps in monitoring systems are assessed and identified
	2.2 Monitoring action plan is developed
3. Policy and institutional alignment and review for coherence with the GBF	3.1 A rapid review of existing national policies related to biodiversity and their alignment with the GBF and NBSAP is conducted
	3.2 A prioritized action plan for policy coherence is developed

3. Objectives

The main objective of Terms of Reference (TOR) is to outline the scope, responsibilities and timelines for assessing, review and updating the National Targets and NBSAP.

4. Scope of Work

The consultant will work closely with the NES NBSAP Project Coordinator, under the guidance of the Biodiversity Coordinator and Environmental Stewardship Manager, to ensure timely completion of the activities and quality of the project final outputs. During the process, the consultant will:

4.1 Stock-take of national plans, policies and capacity

- 4.1.1 Conduct a comprehensive review of the existing NBSAP to identify strengths, weaknesses, gaps, and opportunities for implementation of the Kunming-Montreal GBF.
- 4.1.2 Identify emerging challenges, opportunities, and global commitments related to biodiversity conservation, management and integrate them into the updated NBSAPs.
- 4.1.3 Review existing national policies, plans and institutional arrangement and global frameworks related to biodiversity to ensure coherence and alignment with the GBF and NBSAP



- 4.1.4 Identify how sector plans can be mainstreamed into the NBSAP e.g. agriculture, fisheries, health and tourism.
- 4.1.5 Conduct an in-depth review and assessment of capacity needs, and gaps of the existing biodiversity monitoring systems, including data collection methods, indicators, data management, and reporting frameworks.

4.2 Whole of government, whole of society consultations

- 4.2.1 Facilitate stakeholder and community consultation meetings in Rarotonga and the Pa Enea throughout the development of the NBSAP.
- 4.2.2 Provide regular updates to the NBSAP Working Group and relevant stakeholders on the progress of the NBSAP development, including outcomes of community consultation meetings, and peer review of draft NBSAP documents
- 4.2.3 Participate, present and/or share experiences in relevant meetings on key outcomes of NBSAP development, or incorporate lessons learnt from these meetings into the NBSAP development.
- 4.2.4 Establish effective communication and contribute to effective decision making amongst actors involved in the project;

4.3 Developing updated national targets, monitoring indicators and NBSAP

- 4.3.1 Prepare draft national targets for the NBSAP
- 4.3.2 Develop biodiversity monitoring protocols building on existing monitoring systems ensuring they are standardized, cost-effective, and adaptable to different ecosystems and species.
- 4.3.3 Present the final NBSAP to the Kopapa Ao Ora Natura (KAON) / National Biodiversity Committee, for endorsement
- 4.3.4 Work closely with the project technical team (NBSAP Project Coordinator, Biodiversity Coordinator, and Environmental Stewardship Manager) to solve any identified issues that will hinder finalization of the updated NBSAP document and project outcomes
- 4.3.5 Facilitate any other work required to enhance delivery of project activities

5. Expected Results

The assignment will be delivered within 10 months, ending 31st March 2025. Expected results and key deliverables with expected timeframes are noted in the table below.

Expected Results and Key deliverables	Timeframe
<ul style="list-style-type: none"> • NBSAP rapid review and alignment • Community and stakeholder consultations in at least 4 Pa Enea • Draft national targets • Regular updates to the NBSAP Working Group 	<p>Within 2 months of signing the contract</p>



<ul style="list-style-type: none"> • Community and stakeholder consultations in Pa Enea • Regular updates to the NBSAP Working Group • Stakeholder consultations in Rarotonga • Bones of NBSAP document • Submission of first draft of an updated NBSAP 	<p>4 months</p>
<ul style="list-style-type: none"> • Submission of second, third and final drafts of an updated NBSAP • An Action Plan for Implementation and Monitoring of the NBSAP • Action Plan for Mainstreaming and Policy Coherence • Facilitation of National NBSAP meeting and report produced • Compilation of stakeholders' inputs during the consultation process of updating NBSAP document • Present NBSAP to KAON for endorsement • Exit debrief 	<p>4 months</p>

6. Deliverables/ Final Products Expected

The expected final outputs from this assignment are:

1. Cook Islands NBSAP
2. An Action Plan for Implementation and Monitoring of the NBSAP
3. Action Plan for Mainstreaming and Policy Coherence
4. National NBSAP meeting report

Draft and final documents should be submitted in MS Word.

Presentational documents should be prepared in MS Power Point.



7. Key selection criteria

Key selection criteria for this consultancy are listed below. To be considered, your proposal MUST include a response against each criteria (maximum three pages please). Relative importance of each criteria is shown by the weighting.

Criteria	Weighting
1. At least a Bachelor's degree in environment, biodiversity management, sustainable development, project management, policy development or related field	10
2. At least 5 years of relevant work experience in <ul style="list-style-type: none"> - the development and/or review of national policies, plans, frameworks and strategies; - environmental protection and natural resource management; - environmental program design and implementation; and/or - analysis of current policies and biodiversity related issues in the Cook Islands 	30
3. Demonstrated experience in delivering stakeholder consultations in Rarotonga and Pa Enua across a diverse range of stakeholders (government, private sector, landowners, NGO, youth and women, communities etc.)	20
4. Strong interpersonal skills and excellent verbal and written communication skills in Cook Islands Maori and English, including very high calibre abilities and experience in report writing and presentation skills using Maori and plain English.	15
5. Knowledge and understanding of relevant UN Conventions, including the Convention on Biological Diversity	10
6. Knowledge and understanding of existing national policies, plans and strategies e.g. NSDA 2020+	10
7. Excellent computer skills (key MS applications and knowledge of Adobe InDesign) and ability to use information technology as a tool and resource.	5
Total	100
Minimum technical score to proceed to stage 2	70

8. Financial proposals

All financial proposals to carry out the work must be submitted and use the template provided (Annex 1).

All prices in the proposal must be presented in New Zealand Dollars (NZD).



Financial proposals must include professional fees and any other costs associated with the completion of this work. Note that the GBF-EAS Project will only cover the following costs (flights, accommodation, rental vehicle hire and incidentals) to the Pa Enea.

9. Evaluation process

In submitting a proposal, bidders should demonstrate a clear understanding of this TOR and how your experience, skills and qualifications make you suitable for this consultancy.

Proposals will be assessed and evaluated as follows:

- Technical criteria: 70% weighting
- Financial proposal: 30% weighting

A two-stage procedure will be used in evaluating the proposals:

Stage 1: Technical (70%)

The technical proposal is evaluated on the basis of responsiveness to the competency requirements as weighted in Section 6 and information provided in the applicant's CV. Proposals must receive a minimum technical score of 70 of the total obtainable score (100) to proceed to Stage 2.

Stage 2: Financial (30%)

The financial proposal of those bidders who have attained a minimum score of 70 in the technical evaluation will be assessed and compared.

The contract will be awarded to the bidder offering the best value for money taking into account the summed scores of the technical and financial evaluations.

The successful bidder will be required to sign a standard Cook Islands Government contract for the delivery of services. The standard contract conditions are not negotiable.

10. Remuneration

Remuneration will be made to the consultant at each payment schedule noted below, upon clearance from the Environmental Stewardship Manager and approval of the satisfactory submission of results from the Biodiversity Coordinator.

- First payment at 30% upon signing of contract.
- Second payment at 20% after Pa Enea stakeholder consultations have been completed
- Third payment at 20% upon completion of first draft of NBSAP
- Final payment at 30% upon receiving final NBSAP for endorsement by KAON



11. How to apply

Applications **must** include:

1. Response against each of the Key Selection Criteria (refer Section 6) (maximum 3 pages)
2. Completed Financial Proposal using template provided in Annex 1. This should provide a detailed outline of the costs involved in successfully delivering this project in NZD.
3. Curriculum Vitae/resume to demonstrate the requisite skills and experience to carry out this contract successfully. Include the name and contact details (phone and email) of three referees

Applications that do not address all the requirements stated above will not be considered.

Note: consultant must be able to provide their own laptop for this consultancy work. All information collected during this consultancy work is the property of NES and must be submitted to NES.

Proposals should be emailed to nes@cookislands.gov.ck with the subject line heading 'NBSAP Project consultant'.

Closing date: Tuesday 14th May 2024 at 4pm Cook Islands local time.

Late applications will not be considered.



Annex 1. Financial proposal

Outline your financial proposal for this project. Please ensure that the costing is fully itemised and that you use the table below.

Item description ¹	Unit	No. of units	Unit cost NZD	Total NZD
Consultant fees	Day			
Other costs (<i>fully itemise all extra costs</i>)				
<i>Add extra lines as needed</i>				
Total				

Notes:

1 Delete items that are not applicable or add other items as required