



Ministry of Climate Change, Environment and Energy
Republic of Maldives

TERMS OF REFERENCE

(IUL)438-HRU/438/2024/233

NBSAP Revision Coordinator

**for NBSAP Revision and Alignment with the Kunming Montreal Global
Biodiversity Framework**

“Early Action Support for the Global Biodiversity Framework Project”

Issued on: 12 June 2024

Issued By: Environment Management and Conservation Department

SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	12 June 2024
Application deadline	01 July 2024

SUBMISSION REQUIREMENTS

The following related documents shall be submitted with the application.

1. National Identity Card
2. Approach, Methodology and Work Plan
3. Curriculum Vitae (CV)
4. **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR

1. BACKGROUND

Article VI (a) of the Convention on Biological Diversity (CBD) calls for the development of “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”. Following on this, Parties to the Convention are required to prepare National Biodiversity Strategy and Action Plans (NBSAPs) to implement CBD strategies. Accordingly, Maldives prepared its first NBSAP in 2002. Since its preparation, NBSAP was widely used as guidance for other national policies, work plans and regulations on biodiversity. However, after 10 years, status and trends of, and threats to biodiversity have changed. Similarly, strategies of CBD and national policies on biodiversity have undergone changes during this period. To align the Strategic Plan for Biodiversity 2010 – 2020 and its Aichi Biodiversity Targets, Maldives revised its NBSAP in 2016. This is the NBSAP 2016 – 2025 which is currently being implemented in the Maldives.

Last year, the Kunming Montreal Global Biodiversity Framework (KMGBF) was adopted at the 15th Conference of the Parties to the Convention on Biological Diversity. This is the post 2020 global biodiversity framework which again requires all Parties to revise their NBSAPs to align with the new targets of the KMGBF.

The Government of Maldives has received funding through Global Environment Facility for the alignment of the KMGBF into the NBSAP. This Project known as “Global Biodiversity Framework Early Action Support (GBF EAS)” is assisted by UNDP and is comprised of the following components.

- Component 1: Rapid review of NBSAP for alignment with the post-2020 GBF
- Component 2: Assessment of monitoring systems
- Component 3: Policy and institutional alignment and review for coherence with Global Biodiversity Framework

The Ministry of Climate, Environment, and Energy is now seeking a “NBSAP Revision Coordinator” for the duration of 24 months to complete activities under Component 1 and 2 of the GBF EAS Project. The Consultant will be reporting to work at MECCT and will complete monthly work progress reports and timesheets to receive the monthly remuneration.

The NBSAP Revision Coordinator should work closely with “Finance and Policy Specialist” and “Project Director” under GBF EAS Project.

2. SCOPE OF WORK

The staff is expected to provide the following activities.

Rapid review of NBSAP for alignment with the post-2020 GBF

- A rapid review of NBSAP is conducted: A rapid review of key thematic areas in the NBSAP is conducted to determine coherence between national targets and actions with the new goals and action targets of the GBF.
- National targets are reviewed and updated: National targets are updated to take on board the GBF and relevant SDGs, and to be made operational (i.e., measurable, costed, spatially explicit where appropriate, grounded in programs).
- NBSAP is reviewed and updated: Subject to national planning cycles, the existing NBSAP is reviewed for updates through an inclusive whole-of-government process to be in line with the GBF, and as appropriate, minor revisions are made, with the necessary consultations and processes for the plans to be nationally approved in due time. In addition, Parties will be encouraged to review NBSAPs for effectiveness and implementation. This will match what is proposed in SBI3/11/Add4 which describes the relationship between national and global targets.

Component 2: Assessment of monitoring systems

- A Gaps in monitoring systems are assessed and identified: Gaps are assessed in the existing data and knowledge systems and institutional monitoring systems and frameworks for monitoring the status and trends of biodiversity, and other elements of the targets and indicators of the NBSAP, and for the headline indicators of the global monitoring framework.
- Monitoring action plan is developed: A plan for enhancing monitoring systems is developed to respond to the updated national targets and GBF, along with an initial costing of monitoring systems, and sequencing of investment support to fill the monitoring gaps.

3. BREAKDOWN OF RESPONSIBILITIES:

The specific responsibilities that are needed to achieve the above scope of work are described below.

- **Establishment of a Technical Committee**
 - Develop the TOR of the NBSAP Technical Committee and establish a Technical Committee comprising of relevant government agencies and other stakeholders. Arrange regular meetings of the Technical Committee and prepare agenda and minutes of the meetings.
- **Inception Workshop for NBSAP and Monitoring Framework**
 - Develop draft national targets and draft indicators in the inception workshop for the NBSAP revision process
- **Stakeholder consultations:**
 - Arrange and conduct stakeholder consultation workshops across the Maldives: The process of NBSAP revision and development of the monitoring framework should be thorough process involving stakeholders across the country from all sectors, society and local communities. The national consultation process included representation from all the 20 administrative atolls of the Maldives.

- **Validation Workshop for revised NBSAP and Monitoring Framework**
 - Arrange and conduct a validation workshop for the revised targets and indicators and other elements of the NBSAP
- **Peer review of final NBSAP and Monitoring Framework**
 - Facilitate the peer reviewing of the final revised NBSAP
- **President's Endorsement**
 - Complete all the processes required for obtaining the President's endorsement for the revised NBSAP
- **Layout and Designing of final NBSAP**
 - Complete the procurement processes required for the layout and designing of the revised NBSAP
- **Printing of the revised NBSAP**
 - Complete the procurement processes required for the printing of the revised NBSAP
- **Project reporting to UNDP**
 - Prepare the required expenditure reports to UNDP under the project
- **Awareness and Outreach materials for NBSAP**

4. RESPONSIBILITIES

The staff is expected to complete the following responsibilities during the term of employment.

#	Responsibility	Expected duration
1	Workplan	1 month
2	Establishment of a Technical Committee	1 month
3	Inception Report: should include draft targets of the revised NBSAP and associated indicators for the monitoring framework.	1 month
4	Draft strategies and targets for the NBSAP	2 months
5	Zero draft of the revised NBSAP and monitoring framework for internal comments and Technical Committee	4 months

6	8 stakeholder workshops throughout the Maldives and 2 national stakeholder workshops and their reports	2 months
7	First draft of the revised NBSAP and monitoring framework for internal comments	5 months
8	Second draft of revised NBSAP and monitoring framework for Technical Committee	1 month
9	Stakeholder consultations	1 month
10	Validation workshop and Report	1 month
11	Final revised NBSAP and Monitoring Framework	3 months
12	Procurement and finalization of proof reading and editing for NBSAP	3 months
13	Procurement and finalization of layout and designs of NBSAP and printing	2 months
14	Awareness and outreach for NBSAP	1 month
15	Financial reporting to UNDP	Continues process

The work should be planned as presented in the timeline below.

Responsibility	Month																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
11																								
12																								
13																								
14																								
15																								

5. Duration of Employment

The duration of employment for “NBSAP Revision Coordinator” is 24 months full-time upon signature of the employment contract with the Ministry of Environment, Climate Change and Technology (MECCT). The employee is expected to carry out the responsibilities as presented in this TOR.

6. Remuneration

The “NBSAP Revision Coordinator” should carry out the responsibilities presented in this TOR by working as a full-time employee of the Ministry and will be paid a monthly remuneration of **MVR 28,800**.

7. Requirements for Experience and Qualifications

In executing this TOR, the “NBSAP Revision Coordinator” is expected to meet the following eligibility criteria and should provide educational certificates, CVs and experience letters as supporting documents.

- *Minimum qualification:*
 - Master’s degree related to biodiversity conservation, environment management, project management, international relations or a related field **OR** Bachelor’s degree related biodiversity conservation, environment management, project management, international relations or a related field
 - Minimum of five (5) years of experience in a related field (reference letters and/ or submit evidence via publications)

- *Other Qualifications:*
 - Strong inter-personal and communications skills, including the ability to work with high level stakeholders, facilitate meetings, make presentations and communicate effectively by email
 - Proficiency in the use of computer software applications, especially MS Word and MS Excel and web-site software and proven ability to write technical reports

- Excellent language skills in English and Dhivehi (writing, speaking and reading)

8. Evaluation criteria

The following criteria will be applied during the evaluation of the “NBSAP Revision Coordinator”.

Technical Score:

DETAILS	MAXIMUM POINTS
<p>Education</p> <p>Master’s degree related to biodiversity conservation, environment management, project management, international relations or a related field [30]</p> <p>OR</p> <p>Bachelor’s degree related to biodiversity conservation, environment management, project management, international relations or a related field [20]</p>	[30]
<p>Experience</p> <p>No. of similar project / assignments <i>6 points for each documented year, with a minimum of 5 years.</i></p>	[30]
<i>Interview</i>	[40]
Total	[100]