

## TERMS OF REFERENCE

### Technical Support to the Pacific CBD COP 10 preparations

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#### *Background*

- 1 In preparations for the Conference of the Parties meeting to the Convention on Biological Diversity (CBD) to be held in Nagoya, Japan in October 2010, SPREP is coordinating a pre-COP meeting for the 14 PIC that are parties to the CBD. The main objective of the pre-COP meeting is to provide a forum for the Pacific parties to the CBD to come together to discuss key COP 10 issues of importance to the Pacific and to prepare briefing and position papers to assist countries with their preparations for COP10.
- 2 To ensure the Pacific pre-COP meeting objectives are successfully achieved, SPREP is seeking the services of a short term consultant to provide technical support in preparing briefing and position papers for the Pacific.

#### *Objectives*

The objectives for this consultancy are to:

1. Enable Pacific island countries and territories to work together on common positions
2. Enhance negotiation skills of country delegates to prepare them for negotiations on priority issues at COP 10
3. Develop a Strategy for effective participation and successful attainment of PIC positions at COP 10.
4. Strengthen negotiating positions and strategize.
5. Develop a coordinated strategy to amplify the voices of the Pacific at COP10 through side events and exhibitions including the showcasing of successful IYOB products from the Pacific
6. Strengthen coordination among key regional organizations and partners in providing support to Pacific Island Countries at COP10

#### *Methodology*

- The Consultant will undertake a desktop literature review of relevant CBD COP 10 literature and information references.
- The Consultant will work together as a member of the SPREP team and is required to attend the pre-COP meeting in Nadi, Fiji from the 16-18 August 2010.

### *Specific Tasks*

The consultant shall undertake the following specific tasks:

- a. Collate and analyse different position papers produced by regional organizations and NGOs which are relevant to the Pacific;
- b. Prepare a list of key CBD COP 10 documentations and reports
- c. Draft briefing and position papers on the key priority issues of importance to the Pacific;
- d. Identify key resource people and experts who are available to provide further assistance as needed to support country preparations following the pre-COP meeting;
- e. Undertake a review of the COP 10 key documents and reports and prepare a summary of these for the Pacific brief; and
- f. Prepare a draft pre-COP meeting report and assist in finalizing this report
- g. Submit a draft report of review findings and recommendations to SPREP for comment.
- h. Submit a final report of the exercise, which incorporates comments on the draft to SPREP.

### *Required Outputs and Timelines:*

These are the main outputs the Consultant is expected to produce within the duration of the consultancy:

- a. A complete list of the key CBD COP 10 documents and reports [draft produced by 13<sup>th</sup> August 2010].
- b. A synthesis of the key issues from the CBD COP 10 documents and reports that relevant to the Pacific which will provide the basis for the drafting of briefing papers [Draft produced by 13<sup>th</sup> August 2010].
- c. Copies of Draft briefing and position papers prepared and made available at the pre-COP meeting [produced by 13<sup>th</sup> August 2010]
- d. Revised and updated copies of briefing and position papers made to available to SPREP for circulation to delegates two weeks after the pre-COP meeting [produced by 2<sup>nd</sup> September 2010]
- e. A Draft Pre-COP Meeting Report to be made available for review by all participants and SPREP at the end of pre-COP meeting [produced by 18<sup>th</sup> August 2010]; and
- f. A Final Pre-COP Meeting Report to be submitted to SPREP on or before **30<sup>th</sup> September 2010**, after incorporating comments from SPREP on the draft report.

### *Required Expertise & Inputs:*

The Consultant should meet the following requirements:

- a. Appropriate tertiary educational qualifications in political science, public policy, international affairs, environmental and/or natural resource management, or related discipline;
- b. A sound knowledge of the current discussions on CBD COP 10 and the CBD Strategic Plan;
- c. Proven ability to write and communicate orally in a clear and concise manner;
- d. Proven ability to meet strict deadlines; and
- e. Demonstrated knowledge and experience of the Pacific Islands context would be a distinct advantage.

***Contract Duration and Time-frame:***

11 This consultancy is for a total of 10 working days and is expected to commence immediately upon signing of a contract with the successful Consultant and the duration is spread out from August to September 2010.

***Application Deadline & Requirements:***

12 Submission of proposals responding to this letter of invitation should be received at the SPREP Headquarters by **4:30pm on 3<sup>rd</sup> August 2010** (Samoa date and time).

13 Submissions should include the following:

- a. A letter of expression of interest.
- b. A plan of how you will implement the specific tasks and achieve the objectives of the consultancy that will include a detailed methodology for implementing the main tasks of the work.
- c. A schedule of planned activities and proposed budget that should include a section for the actual working days.
- d. Detailed curriculum vitae, including at least two examples of previous work that are relevant to the objectives of this consultancy.
- e. Costs in lump sum expressed in US Currencies
- f. Names and contact details of three referees.
- g. Date of availability to take up consultancy.

14 All applications must be addressed and sent to the address below and marked TENDER FOR CBD Pacific pre-COP 10 Consultancy:

The Director  
SPREP  
PO Box 240  
Apia, Samoa

- 15 An electronic copy of the application is to be sent to this email address: [sprep@sprep.org](mailto:sprep@sprep.org) with the subject title TENDER FOR Pacific CBD pre-COP 10 CONSULTANCY

***Consultancy Fee:***

- 16 The consultancy fee will be negotiated between SPREP and the selected Consultant based on the scope of the work.

***For Further Information:***

- 17 Contact SPREP at the following addresses:
- a. Phone: +685 21-929
  - b. Fax: +685 20-231
  - c. Name & email: Ms. Easter Galuvao – Biodiversity Adviser at [easterg@sprep.org](mailto:easterg@sprep.org)