



Empowered lives.
Resilient nations.

United Nations Development Programme
Global Ecosystems & Biodiversity Programme
PROJECT DOCUMENT

Project Title:	UNDP Global Support to NBSAPs
UNDP Strategic Plan (2014-2017) [Link] Primary Outputs: (2.5) Legal and regulatory frameworks, policies and institutions enabled to ensure the conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems, in line with international conventions and national legislation Secondary Output: [From <i>UNDP's Biodiversity and Ecosystems Global Framework 2012-2020</i> :] (Signature Program #1): Integrating biodiversity and ecosystem management into development planning and production sector activities to safeguard biodiversity and maintain ecosystem services that sustain human wellbeing. [Link]	
[Overall Objective of PRODOC]: To support client countries in updating their NBSAPs, including through the incorporation of climate change adaptation and resilience planning facilitated by the NBSAP Forum. [GEF Project Objective]: As an overall contribution to the achievement of the Aichi Biodiversity Target 17 at the global level, to provide technical support to all eligible countries accessing GEF Biodiversity Enabling Activities funding, with a view to improving the quality benchmark and policy relevance of the next generation of NBSAPs, while also enhancing public participation in the NBSAP preparation process. develop guidance material in multiple languages on incorporating climate resilience and adaptation into NBSAPs [GEF - Outcome 1] New and innovative knowledge management tools enhance global learning on biodiversity planning and support GEF-financed NBSAP development processes, so that NBSAPs become more relevant policy instruments, integrated into sectoral national plans strategies and policies, thereby making a significant contribution to achieving Aichi Target 17. [GEF - Outcome 2] Targeted, timely and high quality technical support to countries enables the adoption of best practices, guidelines and other materials, and corroborate the long-term goal of developing countries' capacity of countries to carry out effective biodiversity planning. [Gov. of Flanders – (subsidiary) Project Objective]: To strengthen countries' capacity to incorporate climate change adaptation and resilience planning into national biodiversity strategies and action plans through the NBSAP Forum.	
Implementing Partner: UNDP (GEF Unit, Ecosystems & Biodiversity Cluster)	
Responsible Partners: UNDP	

Brief Description of this PRODOC

This PRODOC serves to operationalize two (02) closely related global projects within UNDP, whose funding was respectively approved by the Global Environment Facility (GEF) and the Government of Flanders in end 2013. Both projects focus on providing support to beneficiary countries for updating their National Biodiversity Strategies and Action Plans (NBSAPs) – all of which are GEF eligible and UNDP program countries.


The first output project operationalized by this PRODOC is a GEF Medium-Size Project (MSP) titled “*Support to GEF Eligible Countries for achieving Aichi Biodiversity Target 17 through a globally guided NBSAPs update process*”. It is as a joint initiative by UNDP and UNEP (the UN's Environment Program). The MSP includes two components, each linked to a ‘GEF Outcome’ in the logframe: (Component 1) on global learning and technical content development; and (Component 2) on the delivery of direct technical support to countries. UNDP and UNEP will access equal amounts of GEF funding under the MSP and the division of tasks and responsibilities between the two GEF agencies has been defined in MSP and validated during a joint meeting in November 2014. Much of the support that is already being provided to countries for updating their NBSAPs is facilitated by a new knowledge management platform called the **NBSAP Forum** (www.nbsapforum.net). The Forum is maintained through a partnership among the Convention of Biological Diversity (CBD), UNDP and UNEP. As NBSAPs are being submitted to the CBD COP, the project's focus will gradually gravitate towards support for NBSAP implementation.


The second output project operationalized by this PRODOC focuses on supporting the NBSAP Forum with incorporating climate resilience and adaptation into countries' NBSAPs, which fits under the project's Component 1 (on global learning and technical content development). The project will develop a ‘climate resilience-NBSAP guide’ and have it tested. It is also proposed that at least 30 countries receive targeted support on how to use the guide through e.g. webinars, a facilitated e-learning course and direct support. The Climate guide will also be widely shared to all CBD Parties.

Both output projects encompass sets of activities that complement and enhance each other. They will be implemented in a coordinated way, as described in this PRODOC.

Programme Period:	2014-2017
Atlas Award ID (UNDP1):	00077098
Output Project ID (GEF):	00088107
Output Project ID (Gov. of Flanders, Belgium):	00088125
PIMS #	5283
Start date:	PRODOC signature
End Date	+3 years
Mgt Arrangements	DIM
PAC Meeting Date	[tbd]

[A] + [B] Total project funds	\$ 3,906,620
[A] Total allocated resources under this award	\$ 1,056,620
Regular (UNDP TRAC)	\$ 0
GEF (MSP resources entrusted to UNDP)	\$ 850,000
Government of Flanders contribution (expected total 150,000 EUR)	\$ 206,620
[B] Other (co-financing to the GEF MSP plus UNEP-managed funds under the MSP)	\$ 2,850,000
<i>UNEP co-financing commitment (partner managed)</i>	<i>\$ 1,000,000</i>
<i>GEF MSP resources entrusted to UNEP</i>	<i>\$ 850,000</i>
<i>UNDP co-financing commitment (managed under other PRODOCs)</i>	<i>\$ 1,000,000</i>

Cleared by (UNDP):  27 Jun 2014
 Adriana Dinu, Executive Coordinator and Director a.i., UNDP-GEF Date

Approved by (UNDP):  16 JULY 2014
 Magdy Martínez-Solimán, Director, a.i., Bureau for Development Policy Date



Empowered lives.
Resilient nations.



Government of Flanders



UNDP Project Document

United Nations Development Programme - UNDP
Global Environment Facility – GEF
Government of Flanders

Implementing Partner: UNDP-GEF Ecosystems and Biodiversity Cluster

UNDP GEF PIMS no. 5283
Atlas Award: 00077098 / Project IDs: 00088107 and 00088125 under UNDP1

Brief description of the intervention financed by GEF:

Support to GEF Eligible Countries for achieving Aichi Biodiversity Target 17 through a globally guided NBSAPs update process

By mid-2013, some 130+ countries have accessed the GEF's Biodiversity Enabling Activities (BD EA) with the aim of updating their National Biodiversity Strategies and Action Plans (NBSAPs) to incorporate the Aichi Targets and fulfilling other related obligations before the Convention of Biological Diversity (CBD). However, these countries count on uneven levels of technical support for the task, in spite of current and growing demand for it. Most countries receive only basic technical and operational support while others no support at all—even though experience shows that this support is vital for a successful outcome of policy-oriented projects. This global project will address this issue and make a key contribution to the achievement of the Aichi Biodiversity Target 17 at the global level, which predicated the development, adoption and initial implementation of NBSAPs as effective policy instruments (for biodiversity mainstreaming). Through close collaboration between UNDP and UNEP, the two main GEF agencies for BD EA, this project will cement the 'NBSAP global partnership', together with the CBD Secretariat, a key partner in the equation, and provide quality and focused technical support to all countries that have accessed—or will access—GEF resources for BD EA. This will be achieved through a two-pronged approach. First, it will support the development of a suite of guidance tools (using primarily electronic media and innovative learning methods). The project will also avail spatial planning tools that can be easily be adopted in NBSAP-relevant biodiversity assessments. Technical quality benchmarks will be established and countries encouraged to apply them. The project will also co-support the sustainable maintenance of the NBSAP Forum Web Portal, which will function as a the main mechanism for availing guidance and bringing together multiple partners, government entities, regions and individuals to support the NBSAP process globally. The Forum will also serve to and track progress and report on the NBSAP processes. Second, the project will directly deliver technical support to all eligible countries accessing GEF BD EA funding. This will imply the operationalization of mechanisms such as peer review and expert review, webinars and the participation of project experts in CBD organized workshops as resource persons. Overall, the project aims to improve the quality benchmark and policy relevance of the new generation of NBSAPs, while also enhancing public participation in the NBSAP preparation process. This PRODOC pertains to the part of the activities and budget of the GEF Approved Medium-Size Project (MSP) that will be implemented by UNDP directly. The other part pertains to activities and budget that will be implemented by UNEP.

Brief description of the intervention financed by the Government of Flanders, Belgium:

Strengthen Capacity to Incorporate Climate Change Adaptation and Resilience Planning into NBSAPs through the NBSAP Forum

This project builds upon the existing portfolio of national Biodiversity Enabling Activities projects financed by GEF and supported by UNDP, benefitting more than 40 countries in all regions. With the funds provided by UNDP will develop guidance material on incorporating climate resilience and adaptation into NBSAPs and their implementation, and through the NBSAP Forum, will make the guidance universally available in multiple languages. To develop the guidance, UNDP will work with leading countries, CBD, UNEP and other partners, to identify, consolidate and document existing best practices. UNDP will develop a practical toolkit, available in multiple languages. In addition, it will hold on-line information and training sessions. Three sets of results are expected: (1) Best practices in incorporating climate change resilience and adaptation into national biodiversity and development planning are clearly identified globally; (2) At least 30 countries receive targeted support on how to use the climate resilience-NBSAP guide; and (3) Climate guide is widely shared to all CBD Parties.

Table of Contents

SECTION I: Elaboration of the Narrative	7
PART I: Situation Analysis	7
Point of Departure.....	7
Stakeholder Analysis and Engagement.....	8
PART II: Strategy	9
Project Goal, Objective, Outcomes, Outputs and Activities.....	9
Project Risks.....	13
PART III: Management Arrangements	13
PART IV: Monitoring and Evaluation Plan and Budget	15
Monitoring and reporting.....	15
Key M& E activities.....	15
Audit Clause.....	19
Communications and visibility requirements.....	19
PART V: Legal Context	19
SECTION II: Project Results Framework and GEF Increment	21
PART I: Indicator Framework and Project Outputs	21
SECTION III: Total Budget and Workplan	24
SECTION IV: ADDITIONAL INFORMATION	27
PART I: Other agreements	27
TOR for Project Consultants and Service Providers.....	27
1) Activity Coordinator and Website Moderator for the Global UNDP Project.....	27
Website Moderation & Knowledge Management	28
2) Subject Matter Experts in biodiversity management.....	31
3) Expert Review Support – English, French, Spanish, Russian.....	32
4) Climate Change Resilience Guide Team.....	35
5) UNDP-GEF EBD Senior Technical Advisors responsible for the NBSAP / BD EA portfolio.....	35
6) UNDP-GEF designated EBD Programme Associate.....	36
Co-financing Letters.....	37
UNDP Environmental and Social Screening – ESSP (03 Dec 2013).....	37
Project Annexes	38
Annex 1. Approved GEF MSP	38
MSP - PART I: Project Information.....	38
A. Focal Area Strategy Framework.....	38
B. Project Framework.....	38
C. Co-financing for the project by source and by name if available, (\$).....	40
D. GEF Resources Requested by Agency, Focal Area and Country.....	40
E. Consultants working for technical assistance components:.....	40
F. Does the project include a “non-grant” instrument?.....	40
MSP - PART II: Project Justification.....	42
A. Project Overview.....	42
B. Description of the consistency of the project with [the following elements].....	59
C. Budgeted M &E plan.....	61
MSP - PART III: Approval/Endorsement by GEF OFPs and GEF Agency.....	61
A. Record of Endorsement of GEF Operational Focal Point(s) – N/A.....	61
B. GEF agency certification.....	61
MSP - ANNEX A: Project Results Framework.....	63
MSP - ANNEX B: Budget.....	64
MSP - ANNEX C: Terms of Reference.....	64

MSP - ANNEX D: Co-financing Letters	65
Annex 2. GEF CEO Approval Letter	68
Annex 3. Proposal approved by Government of Flanders, Belgium	69
Background	69
Project Description	69
Four Key Factors of Success	70
Key Questions to be Addressed by the Project	70
Results	71
Anticipated Costs of the Project	71
[Flanders' Proposal] ANNEX 1: Proposed NBSAP Steps	72
[Flanders' Proposal] ANNEX 2: Overview of the NBSAP Forum	73
Annex 4. Cost-Sharing Agreement	74
Annex 5. Minutes of the Project Appraisal Committee (PAC) Meeting	74

PRODOC Specific Acronyms

APR/PIR	Annual Project Review / Project Implementation Report
CDR	Combined Delivery Report
CO	Country Office (UNDP)
CSO	Civil Society Organisation
DIM	Direct Implementation
EBD	Ecosystems & Biodiversity (UNDP's programme)
GEF	Global Environment Facility
QOR	Quarterly Operational Reports
NBSAP	National Biodiversity Strategy and Action Plan
PRODOC	UNDP Project Document
TBW	Total Budget and Work plan

*-- Refer to **Annex 1**, for a more complete list of acronyms used in the [MSP](#) --*

SECTION I: Elaboration of the Narrative

PART I: Situation Analysis

POINT OF DEPARTURE

1. This PRODOC serves to operationalize two (02) closely related global projects within UNDP, whose funding was respectively approved by the Global Environment Facility (GEF), on 29 October 2013, and the Government of Flanders, Belgium, on 12 December 2013. Both projects focus on providing support to beneficiary countries for updating their National Biodiversity Strategies and Action Plans (NBSAPs) – all of which are GEF eligible and UNDP program countries.
2. The GEF project is a Medium-Size Project (MSP) with global scope, which has been prepared and submitted to the GEF jointly by UNDP and UNEP. This PRODOC pertains to the UNDP-implemented part. The approved GEF MSP document is appended to this PRODOC in [Annex 1](#) and the GEF CEO Letter of Approval is in [Annex 2](#). With a global scope, the key focus of the project is on building countries' capacity to prepare quality National Biodiversity Strategies and Action Plans (NBSAPs) and to implement them.
3. The funding from the Government of Flanders, Belgium, is in the form of a cost-sharing agreement, and its approval was (i) marked by an exchange of letters between UNDP-GEF Directorate (11 Dec 2013) and the Department of Environment, Nature and Energy in Flanders (12 Dec 2013); and (ii) provided on the basis of a Concept Proposal approved by the donor. This documentation is contained in [Annex 3](#).
4. **Background.** The GEF project was developed in close collaboration with UNEP, in particular UNEP's World Conservation Monitoring Centre (WCMC) and two UNEP's Division of Environmental Policy Implementation (DEPI) / GEF Units. The project will serve to strengthen the capacity of key NBSAP stakeholders for improving the quality benchmark and policy relevance of the next generation of NBSAPs. It will also help enhance public participation in the NBSAP preparation process. More specifically, the project will generally contribute to the achievement of the Aichi Biodiversity Target 17 at the global level, by providing technical support to all eligible countries accessing GEF Biodiversity Enabling Activities (BD EA) funding.
5. The project's overview and description, the background analysis that justifies it, and the statement of issues that the project will address are thoroughly described in Part II, section A.1 ([Project Description](#)) of the MSP in Annex 1. The project's GEF budget includes equal portions of inputs that will be managed by UNDP and UNEP. This PRODOC pertains to the UNDP-implemented part of the budget and activities.
6. Through a proposal prepared in mid-2013 and discussions between the Government of Flanders, Belgium, and UNDP' Energy and Environment Group, it was agreed that the donor would support activities closely related to UNDP' involvement in NBSAPs. More specifically, UNDP committed to developing guidance material on incorporating climate resilience and

adaptation into NBSAPs and their implementation, and the donor agreed to support this. Through the NBSAP Forum, the guidance will also be made universally available and in multiple languages.

7. Together, the mentioned elements constitute the project's 'Point of Departure' and the general context for the current PRODOC.

STAKEHOLDER ANALYSIS AND ENGAGEMENT

8. The project strategy for the engagement of stakeholder is included in the approved MSP, Part II, [Section A2](#). At the country level, key stakeholders will be involved, primarily through national projects, but also through their membership of the NBSAP Forum. At the regional and global levels, the project will draw on the guidance and engagement of a number of regional partners that work together with UNDP, UNEP and the CBD Secretariat in different ways (the list is not exhaustive):

- From Mesoamerica and South America: REDPARQUES, CATIE, IUCN WCPA regional vice chairs, WWF, TNC, Birdlife International, GIZ regional offices, Government of Brazil. From the Caribbean: IUCN regional office implementing BIOPAMA, TNC, and UNEP-CEM/CaCMP.
- From Africa (Southern & Eastern): SANBI, IUCN regional office for Southern and Eastern Africa which is implementing BIOPAMA, WWF, CI, Birdlife, IUCN TILCEPA. From central Africa: IUCN PACO, TNC, and AWF. From West Africa: WWF, PMRC (supported by a consortium of NGOs and donors), Birdlife international, IUCN PAPACO and MIKE Programs.
- From Northern Africa and West Asia: IUCN regional offices for West Asia and Mediterranean, ROPME, LAS. Ramsar regional coordinator, CMS Abu Dabi office, and the Government of Egypt and UAE.
- From the Pacific: SPREP, TNC, WWF, WCS, Birdlife International, IUCN Oceania, and Rare.
- From South Asia: ICIMOD and Wildlife Institute of India, IUCN - WCPA regional vice chair and Rare. From South and East Asia: Government of Korea, ASEAN Centre for Biodiversity, IUCN regional office in Vietnam supported by WCS, WWF and Birdlife International.
- From CEE and Central Asia: WWF, Bfn (German nature academy), TNC, and WCS.

9. In the past few months, many of these partners and individuals belonging to these organizations and others have registered into the NBSAP Forum site. The NBSAP Forum will be a key platform for stakeholder engagement. Many of these partners produce knowledge and implement biodiversity projects. At country level, they are well positioned to co-support NBSAP preparation and implementation processes. The NBSAP Forum host partners (the CBD Secretariat, UNDP and UNEP-WCMC) are also reaching out to several partners at the global level, such as IUCN (HQ), IDLO (with respect to Activity 1.2.4), Birdlife, WWF and various UN agencies, the latter primarily through the UN Environment Management Group.

10. In terms of resource mobilization and needs assessments, the project will work with other partners such as Defra, World Bank, Conservation Finance Alliance, and GIZ. With respect to biodiversity data (essential for beneficiary countries to prepare quality NBSAPs), partners will be enlisted from: GLOBE, NASA, JRC, WCMC, TNC, IUCN, EOL/BioSynthesis Group, GBIF, BirdLife, UNESCO, CI, Ramsar, FAO, UN Stats, among others.

PART II: Strategy

PROJECT GOAL, OBJECTIVE, OUTCOMES, OUTPUTS AND ACTIVITIES

11. **The project's goal** is to enhance implementation of the CBD's Strategic Plan 2011-2020 and support the achievement of Aichi Biodiversity Target 17 through participatory planning, knowledge management and capacity building.

12. **The project objective** is to provide technical support to all eligible countries accessing GEF Biodiversity Enabling Activities funding, with a view to improving the quality benchmark and policy relevance of the next generation of NBSAPs, while also enhancing public participation in the NBSAP preparation process.

13. This will be done through technical support and cross-learning exchanges to enhance implementation of CBD Aichi targets, especially Target 17, in the face of global challenges. The NBSAP Forum will be used as a 'strategic platform for development & learning'.

14. In order to achieve the above objective, two '**Outcomes**' (corresponding to GEF components) are expected from the project:

- **Outcome 1** – New and innovative knowledge management tools enhance global learning on biodiversity planning and support GEF-financed NBSAP development processes, so that NBSAPs become more relevant policy instruments, integrated into sectoral national plans strategies and policies, thereby making a significant contribution to achieving Aichi Target 17.
- **Outcome 2** – Targeted, timely and high quality technical support to countries enables the adoption of best practices, guidelines and other materials, and corroborate the long-term goal of developing the capacity of countries to carry out effective biodiversity planning.

15. The project's two **Components** correspond to each of the above Outcomes, as follows:

Component 1) Global learning and technical content development [for enhancing the quality of NBSAPs]

Component 2) Direct technical support delivery [for NBSAP preparation and implementation]

The Outcomes/Components of the project, as well as a **full description** of the expected outputs and activities, are thoroughly described in the GEF MSP in Annex 1 (refer to Part II, A1-3: [*The proposed alternative scenario, with a brief description of project components*](#)). To the matrix of responsibilities in the MSP, an additional Output pertaining to activities foreseen in the Flanders' funded project. **Table 1** below provides an overview of outputs and activities under this PRODOC:

Table 1. Activities and main responsible units (based on [MSP Table 4](#), but further developed)

Components, Outputs and Activities		Key responsibilities and summary of UNDP's role (focal unit is the UNDP-GEF EBD cluster)	Funding source
Component 1. Global learning and technical content development*			
Output 1.1	<p><i>User-friendly, customizable tools and assessment methodologies, e-learning, voluntary templates and other guidance material, including for benchmarking the technical quality of NBSAP products before submission, are developed and widely applied in GEF-financed NBSAP development processes. They are primarily disseminated through the NBSAP Forum.</i></p> <p>1.1.1 Guidance materials, voluntary templates and assessment methodologies</p> <p>1.1.2 E-learning, quick guides, Wiki pages and training packages</p>	<ul style="list-style-type: none"> - Primarily implemented by UNDP and with the engagement of professional consultants for preparing the knowledge management products, under the guidance of key UNDP-GEF staff. - UNDP will engage UNEP-WCMC in particular for biodiversity target setting aspects and will consult and collaborate closely with UNEP and the CBD Secretariat of the outline of products. 	GEF
Output 1.2	<p><i>Online spatial planning tools for key thematic areas and cross-cutting issues are made available to countries to facilitate biodiversity status assessments.</i></p>	<ul style="list-style-type: none"> - UNEP is 100% responsible for implementing activities under this output and will engage UNEP-WCMC and UNEP DELC in the tasks. 	GEF (under UNEP)
Output 1.3	<p><i>The NBSAP Forum Web Portal is functional and well maintained: (i) fully operational by end 2013; (ii) further developed to fulfil evolving clients' needs throughout the project's duration; (iii) hosting and maintenance are taken over by CBD for sustainability.</i></p> <p>1.3.1 Phase III development of NBSAP Forum Web Portal project</p> <p>1.3.2 Hand-over of NBSAP Forum Portal to the CBD Website</p>	<ul style="list-style-type: none"> - UNDP has so far managed the consultancy that produced the NBSAP Forum website (or 'portal') in its current format. UNDP consulted with NBSAP Forum partners throughout the development of the site in its first phase. - The second phase of website development will continue on the same basis. - Due to technical challenges identified in late 2013, the viability of activity 1.3.2 may need to be re-assessed at a later stage. UNDP will find solutions in close collaboration with Forum partners. 	GEF

Components, Outputs and Activities		Key responsibilities and summary of UNDP's role (focal unit is the UNDP-GEF EBD cluster)	Funding source
Output 1.4	<p><i>A partnership framework for collaboration among all agencies and entities involved in NBSAP process emerges with a view to supporting client countries and developing best practices.</i></p> <p>1.4.1 Adaptive feedback and global collaboration on content</p> <p>1.4.2 Best practices compilation</p> <p>1.4.3 M&E</p>	<ul style="list-style-type: none"> - This output will be co-implemented jointly by UNDP and UNEP-WCMC, without any particular lead. - It will serve to co-support the continued collaboration among NBSAP Forum partners. - It may be expanded to include other key Forum (corporate) members that may join along the way. 	GEF
Output 1.5	<p><i>Capacity to Incorporate Climate Change Adaptation and Resilience Planning into NBSAPs is strengthened through the NBSAP Forum</i></p> <p>1.5.1 Identify, at the global level, best practices in incorporating climate change resilience and adaptation into national biodiversity and development planning</p> <p>1.5.2 Deliver targeted support on how to use the climate resilience-NBSAP guide to at least 30 countries</p> <p>1.5.3 Share the Climate guide widely among all CBD Parties</p>	<ul style="list-style-type: none"> - UNDP will implement activities under this output directly and in a coordinated way vis-à-vis other related and GEF-funded activities. - Efforts under Activity 1.5.1 will focus on exploring the climate change-biodiversity-development nexus, which fits well with UNDP's niche. - In connection with the Climate Guide, UNDP will engage home based consultants (summing approx. 25-30 persons weeks in 2014/2015) and put together an editorial group (5 approx. 25-30 persons-weeks in 2014). They will be tasked with developing and testing a web-based, interactive 'e-Guidebook' for mainstreaming climate resilient planning in NBSAPs. - The 'Knowledge Mgt' consultant (co-financed by GEF) will contribute both to outputs 1.1, 1.3 and 1.4, as well as to this one. - Flanders's funds will contribute, on a pro-rated basis to the overall project's terminal evaluation. - The organization of a workshop, foreseen in the Flanders' proposal (and under this output) will be carried out in coordinated with other events financed under the GEF (e.g. under Output 2.2). 	Gov. of Flanders, Belgium

Components, Outputs and Activities		Key responsibilities and summary of UNDP's role <i>(focal unit is the UNDP-GEF EBD cluster)</i>	Funding source
Component 2. Direct technical support delivery			
Output 2.1	<p><i>Peer and expert review technical support is provided to countries on a 'demand-driven' and 'match-making' basis for each phase of NBSAP development process.</i></p> <p>2.1.1 Expertise on demand 2.1.2 Peer and expert review</p>	<ul style="list-style-type: none"> - This output will involve both UNDP and UNEP-WCMC for activities 2.1.1 and 2.1.2. UNEP DELC will be involved in particular in the legal/policy preparedness aspects of these activities. - The framework for peer review of NBSAPs has been thoroughly discussed with UNEP WCMC and the CBD Secretariat. It was approved in late April 2014. - In order to operationalise it, UNDP will (i) engage the Activity Coordinator in leading the facilitation process; (ii) establish a roster or experts which can be engaged directly by countries through UNDP Country Offices in a facilitated way. 	GEF
Output 2.2	<p><i>Online webinars and both virtual and in person workshops are facilitated guiding NBSAP processes through critical steps and to the benefit of client countries.</i></p> <p>2.2.1 Workshops and webinars 2.2.2 Workshop facilitation</p>	<ul style="list-style-type: none"> - UNDP and UNEP, including UNEP-WCMC, & UNEP DELC are working together and with the CBD Secretariat to firm up a calendar of events that will maximize the outreach to NBSAP stakeholders. - Webinars will also be planned and rolled out throughout 2014-2016. 	GEF
Output 2.3	<p><i>A framework for monitoring client satisfaction and for creating a feedback loop for technical support delivery is effective by end 2013.</i></p> <p>2.3.1 Developing and applying surveys 2.3.2 Website moderation</p>	<ul style="list-style-type: none"> - UNDP and UNEP, including UNEP-WCMC, will collaborate to develop a platform for website moderation and gauging client satisfaction. - Both agencies will work together to carry out a terminal evaluation of the joint GEF project. - UNDP will use the evaluation's opportunity to also assess the effectiveness, impact and sustainability of the Flanders' financed activities. 	GEF

PROJECT RISKS

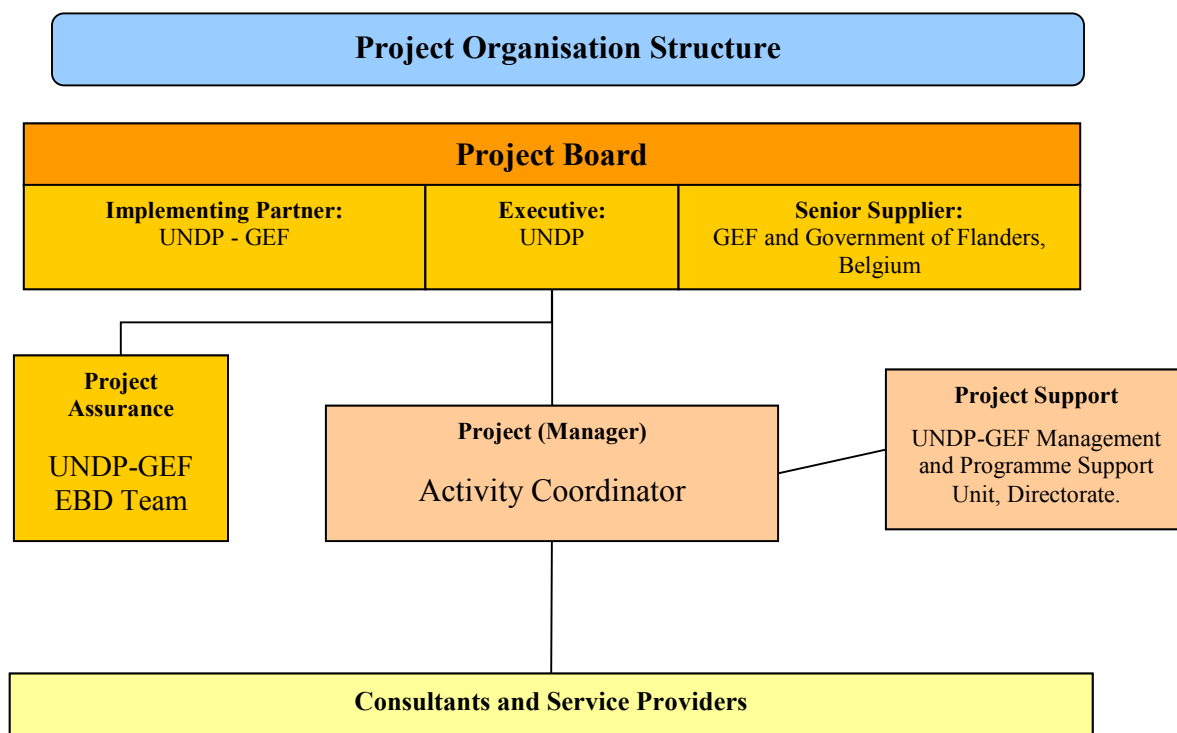
Table 2. Project Risks Assessment and Mitigation Measures

IDENTIFIED RISKS AND CATEGORY	RATING	MITIGATION MEASURES
<p><u>STRATEGIC</u> Demand for technical support services will exceed the delivery capacity of technical consultants.</p>	Medium	<p>The project has been designed to fit its budgetary envelope. GEF support is but a contribution and the collaboration with related initiatives a staple. Potentially costly activities, such as South-South cooperation through country exchange visits, were deliberately left out (countries may finance this themselves, if they so wish, and the NBSAP Forum platform be used to facilitate the process). Also the project will not organize and carry out in person workshops independently, but will rather participate in CBD-organized events. UNDP and UNEP will ensure that technical assistance capacity can be provided through cost-effective ongoing service in Spanish, English, French and Russian by engaging with multiple consultants on a part-time basis. The expert review services is designed to be financed by requesting countries themselves – the project will but support the match-making mechanism. Project consultants will be trained to ensure cost-effectiveness in their services. The e-learning and training of trainers approach is designed to reach out to large audiences.</p>
<p><u>STRATEGIC</u> Interagency collaboration meets operational challenges.</p>	Low	<p>There has been a constant and on-going dialogue prior to the design of the project, through which the partnership of the ‘NBSAP Forum’ has built (here the Forum is more than the website, but the partnership itself). An exchange of letters of intent among directorate level officials in the CBD Secretariat, UNDP and UNEP ensures that a framework is in place and that roles and responsibilities are well defined.</p>
<p><u>POLITICAL</u> Some governments may not subscribe to wide information-sharing platforms, and thereby engage ineffectively in accessing technical resources.</p>	Low	<p>The project will focus on providing services on a demand-based fashion, providing guidance and technical support based on inputs and requests from each country. It will establish a peer-review facility, as well as self-assessment checklists and easy to use guidance documents and templates, ensuring that technical guidance comes in a form that is politically viable. The project will also cultivate national country-level ‘champions’ for key issues, to help promote best practices and develop case studies for their countries.</p>

PART III: Management Arrangements

16. This project (including both the GEF and Flanders’ financed activities) is part of the overall global programme of the Ecosystems and Biodiversity (EBD) cluster of UNDP-GEF. The GEF funding for this project has been jointly accessed by UNDP and UNEP. This PRODOC pertains to the set of GEF financed activities that fall under UNDP’s responsibility. These have been combined to the activities under the Flanders’ funded project (reproduced in [Annex 3](#)) through the addition of Output 1.5 to the project’s framework.

17. The overall institutional and management arrangements for the GEF project are generally described in the approved MSP, (see Part II, Section A.7 - [Describe the institutional arrangement for project implementation](#)). The diagram below provides a summary of management arrangements.



18. **Project Board.** Implementation of this global project will be carried out under the general guidance of a Project Board composed of designated senior-level representatives from UNDP-GEF and the Department of Environment, Nature and Energy, Flanders, Belgium. Annual reports and periodic newsletters will be shared, and teleconferences organized to inform the Project Board of progress on implementation. The Board will be responsible for approving amendments to this document; making management decisions when guidance is needed, conducting regular meetings/teleconferences to review progress, and agreeing on project manager’s responsibilities.

19. **Implementing Partner.** UNDP is the Implementing Partner, responsible for project execution and financial and technical oversight, ensuring that project outcomes and outputs are delivered, and resources disbursed efficiently. For the purpose of this project, UNDP-GEF Unit will be the unit responsible for implementation within UNDP. UNDP-GEF provides standard project cycle management services, including project initiation, monitoring and evaluation, troubleshooting, and reporting to the donor. In addition and where appropriate, UNDP will leverage specific inputs from other teams under the Sustainable Development Programme Support

unit cluster under the Bureau for Policy and Programme Support (BPPS) to assist in technical implementation.

20. **Project Manager:** The Project Manager (PM) will be the Activity Coordinator, with the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Activity Coordinator will (i) work under the purview and supervision of the UNDP-GEF EBD Senior Technical Advisor for NBSAPs / BD EA; (ii) be supported for managerial and administrative matters by a Project Associate. The Activity Coordinator will interact with his/her counterpart and peer Activity Coordinator engaged by UNEP.

21. **Project Support:** To be provided by UNDP-GEF Unit. A Project Associate or a consultant will be recruited to support project activities. Other services such as procurement, HR management, financial management and legal advice will be provided by UNDP-GEF Unit on a cost-recovery basis, based on UNDP policies.

PART IV: Monitoring and Evaluation Plan and Budget

MONITORING AND REPORTING

22. The project will be monitored through the following M& E activities. The M& E budget is provided in the [table](#) further down. Year 1 Annual Work Plan is under development in close collaboration with UNEP.

Key M& E activities

Project start-up:

23. A Project Inception Workshop will be held within the first 2 months of project start with those with assigned roles in the project organization structure, in particular the relevant units within UNDP and UNEP. The Inception Workshop is crucial to building ownership for the project results and to validate the first year annual work plan. The Inception Workshop should address a number of key issues including:

- a) Assist all partners to fully understand and take ownership of the project. Detail the roles, support services and complementary responsibilities of UNDP-GEF staff vis-à-vis the project team. Discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The Terms of Reference for project staff will be discussed again as needed.
- b) Based on the project results framework, finalize the first annual work plan. Review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks.
- c) Provide a detailed overview of reporting, monitoring and evaluation (M&E) requirements. The Monitoring and Evaluation work plan and budget should be agreed and scheduled.
- d) Discuss financial reporting procedures and obligations, and arrangements for annual audit.

- e) Plan and schedule Project Board meetings. Roles and responsibilities of all project organization structures should be clarified and meetings planned. The first Project Board meeting should be held within the first 12 months following the inception workshop.

24. An Inception Workshop report is a key reference document and must be prepared and shared with participants to formalize various agreements and plans decided during the meeting.

Quarterly:

- Progress made shall be monitored in the UNDP Enhanced Results Based Management Platform.
- Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high. Note that for UNDP GEF projects, all financial risks associated with financial instruments such as revolving funds, microfinance schemes, or capitalization of ESCOs are automatically classified as critical on the basis of their innovative nature (high impact and uncertainty due to no previous experience justifies classification as critical).
- Based on the information recorded in Atlas, a Project Progress Reports (PPR) can be generated in the Executive Snapshot.
- Other ATLAS logs can be used to monitor issues, lessons learned etc. The use of these functions is a key indicator in the UNDP Executive Balanced Scorecard.

Annually:

25. Annual Project Review/Project Implementation Reports (APR/PIR): This key report is prepared to monitor progress made since project start and in particular for the previous reporting period (30 June to 1 July). The APR/PIR combines both UNDP and GEF reporting requirements.

26. The APR/PIR includes, but is not limited to, reporting on the following:

- Progress made toward project objective and project outcomes - each with indicators, baseline data and end-of-project targets (cumulative)
- Project outputs delivered per project outcome (annual).
- Lesson learned/good practice.
- AWP and other expenditure reports
- Risk and adaptive management
- ATLAS QPR
- Portfolio level indicators (i.e. GEF focal area tracking tools) are used by most focal areas on an annual basis as well.

Specific clauses pertaining the M&E of activities funded by the Government of Flanders, Belgium:

27. UNDP will prepare a final report summarizing project activities carried out and their impact, as well as the provisional financial data within 6 months of project completion. The UNDP Bureau of Management/Office of Finance and Administration will provide certified financial

statement to be submitted to the donor no later than 30 June of the year following the financial closing of the project. The project will be evaluated in accordance with UNDP's Evaluation Policy. For details of other clauses, refer to the cost-sharing agreement in [Annex 3](#).

Periodic Monitoring through teleconferences:

28. The Activity Coordinator will conduct project monitoring teleconferences on the agreed schedule in the project's Inception Report/Annual Work Plan to assess project progress on a regular basis. Other members of the Project Board may also join these teleconferences. An Aide Memoire of the discussions and decisions will be prepared by UNDP and UNEP and will be circulated no less than one month after the teleconference to the project team and Project Board members.

Mid-term of project cycle:

29. Pursuant with the GEF's current policies on evaluation [[Link](#)] and project cycle [[Link](#)], no mid-term review is required for MSPs. An internal review may however take place, costs permitting. Should it be the case, findings of this review will be incorporated as recommendations for enhanced implementation during the final half of the project's term. A management response will be accordingly be prepared.

End of Project:

30. An independent Terminal Evaluation (TE) will take place three months prior to the final Project Board meeting and will be undertaken in accordance with UNDP, UNEP's and GEF guidance. The final evaluation will focus on the delivery of the project's results as initially planned (and as corrected after the mid-term review, if any such correction took place). The TE will look at impact and sustainability of results, including the contribution to capacity development and the achievement of global environmental benefits/goals. The scope of the TE will include activities funded by the Government of Flanders. The Terms of Reference for this evaluation will be prepared by the UNDP-GEF and UNEP-GEF based on common ground with respect to the GEF's evaluation policies (see [[Link](#)]).

31. The Terminal Evaluation should also provide recommendations for follow-up activities and requires a management response, which should be uploaded to PIMS and to the **UNDP Evaluation Office Evaluation Resource Centre (ERC)** [[Link](#)].

32. During the last three months, the project team will prepare the Project Terminal Report (it may be the same report to be prepared for the Government of Flanders, Belgium). This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results.

Learning and knowledge sharing:

33. Results from the project will be disseminated within and beyond the project intervention zone through existing information sharing networks and forums.

34. The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to project implementation through lessons learned. The project will identify, analyse, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

35. Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

M& E work plan and budget

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> ▪ Project Coordinator ▪ UNDP-GEF and UNEP-DEPI GEF, WCMC 	Indicative cost: 36,000	June 2014, jointly with another closely related UNDP-GEF project pertaining to the IUCN Parks Congress
Measurement of Means of Verification of project results	<ul style="list-style-type: none"> ▪ Project Coordinator ▪ UNDP-GEF and UNEP- DEPI GEF, WCMC ▪ External consultant for data-handling 	Approx. \$4,400	Annually.
Reporting	<ul style="list-style-type: none"> ▪ Project Coordinator and team ▪ UNDP-GEF and UNEP-DEPI GEF, WCMC 	None, except printing costs	ARR/PIR: Annually Periodic status review / progress reports: Quarterly
Periodic user surveys and user feedback ¹	<ul style="list-style-type: none"> ▪ Project Coordinator and team 	None	Periodically, but at least twice a year
Terminal Evaluation	<ul style="list-style-type: none"> ▪ Project Coordinator, UNDP-GEF, UNEP-DEPI GEF, WCMC ▪ UNDP and UNEP Evaluation Offices 	Indicative cost : 27,000	At least three months before the end of project implementation
Project Terminal Report	<ul style="list-style-type: none"> ▪ Project Coordinator and team 	None, except printing costs	At least three months before the end of the project
Audit	<ul style="list-style-type: none"> ▪ UNDP- GEF Directorate for the UNDP Component 	Indicative costs: \$8,160 in total	Yearly
TOTAL indicative COST <i>Excluding project team staff time and UNDP and UNEP staff expenses</i>		\$75,560	

¹ User surveys, employing simple survey tools such as SurveyMonkey, will be used to identify user satisfaction with knowledge management products, the NBSAP Forum web portal, and capacity strengthening efforts. These surveys will also elicit ongoing user needs for additional support.

AUDIT CLAUSE

36. Audit will be conducted according to UNDP Financial Regulations and Rules and applicable Audit policies.

COMMUNICATIONS AND VISIBILITY REQUIREMENTS

37. Full compliance is required with UNDP's Branding Guidelines. These can be accessed at [\[Link\]](#) and specific guidelines on UNDP logo use can be accessed at [\[Link\]](#). Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used. For the avoidance of any doubt, when logo use is required, the UNDP logo needs to be used alongside the GEF logo. The GEF logo can be accessed at: [\[Link\]](#). The UNDP logo can be accessed at [\[Link\]](#).

38. Full compliance is also required with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: [\[Link\]](#). Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items.

39. Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

40. Given the nature of this project and its focus on knowledge products, UNDP-GEF and UNEP will discuss and collaborate branding issues pertaining to these products and reach agreement prior to their launching.

PART V: Legal Context

41. This project forms part of an overall programmatic framework under which several separate associated country level activities will be implemented. When assistance and support services are provided from this Project to the associated country level activities, this document shall be the "Project Document" instrument referred to in: (i) the respective signed SBAs for the specific countries; or (ii) in the Supplemental Provisions attached to the Project Document in cases where the recipient country has not signed an SBAA with UNDP, attached hereto and forming an integral part hereof.

42. This project will be implemented by UNDP in accordance with its financial regulations, rules, practices and procedures.

43. To ensure its responsibility for the safety and security of the UNDP personnel and property, UNDP shall: (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried; (b) assume all risks and liabilities related to UNDP's security, and the full implementation of the security plan.

The UNDP shall undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

SECTION II: Project Results Framework and GEF Increment

PART I: Indicator Framework and Project Outputs

	Indicator	Baseline	Target/s (End of Project)	Source of verification	Risks and Assumptions
<p>Project Objective As an overall contribution to the achievement of the Aichi Biodiversity Target 17 at the global level, to provide technical support to all eligible countries accessing GEF Biodiversity Enabling Activities funding, with a view to improving the quality benchmark and policy relevance of the next generation of NBSAPs, while also enhancing public participation in the NBSAP preparation process</p>	1. NBSAPs fully address the Aichi Biodiversity Target, as evidenced by high scores on the NBSAP peer review template	NBSAPS do not address the Aichi Biodiversity Targets – all but a small handful were developed prior to 2010	At least 50% of NBSAPs fully address, at a minimum, Targets 2,3,5,11,12,13,14, 15 and 20	NBSAPs as submitted to the CBD Secretariat	<p>Assumptions:</p> <ul style="list-style-type: none"> – That technical guidance in the form of e-learning, guides, best practices will be sufficient to enable countries to achieve this objective. – That there is sufficient political will and stakeholder participation within countries to obtain these results. <p>Risks:</p> <ul style="list-style-type: none"> – That governments will not utilize the tools and materials provided – That major sectoral pressures from powerful lobby interests will prevent NBSAPs from being transformative
	2. Number and diversity of stakeholders included in GEF-supported NBSAPs, and the description of participation in NBSAP documents	Previous NBSAPs focused on biodiversity stakeholders, rather than broad stakeholder engagement.	At least 50% of NBSAPs include diverse stakeholders from a range of civil society, as well as from key sectors, focusing on the sectors that drive biodiversity loss	NBSAP section on stakeholder participation (as per minimum benchmark checklist for stakeholder participation to be developed)	
	3. NBSAPs target the key sectoral drivers of biodiversity loss, and include specific strategies and actions on mainstreaming biodiversity into sectors, poverty alleviation plans and national development plans.	In previous NBSAPs, there was only scant attention paid to sectoral drivers of biodiversity loss, and mainstreaming strategies were identified as one of the primary weaknesses. An initial review of recent NBSAPs submitted after CoP-10 indicates that countries have not fully internalized Target 2.	At least 50% of NBSAPs have clear and compelling analysis of the drivers of biodiversity loss (e.g., have completed a root cause analysis or some other form of sectoral analysis), and have robust mainstreaming strategies as determined by peer reviews	NBSAP sections on mainstreaming and sectoral drivers of biodiversity loss, and peer review feedback	

	Indicator	Baseline	Target/s (End of Project)	Source of verification	Risks and Assumptions
Outcome 1 <i>New and innovative knowledge management tools enhance global learning on biodiversity management and support the NBSAP development processes throughout the world, so that NBSAPs become more relevant policy instruments, integrated into and other sectoral national plans strategies and policies</i>	4. Tools are fully available to enable countries to access information regarding key themes, and in multiple languages.	The current status of learning tools is highly variable, and quality is not uniform. Tools are not generally translated into multiple languages, and are not targeted to the specific needs of users.	At least 12 new tools are developed focusing on critical themes, and they provide practical guidance to countries to achieve the overall project objective, and each are available in English, Spanish, French, Russian and Arabic	12 tools are developed and available on the NBSAP Forum in multiple languages	Assumptions: <ul style="list-style-type: none"> – That the countries will avail of the technical guidance materials – That the materials can be developed in a timely manner, and translated into languages quickly enough to be utilized by countries Risks: <ul style="list-style-type: none"> – That materials are developed too late in the process to be useful – That materials are not utilized fully by countries for political or other reasons
	5. NBSAPs include realistic, appropriate, prioritized and sequenced resource mobilization plans to achieve the NBSAPs	<p>The last round of NBSAPs included neither a realistic costing of strategies and actions, nor a strategy for mobilizing resources</p> <p>Concrete tools for resource mobilization do not currently exist for NBSAPs</p>	<p>At least 50% of NBSAPs have realistic, appropriate, prioritized and sequenced resource mobilization plans as part of their NBSAPs</p> <p>An e-learning module and support materials is developed on resource mobilization, and available in multiple languages, and accessed by at least 70% of GEF-eligible countries</p>	<p>NBSAPs, as submitted to CBD Secretariat, including resource mobilization plans</p> <p>E-learning module on resource mobilization and support materials hosted on the NBSAP Forum</p>	
	6. NBSAPs include and fully utilize the latest scientific and spatial data on biodiversity, conservation and threats.	The vast majority of NBSAPs have only limited spatial data. Several of the most recent NBSAPs as submitted to CBD do not have spatial data	At least 50% of NBSAPs incorporate recent spatial data	NBSAPs, as submitted to CBD Secretariat	
Outcome 2 Targeted, technical and timely support to countries enables the adoption of best practices, guidelines and other materials, and	7. Direct technical support is provided in a variety of languages to meet national needs on key themes	Technical support to countries is very limited, with major language gaps (e.g., Spanish, Russian, French, Arabic)	<p>At least 65 countries receive direct technical support</p> <p>>60% across the board are satisfied with the quality of services</p>	<p>Reports from technical experts, consultants on services provided</p> <p>Anonymous client satisfaction surveys on peer-review and expert review</p>	Assumptions: <p>That the countries will avail of the technical support opportunities, and will fully participate in learning forums.</p> Risks:

	Indicator	Baseline	Target/s (End of Project)	Source of verification	Risks and Assumptions
ensures the long-term capacity of countries to fully incorporate the essence of the Aichi Biodiversity Targets	8. Trainings, webinars, e-learning and toolkits help to expand learning to a broader constituency within countries	Training on NBSAPs is currently limited to 1-2 CBD workshops per year, aimed at a single person within a country	At least 70% of countries will participate in some form of webinar or training E-learning materials are accessed by at least 1000 people, with at least 5 per country >60% across the board are satisfied with the quality of materials	Training, webinar records of participation E-learning participation as recorded on host site Anonymous client satisfaction surveys on online webinars, e-learning, spatial planning tools and other tools	That demand for technical capacity will exceed the ability to service this demand.
	9. Key services are enabled through the NBSAP Forum and targeted support for peer reviews and best practices	There is no current facility for exchange or peer review	At least 50% of NBSAPs are peer reviewed by at least 5 expert reviewers At least 100 best practices are exchanged	Participation within the NBSAP Forum through the peer review and best practices exchange facility	

SECTION III: Total Budget and Workplan

Award / Project IDs:	00077098 / 00088107	00077098 / 00088125
Award Title:	PIMS 5283 <u>GEF</u> Support to NBSAPs	PIMS 5283 <u>Flanders</u> Support to CC in NBSAPs

Business Unit:	UNDP1
Project Title:	UNDP Global Support to NBSAPs

Component	Fund ID and Donor Name/Code	Project Output ID	Atlas Activity (Budget ID)	Impl. Agent	Budget codes	Total Amount	Amount 2014	Amount 2015	Amount 2016	Note	
1. Global learning and technical content development	62000 - GEF	00088107	ACTIVITY01	UNDP	71200 International Consultants	40,000	20,000	20,000	0	1	
	62000 - GEF	00088107	ACTIVITY01	UNDP	71400 Contractual Services - Individ	100,000	80,000	0	20,000	2	
	62000 - GEF	00088107	ACTIVITY01	UNDP	71400 Contractual Services - Individ	56,000	0	30,000	26,000	3	
	62000 - GEF	00088107	ACTIVITY01	UNDP	71600 Travel	19,000	9,500	0	9,500	4	
	62000 - GEF	00088107	ACTIVITY01	UNDP	72100 Contractual Services-Companies	100,000	70,000	30,000	0	5	
	62000 - GEF	00088107	ACTIVITY01	UNDP	72400 Communic & Audio Visual Equip	15,000	8,000	4,000	3,000	6	
	62000 - GEF	00088107	ACTIVITY01	UNDP	72800 Information Technology Equipmt	9,000	9,000	0	0	7	
	62000 - GEF	00088107	ACTIVITY01	UNDP	74100 Professional Services	70,000	50,000	20,000	0	8	
	.					Sub-Total GEF Comp 1	409,000	246,500	104,000	58,500	
	62040 - 10843	00088125	ACTIVITY01	UNDP	71200 International Consultants	2,000	0	2,000	0	9	
	62040 - 10843	00088125	ACTIVITY01	UNDP	71400 Contractual Services - Individ	50,000	35,000	15,000	0	1	
	62040 - 10843	00088125	ACTIVITY01	UNDP	71400 Contractual Services - Individ	30,000	0	30,000	0	3	
	62040 - 10843	00088125	ACTIVITY01	UNDP	71400 Contractual Services - Individ	10,000	10,000	0	0	10	
	62040 - 10843	00088125	ACTIVITY01	UNDP	71400 Contractual Services - Individ	18,000	12,000	6,000	0	11	
	62040 - 10843	00088125	ACTIVITY01	UNDP	71600 Travel	14,300	10,000	4,300	0	11	
	62040 - 10843	00088125	ACTIVITY01	UNDP	71600 Travel	10,000	10,000	0	0	4	
	62040 - 10843	00088125	ACTIVITY01	UNDP	72400 Communic & Audio Visual Equip	15,000	15,000	0	0	6	
	62040 - 10843	00088125	ACTIVITY01	UNDP	74100 Professional Services	26,200	26,200	0	0	12	
	62040 - 10843	00088125	ACTIVITY01	UNDP	74500 Miscellaneous Expenses	2,589	1,500	1,089	0	13	
	.					Sub-total Flanders Comp 1	178,089	119,700	58,389	0	
TOTAL Comp 1						587,089	366,200	162,389	58,500		
2. Direct technical support delivery	62000 - GEF	00088107	ACTIVITY02	UNDP	71200 International Consultants	130,000	30,000	60,000	40,000	14	
	62000 - GEF	00088107	ACTIVITY02	UNDP	71200 International Consultants	25,000	0	0	25,000	15	
	62000 - GEF	00088107	ACTIVITY02	UNDP	71400 Contractual Services - Individ	26,000	0	0	26,000	3	
	62000 - GEF	00088107	ACTIVITY02	UNDP	71400 Contractual Services - Individ	100,000	0	80,000	20,000	2	
	62000 - GEF	00088107	ACTIVITY02	UNDP	71600 Travel	85,000	60,000	10,000	15,000	16	
	.					Sub-Total GEF Comp 2	366,000	90,000	150,000	126,000	
TOTAL Comp 2						366,000	90,000	150,000	126,000		

Component	Fund ID and Donor Name/Code	Project Output ID	Atlas Activity (Budget ID)	Impl. Agent	Budget codes	Total Amount	Amount 2014	Amount 2015	Amount 2016	Note
3. Project Management	62000 - GEF	00088107	ACTIVITY03	UNDP	71400 Contractual Services - Individ	56,500	56,500			17
	62000 - GEF	00088107	ACTIVITY03	UNDP	74100 Professional Services	2,000	0		2,000	18
	62000 - GEF	00088107	ACTIVITY03	UNDP	74100 Professional Services	10,000	5,000	2,500	2,500	19
	62000 - GEF	00088107	ACTIVITY03	UNDP	74500 Miscellaneous Expenses	6,500	3,000	1,750	1,750	20
	.				Sub-total GEF Proj Management	75,000	64,500	4,250	6,250	
	62040 - 10843	00088125	ACTIVITY01	UNDP	71400 Contractual Services - Individ	15,500	15,500	0	0	17
	62040 - 10843	00088125	ACTIVITY01	UNDP	74100 Professional Services	6,160	3,080	3,080		18
	62040 - 10843	00088125	ACTIVITY01	UNDP	74100 Professional Services	5,000	3,000	2,000		19
	62040 - 10843	00088125	ACTIVITY01	UNDP	74500 Miscellaneous Expenses	2,148	1,148	1,000	0	13
	.				Sub-total Flanders Proj Management	28,808	22,728	3,000	0	
TOTAL Pr Mgt					103,808	87,228	7,250	6,250		

TOTAL GEF	850,000	401,000	258,250	190,750	
TOTAL Flanders	206,897	142,428	61,389	0	
GRAND TOTAL	1,056,897	543,428	319,639	190,750	

UNDP Budget Notes	
1	Subject Matter Experts inputs to Knowledge management products: Short-term consultants for preparing e-learning modules and webinars, conceiving and organizing the peer and expert review framework, inputs to guidance materials, publications, entering data into systems, etc. (Output 1.1, 1.3, 1.5, 2.1, 2.2 and 2.3). (See TOR.)
2	Budget reserve for Long-term project consultant: UNDP Activity Coordinator and Site Moderator (Outputs 1.1, 1.3, 1.4, 1.5, 2.2 and 2.3) (\$200K for 2 years part-time; see ToR)
3	Budgetary reserve for Senior Knowledge Management consultant (critical inputs to outputs 1.1, 1.3, 1.4, 1.5, 2.1 and 2.2) (\$112K part-time retainer over 3 years, approx. 37 weeks of service, already on contract and covered in 2014). See ToR).
4	Inception and partnership exchange meetings: Senior agency technical staff support to knowledge management and partnership building (embedded in Output 1.4).
5	Engagement of web development services development for NBSAP Forum site, regular maintenance, hand-over and, if needed, migration (Output 1.3).
6	Communication costs (primarily Output 1.4, in connection with the inception meeting e.g., but also 2.2 and 1.5 in connection with webinars).
7	Package of IT equipment and software for project consultants. (Output 1.4).
8	Translation (FR + ES) + editorial services and typesetting for: e-learning modules, quick guides, toolkits, voluntary templates and reporting formats (primarily Output 1.1, but also 1.5).
9	Co-support (and added funds as needed) with respect to the project evaluation (refer to budget note 17)

Quick Reference to Outputs:
Output 1.1 Tools, methodologies, e-learning & guidance
Output 1.2 Spatial Planning
Output 1.3 NBSAP Forum
Output 1.4 Partnerships & adaptive management
Output 1.5 Climate change & resilience guide
Output 2.1 Peer & expert review
Output 2.2 Workshops
Output 2.3 Site moderation, adaptive feedback & evaluation

10	Follow-on workshop to 2 CBD NBSAP workshops to get focused feedback and review, identify best practices. (See ToR for Climate Change Resilience Guide Team)
11	Targeted support to at least 30 countries through travel, facilitated e-learning, and one-on-one support (See ToR for Climate Change Resilience Guide Team)
12	Translation of guide into Spanish and French
13	Budgetary reserve for contingency planning (including currency variations) and bank charges and other miscellaneous costs.
14	Retainer technical support consultant – EN, SP, RU engaged by UNDP (\$30K in UNDP's budget; while EN, FR will be engaged by UNEP under its budget. See ToR); consultants will principally contribute to Outputs 2.1, but also 1.1, 2.2 and 2.3. Remaining funds from this line will co-support programme/project associate's time.
15	Evaluation (50% UNDP, 50% UNEP - refer to UNEP budget further down) (Output 2.3)
16	Participation of project staff/consultants and beneficiaries in project (and project-related) workshops (e.g. co-organised by CBD or partners, or inception meeting), plus direct support to countries where needed through expert consultants (Output 2.2).
17	Programme associate inputs (see ToR)
18	Audit costs to be integrated in programme audit on a pro-rata basis.
19	Agency administrative costs; i.e. cost recovery linked to procurement, legal and HR services
20	Cost recovery and miscellaneous expenses, including budgetary reserve for contingency planning (including currency variations) and bank charges and other ad hoc costs.

SECTION IV: ADDITIONAL INFORMATION

PART I: Other agreements

TOR FOR PROJECT CONSULTANTS AND SERVICE PROVIDERS

TOR Background (standard for all posts)

By end-2013, some 140+ countries have accessed the GEF's Biodiversity Enabling Activities (BD EA) with the aim of updating their National Biodiversity Strategies and Action Plans (NBSAPs) and fulfilling other related obligations under the Convention of Biological Diversity (CBD). The new generation of NBSAPs being now produced will be aligned with the [Aichi Targets](#) that were agreed upon by CBD Parties during the COP10 in Nagoya, as part of the CBD's [Strategic Plan](#).

UNDP and UNEP are the two main GEF agencies for BD EA. They noted that countries that accessed GEF funds for preparing their Post-Nagoya NBSAPs count on uneven levels of technical support for the task, in spite of current and growing demand for support services within the framework of their BD EA. Most countries receive only basic technical and operational support, while others, in particular those that accessed GEF funding directly, receive no support at all. Yet, experience shows that support is vital for a successful outcome of policy-oriented projects.

Through close collaboration, UNDP and UNEP obtained GEF funding for a new and joint global initiative (through a) that will address the technical support issue and make thereby a key contribution to the achievement of the Aichi Biodiversity Target 17 at the global level. (Refer to the approved UNPD-UNEP Medium Size Project in the [GEF's page](#) and to the complete MSP file). The project relates to Aichi Target 17, which predicates the development, adoption and initial implementation of NBSAPs as effective policy instruments for biodiversity mainstreaming. Target 17 relates to all other Aichi Targets with respect to biodiversity policy development. It will cement the 'NBSAP global partnership', together with the CBD Secretariat, a key partner in the equation. It will also provide quality and focused technical support to all countries that have accessed—or will access—GEF resources for BD EA. An important mechanism for support provision in the context of this partnership is the [NBSAP Forum](#).

In addition, UNDP obtained funding from the Government of Flanders, Belgium, for addressing the need for availing guidance on climate resilience within the process of NBSAP preparation and development. Both the GEF and Flanders financed initiatives are managed under a consolidated operational project within UNDP, titled "*UNDP Global Support to NBSAPs*".

These TOR refer to the UNDP part of the **UNDP-GEF PIMS 5283 Global NBSAP Support Project**, financed by the GEF and the Government of Flanders, Belgium. Given its global nature, the project will be implemented directly by UNDP, more specifically by the functional cluster 'Ecosystem & Biodiversity' (EBD) within UNDP-GEF, whose Directorate will ensure project oversight and quality assurance. Project implementation will be carried out in close collaboration with [UNEP](#), in particular with UNEP's centre of excellence, World Conservation Monitoring Centre (WCMC), plus other relevant UNEP' GEF division.

UNDP would like to engage a qualified consultant / service provider for carrying out a number of tasks under the project, as described within these TOR.

1) Activity Coordinator and Website Moderator for the Global UNDP Project

Location:	Home-based
Category	Environment and Energy
Type of Contract:	Individual Contract
Languages Required:	Written English; good oral command of another UN language is a plus
Duration of Initial Contract:	220 days through 31 May 2015

Description of Responsibilities

The Project Coordinator & Website Moderator will support the UNDP-GEF EBD Senior technical advisors responsible for the NBSAP / BD EA portfolio in leading the direct technical implementation of the project within UNDP.

The incumbent will report to the UNDP-GEF EBD senior technical advisors responsible for the NBSAP / BD EA portfolio on all technical and strategic project matters and will be supported by a project associate with respect to operational and administrative issues.

With respect to the technical aspects of the project, there are two main groups of tasks: (1) project coordination (planning, implementation, monitoring, partner liaison and reporting); and (2) website moderation (which pertains to maintaining the NBSAP lively, dynamic, innovative and

up-to-date, including by ensuring the usefulness, functionality and technical stringency of various features in the site). The latter group of tasks also includes the match-making facility that the NBSAP Forum's 'Peer Review' options will provide. These groups of tasks are thus described:

Project Coordination

Coordination, Reporting and M&E

- Frequent liaison with the UNEP counterpart project coordinator to establish a working relationship with the person, for ensuring synergies and collaboration for all UNDP-UNEP joint activities;
- Prepare the annual, quarterly and 3-year work-plans for the project and establish monitoring milestones for its implementation;
- Together with the project associate, ensure the smooth implementation of all operational processes pertaining to procurement, recruitments and contractual engagement of service providers;
- Ensure the timely adherence to work-plans and the cost effective use of project funds;
- Monitor implementation of all project activities and budgets, including progress towards project indicators;
- Report on implementation and progress towards results through appropriate means. As a minimum, these include the following: Inception Report, the UNDP-GEF Annual Project Report / Project Implementation Report (APR/PIR), progress reports and any reports needed for bilateral funders;
- Support the organization of project steering committee meetings.

Partnerships

- Co-supports the identification and development of Partnerships;
- Create and strengthen key partnerships, primarily with activity coordinator counterpart in UNEP (in particular with members of the UNDP-GEF EBD team), and with the CBD Secretariat to ensure cohesion in the joint UNDP-UNEP implementation, but also with other partners with whom the project is expected to collaborate and create synergies with;
- When relevant, attend selected CBD organized NBSAP workshops or other events;
- Maintain senior management in UNDP-GEF informed of key issues to be addressed at the appropriate level.

Technical inputs in knowledge management

- Under the purview of the Senior Knowledge Management Adviser, maintain lines of communications with in-house experts within UNDP, UNEP, CBD Secretariat and partners agencies (including UN Agencies, civil society and bilateral and multilateral agencies) for supporting the knowledge management and production process pertaining to NBSAP Support;
- Complement and organise (e.g. through coordination, deadline-management and liaison) the provision of key technical and knowledge support to activities under the following project outputs: Output 1.3 (NBSAP Forum), Output 1.4 (Partnerships & adaptive management), Output 1.5 (Climate change resilience guidance) and Output 2.2 (Workshops).

Key Deliverables under Project Coordination:

- Project inception report, including relevant work plans;
- APR/PIR, plus other M&E reports;
- Briefing notes to UNDP as needed;
- Technical and knowledge management products, as per agreed work plans.

Time Frames

- Briefing meeting and UNEP coordination meeting: June/July 2014
- Inception report and 2014/2015 work plan: June/July 2014
- Preparations for reporting to GEF through APR-PIR: April 2015

Website Moderation & Knowledge Management

Communications management

- Contribute to the achievement of key goals set for the development and improvement of the NBSAP Forum, in particular with respect to its usefulness, content, traffic, usage, appearance, user-friendliness and membership adherence by constantly monitoring these aspects and taking action towards correcting, improving and further development of the website;
- Provide essential support to Webinars to guide the NBSAP processes, using the NBSAP Forum and its membership base to attract target audience to Webinar events;
- Serve as the key focal point for correspondence addressed to UNDP through the NBSAP Forum site, responding and directing it as needed to maintain active and robust participation among members;
- Source resources and materials for distribution through the Forum and make referrals (in particular under the Peer & Expert Review facility); as time allows, directly provide peer review to draft NBSAPs using the peer review framework;
- Communicate widely with all members, in groups (e.g. by topic, by country) and individually, to better serve the Forum's members and audience (e.g. by initiating new threads, discussions and making announcements);
- Create and populate content for the NBSAP Forum site, but also for other related sites (e.g. wiki pages, the UNDP's own website for what NBSAPs and EA are concerned, among others);
- Create and/or maintain the NBSAP Forum's accounts in different social network sites (Facebook, LinkedIn, Twitter, Flickr, etc.);
- Create linkages to other existing expert discussion groups for key NBSAP topics;
- Report to UNDP-GEF's senior management on any unusual issues pertaining to the NBSAP Forum website (e.g. negative or inappropriate comments, malfunctions, needed improvements, etc.), as well as, on positive issues that are worth highlighting (prominent membership, increases in membership, increased traffic under specific topic and country pages, newsworthy events, etc.);
- Publicise the NBSAP Forum widely, recruiting new Forum members to join the online NBSAP stakeholder community;

- Design and carry out periodic user satisfaction surveys on the NBSAP Forum; and
- Maintain statistics and user satisfaction information on the NBSAP Forum.

Match-making for NBSAP Review

- Lead the operationalization of Peer & Expert Review, by liaising with web developers, experts and client countries;
- Review the TOR for the Peer and Expert review platform, making improvements to it as needed and planning the implementation in close consultation with supervisors;
- Organize the Peer and Expert review platform through match-making (identifying needs, sourcing an expert or peer, creating linkages, supporting the actual match-making), working closely with the technical adviser in UNDP or UNEP responsible for the project (or directly with governments for direct GEF access countries).

Key Deliverables under Website Moderation & Knowledge Management:

- A well designed and up-to-date NBSAP Forum site;
- Statistics on traffic, membership growth and usage of the NBSAP Forum site;
- The Peer and Expert Review mechanism is operational;
- E-learning modules are launched, including in French and Spanish;

Time Frames

- Peer and Expert Review platforms maintained up to date and useful: rolling
- All other tasks: as per work plans developed

Key Performance Indicators:

- User-friendly, customizable tools and assessment methodologies, e-learning, voluntary templates and other guidance material, including for benchmarking the technical quality of NBSAP products before submission, are developed and widely applied in GEF-financed NBSAP development processes. They are primarily disseminated through the NBSAP Forum;
- The NBSAP Forum Website is functional and well maintained: (i) fully operational by end 2014; (ii) further developed to fulfil evolving clients' needs throughout the project's duration; (iii) hosting and maintenance are taken over by CBD for sustainability;
- A partnership framework for collaboration among all agencies and entities involved in NBSAP process emerges with a view to supporting client countries and developing best practices;
- Capacity to Incorporate Climate Change Adaptation and Resilience Planning into NBSAPs is strengthened through the NBSAP Forum;
- Peer and expert review technical support is provided to countries on a 'demand-driven' and 'match-making' basis for each phase of NBSAP development process;
- Online webinars and both virtual and in person workshops are facilitated guiding NBSAP processes through critical steps and to the benefit of client countries;
- A framework for monitoring client satisfaction and for creating a feedback loop for technical support delivery is effective by July 2014.

Information on Working Arrangements:

- The Consultant will be given access to relevant information necessary for the execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Project Manager on days worked and outputs delivered.

Travel

- International travel may be required to attend relevant meetings, which will likely not exceed 30 days;
- Any necessary missions must be approved in advance and in writing by the NBSAPs / BD EA Senior Technical Adviser;
- The Advance and Basic Security in the Field II courses must be successfully completed prior to commencement of travel;
- The incumbent is responsible for ensuring that s/he has the necessary vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director;
- The incumbent is responsible for obtaining any visas needed in connection with travel with the necessary support from UNDP;
- Consultants are required to comply with the UN security directives;
- The incumbent will be responsible for making his/her own mission travel arrangements in line with [UNDP travel policies](#);
- All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

Competencies

Corporate

- Demonstrates integrity by modelling the UN's values and ethical standards;

- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

Technical

- Has a passion for technology, good sense of aesthetics and a natural ease of the use with computers and web-based platforms, sites and applications;
- Demonstrates sufficient technical knowledge to perform effectively in own specialty.

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;
- Leads and supports team decisions;
- Facilitates meetings effectively and efficiently;
- Resolves conflicts as they arise.

Communication

- Writes and presents clearly and convincingly.

Knowledge Management

- Shares knowledge and is willing to provide support to others who request advice or help.

Client Orientation

- Maintains strong relationships with partners and clients.

Qualifications

Education

- Master's degree in communications, environmental management/sciences, social/political sciences, international relations, development studies, administration & management and/or other relevant field for biodiversity planning (20 points).

Experience

- At least 5 years of working experience in project and knowledge management at the national and/or international levels in issues of environmental management (preferably with respect to biodiversity management) and preferably with a focus on policies, capacity development and global processes (10 points);
- Demonstrated experience with project implementation, planning, monitoring, reporting (direct project management experience is preferable) (10 points);
- Demonstrated communications experience, in particular in preparing and reviewing publications, articles, communication pieces and other knowledge management products, but also in training others, organising events and presenting content (20 points);
- Demonstrated website moderating and content development experience, including through the use of social networking tools (20 points);
- Experience on liaising with international institutions, civil societies and/or governmental authorities (5 points).

Language requirements

- Fluent in English with excellent oral and written communication skills ; (10 points)
- Proficiency in at least one of the other UN languages, in the following order of priority is a plus, but not a requirement: Spanish, Russian, French (5 points)

Other Information

Application process:

- Applications ought to include as a minimum a UNDP Personal History form (P11); it may optionally include a CV or résumé.
- Shortlisted candidates will be called for an interview and may in due course be requested to submit other documents, including a financial offer.

Evaluation method:

- Only those applications which are responsive and compliant will be evaluated.
- Offers will be evaluated according to the Combined Scoring method – where the qualifications and interview will be weighted at 70% and the financial offer will be weighted at 30% (out of Max 100pts.);
- Only candidates obtaining a minimum of 70 points will be considered for the interview and financial evaluation;
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

UNDP Personal History form (P11) required of all applicants:

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

2) Subject Matter Experts in biodiversity management

Job title:	Subject Matter Experts in biodiversity management - various themes
Location:	Home-based
Category	Environment and Energy
Type of Contract:	Individual Contract
Languages Required:	Written English
Duration of Initial Contract:	7 months through 31 December 2014

Description of Responsibilities
<p>Objective: Provide expert input to key products and activities foreseen under the project's <u>Output 1.1</u>, namely on the development of "Tools, methodologies, e-learning & guidance"; <u>Output 1.5</u> particularly on "Climate change resilience guidance"; and <u>Output 2.2</u> on "Webinars for guiding the NBSAP process".</p> <p>Scope: There are initially eight (08) assignments in question for subject matter experts, all of which are short-term with deliverables that must be produced more or less concomitantly. The assignments pertain to different themes within biodiversity and ecosystem management, which generically comprehend 'protected areas', 'sustainable production and consumption', 'resilience', 'communication planning' (i.e. 'making the case' for biodiversity and ecosystems) and 'conservation finance'.</p> <p>The following are the eight themes / assignments:</p> <ol style="list-style-type: none"> 1. Effectively communicating the value of biodiversity; 2. Sustainable production, consumption and commodity supply chains; 3. Identifying and mitigating direct pressures and threats to biodiversity and ecosystems; 4. Managing biodiversity, ecosystems and protected areas to maintain key ecosystem services; 5. Managing biodiversity, ecosystems and protected areas for resilience to climate change; 6. Protected area finance; 7. Managing biodiversity, ecosystems and protected areas for genetic diversity, with an emphasis on food security; 8. Managing biodiversity, ecosystems and protected areas for national sustainable development (including at least food security, water security, livelihoods and disaster risk reduction). <p>Key tasks: UNDP is seeking expert consultants who can carry out the following tasks within their area(s) of expertise (as listed above) under the general theme 'biodiversity and ecosystems management':</p> <ul style="list-style-type: none"> ▪ Prepare an e-learning script (model and template will be provided); ▪ Prepare a brief guide (approximately 24 – 36 pages), which may include photos, maps and other freely sharable media (e.g. from Wikimedia commons or other public domain resources); ▪ Identify and collate relevant training materials with due consideration for applicable copyrights (as the materials will be in the public domain); ▪ Depending on the topic, conduct one or more 2-hour webinars for a global audience of interested NBSAP stakeholders; and ▪ Liaise with the Project Coordinator and UNDP-GEF EBD Senior Technical Advisors responsible for the NBSAP / BD EA portfolio to: (i) identify relevant case studies from across UNDP's network (key focus on the UNDP-GEF portfolio) for the subject matter of the theme in question; (ii) build a brief argument as to why the case study is relevant (e.g. my making explicit the linkages to priorities in UNDP's new Strategic Plan, to NBSAPs, Aichi Targets or other relevant policy document or process); and (iii) using a specific template to be provided, fill-in key information on the case study. <p>Key Deliverables for each of the eight themes/assignments:</p> <ul style="list-style-type: none"> ➤ One E-learning script (approximately 3- 5 lessons each, of 30 slides each for a total of approximately 25,000 to 35,000 words); ➤ One brief guide in MS Word (approximately 24 – 36 pages); ➤ One or more 2-hour webinars and shared files containing training materials; ➤ A comprehensive list of UNDP case studies, with due relevance argument formulated (2-5 phrases). <p>Time Frames From 01 June through 31 December 2014 for all assignments. Specific time frames for each of the assignments will be agreed upon with UNDP prior to contract signature.</p> <p>Key Performance Indicators:</p>

- 1.1 User-friendly, customizable tools and assessment methodologies, e-learning, voluntary templates and other guidance material, including for benchmarking the technical quality of NBSAP products before submission, are developed and widely applied in GEF-financed NBSAP development processes. They are primarily disseminated through the NBSAP Forum.
- 1.5 Capacity to Incorporate key issues into NBSAPs is strengthened through the NBSAP Forum

Working Arrangements

- The Consultants will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultants will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- Payments will be made upon submission of detailed time sheets and a certification of payment form, and acceptance and confirmation by the EBD Project Coordinator (clearance) and the Senior Technical Advisor (approval) on satisfactory delivery of services and outputs;

Competencies

Corporate

- Demonstrates integrity by modelling the UN’s values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP and the LDCF;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

Technical

- Excellent writing and presentation skills, with experience writing e-learning scripts and short practitioner-oriented guides;

Professionalism

- Works toward creative solutions by analysing problems carefully and logically – inspires and fosters innovation by highlighting innovative;
- Shares knowledge and is willing to provide support to others who request advice or help;
- Facilitates meetings effectively and efficiently;
- Resolves conflicts as they arise.

Client Orientation

- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Maintains strong relationships with partners and clients.

Qualifications

Education (20 / 100 points)

- Master’s degree in environmental management, biology, economics, social/political sciences, international relations, development studies, administration & management and/or other relevant field for biodiversity planning.

Experience (80 / 100 points)

- At least 8 years of work experience with consistent professional and/or academic specialization in issues of biodiversity management, in particular with a focus on policies and global processes; (15 points)
- Has extensive experience in capacity strengthening and training, and understands fundamental principles of adult education and capacity building. (20 points)
- Demonstrated experience in at least one of the 8 themes/subject matter for which the application is for; (30 points)
- Previous experience in preparing guidelines/design material (15 points)

Language requirements

Excellent oral and written communication skills in English language.

3) Expert Review Support – English, French, Spanish, Russian

Location:	Home-based with possible mission travel
Category	Environment and Energy
Type of Contract:	Individual Contract / Retainer
Languages Required:	English (all consultants), then specifically either French, Spanish or Russian
Duration of Initial Contract:	15-May-2014 to 15-May-2015

Description of Responsibilities

Scope and Main Tasks

In connection with the NBSAP's Peer and Expert Review process, facilitated by the NBSAP Forum, the consultants will undertake expert review of NBSAPs (or parts thereof). Working under the purview and in close collaboration with the Activity Coordinator, the consultants will:

Expertise mapping and support to match-making

- Ensure the relevance and usefulness of the Peer and Expert Review mechanism in the NBSAP Forum;
- Prepare his/her own CV and biography in different languages, as well as, profile for the NBSAP Forum and related pages (e.g. LinkedIn) for the purpose of the Expert Review Platform;
- Outline, according a pre-set 'NBSAP expertise taxonomy' (to be posted in the NBSAP Forum site), own profile of expertise and qualifications, as well as, interest in supporting NBSAP processes in different regions and countries;
- Indicate availability, through NBSAP Forum tools, for providing expert review support, keeping this information always up-to-date;
- Respond in a timely manner to requests for support.

Provision of Technical Support

- Provide peer and expert review technical support to countries on a 'demand-driven' and 'match-making' basis for each phase of NBSAP development process;
- Be available to provide direct technical support to countries through: short-term missions, participation in webinars, and other project activities;
- Provide expert support to the global project team in the implementation of: Output 1.1 and 1.5 (Tools, methodologies, e-learning & guidance; the latter on CC resilience), Output 2.2 (Webinars) and Output 2.3 (Site moderation, adaptive feedback & evaluation).

Description of Key Outputs relevant for this Assignment:

- User-friendly, customizable tools and assessment methodologies, e-learning, voluntary templates and other guidance material, including for benchmarking the technical quality of NBSAP products before submission, are developed and widely applied in GEF-financed NBSAP development processes. They are primarily disseminated through the NBSAP Forum;
- Online webinars and both virtual and in person workshops are facilitated guiding NBSAP processes through critical steps and to the benefit of client countries;
- A framework for monitoring client satisfaction and for creating a feedback loop for technical support delivery is effective by end 2014.

Key performance indicators

- Expertise and profile on display in the NBSAP Forum;
- Requests for support timely responded to (requests are received on a rolling basis and are recorded);
- Takes timely actions to respond to countries requests
- Capacity to Incorporate Climate Change Adaptation and Resilience Planning into NBSAPs is strengthened through the NBSAP Forum;
- Quality inputs, as per demand, to other project products.

Time Frames

Intermittent services to be rendered from 01 June to 31 December 2014 for all assignments. Extension into 2015 may be envisaged, on the basis of need and good performance.

Working Arrangements

- Individual Contract as Framework Agreement are for services on an intermittent and repetitive basis;
- Cumulative contract amounts will not exceed \$100,000 (including travel costs);
- It is estimated that the consultants may be needed for 5 full working weeks over a 7-month period;
- This amount must not be interpreted nor understood to be a financial obligation or commitment nor guarantee of business volume;
- Client countries' demand for expert services will be conveyed and articulated through the NBSAP's Peer and Expert Review platform with timelines/deadlines to be discussed and agreed to with supervisor;
- The contractors must advise within 72 hours the estimated time it will take to deliver the requested service(s). Thereafter a purchase order will be raised;
- Financial commitments will only be established each time the services are requested within the scope of the IC through the transmitted email and purchase order;
- IC as a Framework agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with another individual or entity);
- Payments will be made upon submission of detailed time sheets and a certification of payment form, and acceptance and confirmation by the EBD Project Coordinator (clearance) and the Senior Technical Advisor (approval) on satisfactory delivery of services and outputs;
- Additional demand-driven work may be required and engaged on a rolling basis in 2015. This is to be determined at a later stage and dependent on demand for services;
- Templates and project documents will be provided by UNDP;
- The Consultants will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- The Consultants must use file sharing platforms to make information, including detailed records and evidence of support provided and the time-spent, available to project manager and senior UNDP-GEF staff and others in real-time;

Travel:

- Specific mission travel will depend on arrangements with the contracting unit;
- The Advanced and Basic Security in the Field II courses must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/ inoculations when travelling to certain countries, as designated by the UN Medical Director;
- Consultants are required to comply with the UN security directives;
- The consultants will be responsible for making his/her own mission travel arrangements in line with UNDP travel policies;
- All related travel expenses will be supported by the project travel fund and will be reimbursed as per UNDP travel rules and regulations upon submission of an F-10 claim form and supporting documents.

CompetenciesCorporate

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

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;
- Resolves conflicts as they arise.

Communication

- Writes and presents clearly and convincingly.

Knowledge Management

- Coaches, trains and shares knowledge and is willing to provide support to others who request advice or help.

Client Orientation

- Maintains strong relationships with partners and clients.

Qualifications**Education (20 / 100 points)**

- Master's degree in relevant field for biodiversity planning. These may be: environmental management, biology, economics, social/political sciences, international relations, development studies, law, administration & management or other closely related field.

Experience (80 / 100 points)

- At least 8 years of working experience in biodiversity assessments or national reporting on matters that relate to the Convention on Biological Diversity (CBD), and alternatively to other related multilateral environmental agreements (20 points)
- Demonstrated working experience in applying technical expertise and advisory services to the needs of individual countries and regions (20 points)
- Experience on liaising with international institutions, civil societies and/or governmental authorities (10 points)
- Experiences in organizing and functioning as key resource person at capacity building workshops and webinars (10 points)
- Working experience with developing countries would be an asset (10 points)
- Experience in developing tools, methodologies, guidance and e-learning (10 points)

Language requirements (eliminary)

For all consultants: Good oral and written communication skills in English language

For other UN language experts, one of the following:

- French speaking expert: Masters the language with ease and writes it as a native
- Spanish speaking expert: Masters the language with ease and writes it as a native
- Russian speaking expert: Masters the language with ease and writes it as a native

Other Information

Application process:

- Candidates must clearly indicate in a cover/motivation letter for which of the three sought languages the application is for (English, French, Spanish or Russian), stating why s/he considers him/herself as an expert in the language in question and fulfils the technical profile sought;
- Candidates may apply for more than one assignment, but separate applications (one for each) must be submitted for each, keeping in mind that products under all themes are expected more or less concomitantly;
- Applications ought to include as a minimum a UNDP Personal History form (P11); it may optionally include a CV or résumé.
- Shortlisted candidates may be called may be subjected to a written assessment and may be requested to submit, in due course, other documents, including a financial offer and references.

- UNDP and UNEP may collaborate on the recruitment process to avoid the double engagement of the same consultants.

Evaluation method:

- Only those applications which are responsive and compliant will be evaluated.
- Offers will be evaluated according to the Combined Scoring method – where the qualifications will be weighted at 70% and the financial offer will be weighted at 30% (out of Max 100pts.);
- Only candidates obtaining a minimum of 70 points will be considered for the written assessment and financial evaluation;
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

UNDP Personal History form (P11) required of all applicants:

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

4) Climate Change Resilience Guide Team

Outline of TOR for further development

Objective:

Lead the production of results and products under Output 1.5 (*Capacity to Incorporate Climate Change Adaptation and Resilience Planning into NBSAPs is strengthened through the NBSAP Forum*).

Scope

This implies implementing the following activities:

- Development of guide on climate change resilience planning for NBSAPs
- Follow-on workshop to 2 CBD NBSAP workshops to get focused feedback and review, identify best practices
- Targeted support to at least 30 countries through travel, facilitated e-learning, and one-on-one support
- Translation of guide into Spanish and French

Expected Results

More specifically, the team will be tasked with producing the following **three results in 2014 / 2015:**

1) Best practices in incorporating climate change resilience and adaptation into national biodiversity and development planning are clearly identified globally

The project team will consult widely with CBD parties to identify, document and record best practices in incorporating climate resilience and adaptation into the three primary strategies: mainstreaming, protection and restoration. These will then be consolidated, and made widely available to all CBD Parties through the NBSAP Forum.

2) At least 30 countries receive targeted support on how to use the climate resilience-NBSAP guide

The UNDP Global Biodiversity Team will provide targeted support, through the use of webinars, a facilitated e-learning course and direct support to at least 30 countries on how to use the climate resilience-NBSAP guide. In this process, the guide will be further refined, and additional case studies identified.

3) Climate guide is widely shared to all CBD Parties

The guide will be translated into at least Spanish and French, and will be made widely available in print and electronic format. It will be shared directly through the NBSAP Forum, to partners, and directly to countries who are revising their NBSAPs.

Indicative arrangements

Home based consultants (summing approx. 25-30 person-weeks in 2014/2015) and editorial group (5 approx. 25-30 persons-weeks in 2014) tasked with developing and testing a web-based, interactive 'e-Guidebook' for mainstreaming climate resilient planning in NBSAPs.

Note: TOR, including deliverables, to be further developed during inception.

5) UNDP-GEF EBD Senior Technical Advisors responsible for the NBSAP / BD EA portfolio

Tasks with respect to this project

Tasks listed here concern added responsibilities of two members of the global EBD team: one staff (Head of EBD EA) and one international consultant (Senior Knowledge Management Technical Adviser).

Core tasks

- **For the Head of EBD EA:** Function as the focal point for the project within UNDP-GEF and the budget holder, deputised by the Senior Knowledge Management Consultant for matters of clearances and oversight.
- **For the Senior Knowledge Management Technical Adviser:** (i) Directly supervise the work of the Activity Coordinator, in consultation with the Head of EBD EA, as needed; (ii) lead knowledge management aspects of activities under Output 1.1 (Knowledge products).
- Engage with in-house experts within UNDP, UNEP, CBD Secretariat and partners agencies for supporting the knowledge management and production process pertaining to NBSAP Support.
- Provide critical technical and knowledge support to activities under: Output 1.3 (NBSAP Forum), Output 1.4 (Partnerships & adaptive management), Output 1.5 (Climate guidance); Output 2.2 (Webinars).

Technical support

- Coordinate the implementation of Outputs 1.1, 1.3, 1.4, 1.5 and 2.1 for what content is concerned, planning in detail the production and organization of knowledge products, and supporting technical review of service providers engaging in implementing specific activities and tasks under the Outputs.
- Engage with in-house experts within UNDP, UNEP, CBD Secretariat and partners agencies for supporting the knowledge management and production process pertaining to NBSAP Support.
- Provide critical technical and knowledge support to activities under: Output 1.3 (NBSAP Forum), Output 1.4 (Partnerships & adaptive management), Output 1.5 (CC resilience KM) and Output 2.2 (Workshops). – see description further down.

NBSAP Forum knowledge and relationship management

- Maintain lines of communication with WCMC and CBD Secretariat for coordinating the development of the NBSAP Forum community of practice
- Create linkages with existing expert discussion groups for key topics within the NBSAP Forum site, producing
- Collect and post key resources and materials
- Create and populate content to the NBSAP Forum site, but also other sites (e.g. wiki pages, the Agency's own website pertaining to NBSAPs, NBSAP Forum's accounts in different social network sites etc.)

Partnerships

- Create and strengthen key partnerships, primarily with activity coordinator in counterpart in Agency, and with the CBD Secretariat to ensure cohesion in the joint UNDP-UNEP implementation, but also with other partners with whom the project is expected to collaborate and create synergies with.
- Attend selected CBD organized NBSAP workshops.
- Maintain senior management in UNDP-GEF Directorate informed of key issues to be addressed at the appropriate level.

Time and file management

- As needed and instructed, maintain records and evidence of support provided, including of the time-spent working under the project.
- Use file sharing platforms to make this information available to the Activity Coordinator, Designated Programme Associate and other senior UNDP-GEF staff in real-time.

6) UNDP-GEF designated EBD Programme Associate

Tasks with respect to this project

General Framework for the detail assignment:

Tasks listed here concern shifting responsibilities of a UNDP-GEF Programme Associate currently on contract, who will render administrative services to this project, at least on an interim basis in 2014. This does not exclude the possible need for contracting administrative / managerial support to the project later on, through IC contracting.

Administrative and managerial tasks foreseen:

- Lead all procurement, recruitments and contracting processes from an administrative point of view, consulting the NBSAP/BD EA UNDP-GEF EBD Senior Technical Advisors on all technical matters pertaining to these processes, and later on with the Activity Coordinator, once the person is on-board and has assumed duties as the project manager.
- Ensure all payments and their due entry in Atlas, including vendor registration, filing of memos and any other paper work as needed, working in close collaboration with HQ Programme Associates and the Management and Programme Support (MPS) Unit in UNDP-GEF for the needed segregation of tasks, Atlas clearances etc.
- Assist the Activity Coordinator in the preparation of work plans.
- Manage budget revisions in Atlas, catering for and ensuring the meeting of delivery targets for each quarter.
- Assist in the co-organisation of project events as needed (workshops, meetings, book launch, COP participation and other). This may involve the contacting partners, maintaining lists, managing travel, booking rooms, booths, making arrangements for translation/interpretation, typesetting, printing, and any other engagement with prospective service providers.

Key Deliverables and Time Frame

Global EBD DIM projects well managed with administrative and managerial support for the time frame of the assignment.

CO-FINANCING LETTERS

[Refer to letters attached to the [approved MSP](#)]

UNDP ENVIRONMENTAL AND SOCIAL SCREENING – ESSP (03 DEC 2013)

[Refer to [Link](#).]

Environmental and Social Screening Outcome:

This project is Category 1: No further action is needed.

Project Annexes

Annex 1. Approved GEF MSP



REQUEST FOR MSP APPROVAL (1-STEP PROCEDURE)

TYPE OF TRUST FUND: GEF TRUST FUND

For more information about GEF, visit TheGEF.org

MSP - PART I: PROJECT INFORMATION

Project Title:	Support to GEF Eligible Countries for achieving Aichi Biodiversity Target 17 through a globally guided NBSAPs update process		
Country(ies):	Global	GEF Project ID:	5601
GEF Agency(ies):	UNDP, UNEP	GEF Agency Project ID:	UNDP PIMS: 5283 UNEP ADDIS No. 01160
Other Executing Partner(s):	UNDP-GEF, UNEP-DEPI/GEF and UNEP-WCMC	Submission Date:	October 24, 2013
GEF Focal Area (s):	Biodiversity	Project Duration (Months)	30
Name of Parent Program (if applicable):	n/a	Project Agency Fee (\$):	161,500

A. FOCAL AREA STRATEGY FRAMEWORK

Focal Area Objectives	Expected FA Outcomes	Expected FA Outputs	Trust Fund	Grant Amount (\$)	Co-financing (\$)
BD5 Integrate CBD Obligations into National Planning Processes through Enabling Activities	5.1: Development and sectoral planning frameworks at country level integrate measurable biodiversity conservation and sustainable use targets.	At least 50% of countries implementing BD EA with GEF support have successfully included measurable and Aichi-inspired biodiversity conservation and sustainable use targets into their national development and sectoral planning frameworks	GEF TF	1,700,000	2,000,000
Total project costs			GEF TF	1,700,000	2,000,000

B. PROJECT FRAMEWORK

Project Objective: As an overall contribution to the achievement of the Aichi Biodiversity Target 17 at the global level, to provide technical support to all eligible countries accessing GEF Biodiversity Enabling Activities funding, with a view to improving the quality benchmark and policy relevance of the next generation of NBSAPs, while also enhancing public participation in the NBSAP preparation process.

Project Component	Type	Expected Outcomes	Expected Outputs	Trust Fund	Grant Amount (\$)	Co-financing (\$)
1) Global learning and technical content development	TA	<i>New and innovative knowledge management tools enhance global learning on biodiversity planning and support GEF-financed NBSAP development processes, so that NBSAPs become more relevant policy instruments, integrated into sectoral national plans strategies and policies, thereby making a significant contribution to achieving Aichi Target 17. Evidenced by:</i>	1.1 User-friendly, customizable tools, e-learning, voluntary templates, guidance material and assessment methodologies and checklists for technical quality benchmarking of NBSAP products before submission, are developed and widely applied in GEF-financed NBSAP development processes. They are primarily disseminated through the 'NBSAP Forum (e-based community of practice dedicated to NBSAPs).	GEFTF	891,500	1,000,000

Project Component	Type	Expected Outcomes	Expected Outputs	Trust Fund	Grant Amount (\$)	Co-financing (\$)
		<ul style="list-style-type: none"> - Technical quality benchmarks for GEF financed NBSAPs are established and adopted in self-assessment and peer-review mechanisms delivered through Component 2. - At least 50% of NBSAPs fully address, at a minimum, Targets 2, 3,5,11,12,13,14, 15 and 20. - NBSAP Forum become a key medium for facilitation and learning with respect to GEF financed NBSAPs and make tools fully available to countries in multiple languages. - Best practices in NBSAP development are compiled and disseminated. 	<p>1.2 Online spatial planning tools for key thematic areas and cross-cutting issues are made available to countries to facilitate biodiversity status assessments.</p> <p>1.3 The NBSAP Forum Web Portal is functional and well maintained: (i) fully operational by end 2013; (ii) further developed to fulfil evolving clients' needs throughout the project's duration; (iii) hosting and maintenance are taken over by CBD for sustainability.</p> <p>1.4 A partnership framework for collaboration among all agencies and entities involved in NBSAP process emerges with a view to supporting client countries and developing best practices.</p>			
2) Direct technical support delivery	TA	<p>Targeted, timely and high quality technical support to countries enables the adoption of best practices, guidelines and other materials, and corroborate the long-term goal of developing countries' capacity of countries to carry out effective biodiversity planning. Evidenced by:</p> <ul style="list-style-type: none"> - Various statistics kept on direct technical support illustrate the scope of the project's outreach, e.g. number and types of "NBSAP architects"² that benefit from direct technical support delivery, length and intensity of support through the NBSAP Forum and training. - Results from anonymous client satisfaction surveys the quality of peer-review and expert review, online webinars, e-learning, spatial planning tools and other tools. - More than half of client countries has had access to a technical support person. 	<p>2.1 Peer and expert review technical support is provided to countries on a 'demand-driven' and 'match-making' basis for each phase of NBSAP development process, including (i) preparation and stocktaking; (ii) national targets setting (iii) preparation and validation of the NBSAPs; (iv) action, implementation and resource mobilization planning; and (v) monitoring and reporting (in close collaboration with the CBD Secretariat).</p> <p>2.2 Online webinars and both virtual and in person workshops are facilitated guiding NBSAP processes through critical steps and to the benefit of client countries.</p> <p>2.4 A framework for monitoring client satisfaction and for creating a feedback loop for technical support delivery is effective by end 2013.</p>	GEFTF	658,500	800,000
Subtotal					1,550,000	1,800,000

² "NBSAP architects" may be the BD EA coordinator, core consultants, the CBD National Focal Point and other CBD Focal Points (see [Link](#)), focal points for other relevant conventions involved in the process, including both the biodiversity-related conventions (CITES, CMS, Plant Treaty, Ramsar, WHS – see [Link](#)) and the other Rio Conventions (see [Link](#)), leaders and focal points within entities involved in the NBSAP process.

Project Component	Type	Expected Outcomes	Expected Outputs	Trust Fund	Grant Amount (\$)	Co-financing (\$)
Project Management Cost (PMC)				GEFTF	150,000	200,000
Total Project Cost					1,700,000	2,000,000

C. CO-FINANCING FOR THE PROJECT BY SOURCE AND BY NAME IF AVAILABLE, (\$)

Sources of Co-financing	Name of Co-financier	Type of Co-financing	Amount (\$)
GEF Agency	UNDP	Cash	1,000,000
GEF Agency	UNEP	Cash	1,000,000
Total Co-financing			2,000,000

Note: Refer to Annex D for letters.

D. GEF RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY

GEF Agency	Type of Trust Fund	Focal Area	Country Name/Global	Grant Amount(\$) (a)	Agency Fee (\$) (b) ²	Total (\$) c=a+b
UNDP	GEF TF	Biodiversity	Global	850,000	80,750	930,750
UNEP	GEF TF	Biodiversity	Global	850,000	80,750	930,750
Total Grant Resources				1,700,000	161,500	1,861,500

¹ In case of a single focal area, single country, single GEF Agency project, and single trust fund project, no need to provide information for this table.

PMC amount from Table B should be included proportionately to the focal area amount in this table.

² Indicate fees related to this project.

E. CONSULTANTS WORKING FOR TECHNICAL ASSISTANCE COMPONENTS:

Component	Grant Amount (\$)	Co-financing (\$)	Project Total (\$)
International Consultants	952,000	700,000	1,652,000
National/Local Consultants	0	0	0

F. DOES THE PROJECT INCLUDE A “NON-GRANT” INSTRUMENT?

No

Contents

[refer to Table of Contents in the [PRODOC](#)]

[Approved MSP] **Acronyms**

BD EA	Biodiversity Enabling Activities
BIOFIN	UNDP's Biodiversity Finance Initiative
BIOPAMA	IUCN's Biodiversity and Protected Areas Management
BIP	Biodiversity Indicators Partnership
CBD	Convention of Biological Diversity
CHM	Clearing House Mechanism
CI	Conservation International
CMS	Convention on Migratory Species
COP	Conference of the Parties
DEFRA	Department of Environment, Food and Rural Affairs
DELCD	UNEP's Division of Environmental Law and Conventions
DEPI	UNEP's Division of Environmental Policy Implementation.
FAO	UN's Food and Agriculture Organisation
GIZ	German International Cooperation Agency
GLOBE	The Global Legislators Organisation
IIED	International Institute for Environment and Development
IUCN PACO	IUCN's West and Central Africa Programme
JRC	EU's Joint Research Centre
LDC	Least Developed Country
MIKE	Monitoring of Illegal Killings of Elephants
NBSAP	National Biodiversity Strategies and Action Plans
PoWPA	CBD's Program of Work on Protected Areas
ROPME	UNEP's Regional (Red Sea) Organization for the Protection of the Marine Environment
SANBI	South Africa Biodiversity Institute
SIDS	Small Island Development State
SPREP	Secretariat of the Pacific Regional Environment Programme
TEEB	The Economics of Ecosystems and Biodiversity
TNC	The Nature Conservancy
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational Scientific and Cultural Organization
WAVES	World Bank Wealth Accounting through the Valuation of Ecosystem Services Project
WCMC	UNEP's World Conservation Monitoring Centre
WCPA	World Consortium on Protected Areas
WHS	World Heritage Site
WWF	World Wildlife Fund

MSP - PART II: PROJECT JUSTIFICATION

A. PROJECT OVERVIEW

A.1. PROJECT DESCRIPTION

1. **Summary.** By mid 2013, some 130+ countries have accessed the GEF's Biodiversity Enabling Activities (BD EA) with the aim of updating their National Biodiversity Strategies and Action Plans (NBSAPs) to incorporate the Aichi Targets and fulfilling other related obligations before the Convention of Biological Diversity (CBD). However, these countries count on uneven levels of technical support for the task, in spite of current and growing demand for it. Most countries receive only basic technical and operational support while others no support at all—even though experience shows that this support is vital for a successful outcome of policy-oriented projects. This global project will address this issue and make a key contribution to the achievement of the Aichi Biodiversity Target 17 at the global level, which predicates the development, adoption and initial implementation of NBSAPs as effective policy instruments (for biodiversity mainstreaming). Through close collaboration between UNDP and UNEP, the two main GEF agencies for BD EA, this project will cement the 'NBSAP global partnership', together with the CBD Secretariat, a key partner in the equation, and provide quality and focused technical support to all countries that have accessed—or will access—GEF resources for BD EA. This will be achieved through a two-pronged approach. First, it will support the development of a suite of guidance tools (using primarily electronic media and innovative learning methods). The project will also avail spatial planning tools that can be easily be adopted in NBSAP-relevant biodiversity assessments. Technical quality benchmarks will be established and countries encouraged to apply them. The project will also co-support the sustainable maintenance of the NBSAP Forum Web Portal, which will function as a the main mechanism for availing guidance and bringing together multiple partners, government entities, regions and individuals to support the NBSAP process globally. The Forum will also serve to and track progress and report on the NBSAP processes. Second, the project will directly deliver technical support to all eligible countries accessing GEF BD EA funding. This will imply the operationalisation of mechanisms such as peer review and expert review, webinars and the participation of project experts in CBD organized workshops as resource persons. Overall, the project aims to improve the quality benchmark and policy relevance of the new generation of NBSAPs, while also enhancing public participation in the NBSAP preparation process.

1) The global environmental problems, root causes and barriers that need to be addressed

2. **Context and Issues.** In 2010, the Tenth Conference of the Parties to the Convention on Biological Diversity (CBD COP-10) agreed on an ambitious Strategic Plan for 2011-2020, including a set of global "Aichi Targets." The Targets represent the global response to challenges pertaining to biodiversity loss and degradation of ecosystem services, which were thoroughly analysed in the Millennium Ecosystem Assessment (2005) and in the Third Global Biodiversity Outlook (2010). The rationale for the new plan is that biological diversity underpins ecosystem functioning and the provision of ecosystem services essential for human well-being. Biodiversity provides for food security, human health, the provision of clean air and water; it contributes to local livelihoods and economic development, and, is essential for the achievement of the Millennium Development Goals, including for poverty reduction goals.

3. Included in the Aichi Targets are: i) a call to Parties to update their National Biodiversity Strategies and Action Plans (NBSAPs) and ii) ensure that they become effective policy instruments. This is the essence of Aichi Target 17, which recognises the importance of sound national policies in contributing to the overall implementation of the Strategic Plan 2011-2020 (refer to COP 10 Decision [X/2](#)). The Plan has set a challenging and ambitious vision that "*biodiversity is valued, conserved, restored and wisely used, maintaining ecosystem services, sustaining*

a healthy planet and delivering benefits essential for all people.” (ibid.) The Strategic Plan’s mission further stresses that “adequate financial resources are provided, capacities are enhanced, biodiversity issues and values mainstreamed, appropriate policies are effectively implemented, and decision-making is based on sound science and the precautionary approach.” (ibid.)

4. The revised NBSAPs have the potential to be the main conduit to achieving these goals at the country level. This is confirmed in Paragraph 14 of the Strategic Plan on ‘Means of Implementation’: *“National biodiversity strategies and action plans are key instruments for translating the Strategic Plan to national circumstances, including through the national targets, and for integrating biodiversity across all sectors of government and society. The participation of all relevant stakeholders should be promoted and facilitated at all levels of implementation. Initiatives and activities of indigenous and local communities, contributing to the implementation of the Strategic Plan at the local level, should be supported and encouraged. The means for implementation may vary from country to country, according to national needs and circumstances. Nonetheless, countries should learn from each other when determining appropriate means for implementation.[...]”*

2) The baseline scenario and any associated baseline projects

5. A review of all NBSAPs produced by 2010, and discussed during the COP10 and in other arenas, highlighted several major weaknesses in the previous generation of strategies and action plans.³ The most striking conclusions from this evaluative report are: (1) Not all of the NBSAPs have placed biodiversity into a broader development policy context. Only a few countries have attempted to put strong emphasis on development in their NBSAPs, but the reverse was not true – i.e. development planning in those countries had no focus on biodiversity. (2) Most NBSAPs analysed highlighted the need to value and create economic incentives for biodiversity, but only a few effectively moved beyond general statements and established policies that reflected this. (3) Only very few countries included time bound and measurable targets. The inclusion of targets was in fact only observed for the newer NBSAPs produced around 2009/2010. The same applied to the inclusion of mechanisms for monitoring and review progress at country level. (4) A fourth important conclusion was that there is a wide gap between the planning contained in NBSAPs and their implementation. The review goes on to state that, because reports typically did not make clear linkages between biodiversity, ecosystem services and human wellbeing, political will in support of implementation was chronically low, and implementation of the plans highly uneven, with the majority of plans not implemented.

6. It is notable that the majority of plans are today outdated (9-10 years old, on average), which means that they do not incorporate the CBD Programmes of Work, the important decisions from COP6 onwards, nor the newly revised CBD Strategic Plan. This also means that the majority of NBSAPs do not adequately address several key issues that have emerged over the past decade, including the importance of ecosystem services in alleviating poverty, the importance of mainstreaming biodiversity into diverse sectors, and the importance of ecosystem-based approaches to climate resilience, adaptation and mitigation. In hindsight, we can also conclude today that, because NBSAP from the first generation rarely included financial mechanisms, most strategies did not leverage sufficient finance and, as a result, did not get effectively implemented. Furthermore, UNDP’s and UNEP’s own experience with supporting various NBSAP processes from the previous generation served to identify several other weaknesses, including:

- Limited access to (or knowledge of) essential and publicly available data for assessing the status of biodiversity and ecosystems;
- Limited analytical capacity among NBSAP authors/framers to present key issues in biodiversity management and formulate a strategic response;
- Limited stakeholder consultation and insufficient disclosure of key documentation;

³ Prip, C. and T. Gross. 2010. Biodiversity Planning: An Assessment of National Biodiversity Strategy and Action Plans. Tokyo: UNU-IAS. 273 pages.

- Narrow scope of participation in NBSAP development and validation exercises;
- Limited experience with biodiversity mainstreaming analysis;
- Poor financial planning for the implementation of NBSAPs, often building on incorrect assumptions and unrealistic projections with respect to required financial resources; and
- Lack of political support for NBSAP implementation, linked primarily to pervasive lack of awareness on biodiversity values and ecosystem services in most societies.

7. Many of these issues have today a good basis for being addressed. In fact, paragraph 6 of the CBD's Strategic Plan 2011-2020 recognizes the following weaknesses with respect to CBD implementation in general: "*Most Parties identify a lack of financial, human and technical resources as limiting their implementation of the Convention. Technology transfer under the Convention has been very limited. Insufficient scientific information for policy and decision making is a further obstacle for the implementation of the Convention. [...]*" Clearly, NBSAPs are a key vehicle for a country to plan how CBD implementation issues can be addressed and how biodiversity management can gain political traction within society.

8. The GEF confirmed its support to the process of updating NBSAPs by prioritizing BD EA in its GEF-5 Strategy and setting aside funds for the purpose. GEF funds have been made available to all eligible countries, either directly or through a process facilitated by a GEF agency of their choice. UNEP and UNDP are the primary agencies for BD EA, assisting more than 130 countries throughout the globe. FAO is assisting one country, while a handful of countries have made use of the new window of direct access to GEF resources for EA introduced in GEF-5. To date, the vast majority of all GEF eligible countries have accessed GEF BD EA. Implementation of these BD EA projects is progressing, though at unequal pace, given the different and varied national circumstances. Most importantly, the support that countries receive on technical and operational issues is also uneven. The support received by BD EA projects supported by GEF Agencies is consistent with the role that these agencies play in the management of GEF funds, but it generally very basic, while 'direct access countries' receive no support at all.

9. **Baseline Programmes.** Currently, there are a number of projects, programmes and initiatives that co-support the NBSAP process globally that are being rolled out. They constitute the financial baseline for this project and relate to it in different ways, as it will be presented. The following can be mentioned:

- *Japan funding to the CBD Secretariat for regional workshops and technical backstopping:* Since 2011, the CBD Secretariat has benefitted from specific funding from Japan for conducting multiple workshops aimed at building countries' capacity for biodiversity planning, implementation and reporting. With a budget of \$8M per year, the project benefits primarily CBD national focal points and CBD Program of Work on Protected Areas (PoWPA) focal points. These have included workshops on protected areas; valuation and mainstreaming; NBSAP development; target setting; and national reporting. For the purpose of baseline calculation (considering amounts that are directly relevant to NBSAP-related activities), the Japan Biodiversity Fund contributes to this project's baseline finance with approximately \$3M for its duration.⁴
- *Multi-partner UNDP Biodiversity Finance Initiative:* Since the CBD COP11, UNDP has launched the global initiative BIOFIN, supported by the European Commission and the Governments of Germany and Switzerland. It aims at developing methodologies for quantifying the biodiversity finance gap at national level, and for reducing the cost of biodiversity management through an effective mainstreaming of biodiversity into national development and sectoral planning. BIOFIN is also undertaking a broad level Public Expenditure Review in selected countries. A total of \$8.8M has been between mobilized under the BIOFIN. For the purpose of calculations, \$4M represents the baseline for this project, half of which – i.e. \$2.0M – will co-finance it.

⁴ The CBD Secretariat is a key partner in this project and the activities of the Japan Biodiversity Fund essential to co-support the project's objective. It could be an obvious co-financier, but the Secretariat is barred from co-financing GEF projects for legal reasons. Therefore, the funding is herein presented as baseline finance.

- *NBSAP Two-Point-Zero Project*: UNEP and the International Institute for Environment and Development (IIED) are jointly implementing the “NBSAP 2.0” Project, in partnership with UNDP, and with funding from the UK Department of Environment, Food and Rural Affairs (DEFRA). The project focuses on mainstreaming of biodiversity in poverty and development planning, looking at an in-depth process in seven countries in Africa, and is planning to disseminate lessons learned through the NBSAP Forum in early 2014. The project’s amount which counts against the baseline represents \$0.5M and serves as part of UNEP’s co-financing to this project.
- *Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES)*: UNDP is working with partners UNEP-WCMC and the Government of Norway to respond to calls for IPBES to include an effective capacity building programme in the science-policy interface. More specifically, UNDP is currently developing web-based capacity building tools for scientists, policy-makers and local implementers of the three Rio Conventions and other multilateral agreements relating to biodiversity and ecosystem services. This demand-based initiative can potentially contribute to NBSAP processes in various countries. The baseline amount of the IPBES collaboration represents to date \$50K.
- *WAVES and TEEB*: Two global programmes of significant scope are also part of the financial baseline for this project and are relevant to NBSAP’s policy-making elements in different ways: the World Bank Wealth Accounting through the Valuation of Ecosystem Services (WAVES) project and The Economics of Ecosystems and Biodiversity (TEEB). Valuation and methods such as the TEEB are relevant theme to the NBSAP. Both UNDP-GEF and UNEP-DEPI are exploring the scope for a closer collaboration with the TEEB Secretariat. The relevance of the funding attached to these two initiatives was assessed at approximately \$1M for the duration of the project.

10. **The total financial baseline for this project amounts to \$6.5 million.**

11. In addition, UNDP, UNEP-WCMC and the CBD Secretariat decided in 2012 to work together to address the issue of limited technical support to NBSAP countries, by forming the *NBSAP Forum*. The NBSAP Forum has been launched during COP11 in Hyderabad and received wide and high-level support from COP participants. The Forum is a global community of practice that develops capacity, shares learning and offers countries support in updating and implementing their NBSAPs. As a partnership between the CBD Secretariat, UNDP and UNEP, the Forum proposes to coalesce and coordinate support from numerous initiatives that can contribute to ‘transformative NBSAPs’ – e.g. facilitating access to biodiversity data, dissemination of knowledge, methodologies, analysis and mapping tools.⁵

12. ***The Long Term Solution.*** In order for NBSAPs to go beyond the baseline and become effective national conduits for fulfilling the goals of the CBD Strategic Plan, a number of basic conditions will need to be met, including but not limited to:

- A commitment to fully integrating biodiversity and ecosystem services into sectoral, poverty alleviation and development plans;
- Ensuring that the basic conditions for participatory NBSAP development are in place and that consultations are held with a wide range of sectors, groups and segments of society (including traditionally marginalized populations, business and industry, finance organizations, and more);
- An emphasis on protected areas as a primary, efficient and cost-effective vehicle for achieving many of the Aichi Targets;
- An understanding of the fundamental need to fully incorporate climate change resilience principles into all aspects of biodiversity conservation, including an understanding of key thresholds, tipping points for regime shifts, and the natural limits of ecosystems;
- Recognition that a range of finance policies and mechanisms will be needed to secure the resources required to implement NBSAPs, coupled with an understanding that biodiversity mainstreaming is the tool by which countries can identify and unlock many potential financial mechanisms; and

⁵ To date, the Forum has only counted with seed funds (<\$150K) from UNDP and UNEP; this has hence with no impact on the financial baseline.

- The need to look beyond each Aichi Target and NBSAP component to develop integrated, holistic strategies that tackle the many inter-related of biodiversity management challenges.

13. The long term solution implies the new generation of NBSAPs fully embracing the Aichi Targets in national development planning and finance frameworks. They become the key conduit at the national level. for achieving all of the Aichi Targets and implementing the CBD’s Strategic Plan. In an ideal world, the large majority of GEF supported NBSAPs will contain feasible action, implementation and financing plans, which will be implemented. As a result, national capacity for biodiversity planning, implementation and reporting is incrementally enhanced.

14. **Barriers.** There are two overarching barriers that stand in the way of advancing the preferred long-term solution:

Barrier #1: Available instructive content on NBSAPs has gaps, including in terms of the uptake of the available information, and it is not conducive to the emergence of widespread participation into NBSAP development processes, to higher quality NBSAPs, nor to improvements in national capacity for biodiversity planning and management.

15. While there is no shortage of guidance documents available to governments on biodiversity planning, much of it focuses on process and is scattered around many websites and publications. There is limited guidance that is related to the current challenges facing biodiversity planning, in particular on establishing national Aichi-inspired targets and addressing biodiversity management issues through mainstreaming. Both the reviews of strategies and action plans from the first generation of NBSAPs and recent stock-taking exercises on existing guidance and delivery methods⁶ point out to gaps. There is a clear absence of instructive and utilitarian guidance that is readily available, easily consumable and, more importantly, guidance that effectively helps build the national capacity for biodiversity planning in the medium and long term. How can guidance and innovation help expand the “NBSAP community” beyond the environmental sector? This is a challenge worth a response. What we also observe in many countries is that key NBSAP players lack a “convening mandate” for effective mainstreaming. This, too, is linked to capacity – namely to systemic capacity. In this light, form, language availability and the logic organization of content that could be highly useful in the revision of NBSAPs all show weaknesses that constitute a major barrier to ‘policy effective’ and ‘Aichi-ready’ NBSAPs.

16. Generally, existing guidance that can be rapidly applied to a particular NBSAP context is neither pragmatic nor logically organized. Information and data on biodiversity exists and are theoretically accessible. However, applying it directly is challenging and not always strait forward. This creates a barrier to effectively contributing to advancement of the biodiversity policy agenda and limits national awareness on biodiversity. Open access to useful mapping tools are another major constraint for spatially assessing biodiversity challenges. Few countries are in a position to readily use mapping tools and reach meaningful conclusions on biodiversity management challenges. In terms of the language accessibility of current guidance and tools, there is a large and unmet demand for services and materials in languages other than English, in particular in French and Spanish.

17. Furthermore, biodiversity planning has evolved. Several CBD Parties have experienced difficulties with respect to setting national targets vis-à-vis the ‘2010 Global Target’. This is amply discussed in the foreword to the illustrated in the Third Global Biodiversity Outlook from 2010.⁷ In spite of early materials produced in the aftermath of COP10, there is still today (two years down the line) gaps in prescriptive materials. There is virtually no systematic guidance on how to develop an NBSAP that meets the Aichi Targets or on the significance of this to national policies and practices. In particular, UNDP and UNEP are experiencing an unfulfilled demand for guidance on the following themes: i) assessing and integrating ecosystem services through economic valuation; ii)

⁶ See e.g. Herkenrath (2012): *Preliminary stock-take of existing National Biodiversity Strategy and Action Plans (NBSAPs) support initiatives and capacity needs assessment for the revision and implementation of new generation NBSAPs: Prepared by UNEP-WCMC on behalf of NBSAP Forum.* UNEP, UNDP, CBD.

⁷ See e.g. the Third Global Biodiversity Outlook, CBD Secretariat (2010) *Global Biodiversity Outlook 3.* Montréal, 94 pages [[Link](#)].

mainstreaming biodiversity into development policies, plans and practices and into sectoral plans and strategies with clear targets and monitoring indicators; iii) incorporating climate change issues into NBSAPs; iv) assessing financial elements of the integration of NBSAPs into national development processes; and v) ensuring that issues from biodiversity related conventions also are addressed in the NBSAPs.

18. Another key gap pertains to limitations that certain countries may have in terms of accessing data and sharing information. Also, in many countries, sharing information is not part of the prevailing culture. Even though new technology is now challenging this, the process is not yet straight forward and not enough for supporting a fully inclusive and participatory NBSAP process in-country. There are many ways of communicating and networking, but the NBSAP Forum is the only one tailored to the needs of the NBSAP development process. The launching of the NBSAP Forum Website is planned for November 2013 and it is expected to create an immediate and intense demand for specialised technical, operational and moderated networking services. Currently, the embedded technical capacity of the host partners for meeting the expected peak demand is stretched very thin. This includes the ability to provide: (1) a fully operational help desk and technical support service to NBSAP Forum members beyond the end of 2013, including for the planned peer and expert review mechanisms; (2) the production of specific materials such as e-learning modules, analytical and spatially-based tools, and scorecards, in particular as they relate to mainstreaming and finance for NBSAPs. The plans for developing a multi-language streams under the NBSAP Forum would remain unrealised without additional support. As countries experiment, implement, and learn from different approaches, there will also a need to capture, synthesize and summarize lessons learned, and to ensure that this information is widely disseminated and easily accessible. Without additional support, this need will remain unfulfilled.

Barrier #2: Technical support services are currently insufficient.

19. The demand for technical support services, tailored to the needs of NBSAP ‘architects’ is currently in limited supply and it is generally insufficient to raise the bar of quality of the new generation of NBSAPs. There are regional teams in place both in UNDP and UNEP that are tasked with providing support within the realm of what is expected from these agencies vis-à-vis GEF project cycle support services. In practice, this support is only basic. It is often limited to operational guidance and some technical support in terms of consultant’s referral and review of TOR. There are no efforts in terms assisting countries with more complex issues, such as how to apply methodologies, how to analyse policies or how to structure NBSAPs for policy effectiveness. This support is also constrained by competing demands imposed on the regional teams within GEF agencies, as they also need to serve other and often larger GEF projects. Countries that accessed GEF funding directly have, in turn, no access to technical support. At the global scale, this is not conducive to higher quality NBSAPs that can overcome the constraints of the previous generation of strategies, given the, nuanced, multi-faceted and technical nature of NBSAPs. Regardless of how countries choose to fulfil their obligations vis-a-vis the CBD, it is clear that there is not yet a structured, cost-effective and targeted way of delivering technical assistance to countries.

20. There is evidence that technical assistance makes a difference in the overall outcome of projects; e.g. only about a dozen GEF-eligible countries have managed to update their NBSAP without outside assistance. Experience from two other global umbrella projects confirms that technical assistance actually makes a substantial difference, both with respect to the timing and quality of products. For example, under the UNDP-UNEP-GEF global project that supported the preparation of the Fourth National Report to the CBD (4NR), Parties that benefitted from it had a 38% higher chance of submitting their report on time to the CBD than other CBD Parties. The other example is the PoWPA Early Action Grant project. The availability of tools and methodologies on the PoWPA has been essential for the structure and quality of reports prepared by countries to the CBD. This is attested by the project’s evaluation. The process of developing NBSAPs does not count on technical assistance anywhere near the level that had been available to both the 4NR and PoWPA GEF-financed projects.

21. Also, because the NBSAPs are not a one-size-fits-all exercise, tailored outreach and targeted extension services, including in terms of language and country knowledge, have been requested by governments in various areas. These needs are not yet being fulfilled. They include biodiversity mainstreaming into poverty alleviation plans and key productive sectors, valuation, incentives, protected areas, ecosystem restoration, spatial planning, resource mobilization, and resilience and adaptation to climate change. Governments are also specifically requesting proactive technical support for applying new guidance in their particular context. Within the current setting, the various NBSAP development processes are not likely to get these services, or available services will only reach a few individuals who participate in CBD organized workshop. The lack of a wider reach-out to countries to meet those needs remains a gap.

3) The proposed alternative scenario, with a thorough description of project components

22. To overcome existing gaps and barriers, emphasis will be placed on content and services that are easy to access, easy to apply on the development of the NBSAP Forum portal, and on direct delivery. The following are the project's objectives and Components:

The overarching development goal of the project is to enhance implementation of the CBD's Strategic Plan 2011-2020 and support the achievement of Aichi Biodiversity Target 17 through participatory planning, knowledge management and capacity-building.

The project's objective is to provide technical support to all eligible countries accessing GEF Biodiversity Enabling Activities funding, with a view to improving the quality benchmark and policy relevance of the next generation of NBSAPs, while also enhancing public participation in the NBSAP preparation process.

Component 1. Global learning and technical content development

23. To meet calls from governments for guidance, best practices and technical materials that can be effectively adapted to a national context, the project will focus on content generation and knowledge consolidation. More specifically, the project will produce new and innovative NBSAP-related content. It will facilitate access and refer to existing and emerging content and tools from other NBSAP-related initiatives, projects and programmes. Another key focus under this Component is the NBSAP Forum, a multi-function web portal that brings together multiple partners to support NBSAP processes. As a result from activities, new and innovative knowledge management tools will enhance global learning on biodiversity planning and support GEF-financed NBSAP development processes. The project will also significantly contribute to consolidating the NBSAP Forum community of practice. Content generation for the site will be demand-driven, outcome-oriented, and responsive to the respective knowledge and capacity needs and capabilities of each country and each participating member in the NBSAP Forum. Given that the work of generating and managing knowledge requires close coordination, the project will also co-support the partnership that underpins it. Four outputs are foreseen, with the following planned activities:

Output 1.1 *User-friendly, customizable tools and assessment methodologies, e-learning, voluntary templates and other guidance material, including for benchmarking the technical quality of NBSAP products before submission, are developed and widely applied in GEF-financed NBSAP development processes. They are primarily disseminated through the NBSAP Forum.*

This output will be jointly implemented by UNDP (and UNEP-WCMC for target setting) and in consultation and close collaboration with UNEP and the CBD Secretariat. Two key activities are involved.

1.1.1 Guidance materials, voluntary templates and assessment methodologies: The project will support the development of guidelines, the dissemination of case studies and the production of voluntary templates with suggested reporting formats. The preferred medium will be electronic. At this current stage, the technical

collaboration among the CBD Secretariat, UNDP and UNEP-WCMC has already yielded the outlining on the “Nine NBSAP Steps”. These are the standard steps that every NBSAP should undergo to ensure quality. Specific and user-friendly guidance will be prepared and translated for the following key products:

- *Assessment methodologies.* As one of the first activities, the project will develop a guiding checklist for assessing the quality benchmark for NBSAPs. It will focus on minimal standards for a NBSAP and mostly on thoroughness – e.g. through 'yes' or 'no' answers on the fulfilment of a set of minimal condition for a quality NBSAP. These may be the completion of the "Nine NBSAP Steps", or whether or not NBSAPs have established national Aichi-inspired targets, etc.
- *Voluntary templates* have proven to be very useful in the context of PoWPA reporting. The approach is replicable to the context of NBSAPs.⁸ The fact that the template is voluntary will provide flexibility.
- *Peer review framework:* In order to ensure professional, consistent, thorough peer review of NBSAPs, and to enable a wide range of reviewers to easily and quickly provide peer review, a concise guide to peer reviewing, including a checklist of questions and best practices, will be developed and made available in multiple languages.
- *Financing planning and resource mobilisation tools.* A key customisable tool will be availed for supporting simplified finance assessments. It will be based on the BIOFIN methodology. For preparing a NBSAP financing plan, the tool will be based on a voluntary template. Financing plans are essential for the development of effective and feasible NBSAPs implementation plans, of which resource mobilisation plans will be part of.
- *Other tools* may cover: capacity development needs, technology assessments, policy screening, fifth national reports, the clearing house mechanism (CHM) and linkages with biodiversity related conventions.

1.1.2 E-learning, quick guides, Wiki pages and training packages: Quick guides for all Aichi Targets and e-learning modules on mainstreaming and protected areas already exist, the latter in multiple languages. E-learning modules will be developed for a range of Aichi Biodiversity Targets to complement the existing one. The latter will build on existing quick guides, which will be made more interactive and complemented by Wiki pages. The project will support the translation of the e-learning modules, guides and training packages into French and Spanish. Additional languages will be explored through low-cost options, including automatic translations and DuoLingo⁹, as well as moderate cost options working directly with countries – an approach that has successfully been used in the past to translate modules. Because of the scope of countries involved in NBSAPs, Russian and Arabic will be prioritized as additional languages. E-learning modules will be self-paced, electronic learning tutorials that can be accessed on-line or off, providing exercises and additional resources, and they will be housed in an online course room that allows for regional discussion and dialogue. Because some countries have difficulty accessing the internet reliably, all tools and materials, including e-learning modules, will be able to be downloaded during off-peak hours, and CDs will be made available to anyone on request. This option has already proven to be useful during CBD workshops, where protected area modules have been launched – several countries requested CD versions so that they can easily ensure that all of their colleagues have full access to the full set of modules¹⁰. Training packages will be similar to the self-paced e-learning modules, but will be adapted to classroom/workshop contexts, with built-in assessment points and suggestions for group discussion topics. In terms of modules and toolkits, products will include:

- *E-learning.* Drafting effective communication plans (Target 1), valuation and mainstreaming (Target 2), incentives (Target 3), sustainable production and consumption (Target 4), direct pressures on biodiversity (Targets 5-10), ecosystem services (Target 14), climate resilience (Target 15), mobilization of financial resources (Target 20), and, cross-cutting issues such as targets and indicators and spatial data and mapping.
- *Training toolkits:* A series of train-the-trainer toolkits will be developed on drafting effective communication plans (Target 1), ecosystem services (Target 14), climate resilience (Target 15), valuation and mainstreaming (Target 2), incentives (Target 3), sustainable production and

⁸ The PoWPA reporting framework provides evidence on the usefulness of voluntary templates. A partnership between CBD Secretariat and UNDP resulted in the both the creation of an online reporting format, the collection of data from more than 100 countries, and a CoP decision in 2010 to adopt the reporting framework; as well as the creation of a clearinghouse mechanism with more than 1300 protected area documents.

⁹ DuoLingo (www.duolingo.com) is a new platform that pairs language learners and language expert reviewers with those who need inexpensive translations. Although untested, this technology could present a very low-cost option to translation of materials into multiple languages.

¹⁰ All modules for protected areas are available for download at www.conservationtraining.org, or are available by CD or flashdrive from the CBD Secretariat.

consumption (Target 4), direct pressures on biodiversity (Targets 5-10), mobilization of financial resources (Target 20), and national target setting.

- *Quick Guides*. These will present the materials in a much more summarized fashion, online and through interactive links for “learning more”. They will also function as guidance documents to methodologies, which are essential and are in demand.

Output 1.2 *Online spatial planning tools for key thematic areas and cross-cutting issues are made available to countries to facilitate biodiversity status assessments.*

Under this output, the project will co-support UNEP-WCMC to carry the necessary activities aimed at availing spatial planning tools that can be used by countries to underpin different types of biodiversity assessments in their NBSAPs. The Centre will appoint an activity coordinator to lead implementation. Key activities are as follows:

- 1.2.1 Scoping the NBSAP Spatial Planning Tools: This implies defining the key parameters that are necessary to conceive the product and obtain the agreement of key data holders of how data can be shared, including any legal agreements that may be needed. It also includes the preparation of data protocols and disclaimers that will be necessary for availing the tool. To the degree possible, the NBSAP Spatial Planning Tools will be based on existing, open source and freely available mapping infrastructures. The final NBSAP Spatial Planning Tools will be the combined set of freely downloadable geo-based layers for protected areas, together with other useful biodiversity data that can be aggregated, depending on the possibilities that will be scoped, negotiated and consolidated through this activity.
- 1.2.2 Development of country packages: The project will support the preparation of minimum pre-set ‘country packages’ for all NBSAP countries, and of customized packages to be prepared according to direct pre-ordered and specific demand.
- 1.2.3 Guidance on NBSAP Spatial Planning Tools: The project will support the preparation of a short video in English French and Spanish on how to use the tools. (It may be disseminated through You-Tube.) A Quick Tutorial Guide in presentation form will also be developed.
- 1.2.4 NBSAP Online -Tools for Guidance to countries (in particular LDCs and SIDs globally) on legal/policy preparedness of the “new generation NBSAPs”: This aspect will be lead by UNEP’s Division of Environmental Law and Conventions (DELIC). Through this activity, the project will also establish links to a closely related project, the *Legal Preparedness for Achieving the Aichi Biodiversity Targets*. The mentioned project will establish a knowledge sharing and learning platform on innovative legal solutions that support the global efforts to achieving the Aichi Targets. It was launched in 2012 as a partnership between the Secretariat of the Convention on Biological Diversity (CBD) and the International Development Law Organization (IDLO), with support from the Japan Biodiversity Fund.¹¹

Output 1.3 *The NBSAP Forum Web Portal is functional and well maintained: (i) fully operational by end 2013; (ii) further developed to fulfil evolving clients’ needs throughout the project’s duration; (iii) hosting and maintenance are taken over by CBD for sustainability.*

The Forum will empower NBSAP architects to connect with peers, experts and other countries, identify best practices, find technical materials, share experiences, upload and download key documents, seek feedback at various stages of NBSAP development and learn about various planning processes. Activities under this output will be managed by UNDP (noting though that website content development is carried out through a small technical team from CBD Secretariat, UNDP and UNEP-WCMC). The following activities are proposed:

¹¹ See project info-page [\[Link\]](#) and news on it [\[Link\]](#).

- 1.3.1 Phase III development of NBSAP Forum Web Portal project: GEF will co-support the maintenance and further development NBSAP Forum Web Portal from end 2013 till project end. Within two months of the launch of the NBSAP Forum site (scheduled for November 2013), it is expected that there will be a clear picture of the needs for further development. Around end October 2013, the procurement process for selecting an adequate service provider will be carried out and the winning company engaged. Phases I and II are currently financed and involve the development of a minimally functional website with respectively “first priority” and “second priority” pages. Phase III will involve the refinement of all existing pages and the expansion of the site to include various features and links to tools, publications and guides that will be developed through this project.
- 1.3.2 Hand-over of NBSAP Forum Portal to the CBD Website: By project end, it will be necessary to secure the sustainability of the NBSAP Forum functionality. From the onset of the NBSAP Forum project, it has been decided that the CBD Secretariat would take over the maintenance of the NBSAP Forum site once the NBSAP development process supported by GEF agencies has been completed for most countries (expected by end 2015 or slightly later). Whether the NBSAP Forum will evolve to be a community of practice to support NBSAP implementation or not, the sustainability of the site’s maintenance is to be ensured beyond the end of this project. The proposal of the CBD Secretariat taking over seems like the best solution at hand at this stage. Site hand-over costs (in terms of securing the back-end support and migration only if needed) will be engineered through this project. UNDP will either select a company to ensure this or build the tasks into TOR for the procurement for Phase III website development.

Output 1.4 *A partnership framework for collaboration among all agencies and entities involved in NBSAP process emerges with a view to supporting client countries and developing best practices.*

This last output under Component 1 will ensure the smooth collaboration among entities supporting NBSAPs through a partnership approach. This implies creating the space for defining priorities, planning in a concerted manner and monitoring progress with respect to content production under this Component. This component is guided by lessons learned from previous collaborative efforts aimed at strengthening capacity, including both the Biodiversity Support Program¹² (a partnership between WRI, WWF and The Nature Conservancy) and the Friends of PoWPA Support Consortium (a loose collaboration of more than a dozen organizations supporting the CBD Programme of Work on Protected Areas) including the following lessons: a) commitment to a shared set of priorities between organizations, with clearly defined objectives; b) clarity on roles and responsibilities, including clear delegation of leadership to organizations with expertise in a particular area; c) effective and regular communication channels between partners; c) collaborative, adaptive learning; d) shared decision making; and e) the need to develop long-term learning platforms, beyond a single product, event or workshop.

This output will be jointly implemented by UNDP and UNEP, including UNEP-WCMC in close collaboration with the CBD Secretariat (a core and obvious partner), as well as other partners who can and are willing to contribute in different ways to the NBSAP ‘process’. Together with Output 2.4, it is a key part of the project’s overall M&E Framework. Key activities will include:

- 1.4.1 Adaptive feedback and global collaboration on content development: This activity will create the space for the partnership that primarily involves the core partners supporting NBSAP processes (CBD Secretariat, UNDP and UNEP¹³) to remain active and functional throughout the project. It will enable the technical capabilities embedded in the entities to cross fertilize each other through feedback and internal peer review. It will also allow concerted planning and implementation. While constant remote contact can be sufficient for most tasks, face-to-face events are necessary at critical points. A first planning meeting involving the core technical happened in December 2012. A second one is planned for November 2013 (piggy-backing on a global NBSAP workshop) and third one in late 2014, when the project is also expected to be externally reviewed. The GEF will co-support future meetings through this activity.

¹² See for example <http://rmportal.net/library/content/tools/biodiversity-support-program>

¹³ The GEF can be considered within this group, but as a financier its role is different and should be separated from project implementation support.

- 1.4.2 Best practices compilation: A key result of this activity will be the compilation by the core team (and collaborators as applicable) of a ‘best practices’ publication with selected case studies to be launched at COP12.
- 1.4.3 M&E: Project monitoring and evaluation is supported with donor reports submitted in a timely manner with due technical quality. In addition to normal M&E activities typically foreseen in a GEF project, this project will use the networking power of the NBSAP Forum to apply periodic surveys aimed at assessing user satisfaction, experience and requirements of project beneficiaries. This will enhance the adaptive feedback foreseen under Activity 1.4.1 and improve project performance during implementation.

Component 2. Direct technical support delivery

24. To meet calls from governments for more proactive outreach and the provision of easy-uptake technical guidance, the project will provide a menu of extension and support services that will be, to the greatest extent possible, tailored to the needs of individual countries and regions. Technical support services will be demand-driven, outcome-oriented, and responsive to the respective capacity needs of each country. Three outputs are planned:

Output 2.1 *Peer and expert review technical support is provided to countries on a ‘demand-driven’ and ‘match-making’ basis for each phase of NBSAP development process*

The work under this output will involve the provision of support during the following critical steps of NBSAP development: (i) preparation and stocktaking; (ii) national targets setting; (iii) preparation and validation of the NBSAPs; (iv) action, implementation and resource mobilization planning; and (v) monitoring and reporting (in close collaboration with the CBD Secretariat). Activities will be implemented by both UNDP and UNEP WCMC. There are two main modalities of support, both of which will be articulated through the NBSAP Forum:

- 2.1.1 Expertise on demand: The project will create a roster of qualified consultants with technical expertise that will be shared with NBSAP architects in each government/country. The intention is to provide a rolling matchmaking service to address hurdles and barriers to an effective NBSAP development process. This implies more direct, one-on-one trouble shooting and support to strategic planning. Retained consultants will have technical expertise in a range of topics and will be deployed on a case-by-case, as-needed basis.
- 2.1.2 Peer and expert review: The project will develop mechanisms that will enable peer-to-peer feedback of initial NBSAP products (i.e. government-to-government), as well as expert review by leading thematic experts. The intention of offering this suite of peer and expert review services – which – is to accelerate learning, facilitate adaptive management, and create a feedback loop that sets a high bar both in terms of vision, implementation, and monitoring and evaluation. Peer review in particular will include regional review of targets by peers and the organization of regional workshops, where possible through webinars. The roll-out will be on a demand-driven basis. Expert review complements peer review and will be facilitated on a needs’ basis, due to the relatively elevated costs. The NBSAP Forum website will enable countries to find willing peer reviewers (the existing database of pre-registered members already includes more than 100 individuals willing to volunteer in peer reviews).

Output 2.2 *Online webinars and both virtual and in person workshops are facilitated guiding NBSAP processes through critical steps and to the benefit of client countries.*

- 2.2.1 Workshops and webinars: The project will support: i) workshops and virtual webinars to strengthen overall NBSAP capacity building at regional and sub-regional levels, including continued support to CBD Secretariat capacity development workshops on NBSAPs and related issues, such as CHM and national reporting; and ii) workshops to identify and synthesize best practices on a variety of issues. At least two regional webinars may be conducted in 2013. Others will be planned for the remainder of the duration of the project.
- 2.2.2 Workshop facilitation: Technical assistance will be provided by UNDP and UNEP-WCMC during CBD regional workshops for addressing key thematic areas and cross-cutting issues. This will be another extension of direct technical support to countries and an opportunity to obtain direct feedback, trouble-shoot and enhance collective learning.

Output 2.3 *A framework for monitoring client satisfaction and for creating a feedback loop for technical support delivery is effective by end 2013.*

Given that this project focuses on enhancing the content and mechanisms of technical assistance support, a key measure of success is client satisfaction. This output is concerned with generating and analysing the data for measuring satisfaction levels. It will be jointly implemented by UNDP and UNEP, but an independent consultant will be engaged to assist with developing surveys and analysing results. The feedback loop will also involve the constant monitoring and adaptive improvement of the NBSAP Forum site. Key activities will include:

- 2.3.1 Developing and applying surveys: Quick multiple-choice surveys will be designed and applied to provide immediate feedback on certain products and processes (e.g. e-learning, workshops, tools, publications, website user experience), while more qualitative surveys will be applied to other, more outcome-oriented, types of products and processes (e.g. peer and expert review, use of the spatial planning tool). Electronic surveys will be applied wherever applicable.
- 2.3.2 Website moderation: The project will engage a part-time staff consultant with a biodiversity-technical profile to function as the primary focal point for website moderation. This person will also function as the UNDP activity coordinator with respect to project management tasks (under the UNDP component) for a small portion of his/her time.
- 2.3.3 Analysing survey data and adapting: The same consultant who will prepare the surveys under Activity 2.3.1 will also compile the data and present it through analytical reports for presenting it to technical teams and management in UNDP, UNEP and the CBD Secretariat. They will be a key input into the project's M&E system.

25. Anticipated outcomes associated with Components 1 and 2 of the project include: i) governments/countries internalize the goals of biodiversity conservation and the sustainable use of biological resources into societal sectors and development models, policies and programs; ii) ecosystem goods and services are valued appropriately; iii) biodiversity and ecosystems are effectively mainstreamed into key productive sectors, economic plans, and poverty reduction strategies; iv) the challenges and opportunities linked to ecosystem-based adaptation and resilience are effectively incorporated into NBSAPs and across sectors and planning; v) governments/countries establish national Aichi-inspired targets and indicators to monitor progress; vi) spatial planning considerations are integrated; and vi) governments/countries establish feasible implementation plans for their NBSAPs, including (and in particular) resource mobilization plans.

4) Incremental cost reasoning

26. The project seeks to develop a demand-driven platform that offers instructive guidance and a suite of responsive technical support services for enhancing the quality of NBSAPs and catalyzing their transformative role as effective policy instruments, and thereby contributing to achievement of Aichi Biodiversity Target 17.

<u>Current Baseline</u>	<u>Alternative</u>	<u>Global Biodiversity benefits</u>
<p>In the baseline scenario, countries will complete the next generation of NBSAPs, some earlier than others. Without the project, however, new NBSAPs will lack the sufficient technical stringency and analytical depth that will be required for significantly raising the bar of biodiversity planning. Business as usual strategy preparation will not achieve the necessary levels of policy traction to contribute to achieving the goals of the Strategic Plan for Biodiversity 2011-2020. The Aichi Targets will remain aspirational and will find no expression at the country level.</p> <p>Without the project, the next generation of NBSAPs will be developed with insufficient or inaccurate data on the status of biodiversity and ecosystems, NBSAP architects will continue to lack analytical and technical capacity, there will be limited stakeholder consultation in NBSAP development, biodiversity will be insufficiently mainstreamed into key productive sectors and development plans, countries will continue to create financial planning for NBSAP implementation based on incorrect assumptions and unrealistic projections, and NBSAPs will quite likely lack sufficient policy traction at the national level and simply get shelved.</p>	<p>In the alternative, governments/countries will develop robust and policy ambitious NBSAPs, which will be drafted in a participatory manner, based on sound assessments of the status of biodiversity and ecosystems, as well as sharp analysis of the underlying causes of biodiversity loss; attach due value to biodiversity and ecosystem services for a country's development; provide policy guidance on the mainstreaming of biodiversity into key sectoral and development plans, policies and practices; take climate change and resilience into consideration; include a sound a prioritized plan for addressing direct pressures on biodiversity; include national biodiversity targets and appropriate indicators for monitoring progress; integrate spatial planning considerations; identify issues requiring capacity development and urgent action; include a feasible resource mobilization plan; and have been adopted with the inclusion of Aichi-inspired national targets.</p> <p>The GEF's co-support to the development and maintenance of the NBSAP Forum will be essential for fostering the development of a community of practice dedicated to NBSAP, which currently counts on 750 pre-registered participants. The project has been designed to establish and maintain an innovative knowledge, communication and country outreach support framework for achieving Aichi Biodiversity Target 17 and making significant advances on national biodiversity policy-making. Innovation will permeate all aspects of the project, both through online and in-person content and services delivery.</p>	<p>More specifically, the following global biodiversity benefits will be produced by the project:</p> <p>Successful mainstreaming of biodiversity into national development planning frameworks and sector planning processes.</p> <p>Increased understanding about the role intact habitat and biodiversity play to help humans adapt to climate change and advances in ecosystem service valuation provide an opportunity to incorporate this knowledge into the revision of NBSAPs.</p> <p>At the level of individual NBSAPs, the project's specific benefits will be: i) the valuing of ecosystem goods and services; ii) biodiversity mainstreaming; iii) the incorporation of challenges and opportunities linked to ecosystem-based adaptation and resilience; iv) the establishment of national Aichi-inspired targets and development of biodiversity indicators for monitoring implementation; v) the integration of spatial planning considerations; and vi) the inclusion of feasible NBSAP implementation plans, including and in particular resource mobilization plans for biodiversity.</p>

5) Global Environmental Benefits

[See matrix in the section above.]

6) Innovativeness, sustainability and potential for scaling up

27. **Innovation.** The face of capacity building activities is rapidly changing. Practitioners interface with each other and with resources and services differently than they have in the past. Many practitioners complain of information overload, e.g. the availability of endless amounts of information with too little direction on accessing and deploying the information that will be most useful for their particular context or challenge. Similarly, while one-off workshops were once considered sufficient for knowledge transfer and capacity building, more and more

practitioners are demanding targeted and responsive guidance. In terms of innovation, the methods and knowledge management means applied and facilitated by this project respond exactly to those challenges.

28. Learning and knowledge exchange will primarily take place on-line. The NBSAP Forum will be a 100% virtual community of practice. Not only is this more cost-effective, but it also opens up to a wealth of interactive possibilities for sharing and multiplying knowledge, and for reaching out to very large audiences. More importantly, it will build on and share the knowledge that is embedded in the community itself – what is today termed “crowd sourcing”. The key motto of the of the web facility is “The NBSAP Forum is what you make of it”, encouraging users to give and take in the act of sharing.

29. E-learning is innovative, but content is still more important than the medium. Innovation will also permeate the content produced by the project in many different ways. One of the keys to successful NBSAPs and the achievement of Aichi Target 17 is a critical understanding of the role of mainstreaming and protection in achieving all of Aichi Targets. The content that will be produced by the project through e-learning and trainers’ training under Output 1.1 will be critical in this respect. It will present to NBSAP ‘architects’ to a perspective of biodiversity management that will allow them to fully grasp the implications of translating Aichi Targets to the national reality.

30. **Sustainability and Replicability.** Project design is a direct response to needs identified in an assessment carried out by WCMC in 2012 with respect to NBSAPs.¹⁴ On the one hand, sustainability emanates from the fact that project responds to those needs (see MSP Table 1 below for evidence); on the other, from the fact that by project end, project support will be evaluated and may evolve to provide support, in the future, to NBSAP implementation, e.g. through a new follow-on project. The latter point underpins the idea that biodiversity planning is a cyclical and incremental process of capacity building.¹⁵

31. In terms of the project’s potential to be replicated, the most immediate potential related to other GEF supported enabling activities – on the methods, modes of support delivery and innovation elements. Else, the project’s is already drawing interesting lessons on the importance of inter-agency collaboration and on the need to involve the Convention in partnerships.

MSP Table 1. Project response vis-a-vis the support prioritised by 2011 NBSAP workshops participants ^[a]

NBSAP stage	Support required	Addressed through Outputs
Bringing stakeholders together	Publicize and improve accessibility of CBD guidance on how to prepare and update NBSAPs	1.1
	Prepare good practice guidance on inception and engaging stakeholders in NBSAPs updating	1.1 and 1.4
	Workshops to support the identification of main stakeholders	2.1
	Establish NBSAP Support Desk, online discussion forums and listservs/ email discussions to support the NBSAP revision process	2.1
Biodiversity assessment	Template on the structure of stock-take of existing plans, policies and practices report	1.1
	Workshops to support stock-take of existing plans, policies and practices, and of the root causes of biodiversity loss	2.1
	Guidance document and check list on rapid assessment of national biodiversity and its links with human well-being	1.1 and 1.2
	NBSAP Support Desk, online discussion forums and listservs/ email discussions to support the NBSAP revision process	1.3 and 2.1
	Facilitate exchange visits between countries	not addressed ^[b]
	Synthesizing existing land cover maps and data to identify the most threatened habitats, the drivers of habitat loss, and the policies that directly or indirectly encourage the continued loss of natural habitats	1.2
	Assessment of the status of national wetlands	1.2
	Identifying those wetlands of highest conservation value based on biodiversity and human use values	1.1 and 1.2

¹⁴ Herkenrath (2012).

¹⁵ See e.g. Miller & Lanou (1995) *National Biodiversity Planning: Guidelines Based on Early Experiences Around the World*. WRI/UNEP/IUCN, for a definition of biodiversity planning.

NBSAP stage	Support required	Addressed through Outputs
	Guidelines and best practices for national biodiversity information systems including effective Clearing-house Mechanisms	1.1, 1.2, 1.3
Developing a strategy	Support development of NBSAPs communication strategies	1.3 and 2.1
	Support south-south exchanges on best practices on conservation and sustainable use of genetic diversity	not addressed ^[b]
	Tools and guidelines for mainstreaming genetic diversity in NBSAP and national development plans	1.1 and 1.2
Developing an action plan	Support preparation for national sustainable production and consumption (SCP) action plans	1.1 and 1.2
	Spatial data needed to underpin planning and priority-setting: decision-maker support tools (IBAT-like) integrated into the NBSAP	1.2
	Review of action plans for protected areas	1.1 ^[c]
	Identification of best practices	1.3 and 1.4
	Voluntary template for NBSAP chapter/section on protected areas	1.1
	Guidance on the links between protected areas and poverty	1.1
	Ecosystem-based climate resilience, adaptation and mitigation guidance	1.1
	Guidelines and best practices for national biodiversity information systems including effective Clearing-house Mechanisms	1.1
	Guidelines and best practices for identifying, accessing, combining and sequencing multiple sources of finance, including national budgets, for meeting countries' biodiversity management needs	1.1

Notes:

[a] Based on survey and other sources; adapted from table 3 in Herkenrath (2012): *Preliminary stocktake of existing National Biodiversity Strategy and Action Plans (NBSAPs) support initiatives and capacity needs assessment for the revision and implementation of new generation NBSAPs: Prepared by UNEP-WCMC on behalf of NBSAP Forum*. UNEP, UNDP, CBD.

[b] Beyond the budgetary scope of this project.

[c] Indirectly addressed through training for Target 11, whose modular e-learning tool is in fact available.

A.2. STAKEHOLDERS

32. There is an existing body of guidance explaining how those responsible for biodiversity planning can approach the task of identifying stakeholders. Much of it is specific to the organization of NBSAPs and preparation of national reports. In its guidance, it is repeatedly stressed that, if the necessary transition from biodiversity planning to biodiversity implementation is to be made, then everyone with a stake in the outcome of the NBSAP needs to be engaged. The stakeholder engagement process should start with the CBD national focal points, the NBSAP responsible authority or whoever has responsibility for NBSAP coordination, the preparation of CBD national reports; and thereafter it should expand to include a much broader range of national actors.

33. At the country level, UNDP and UNEP generally recommend that national steering committees be proposed for accompanying the process of developing national targets and updating the NBSAPs. As far as possible, the steering committee should include representatives of all sectors. These could include line ministries, research and academic bodies, business and industry, indigenous and local community organizations, bodies representing the agricultural, forestry, fishing or other sectors, environmental management bodies, non-governmental organizations, women's organizations, bodies and agencies addressing sustainable development and poverty eradication, educators, the media, and others. Each country's list will be different, but comprehensive. The NBSAP Forum will be key to ensuring disclosure, participation and inclusiveness, in particular through the availability of country pages. In other words, this project will create the means for ensuring that, at the country level, the development of a NBSAP will be a widely inclusive and participatory process.

34. The project will also draw on the guidance and engagement of a number of regional partners that work together with UNDP, UNEP and the CBD Secretariat in different ways (the list is not exhaustive). From Mesoamerica and South America: REDPARQUES, CATIE, IUCN WCPA regional vice chairs, WWF, TNC, Birdlife International, GIZ regional offices, Government of Brazil. From the Caribbean: IUCN regional

office implementing BIOPAMA, TNC, and UNEP-CEM/CaCMP. From Africa (Southern & Eastern): SANBI, IUCN regional office for Southern and Eastern Africa which is implementing BIOPAMA, WWF, CI, Birdlife, IUCN TILCEPA. From central Africa: IUCN PACO, TNC, and AWF. From West Africa: WWF, PMRC (supported by a consortium of NGOs and donors), Birdlife international, IUCN PAPACO and MIKE Programmes. From Northern Africa and West Asia: IUCN regional offices for West Asia and Mediterranean, ROPME, LAS. Ramsar regional coordinator, CMS Abu Dabi office, and the Government of Egypt and UAE. From the Pacific: SPREP, TNC, WWF, WCS, Birdlife International, IUCN Oceania, and Rare. From South Asia: ICIMOD and Wildlife Institute of India, IUCN - WCPA regional vice chair and Rare. From South and East Asia: Government of Korea, ASEAN Centre for Biodiversity, IUCN regional office in Vietnam supported by WCS, WWF and Birdlife International. From CEE and Central Asia: WWF, Bfn (German nature academy), TNC, and WCS. All of these partners and many individuals are being encouraged to pre-register into the NBSAP Forum site. In this sense, they will automatically become participating partners.

35. The NBSAP Forum host partners (the CBD Secretariat, UNDP, UNEP-WCMC and are also reaching out to several partners at the global level, such as IUCN (HQ), IDLO (with respect to Activity 1.2.4) and various UN agencies, the latter primarily through the UN Environment Management Group.

36. In terms of resource mobilization and needs assessment partners, the project will work with Defra, World Bank, Conservation Finance Alliance, and GIZ. Biodiversity data partners will be enlisted from: GLOBE, NASA, JRC, WCMC, TNC, IUCN, EOL/BioSynthesis Group, GBIF, BirdLife, UNESCO, CI, Ramsar, UNESCO, FAO, among others.

A.3. SOCIO-ECONOMIC BENEFITS, INCLUDING GENDER DIMENSIONS CONSIDERATIONS

37. The project will place particular emphasis on several key topics, including mainstreaming biodiversity into poverty alleviation efforts, and into sectoral plans and policies. This will build off of existing efforts of a partnership with IIED, UNEP-WCMC, UNDP, and the UNDP-UNEP Poverty Environment Initiative (PEI), that explores in detail how biodiversity can be mainstreamed into poverty alleviation efforts e.g. through the NBSAP 2.0 project.¹⁶ Special emphasis will be placed on sustainable livelihoods, and on mainstreaming biodiversity to achieve national sustainable development goals.

38. Gender mainstreaming is an important aspect of CBD implementation and it is enshrined not just in the Strategic Plan 2011-2020 itself (refer to COP 10 Decision [X/2](#), article 8), but also in a number of other COP decisions. Quoting the mentioned article: “*Recalls [decision IX/8](#), which called for gender mainstreaming in national biodiversity strategies and action plans, and [decision IX/24](#), in which the Conference of the Parties approved the gender plan of action for the Convention, which, among other things, requests Parties to mainstream a gender perspective into the implementation of the Convention and promote gender equality in achieving its three objectives, and requests Parties to mainstream gender considerations, where appropriate, in the implementation of the Strategic Plan for Biodiversity 2011-2020 and its associated goals, the Aichi Targets, and indicators.*” The project will be a vehicle for implementing these decisions and data will be gender-disaggregated where applicable. It will help track gender marking scores in UNDP-GEF BD EA projects.¹⁷ Both UNDP’s and UNEP’s projects are subject to gender considerations and social and environmental safeguards. Socio-economic studies that highlight women’s role in conservation/sustainable use and the need for a more gender-equitable sharing of its benefits will be made available through the NBSAP Forum.

¹⁶ See [Link](#) for more details.

¹⁷ Gender marking requires that each project in UNDP’s ATLAS system be rated for gender relevance. This will for example include a brief analysis of how the project plans to achieve its environmental objective by addressing the differences in the roles and needs of women and men.

A.4. RISKS [Now in PRODOC, SECTION I, PART II]

[Removed from here and included only in the PRODOC [Risk Chapter](#) only to avoid repetition]

A.5. COST-EFFECTIVENESS REFLECTED IN PROJECT DESIGN

39. The proposed project will ensure that the investments already placed in NBSAPs, including GEF funding, UNDP and UNEP co-financing, and government co-financing, will achieve the intended result of having high-quality NBSAPs that help to transform the biodiversity, finance and development trajectories, achieve the Aichi Biodiversity Targets, and provide a pathway toward sustainable development and the CBD goals.

40. The project will ensure that other existing initiatives, such as WAVES, TEEB and BIOFIN are co-supportive of the NBSAP process. This will avoid duplication of efforts wherever possible and foster cross-fertilisation and collaboration. The focus on user-defined needs (see [MSP Table 1](#), e.g.), on generic tools that can be tailored to individual country circumstances, and on targeted, individual technical support, ensures that investments will benefit countries in a cost-effective manner.

41. By collaborating through the NBSAP Forum and through its ongoing partnership with the CBD Secretariat, UNEP and UNDP, along with other agencies, this project will ensure that all tools developed will be accessible to every GEF-eligible country. An emphasis on webinars and digital learning and communication tools helps promote a low-carbon approach to distillation and dissemination of lessons, and provides a platform for further expanding learning within countries.

42. Other options have been considered in delivering technical support (e.g., expand staffing of implementing agencies, hold multiple thematic workshops). These would not cover the breadth of needs that countries have identified. It would neither be conducive to the sustainability of results. The options outlined in this proposal are the most cost-effective and sustainable in achieving the desired outcomes.

A.6. COORDINATION WITH OTHER RELEVANT GEF FINANCED INITIATIVES

43. This project will coordinate on activities, collaborate with and learn lessons from the following GEF-financed initiatives:

- All of the GEF-financed NBSAPs, including those countries supported by UNDP, UNEP or FAO through national projects, through the umbrella projects with UNEP, or directly by GEF. This project adds direct value to this substantial portfolio of BD EA projects by ensuring consistently and high quality.
- Other Global Biodiversity Enabling Activities: This pertains to past initiative, but are worth mentioning because this project drew on the full range of national and global experience to develop and provide information, tools, training, and communication needed to develop and implement NBSAPs, and to ensure a smooth transition between the development and implementation stages. (1) *Biodiversity Planning Support Programme*: Activities included the development of information services, preparation of technical and advisory materials, training, and enhancing horizontal exchange and co-operation among Parties. Information exchange mechanisms established will foreshadow, and be maintained in the long term by, the activities of the Clearing House Mechanism (CHM). This project, if funded, will ensure that the best of these materials continue to be available and are updated. (2) *National Reporting to the CBD (3NR and 4NR umbrellas)*: Virtually all of the GEF eligible countries have benefitted from at least one of the six

umbrella MSPs (they were approved in phases). A key lesson pertains to the UNDP-UNEP-CBD collaboration and the breadth of country outreach, but also to the importance of technical assistance in quality assurance.

- PoWPA Early Action Grant: Lessons learning and collaboration will be ensured through the e-learning modules and the strategy for stakeholder engagement, which were highly successful in the PoWPA EAG project.

A.7. DESCRIBE THE INSTITUTIONAL ARRANGEMENT FOR PROJECT IMPLEMENTATION

44. The project will be implemented over a period of two years. UNDP and UNEP are the GEF agencies for this project and will implement it directly (through UNDP-GEF and UNEP-DEPI/GEF units), being thereby accountable to the GEF for the use of funds. UNEP will engage UNEP-WCMC in implementing Output 2.1 and co-implementing several other outputs of the project. An internal agreement will be drawn for this purpose.

45. UNDP and UNEP-WCMC will each engage an ‘activity coordinator’, who will be the lead focal point in each of the agencies for the project. Due to the project’s global character, key activities and the work of the two activity coordinators will be closely monitored by senior technical staff within each of the agencies. A small technical group already exists and is supporting the NBSAP Forum website development. This arrangement will continue and may be expanded, as consultants to be engaged in direct technical support join the team. From an administrative point of view, staff members within UNDP-GEF, UNEP-DEPI/GEF/WCMC¹⁸ will be assigned with the part-time responsibility of providing support to the project in terms of procurement, recruitment, financial control and legal matters on a needs’ basis.

46. UNDP and UNEP will form a Project Steering Committee (PSC) and invite other global partners to be part of it for providing oversight and policy guidance to project implementation.

47. All project consultants will be hired by using standard recruitment procedures of either UNDP, UNEP or UNEP-WCMC. UNDP and UNEP will otherwise be responsible for: (i) providing financial and audit services to the project; (ii) recruitment of specialized consultants and service provider; (iii) overseeing financial expenditures against project budgets approved by PSC; (iv) appointment of independent financial auditors; and (iv) ensuring that all activities, including procurement and financial services, are carried out in strict compliance with UNDP, UNEP and GEF procedures.

B. DESCRIPTION OF THE CONSISTENCY OF THE PROJECT WITH [the following elements]

B.1. NATIONAL STRATEGIES AND PLANS OR REPORTS AND ASSESSMENTS

UNDER RELEVANT CONVENTIONS

48. This project is consistent with the development of national strategies and plans, included in the Convention itself as an obligation of countries. It is also consistent with the global CBD strategic plan, as articulated by the Aichi Targets.

B.2. GEF FOCAL AREA AND/OR FUND(S) STRATEGIES, ELIGIBILITY CRITERIA AND PRIORITIES

¹⁸ DEPI is UNEP’s Division of Environmental Policy Implementation.

49. This project will contribute to the GEF's Focal Area Objective BD5, which focuses on the integration of CBD obligations into national planning processes through BD EA. This is a global project, bringing to bear the resources and technical capabilities of both UNDP and UNEP to support all of the GEF countries that have accessed the "BD5" funding window. More specifically, it will contribute to Outcome 5.1. on the development and sectoral planning frameworks at country level integrate measurable biodiversity conservation and sustainable use targets.

50. The GEF has prioritized in GEF5 continued support to BD EA, playing an important role in assisting national government institutions to meet their immediate obligations under the CBD, in particular through the development and revision of National Biodiversity Strategy and Action Plans (NBSAPs), but also national reporting, and clearing house information functions.

51. This project will support a global effort to incentivize countries to make substantive changes in the state of biodiversity at the national level through participation in global, regional or multi-country projects. It fits with the following criteria:

- The project is clearly relevant to the objectives of GEF's biodiversity strategy, and emphasizes key areas of GEF's interests, including protected areas and biodiversity mainstreaming, among others;
- This project clearly supports priorities identified by the Conference of Parties of the CBD, including the development and revision of NBSAPs that fully reflect the Aichi Targets
- There is high likelihood that the project will have a broad and positive impact on biodiversity; potential for replication;
- This proposal represents an innovative approach to learning that is faster, more nimble, more lasting and has a lower carbon footprint than previous efforts. To the extent that this project shows new and more cost-effective ways to strengthen capacity globally, it will provide enormous demonstration value for other conventions; and
- This project will contribute to global conservation knowledge through formal experimental or quasi-experimental designs that test and evaluate the hypotheses embedded in project interventions.

B.3. THE GEF AGENCIES' PROGRAMS AND RESPECTIVE COMPARATIVE ADVANTAGE

52. UNDP and UNEP have historically been the main GEF Agencies in terms of assisting countries in implementing BD EA projects. These projects helped countries prepare their original Biodiversity Strategy and Action Plans, prepare their reports to the CBD COP, from the first to the fourth, and assess capacity needs in a number of countries.

53. Both UNDP-GEF, UNEP-DEPI (GEF) are well equipped to directly implement the project. UNDP-GEF has one senior full-time global staff directly responsible for BD and LD EA, plus 10 regional UNDP-GEF advisors that also support BD EA projects, lead by the Principle Technical Adviser for Ecosystems and Biodiversity. UNEP has one senior Task Manager, one Task Manager and one Programme Assistant who will be involved in direct implementation of the project.

54. In addition, UNDP and UNEP-WCMC share complementary expertise. UNDP has a strong history of supporting protected areas, incentives, biodiversity finance, and a growing portfolio in climate resilience and restoration. UNDP pioneered several biodiversity mainstreaming projects in relevant themes. Through its nationally-anchored projects, UNDP seeks to harness the positive opportunities provided by biodiversity and natural ecosystems, as a catalyst for sustainable development. It recognizes the real value of biodiversity and ecosystems to society—in relation to secure livelihoods, food, water and health, enhanced resilience, conservation of threatened species and their habitats, and increased carbon storage and sequestration—and calls for innovation, drawing on the

potential of nature, to achieve multiple development dividends. UNEP, including UNEP-WCMC has a strong background in spatial planning, and the development of targets and indicators. UNEP WCMC is the custodian of the World Database on Protected Areas and holds strategic alliances with several other data holders, putting it in a unique position to assist beneficiary countries. In addition, UNEP-WCMC has extensive background in providing thematic support for NBSAP revision and implementation. UNEP-WCMC has considerable experience in supporting countries in integrating spatial mapping considerations, incorporating biodiversity and ecosystem service values and building NBSAPs that influence development decisions and improve outcomes for biodiversity and poverty. UNEP-WCMC also hosts the Secretariat of the Biodiversity Indicators Partnership (BIP), the principal vehicle for coordinating indicators at global, regional and national scales for the Strategic Plan for Biodiversity 2011-2020. A large component of the BIP’s work focuses on building capacity and supporting Parties to develop indicators for their NBSAP revision and implementation. These capacities will be brought to bear in project implementation.

55. The UNEP/DELIC MEA support mechanisms have continuously provided opportunities to effectively enhance synergies not only between UNEP and various multilateral environmental agreements, but also through support to countries to meet their obligations under these MEAs, in areas of common interests to avoid duplication, ensure quality and eventually strengthen the international architecture of international environmental governance as a whole.

56. The global Strategic Plan for Biodiversity 2011-2020 and its Aichi Targets coupled with the Nagoya Protocol on Access and Benefit Sharing (ABS) applies to all biodiversity-related MEAs and National Biodiversity Strategy and Action Plans (NBSAPs) are the primary means of its implementation. Currently, most countries worldwide have reviewed or are reviewing their NBSAPs, in line with the Strategic Plan for Biodiversity 2011-2020, and it is, therefore, an opportunity for enhancing synergies with other biodiversity-related Conventions, a process that has been continuously supported by UNEP/DELIC MEA support Team (including regional support mechanisms) and the UNDP-GEF Regional Technical Advisers. It is pertinent that the “new generation NBSAPs” are well refined for quality assurance to facilitate their effective implementation by policy and decision-makers’ and integration into appropriate policies, institutional processes as well as responses into national sectoral action plans.

C. BUDGETED M & E PLAN

[Removed from here and included only in the [PRODOC](#) to avoid repetition]



MSP - PART III: APPROVAL/ENDORSEMENT BY GEF OFPs AND GEF AGENCY

A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT(S) – N/A

NAME	POSITION	MINISTRY	DATE (MM/dd/yyyy)
n/a			

B. GEF AGENCY CERTIFICATION

This request has been prepared in accordance with GEF/LDCF/SCCF/NPIF policies and procedures and meets the GEF/LDCF/SCCF/NPIF criteria for CEO endorsement/approval of project.

Agency Coordinator	Signature	Date <i>(Month, day, year)</i>	Project Contact Person	Telephone	Email Address
Adriana Dinu, UNDP/ GEF Officer-in-Charge and Deputy Executive Coordinator		October 24, 2013	Fabiana Issler Regional Technical Advisor, Ecosystems & Biodiversity, Africa, UNDP-GEF	+27-12-3548128	fabiana.issler@undp.org
Maryam Niamir-Fuller Director, GEF Coordination Office		October 24, 2013	Mohamed F. Sessay Chief, GEF Biodiversity/Land Degradation/Biosafety Unit & Portfolio Manager DEPI-GEF Division of Environmental Policy Implementation (DEPI)	+254 20 7624294	Mohamed.sessay@unep.org

MSP - ANNEX A: PROJECT RESULTS FRAMEWORK

(Either copy and paste here the framework from the Agency document, or provide reference to the page in the project document where the framework could be found).

MSP Table 3. Project Strategic Results Framework (SRF)

[Removed from here and included only in the [PRODOC](#) to avoid repetition]

MSP Table 4. Overview of Management Arrangements per Output

[Removed from here and included only in the [PRODOC](#) to avoid repetition]

MSP - ANNEX B: BUDGET

MSP Table 5. Detailed UNDP Total Budget and Work Plan (\$)

[Removed from here and included only in the [PRODOC](#) to avoid repetition]

MSP Table 5. Detailed UNEP Budget (\$)

Project No: 1160

Project Name: Support to GEF Eligible Countries for achieving Aichi Biodiversity Target 17 through a globally guided NBSAPs update process

UNEP BUDGET LINE/OBJECT OF EXPENDITURE	EXPENDITURE BY PROJECT COMPONENT/ACTIVITY *				EXPENDITURE BY YEAR			
	1	2	PMC	Total	2013	2014	2015	Total
	US\$	US\$	US\$	US\$	US\$	US\$	US\$	US\$
10 PROJECT PERSONNEL COMPONENT								
1100 Project Personnel w/m (Show title/grade)								
1101 Project Management UNEP-WCMC			75,000	75,000	15,625	37,500	21,875	75,000
1199 Total	0	0	75,000	75,000	15,625	37,500	21,875	75,000
1200 Consultants w/m (Give description of activity/service)								
1201 UNEP WCMC Consultants/Experts for Targets and Indicators	42,500			42,500		30,000	12,500	42,500
1202 UNEP WCMC Consultants/Experts Spatial mapping and data	61,750			61,750		40,250	21,500	61,750
1203 UNEP WCMC Support/deskHelp Desk(s)		110,000		110,000	30,000	60,000	20,000	110,000
1204 UNEP DELC Regional MEA Consultant(s)		95,000		95,000	10,000	55,000	30,000	95,000
1205 UNEP DEPI Technical NBSAP Progress Consultant	290,750			290,750	60,000	140,000	90,750	290,750
1299 Total	395,000	205,000	0	600,000	100,000	325,250	174,750	600,000
1601 DEPI Travel on official business	20,000	20,000		40,000	20,000	20,000		40,000
1602 WCMC Travel on official business	20,000	20,000		40,000	20,000	20,000		40,000
1603 DELC Travel on official business	20,000	20,000		40,000	20,000	20,000		40,000
1699 Total	60,000	60,000	0	120,000	60,000	60,000	0	120,000
1999 Component Total	455,000	265,000	75,000	795,000	175,625	422,750	196,625	795,000
3999 Component Total	0	0	0	0	0	0	0	0
5199 Total	0	0	0	0	0	0	0	0
5200 Reporting costs (publications, maps, newsletters, printing, etc)								
5201 Output Reports UNEP WCMC	15,000			15,000		10,000	5,000	15,000
5202 Output Reports UNEP DELC		15,000		15,000		10,000	5,000	15,000
5299 Total	15,000	15,000	0	30,000	0	20,000	10,000	30,000
5500 Evaluation (consultants fees/travel/ DSA, admin support, etc. internal projects)								
5501 Terminal Evaluation	12,500	12,500		25,000			25,000	25,000
5502				0				0
5503				0				0
5599 Total	12,500	12,500	0	25,000	0	0	25,000	25,000
5999 Component Total	27,500	27,500	0	55,000	0	20,000	35,000	55,000
TOTAL	482,500	292,500	75,000	850,000	175,625	442,750	231,625	850,000

MSP - ANNEX C: TERMS OF REFERENCE

[Removed from here and included only in the [PRODOC](#) to avoid repetition]

UNITED NATIONS DEVELOPMENT PROGRAMME



Empowered lives.
Resilient nations.

7th August 2013

Dr. Naoko Ishii
Chief Executive Officer & Chair
Global Environment Facility
1818, NW
Washington DC, 20433, USA

Dear Dr. Ishii

Subject: Co-financing support to global UNDP-UNEP-GEF project "Support to GEF Eligible Countries for achieving Aichi Biodiversity Target 17 through a globally guided NBSAPs update process"

This letter seeks to acknowledge the formal intention and commitment of UNDP to co-finance the global UNDP-UNEP-GEF project titled "**Support to GEF Eligible Countries for achieving Aichi Biodiversity Target 17 through a globally guided NBSAPs update process**".

UNDP will allocate a total of **\$1,000,000** co-finance to activities that directly relate to biodiversity policy analysis and the development of methodologies for assessing biodiversity finance, as follows:

- Develop, test, refine, design, print and disseminate global methodology, including biodiversity policy and expenditure review, costing of NBSAP strategies and actions, and development of resource mobilization plan (\$500,000).
- Develop supporting materials, including templates, guidance and global analyses of NBSAP costs (\$100,000).
- Support CBD-led global workshop and trainings on resource mobilization and host global workshops on lessons learned in resource mobilization (\$200,000).
- Consolidate lessons and findings into globally available case studies, materials, e-learning tutorials and disseminate broadly via the NBSAP Forum and other mechanisms (\$200,000).

UNDP looks forward to the swift approval of the project.

Yours Sincerely,



Adriana Dinu
Officer-in-Charge and
Deputy Executive Coordinator
UNDP - Global Environment Facility
United Nations Development Programme
Tel: +1 (212) 906-5560

CC: Mohamed Sessay, Regional Coordinator, UNEP
Jon Hutton, Director, UNEP-WCMC

Headquarters, United Nations Development Programme, UNDP-GEF, 304 45TH Street, New York, NY 10017 USA
Tel: +1 (212) 906-5000, Fax: +1 (212) 906-6998 www.undp.org



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente
Программа Организации Объединенных Наций по окружающей среде برنامج الأمم المتحدة للبيئة


联合国环境规划署



MEMORANDUM

To: Maryam Niamir-Fuller
Director, GEF Co-ordination Office

Date: 06 August 2013

From: Mohamed Sessay
Chief, GEF – BD/LD/BS DEPI 

Reference: DEPI/MS/Co

Subject: **Co-financing for GEF Project: “Support to GEF Eligible Countries for achieving Aichi Biodiversity Target 17 through a globally guided NBSAPs update Process” ADDIS NO. 01160.**

This letter seeks to acknowledge the formal intention and commitment of UNEP to support the GEF project **ADDIS No. 01160** titled **“Support to GEF Eligible Countries for achieving Aichi Biodiversity Target 17 through a globally guided NBSAPs update process”**, which is a joint UNDP/UNEP project with UNDP as the lead Agency. In the process of undertaking this project, UNEP is providing a total co-finance of **\$1,000,000** making contributions in various ways as follows:

1. UNEP WCMC is providing co-financing from the following UNEP-WCMC projects:
 - NBSAP Forum Support (Norwegian Funds channeled through UNEP) which is supporting activities of the recently established NBSAP Forum through the creation of the NBSAP Forum Portal and the delivery of thematic materials, resources and tools relating to targets and indicators and spatial mapping and data.
 - Improving the effectiveness and cooperation among biodiversity-related conventions and exploring opportunities for further synergies (ENRTP Funding) This project will further develop the NBSAP Forum support network and extend technical support on biodiversity and development mainstreaming, as well as inter-connectivity or bother biodiversity-related MEAs in the NBSAP process.
2. The UNEP DELC MEA support team will be part of the UNEP partnership and provide the necessary advisory and technical support services to countries (in particular LDCs and SIDs globally) through its regional support mechanisms to strengthen and ensure legal/policy preparedness of the “new generation NBSAPs”. Currently DELC anticipates in 2014-2015 UNEP Program of Work (POW) (and 2016-17) to assist developing countries and countries with economies in transition,



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente
Программа Организации Объединенных Наций по окружающей среде برنامج الأمم المتحدة للبيئة

联合国环境规划署



MEMORANDUM

by facilitating implementation of the Strategic Plan, including NBSAPs, through strengthened legal, policy and institutional frameworks and capacity building missions to select countries.

3. UNEP's Division of Environmental Policy Implementation (DEPI), will sponsor the technical coordination activities of this project through staff time and technical supervision and implementation of the project by the contribution of non GEF DEPI teams such as those in UNEP Quality Assurance Section (QAS), and UNEP Corporate Services Section (CSS), the latter for involvement in fiduciary mechanisms and the former for ensuring programmatic quality. While the implementation of the proposed projects will last for 24 months, the above contributions from UNEP have been ongoing for the last 2 years, and will continue until completion of the project.

UNEP - DEPI looks forward to successful implementation of these projects.

Annex 2. GEF CEO Approval Letter



Naoko Ishii, PhD
Chief Executive Officer and Chairperson

1818 H Street, NW
Washington, DC 20433 USA
Tel: 202.473.3202
Fax: 202.522.3240/3245
E-mail: Nishii@TheGEF.org
www.TheGEF.org

October 29, 2013

Ms. Adriana Dinu
Deputy GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
304 East 45th St.
FF Bldg., 10th floor
New York, NY 10017

Ms. Maryam Niamir-Fuller
GEF Executive Coordinator
United Nations Environment Programme
Nairobi 00100, Kenya

Messrs. Dinu and Niamir-Fuller:

I am pleased to inform you that I have approved the medium-sized project detailed below:

Decision Sought:	Medium-sized Project (MSP) Approval
GEFSEC ID:	5601
Agency(ies):	UNDP and UNEP
Agency ID:	5283 (UNDP)
Focal Area:	Biodiversity
Project Type:	Medium Size Project
Country(ies):	Global
Name of Project:	Support to GEF Eligible Countries for Achieving Aichi Biodiversity Target 17 Through a Globally Guided NBSAPs Update Process
GEF Project Grant:	\$1,700,000
Agency Fee:	\$161,500
Funding Source:	GEF Trust Fund

Indicative Breakdown of Amounts by Agency:	GEF Project Grant	Agency Fee	Total
UNEP	850,000	80,750	930,750
UNDP	850,000	80,750	930,750
Total	1,700,000	161,500	1,861,500

This approval is subject to the comments made by the GEF Secretariat in the attached document. It is also based on the understanding that the project is in conformity with GEF focal areas strategies and in line with GEF policies and procedures.

Sincerely,

Naoko Ishii
Chief Executive Officer and Chairperson

Attachment: GEFSEC Review Sheet
Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee

Annex 3. Proposal approved by Government of Flanders, Belgium

*UNDP Concept Note for the Government of Flanders - Environment, Nature and Energy
Department*



Proposal to Strengthen Capacity to Incorporate Climate Change Adaptation and Resilience Planning into National Biodiversity Strategies and Action Plans (NBSAPs) through the NBSAP Forum

Global — Biodiversity and Climate Change

BACKGROUND

In 2010, all Parties to the Convention on Biological Diversity (CBD) agreed to a set of ambitious biodiversity targets called the “Aichi Targets” as part of a CBD strategic plan for 2020. These targets collectively articulate what is needed to transform the national trajectory of development, and to stem the loss of biodiversity globally. As part of the Aichi Targets, each country has agreed to develop a National Biodiversity Strategies and Action Plan (NBSAP) that outlines specific steps for achieving the CBD strategic plan nationally. The Aichi Targets address a whole new set of issues that have not been previously addressed, including mainstreaming and integration of biodiversity into development and poverty alleviation plans, tackling perverse incentives, building a climate-resilient protected area system, restoring key ecosystem services, and developing robust resource mobilization plans.

The Global Environment Facility (GEF) has committed to supporting the revision of NBSAPs globally. Together, UNDP and UNEP are supporting over 140 countries around the world in this endeavour.

PROJECT DESCRIPTION

The NBSAP Forum is a collaborative partnership between UNDP, UNEP and CBD, aimed at providing focused support to GEF-supported countries that are developing their National Biodiversity Strategies and Action Plans (NBSAPs). The partnership draws on the comparative strengths and advantages of each of the lead partners. With its global convening power, the CBD Secretariat can help ensure that information developed through the NBSAP Forum reaches all CBD Parties. At the same time, UNDP and UNEP are the two implementing agencies, accounting for nearly all of the countries that are supported by GEF to develop their NBSAPs.

The NBSAP Forum includes an interactive web portal that brings together in one place all of the key NBSAP stakeholders globally, as well as key technical resources. The primary functions of this web portal include a global help desk, interactive discussion boards, a peer review service, a facility to find global, regional and national experts on key themes, a collection of searchable and easily understandable best practices, and a library of key resources in multiple languages. The NBSAP Forum web portal will be launched in June.

The organization of NBSAP themes is centred on the Aichi Targets. Many of these targets have comprehensive sets of guidance material and information already, including, for example, the setting of targets and indicators, invasive alien species, protected areas, and restoration. However, some of the targets address key issues that are not as fully advanced, and for which there is scant practical guidance. The topic with perhaps the least fully developed set of guidance materials is that of incorporating climate resilience and adaptation plans into NBSAPs. Although there is no shortage of scientific literature on the impacts of climate change, there are very few user-friendly, step-by-step

guides to incorporating climate change issues into NBSAPs.

The strategies that countries develop to implement their NBSAPs generally fall into 3 main categories: 1) mainstreaming biodiversity into development and poverty alleviation plans; 2) protection, including both in situ and ex situ strategies; 3) restoration, particularly of degraded ecosystems that provide key ecosystem services. A guidance toolkit that addresses each of these three areas will enable national policy makers and planners to be sure that their NBSAPs achieve the Aichi Targets into the future, and fully address pressing climate issues.

This project proposal builds upon the existing portfolio of 40+ countries that UNDP is already supporting through GEF Biodiversity Enabling Activities funds. UNDP will develop guidance material on incorporating climate resilience and adaptation into NBSAPs, and through the NBSAP Forum, will make the guidance universally available in multiple languages. To develop the guidance, UNDP will work with leading countries, CBD, UNEP and other partners, to identify, consolidate and document existing best practices. UNDP will develop a practical toolkit, available in multiple languages. In addition, it will hold on-line information and training sessions.

Four Key Factors of Success

There are at least four key factors that will help to ensure the effectiveness of this project:

1. *The NBSAP Forum represents global coverage of all countries developing NBSAPs:* The NBSAP Forum includes both the CBD and the two implementing agencies for NBSAPs – together this partnership truly has a global reach. This project will focus on providing the tools and technical resources required to fully develop NBSAPs that meet the challenge of the Aichi Targets, as well as provide direct technical assistance to UNDP-supported countries.
2. *Collaboration with multiple partners:* This new partnership also brings in a wide variety of partners, building on the previous success of the “Friends of PoWPA.” Key partners in the past have included, and will continue to include leading NGOs at national, regional and international levels, including, for example, IUCN, SANBI, ICIMOD, SPREP, WWF, Birdlife and many others. The collaboration with CBD as the convening convention, and with UNEP as the other primary implementing agency means that any guidance that is developed through this project will flow seamlessly to all of the countries in both UNDP’s and UNEP’s portfolios.
3. *A track record of success:* This project builds on successful partnerships in the past with CBD, including the “Friends of PoWPA,” which culminated in the development of more than 120 PoWPA Action Plans globally, and tremendous advances in protected areas. This project also builds on UNDP’s successful implementation of previous GEF Biodiversity Enabling Activities. UNDP also has a strong track record of success within each of the countries it is currently supporting for the Biodiversity Enabling Activities, representing years of ongoing relationships and project management between UNDP and the national government within each country.
4. *Key technical expertise:* This project will draw on the technical expertise from across UNDP’s experts in the fields of climate change resilience, protected areas restoration and mainstreaming, with a clear focus on incorporating climate resilience into protected area network planning, and into development plans and poverty alleviation plans. In addition, UNDP has already played a lead role in convening a group of expertise in the development of climate resilience guidance¹⁹; this project will enhance and expand this expertise, including expertise from IUCN, the World Bank, WWF, WCS and TNC, among others.

KEY QUESTIONS TO BE ADDRESSED BY THE PROJECT

This project addresses the following key questions that many countries face when developing their NBSAPs:

¹⁹ See Natural Solutions(<http://climatechange.worldbank.org/natural-solutions-protected-areas-helping-people-cope-with-climate-change>): Dudley et al., 2010. Natural Solutions: Protected Areas Helping People Cope with Climate Change. Gland, Switzerland, Washington DC and New York. 127 pp.

1. Protected area design and management

- How can protected area networks be developed in order to buffer human communities from the impacts of climate change?
- What changes do protected area managers need to make in their day-to-day management practices in order to increase climate resilience?
- What new areas need to be protected in order to ensure the resilience and long-term productivity of key ecosystem services, under a changing climate regime?

2. Mainstreaming climate into development plans

- How can climate be successfully mainstreamed into various natural resource sectors? Specific sectors include, for example, fisheries, agriculture, forestry and land use planning.
- What are the intersections between climate resilience, ecosystem services, and human development and poverty alleviation?

3. Finance and climate change

- What are opportunities for tapping climate funding to help strengthen biodiversity planning, protection and restoration?

RESULTS

The project is expected to have three primary results:

1. Best practices in incorporating climate change resilience and adaptation into national biodiversity and development planning are clearly identified globally

The project team will consult widely with CBD parties to identify, document and record best practices in incorporating climate resilience and adaptation into the three primary strategies: mainstreaming, protection and restoration. These will then be consolidated, and made widely available to all CBD Parties through the NBSAP Forum.

2. At least 30 countries receive targeted support on how to use the climate resilience-NBSAP guide

The UNDP Global Biodiversity Team will provide targeted support, through the use of webinars, a facilitated e-learning course and direct support to at least 30 countries on how to use the climate resilience-NBSAP guide. In this process, the guide will be further refined, and additional case studies identified.

3. Climate guide is widely shared to all CBD Parties

The guide will be translated into at least Spanish and French, and will be made widely available in print and electronic format. It will be shared directly through the NBSAP Forum, to partners, and directly to countries who are revising their NBSAPs.

ANTICIPATED COSTS OF THE PROJECT

Item	Budget (EUR)
Development of guide on climate change resilience planning for NBSAPs	58,364
Follow-on workshop to 2 CBD NBSAP workshops to get focused feedback and review, identify best practices	20,000
Targeted support to at least 30 countries through travel, facilitated e-learning, and one-on-one support	39,000
Translation of guide into Spanish and French	19,000
General management support – UNDP	13,636
TOTAL	150,000

[FLANDERS' PROPOSAL] ANNEX 1: PROPOSED NBSAP STEPS

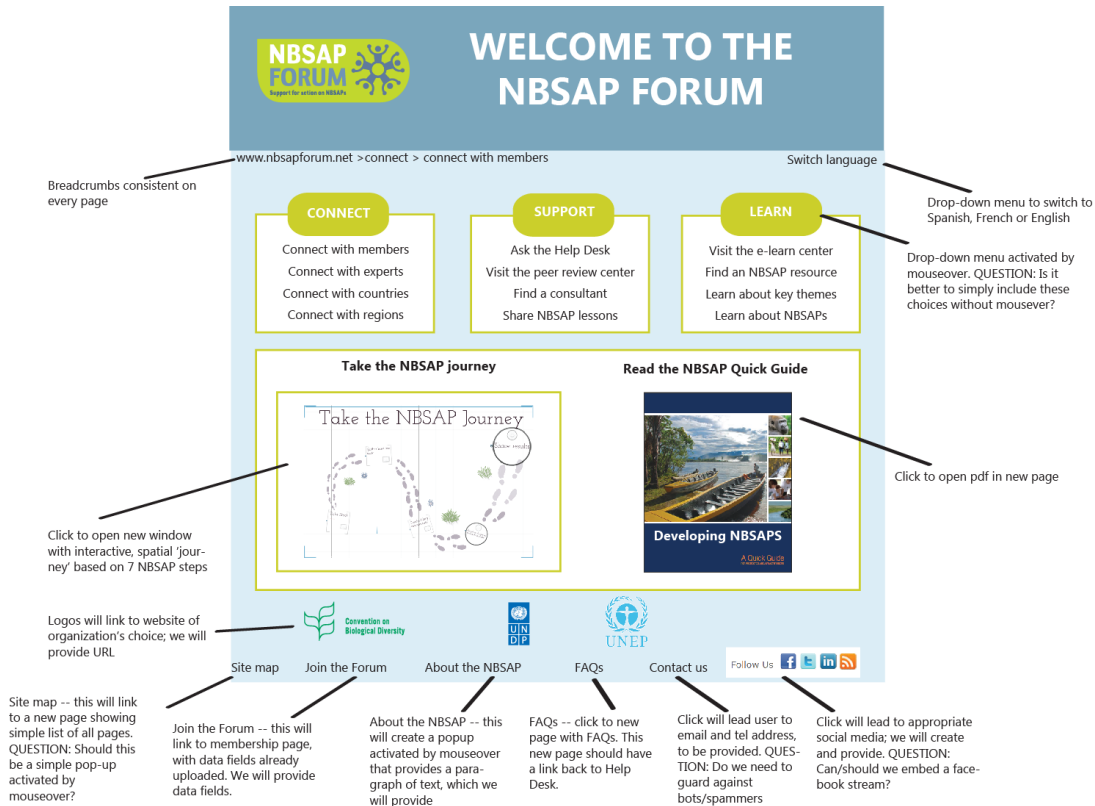
The steps below show the general approach for developing an NBSAP. There are multiple points at which climate resilience planning can be incorporated, beginning with the very first step of getting organized – ensuring that climate experts are brought in from the very beginning of the process.

The climate resilience NBSAP planning guide and materials will focus on practical steps that planners can take through the NBSAP development process to ensure that their NBSAPs fully address climate issues, and contribute to overall climate resilience and adaptation of biodiversity and ecosystems within their country.

- 1. Getting organized**
 - a. **Organizing logistics** (schedule, resources for revision process, NBSAP coordinator and team, multi-sectoral advisory committee, team information and data management)
 - b. **Taking stock** (review existing/previous NBSAP, identify guidelines for biodiversity assessment)
- 2. Engaging and communicating with stakeholders (ongoing)**
 - a. **Identify relevant stakeholders** and rights holders, conduct stakeholder analysis and mapping , engagement of stakeholders throughout the process
 - b. **Develop a tailored communication and outreach plan** for the different steps of the NBSAP process
- 3. Gathering information**
 - a. **Status and trends of biodiversity and ecosystem services** (spatial data on ecological status, threat status, protection and conservation management status, drivers of loss)
 - b. **Linkages between biodiversity and society** (poverty, development and human wellbeing; key ecosystem services, values of biodiversity)
 - c. **Legal, institutional and policy environment** (relevant biodiversity laws, policies, management practices; existing organizations, institutions and capacities; ongoing initiatives; and opportunities for mainstreaming)
 - d. **Biodiversity finance** (amounts and sources of existing biodiversity expenditures, relevant positive and negative/perverse incentives and subsidies)
 - e. **Status of public awareness** (of biodiversity and its values)
 - f. **Knowledge gaps**
- 4. Developing strategies and actions**
 - a. **Establishing national vision**, principles, and priorities for biodiversity
 - b. **Setting national targets** (and potential indicators)
 - c. **Identify specific strategies** (to achieve national targets and the Strategic Plan for Biodiversity)
- 5. Developing implementation and resource mobilization plans**
 - a. **Outline and prioritize specific actions to be taken to implement the strategy** (key actors, timelines, resources)
 - b. **Develop resource mobilization plan**
 - c. **Ensure strategies and actions are fully incorporated into national policies, frameworks, laws and budgets**
 - d. **Finalize indicator set and develop monitoring plan for all targets and associated actions**
 - e. **Develop plan for Clearinghouse Mechanism**
- 6. Implementing the NBSAP**
 - a. **Engage stakeholders in the implementation of agreed strategies and actions**
 - b. **Implement specific NBSAP strategies and actions**
 - c. **Mobilize domestic and international financial resources**
- 7. Monitoring and reporting**
 - a. **Develop 5th National Report**
 - b. **Communicate results of implementation broadly**
 - c. **Review and adapt priorities** within the NBSAP periodically, based on monitoring indicators

[FLANDERS' PROPOSAL] ANNEX 2: OVERVIEW OF THE NBSAP FORUM

Below is a summary view of the functions that the NBSAP Forum would contribute, including a 'connect' function – ensuring that members globally can connect with others on key issues; a 'support' function that allows users to find direct assistance and seek peer review; and a 'learn' function that allows users to learn about key issues. The guidance on incorporating climate resilience would be incorporated into each of these functions.



Annex 4. Cost-Sharing Agreement

Refer to complete set of documents (15 pages) in [\[Link\]](#), containing:

- 1) Letter from the Department of Environment, Nature and Energy, Government of Flanders, Belgium, addressed to UNDP GEF Directorate, dated 11 December 2013, stating the conditions of the cost-sharing;
- 2) Letter from UNDP-GEF Executive Director in response, dated 12 December 2013, confirming agreement and indicating the schedule of payments.
- 3) Proposal as approved.

Annex 5. Minutes of the Project Appraisal Committee (PAC) Meeting

[\[Link\]](#)