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United Nations Development Programme Country: Cook Islands

PROJECT DOCUMENT

Project Title: National Biodiversity Planning to Support the implementation of the CBD 2011-2020 Strategic Plan in Cook Islands

UNDAF Outcome(s): Environmental management, climate change and disaster risk management

Expected SRPD Outcome(s): Improved resilience of PICTs, with a particular focus on communities, through the integrated implementation of sustainable environmental management, climate change adaptation and/or mitigation and disaster risk management.

Expected SRPD Output (s): Demonstration projects on natural resources management and biodiversity at the community level that can be scaled up are implemented, and the formulation of evidence-based policies is supported.

Executing Entity/Implementing Partner: National Environmental Service, Cook Islands

Implementing Entity/Responsible Partners: N/A

Brief Description: This project is part of the second generation of Biodiversity Enabling Activities (BD EA) under the GEF. Cook Islands has been Party to the Convention on Biological Diversity (CBD) since 20 April 1993. The project addresses the country's need to continue to fulfill its obligations under the CBD, with particular focus on the Convention's Article 6 and the CBD COP Decision X/2. Above all, the project is a significant contribution to Cook Islands' efforts towards implementing the CBD Strategic Plan 2011-2020 at the national level. The project builds on the current status and achievements of Cook Islands with respect to biodiversity planning and reporting. It aims to integrate Cook Islands' obligations under the CBD into its national development and sectoral planning frameworks through a renewed and participative 'biodiversity planning' and strategizing process. This process is expected to produce measurable targets for biodiversity conservation and sustainable use. It will equally ensure that the value of ecosystems' goods and services, as well as the challenges and opportunities for ecosystem-based adaptation and resilience are taken into consideration in the process. The project will achieve its objective through the implementation of three components, whose activities are thoroughly described in the GEF approved proposal for BD EA. They are: (1) A participative stocktaking exercise on biodiversity planning takes place and national biodiversity targets are developed in response to the global Aichi Targets; (2) The NBSAP is revised/updated and it fully integrates new aspects of the CBD strategic plan, such as mainstreaming and anchoring the implementation of the plan into national development frameworks, valuing ecosystem services and promoting ecosystem-based adaptation and resilience; and (3) National frameworks for resource mobilization, Convention reporting and exchange mechanisms are strengthened

Programme Period: 2014-2016	Total resources required: USD 490,000
Award ID: 00078843 Project ID: 00088928	Total allocated resources:
PIMS # 5333	GEF USD 220,000
Start date: July 2014 End date: June 2016	In-kind contribution:
Management Arrangements: NIM	Government and NGOs USD 270,000
PAC Meeting Date: 18 June 2014	

Agreed by (Government): K. Pungu 23.10.2014
Date/Month/Year

Agreed by (Executing Entity/Implementing Partner): [Signature] 23/10/14
Date/Month/Year

Agreed by (UNDP): [Signature] 23/10/14
Date/Month/Year

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Overview of Approved Proposal

Standard EA Proposal: Headings Overview (Blue Template)

PART I: PROJECT IDENTIFIERS

- A. EA FRAMEWORK
- B. CO-FINANCING FOR THE EA BY SOURCE AND BY NAME
- C. GRANT RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY
- D. EA MANAGEMENT COST

PART II: ENABLING ACTIVITY JUSTIFICATION

- A. ENABLING ACTIVITY BACKGROUND AND CONTEXT
- B. ENABLING ACTIVITY GOALS AND OBJECTIVES
- C. DESCRIBE THE EA AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION
- D. DESCRIBE, IF POSSIBLE, THE EXPECTED COST-EFFECTIVENESS OF THE PROJECT
- E. DESCRIBE THE BUDGETED M&E PLAN
- F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE):

PART III: APPROVAL/ENDORSEMENT BY GEF OPERATIONAL FOCAL POINT(S) AND GEF AGENCY(IES)

- A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT(S) ON BEHALF OF THE GOVERNMENT(S):
- B. CONVENTION PARTICIPATION
- C. GEF AGENCY(IES) CERTIFICATION

Annex A: CONSULTANTS TO BE HIRED FOR THE ENABLING ACTIVITY

Annex B: OPERATIONAL GUIDANCE TO FOCAL AREA ENABLING ACTIVITIES

-- Refer to *Annex 1* for the approved proposal --

Acronyms

APR/PIR	Annual Project Review / Project Implementation Report
BD EA	Biodiversity Enabling Activities
CBD	Convention on Biological Diversity
CDR	Combined Delivery Report
CHM	Clearing House Mechanism
COP	Conference of the Parties
DCD	Development Coordination Division
GEF	Global Environment Facility
MCD	Ministry of Cultural Development
MCO	Multi Country Office (UNDP)
MFEM	Ministry of Finance and Economic Management
MMR	Ministry of Marine Resources
MoA	Ministry of Agriculture
MoE	Ministry of Education
NBSAP	National Biodiversity Strategy and Action Plan
NES	National Environmental Service
NSDP	National Sustainable Development Plan
OPM	Office of Prime Minister
CPPU	Central Policy Planning Unit, Office of Prime Minister
PoWPA	CBD's Programme of Work on Protected Areas
QOR	Quarterly Operational Reports
SRPD	Sub-regional Programme Document for the Pacific Island Countries and Territories
TBW	Total Budget and Workplan
TEEB	The Economics of Ecosystems and Biodiversity
UNDP	United Nations Development Programme

SECTION I: Elaboration of the Narrative

PART I: Situation Analysis

1. This Project Document (PRODOC) serves to operationalise at the level of UNDP and the Government of the Cook Islands, the proposal for Biodiversity Enabling Activities approved by the GEF on 2 May 2014. This proposal is appended to the PRODOC in **Annex 1** and the GEF CEO Letter of Approval is in **Annex 2**.
3. The project builds on the current status and achievements of Cook Islands with respect to its obligations vis-à-vis the Convention on Biological Diversity (CBD), in particular the country's biodiversity planning and Convention reporting processes, and its commitment to implement, at the national level, the CBD's Strategic Plan for the period 2011-2020. These processes and achievements are summarised in a matrix in **Annex 1**, under the heading '**Enabling Activity Background and Context**'.
4. In particular, the NBSAP for Cook Islands was completed in 2002. This version of the NBSAP does not include a number of elements of the CBD Strategic Plan's Aichi Targets and newer COP guidance. The new CBD Strategic Plan, adopted at CoP-10 in 2010 in Nagoya, clearly addresses the need for updating NBSAPs, stating in Target 17 that "By 2015, each Party has developed, adopted as a policy instrument, and has commenced implementing an effective, participatory and updated national biodiversity strategy and action plan." The strategic plan also covers a range of issues that will need to be incorporated into the revised NBSAPs, including guidance to countries to: a) fully realise the value of biodiversity and ecosystem services, and incorporate these values into national and local development and poverty reduction strategies (Targets 1 and 2); b) increase the global terrestrial protected area estate from 12% to 17% and the marine estate from 6% to 10% (Target 11); c) restore and safeguard key ecosystem services, especially for water, health and livelihoods (Target 14); and d) strengthen ecosystem resilience to climate change and promote ecosystem-based approaches to climate change adaptation and mitigation (Target 15).
5. The achievements and shortcomings of previous biodiversity planning processes in Cook Islands are described in the GEF proposal (**Annex 1**), under heading '**The Baseline Project: The Current NBSAP and the new CBD Strategic Plan**'.
6. Together, all of the above elements constitute the 'Point of Departure' and general context for the current Biodiversity Enabling Activities project of Cook Islands.

STAKEHOLDER ANALYSIS AND ENGAGEMENT

7. There is an extensive body of guidance explaining how those responsible for biodiversity planning can approach the task of identifying stakeholders. In its guidance to Parties on the organization of NBSAPs and preparation of national reports, the COP has 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.

8. The stakeholder engagement process in Cook Islands will start with the CBD national focal points, the NBSAP responsible authority National Environment Service and thereafter it will expand to include a much broader range of national actors. Developing and implementing Cook Islands' NBSAP will be a widely inclusive and participative process.
9. A national steering committee and one or more working groups will be proposed for accompanying the process of developing national targets, updating the NBSAP and preparing the national reports. As far as possible, the steering committee should include representatives of all sectors. Below is an overview of the potential role of different stakeholders and the rationale for their involvement in the project.

Table 1. Stakeholder Matrix

Sector	Agency/department	Potential role in the project and rationale for involvement
Biodiversity Conservation	National Environment Service, Cook Islands Natural Heritage Trust	Executing agency of the project and responsible for development of policy and legislation
Sustainable Agriculture	Ministry of Agriculture	Steering Committee member, contributor of information
Climate change or Disaster Risk Management	Office of the Prime Minister	Steering Committee member, contributor of information
Tourism	Cook Islands Tourism Corporation	Steering Committee member, contributor of information
Non-governmental Organizations	Te Ipukarea Society; Pacific Island Conservation Initiative (PICI) Wildlife Conservation Society (International NGO), Muri Environment Care, National Council of Women	Two alternating steering committee members and major contributors of information
National Finance and Budgeting	Ministry of Finance and Economic Management – DCD	Contributor of information and participant in consultative meetings
Women's organizations	Cook Islands National Council of Women	Contributor of information and participant in consultative meetings
Sustainable development	Office of the Prime Minister – CPPU	Contributor of information and participant in consultative meetings
Research	National Research Committee; Cook Islands Research Association; University of the South Pacific; Ministry of Cultural Development; Ministry of Education	Contributor of information and participant in consultative meetings
Fisheries	Ministry of Marine Resources	Contributor of information and participant in consultative meetings
Indigenous and local community organizations	House of Ariki; Koutu Nui; Te vaka Taunga – Te Rito O Te Vairakau Maori; Island Councils; Unformed organizations;	Contributor of information and participant in consultative meetings

PART II: Strategy

PROJECT GOAL, OBJECTIVE, OUTCOMES AND OUTPUTS/ACTIVITIES

10. **The project's goal** is to enable Cook Islands to integrate its CBD obligations into national planning processes, in light of the CBD's Strategic Plan 2011-2020.
11. **The project objective** is to integrate Cook Islands obligations under the Convention on Biological Diversity (CBD) into its national development and sectoral planning frameworks through an inclusive board and participative 'biodiversity planning', and strategizing process, in a manner that is in line with the global guidance contained in the CBD's Strategic Plan for 2011-2020.
12. In order to achieve the above objective, three 'outcomes' (corresponding to GEF components) are expected from the project:
- Outcome 1 – A participative stocktaking exercise on biodiversity planning takes place and national biodiversity targets are developed in response to the global Aichi Targets
 - Outcome 2 – The NBSAP is revised/updated and it fully integrates new aspects of the CBD strategic plan, such as mainstreaming and anchoring the implementation of the plan into national development frameworks, valuing ecosystem services and promoting ecosystem-based adaptation and resilience
 - Outcome 3 – National frameworks for resource mobilization, Convention reporting and exchange mechanisms are established and strengthened
13. The Outcomes of the project, as well as the expected outputs and activities under those, are thoroughly described in the GEF proposal in **Annex 1**.

PROJECT RISK

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner
1	Key personnel lost for key organizations particularly the lead agency and stakeholder groups	June 2014	Operational	Institutional leadership can be compromised and project implementation is delayed due to staff change/turnover, a recurring issue in the Pacific due to limited availability of qualified persons P = 3 I = 4	Robust and well documented management system established to minimize the dependency on one individual and facilitate a transition plan when people do leave	NES, UNDP
2	Overlapping mandates and coordination challenges in the government	June 2014	Political	Lack of coordination between relevant government ministries causes delays in project outputs and activities P = 4 I = 4	Continuously inform high level policy makers through the different committees and related higher level bodies, ensure good coordination with related initiatives through project technical teams, provide high quality technical assistance.	NES, UNDP

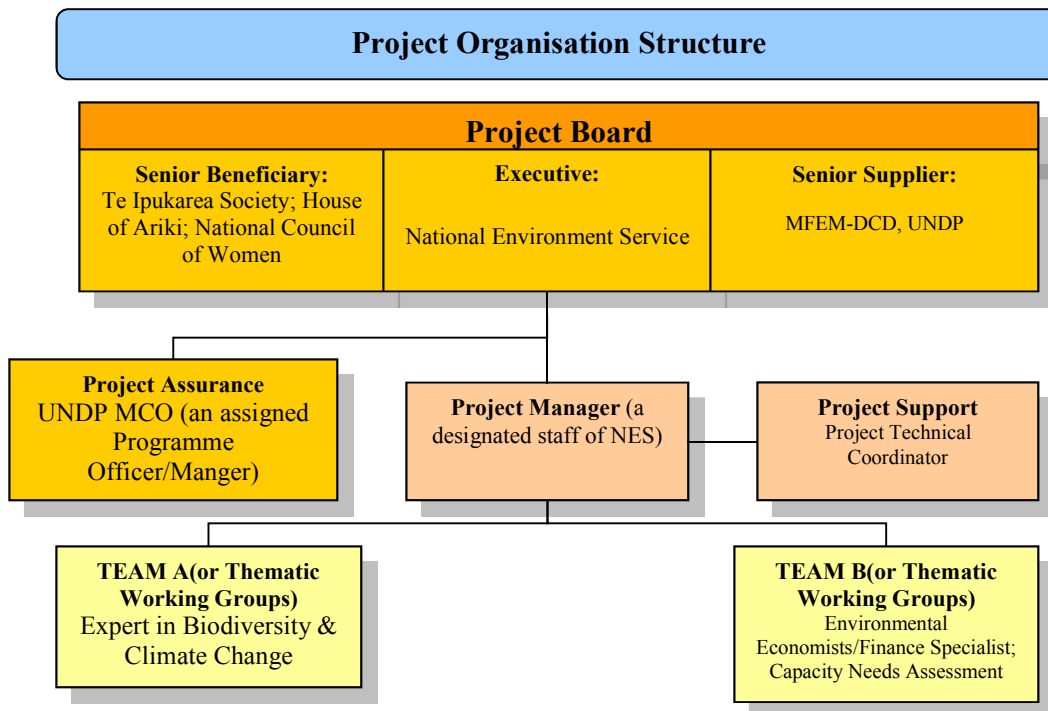
3	Limited human and technical capacity to implement the project	June 2014	Operational	Limited pool of local experts with the relevant background to support the implementation of the project. P=3 I=3	Work with other organizations more closely and seek support from regional organizations such as SPREP, SPC, SOPAC and IUCN where appropriate.	NES, UNDP
4	Local partners fail to deliver on the activities that they have committed to	June 2014	Organizational	Lack of accountability of local partners adversely affecting project implementation P=3 I=4	Agreement will be put in place, reporting systems in place that will ensure early identification of problem so solutions can be applied	NES, UNDP
5	Unforeseen financial pressure due to current economic climate (the “buying power” of the US Dollar declines)	June 2014	Financial	Decreased value of USD affects a total project cost in NZD. P= 2 I= 4	All financing have been agreed and committed with all partners. If funding is not sufficient, budget revision will be necessary to adequately support the proposed activities	NES, UNDP

PART III: Management Arrangements

14. The project will be implemented over a period of 36 months. UNDP is the GEF Agency for the project and accountable to the GEF for the use of funds. The project will be administered by UNDP using the national implementation modality (NIM), in line with United Nations Development Assistance Framework (UNDAF) Action Plan and Cook Islands Country Matrix for 2013-2017. Under the NIM modality, the Cook Islands National Environmental Service (NES) is the designated government institution responsible for the project towards the timely and verifiable attainment of project objectives and outcomes. The NES will manage implementation of all project activities. This is an integrated arrangement which the NES will designate a personnel as a Project Manager and hire a full-time Project Coordinator. The Project Manager and Project Coordinator will carry out the day to day running of the project. Arrangements will run as funds are received in-country, this is directly received by the Ministry of Finance and Economic Management – DCD Division as funded projects do. The project Coordinator then makes the request to DCD to make payments on NES behalf directly to the service providers bank account. The Manager checks paper before submitting to DCD. The Project coordinator role will be in further clarified in the terms of reference in the annex. The NES will chair the Project Steering Committee and will be responsible for providing government oversight and guidance to the project implementation. Project team will receive technical backstopping provided from UNDP/GEF Regional Technical Advisor responsible for the project and the UNDP Environmental Focal Point at the UNDP MCO and the Regional Office. More details of institutional and management arrangements for this project are described in the GEF proposal in Annex 1 under the heading ‘Project Implementation Arrangement’
15. In the applicable descriptions in **Annex 1**, a Project Steering Committee (PSC) is proposed to serve as the project’s coordination and decision-making body. The Committee

will equally function as the ‘Project Board’, as per guidance in UNDP’s Programme and Operations Policies and Procedures (POPP). The following will be the composition of the PSC for the project:

- National Environment Service (NES)
- Ministry of Finance and Economic Management-DCD
- Ministry of Agriculture
- Office of the Prime Minister
- Cook Islands Natural Heritage Trust
- Cook Islands Tourism Corporation
- House of Ariki
- Te Ipukarea Society
- National Council of Women
- UNDP MCO



Note:

- *MMR; MoA; MCD; MoE; OPM; and NHT could provide technical expertise as the Senior Supplier when necessary*
- *Environmental NGOs in Cook Islands; Islands Councils; Cook Islands Tourism Corporation; Koutu Nui could be part of the Senior Beneficiary*

16. Until the PSC has met and has deliberated, the following are the proposed TOR for the Committee:

- Provide policy and strategic oversight and support to the implementation of the project, in particular to the process of updating the NBSAP, developing the country's CHM and of completing and submitting national reports to the CBD with full government endorsement.
- Advise and ensure stakeholder involvement on matters of biodiversity sectoral and development mainstreaming, biodiversity valuation and on the nexus biodiversity-climate change.
- Review and approve project's annual workplans, as well as other project planning and implementation instruments.
- Provide inputs to the projects' APR/PIR.
- Support project evaluations, if applicable
- Deliberate on the TOR and membership for other committees and working groups that are expected contribute to the implementation of project activities and the achievement of its outcomes.
- Any other relevant task as applicable.

Besides the roles and responsibilities of different stakeholders outlined in this PRODOC and in the approved proposal in **Annex 1**, the following project diagram represents the expected key relationships governing the project

17. **Project Board** is responsible for making management decisions for a project in particular when guidance is required by the Project Manager. The Project Board plays a critical role in project monitoring and evaluations by quality assuring these processes and products, and using evaluations for performance improvement, accountability and learning. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems with external bodies. In addition, it approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities. Based on the approved Annual WorkPlan, the Project Board can also consider and approve the quarterly plans (if applicable) and also approve any essential deviations from the original plans.

18. In order to ensure UNDP's ultimate accountability for the project results, Project Board decisions will be made in accordance to standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case consensus cannot be reached within the Board, the final decision shall rest with the UNDP Project Manager.

- 1) **An Executive:** individual representing the project ownership to chair the group.
 - *A Representative of the National Environmental Services*
- 2) **Senior Supplier:** individual or group representing the interests of the parties concerned which provide funding for specific cost sharing projects and/or technical expertise to the project. The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project.
 - *e.g. UNDP, Ministry of Finance and Economic Management(MFEM)-DCD, Ministry of Marine Resources, Ministry of Agriculture, Ministry of Cultural Development, Ministry*

of Education, NHT (Natural Heritage Trust), OPM, Research (Cook Islands Research Association or National Research Committee)

- 3) **Senior Beneficiary:** individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries.
 - *e.g. NGOs, Islands Councils, Tourism Corporation, Ariki, Koutu Nui*
 - 4) The **Project Assurance** role supports the Project Board Executive by carrying out objective and independent project oversight and monitoring functions. The Project Manager and Project Assurance roles should never be held by the same individual for the same project.
 - *e.g. UNDP MCO supported by MFEM-DCD*
19. **Project Manager:** The Project Manager (PM) has 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 Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The project board may, in consultation with and approval by the UNDP Regional Technical Adviser, agree with the project manager a tolerance for each detailed plan under the overall annual work plan. If there is a forecast that the tolerance is to be exceeded, the project manager must refer the matter to the project board, and this may result in a revision. However, within the agreed tolerances, the project manager can operate without intervention from the project board. For example, if the project board sets a budget tolerance of 10% and a delivery timeline tolerance of 15 days for a plan, the project manager can expend up to 10% and 15 days beyond the approved project budget amount and annual workplan for the year without requiring a revision from the project board.
20. **Project Support:** The Project Support role provides project administration, management and technical support to the Project Manager as required by the needs of the individual project or Project Manager.
21. **Audit:** The project will undergo annual audit by a certified auditor according to UNDP rules and regulations.

PART IV: Monitoring and Evaluation Plan and Budget

MONITORING AND REPORTING

22. At the initial stage of the project, the project Monitoring and Evaluation system, composed of following components will be developed:
 - a) Monitoring plan, with defined benchmarks, indicators and targets, based on results and resources framework to be developed by the PM/coordinator in consultation with relevant UNDP programme staff;
 - b) Risk, issues and quality logs to be created by the PM and relevant program officer;
 - c) Quarterly project planning (with detailed activities and budget) and reporting to be conducted by the PMU;
 - d) Quarterly project reporting and monitoring, conducted by the PMU and the Project Board (also to include risk and issues monitoring and development of lessons learned reports);
 - e) Annual project planning (with general activities and budget) and reporting to be conducted by the PMU;

- f) Annual project review to be conducted by the Executive Board on the basis of monitoring reports and products prepared by the project (also to include proposal for eventual changes to the project strategy or even project revision)
23. All main reports will be compiled by the PMU and endorsed by the Project Board. Regular financial reports will be submitted to UNDP according to the UNDP financial rules and regulations. The M&E System should include standardized formats (aligned with UNDP procedures and formats) for the following documents:
- quarterly action plan
 - quarterly progress report, including financial report
 - quarterly monitoring report, including risk monitoring report
 - quarterly lessons learned report
 - annual action plan
 - annual report, including financial report¹
 - the simplified Biodiversity Enabling Activities Annual Project Review / Project Implementation Report (APR/PIR)
 - PMU monthly workplans and progress reports
 - task reports
 - final report, including lessons learned

COMMUNICATIONS AND VISIBILITY REQUIREMENTS

24. Full compliance is required with UNDP's Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. 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: www.thegef.org/gef/GEF_logo. The UNDP logo can be accessed at <http://intra.undp.org/coa/branding.shtml>.
25. Full compliance is also required with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf. 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.
26. Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

¹ Biodiversity Enabling Activities use an abridged

PART V: Legal Context

27. This document together with the Sub-Regional Programme Document (SRPD) signed by the Government and UNDP which is incorporated by reference constitute together the instrument envisaged in the [Supplemental Provisions](#) to the Project Document, attached hereto.
28. Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.
29. The implementing partner 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 the implementing partner's security, and the full implementation of the security plan.
30. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.
31. The implementing partner agrees to 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/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

SECTION II: Project Results Framework and GEF Increment

PART I: Indicator Framework and Project Outputs

Objective/ Outcome	Indicator	Baseline	End of Project target	Source of Information	Risks and assumptions
<p>Objective – To integrate Cook Islands’ obligations under the Convention on Biological Diversity (CBD) into its national development and sectoral planning frameworks through a renewed and participative ‘biodiversity planning’ and strategizing process, aligning the results of the process to the global guidance contained in the CBD’s Strategic Plan for 2011-2020.</p>	<p>Number of sectoral planning frameworks that include measureable biodiversity conservation and sustainable targets with gender considerations</p>	<p>Biodiversity is part of the NSDP 2011-2015 under priority area six; however more recent information must be added for the next NSDP 2016-2020. All plans are aligned to this umbrella plan</p>	<p>At least 30% of the following sectoral planning frameworks include and measurable biodiversity conservation and sustainable use targets with particular reference to gender</p> <ul style="list-style-type: none"> - Agriculture - Forestry - Livestock - Tourism, Trade, Travel and Transport - Energy - Fishery and Marine - Mining - Development Planning & Finance - Water 	<p>Published government sectoral policies and plans</p> <p>Approved NBSAP Approved Cook Islands’ NSDP 2016-2020</p>	<p>[Risk]Some sectors may be reluctant to include the these targets into their sector plans</p>
	<p>Number of development frameworks that include inclusion of gender, youth and measurable biodiversity conservation and sustainable use targets</p>	<p>Biodiversity is part of the NSDP 2011-2015 under priority area six; however more recent information must be added for the next NSDP 2016-2020. These will need to be measurable.</p>	<p>At least 30% of the following development frameworks include measurable biodiversity conservation and sustainable use targets with particular reference to gender and youth</p> <ul style="list-style-type: none"> - Land-use management, including spatial and infrastructural development planning - Development finance - Poverty alleviation - Food security - Local development and decentralization - Gender - Climate change mainstreaming - Population and urban planning - Health provision, including traditional medicine 	<p>Published government sectoral policies and plans</p> <p>Approved NBSAP Approved Cook Islands’ NSDP 2016-2020</p>	

Objective/ Outcome	Indicator	Baseline	End of Project target	Source of Information	Risks and assumptions
Outcome 1 – A participative stocktaking exercise on biodiversity planning takes place and national biodiversity targets are developed in response to the global Aichi Targets	Output 1.1	Review and stocktaking of products and results from previous biodiversity planning processes at the national level are carried out in participative manner.			
	Output 1.2	In response to the global Aichi Targets, national biodiversity targets are developed in a manner that is attuned to Cook Islands’ reality.			
	Output 1.3	The achievement of national targets, developed in line with the global Aichi Targets, is duly monitored during the project duration and beyond, and this is reported upon to the CBD through national reports and other means.			
	Output 1.4	In an iterative manner, Cook Islands taps into useful information on, and participates into, global networks and initiatives on biodiversity data and indicators (such as the NBSAP Forum, Biodiversity Indicators Partnership, Global Biodiversity Information Facility and the World Conservation Monitoring Centre, the Global Environment Outlook portal, among other relevant ones).			
	Effective establishment of a multi-sectoral/multi-stakeholder working group	No working group is established	By end of 2014, a multi-sectoral/multi-stakeholder working group is established and it completes the stock-taking exercise.	Project reports CBD National Reports	[Risk] Non participatory by other relevant sectors and other competing events during the stocktaking exercise.
	Development of a national targets in response to the global Aichi Targets	No national targets have been developed	By 2014, national targets in response to the global Aichi Targets are developed.	Project reports CBD National Reports Official gazette (e.g. on PA establishment)	
Outcome 2 – The NBSAP is revised/updated and it fully integrates new aspects of the CBD strategic plan, such as mainstreaming and anchoring the implementation of the plan into national development frameworks, valuing ecosystem services and promoting ecosystem-based adaptation and resilience	Output 2.1	A National Biodiversity Strategy and Action Plan (NBSAP) for Cook Islands, anchored into national development frameworks, is updated, in a manner that is participative including gender and youth, widely disseminated and fully integrates new aspects of the CBD strategic plan, such as: (i) mainstreaming; (ii) the valuing of ecosystem goods and services; and (iii) the incorporation of challenges and opportunities linked to ecosystem-based adaptation and resilience.			
	Output 2.2	The updated and fully endorsed NBSAPs for Cook Islands is submitted to the CBD, incorporating recommendations of the following strategic studies: (i) Integrating the challenges to Protected Areas in the 21 st Century into the NBSAP and the national implementation of the CBD’s Programme of Work on Protected Areas (PoWPA); (ii) the Economics of Ecosystems and Biodiversity (TEEB) developed for assessing and capturing value in ecosystems’ goods and services in Cook Islands			
	Status of NBSAP vis-à-vis the guidance in the CBD Strategic Plan (2011-2020)	NBSAP is out of date and does not consider newer guidance	By early 2016, the Cook Islands’ NBSAP is fully updated, it is in line with the guidance in the CBD Strategic Plan (2011-2020) and has been submitted to the CBD COP	CBD Website.	[Assumption]This exercise will be carried out without delay
	Development of NBSAP is an inclusive and participative process with all community groups including youth and gender according to the COP guidance on NBSAPs	NBSAP is out of date	By early 2016, the Cook Islands’ NBSAP will be an inclusive document that also covers areas of society including gender and youth	Minutes of consultations and meetings with stakeholders and cabinet responses noting approval	[Assumption]Stakeholders committed mainstreaming gender; NES has good networks with decision making bodies [Risk] Lack of

Objective/ Outcome	Indicator	Baseline	End of Project target	Source of Information	Risks and assumptions
					awareness amongst decision makers and political support for NBSAP
Outcome 3 – National frameworks for resource mobilisation, Convention reporting and exchange mechanisms are established and strengthened	Output 3.1	National frameworks for NBSAP implementation is in place and includes: (i) institutional leadership for implementation is established and strategic partnerships forged (nationally and internationally); (ii) a costed and prioritized Action Plan is appended to the NBSAP; (iii) needs assessments on capacity, technology and finance are carried out; and (iv) a strategy for resource mobilization for the implementation of the NBSAP is produced and includes a baseline assessment of existing biodiversity finance.			
	Output 3.2	An effective, user-friendly and easily updatable country-driven CHM site is developed; it is linked up to the CBD's global CHM networks and to other information and knowledge exchange network on biodiversity			
	Output 3.3	Immediate CBD reporting obligations are met by Cook Islands in a timely manner, in particular the Fifth National Report to the CBD.			
	Status of the national clearinghouse mechanisms (CHM)	CHM is not kept up to date and is not linked up to the CBD's global CHM networks and to other information and knowledge exchange network.	By 2016, the national CHM is complete the kept up-to-date and has been improved	CBD Website CHM national site(s)	[Risk]The frameworks are not endorsed at the political level and the report is not utilised.
	Status of the capacity, technology and financial frameworks for implementing the revised NBSAP	A framework no longer exists	By 2016, a complete plan for implementing the NBSAP, including capacity, technology and finance needs assessment, has been produced and underpins NBSAP implementation	Project APR/PIR	

32. A detailed activity list and a chronogram of activities per output will be updated upon project inception.

SECTION III: Total Budget and Workplan

Award ID:	00078843	Business Unit:	WSM10
Project ID:	00088928	Project Title:	National Biodiversity Planning to Support the implementation of the CBD 2011-2020 Strategic Plan in Cook Islands
Award Title:	PIMS 5333, Cook Islands' NBSAP	Implementing Partner (Executing Agency)	National Environment Service

GEF Component (Outcome) /Atlas Activity	Responsible Party/ Implementing Agent	Fund ID	Donor Name	ERP / ATLAS Budget Code	Atlas Budget Description	TOTAL Amount (USD)	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Notes
Comp 1. Stocktaking and national target setting	NES	62000	GEF-10003	71200	International Consultants	17,000	8,500	8,500	0	a
	NES	62000	GEF-10003	71300	Local Consultants	17,000	8000	9000	0	b
	NES	62000	GEF-10003	71600	Travel	3,000	1,500	1,500	0	c
	NES	62000	GEF-10003	75700	Training, workshop, and conference	2,500	1,000	1,500	0	d
	NES	62000	GEF-10003	75700	Training, workshop, and conference	2,000	2,000	0	0	e
	NES	62000	GEF-10003	74500	Miscellaneous Expenses	2,000	2,000	0	0	f
TOTAL ACTIVITY 1 (Comp 1) - GEF						43,500	23,000	20,500	0	
Comp 2. NBSAP update	NES	62000	GEF-10003	71200	International Consultants	14,500	0	14,500	0	a
	NES	62000	GEF-10003	71300	Local Consultants	17,000	0	17,000	0	b
	NES	62000	GEF-10003	71600	Travel	23,500	0	12,500	11,000	c
	NES	62000	GEF-10003	75700	Training, workshop, and conference	3,000	0	3,000	0	d
	NES	62000	GEF-10003	72100	Contractual Services-Companies	11,000	0	11,000	0	g
	NES	62000	GEF-10003	75700	Training, workshop, and conference	7,000	0	4,000	3,000	e
	NES	62000	GEF-10003	72100	Contractual Services-Companies	9,000	0	9,000	0	h
	NES	62000	GEF-10003	74200	Audio Visual & Print Prod Costs	6,000	0	3,500	2,500	i
NES	62000	GEF-10003	74500	Miscellaneous Expenses	3,000	0	3,000	0	f	
TOTAL ACTIVITY 2 (Comp 2) - GEF						94,000	0	77,500	16,500	
Comp 3. National frameworks for NBSAP implementation, CDB reporting and exchange	NES	62000	GEF-10003	71200	International Consultants	13,500	0	0	13,500	a
	NES	62000	GEF-10003	71300	Local Consultants	13,000	0	0	13,000	b
	NES	62000	GEF-10003	71600	Travel	1,500	0	0	1,500	c
	NES	62000	GEF-10003	75700	Training, workshop, and conference	2,000	0	0	2,000	d
	NES	62000	GEF-10003	72100	Contractual Services-Companies	11,000	0	11,000	0	g

mechanisms	NES	62000	GEF-10003	75700	Training, workshop, and conference	2,000	0	0	2,000	e
	NES	62000	GEF-10003	72100	Contractual Services-Companies	9,000	0	9,000	0	h
	NES	62000	GEF-10003	74500	Miscellaneous Expenses	1,500	0	0	1,500	f
	NES	62000	GEF-10003	72100	Contractual Services-Companies	7,000	5,000	2,000		l
	NES	62000	GEF-10003	74500	Miscellaneous Expenses	3,000	3,000			m
TOTAL ACTIVITY 3 (Comp 3) - GEF						63,500	8,000	22,000	33,500	
Comp 4. Project Mgt	NES	62000	GEF-10003	71300	Local consultant	5,000	1,667	1,667	1,666	b
	NES	62000	GEF-10003	74100	Professional Services	3,000	1,000	1,000	1,000	j
	NES	62000	GEF-10003	72800	Information Technology Equipment	11,000	4,000	4,000	3,000	k
TOTAL ACTIVITY 4 (Project Management) - GEF						19,000	6,667	6,667	5,666	
GRAND TOTAL (in cash)						220,000	37,667	126,667	55,666	

Budget Notes	
a	Int. NBSAP Consultant fee (lump-sum \$45K / or approx. 15 weeks) - budget spread among the three components
b	Project Coordinator (lump sum \$52K / or approx. 104 weeks) - budget spread among the three components
c	Travel for Int. NBSAP Consultant; Environmental economics, finance and biodiversity service provision; Capacity needs assessment for BD management service provision, and Local Travel (Local Travel and DSA for project staff to visit Pa Enuu for consultations and fund Pa Enuu participation in National NBSAP workshop)
d	Project Steering Committee and Technical Working Groups including (1) National Target Setting and NBSAP Update Working Group; and (2) Economic and Development Sectors. Lump sum \$7.5K - budget spread among the three components
e	Consultations and meetings in connection with the biodiversity planning stock-taking and target setting exercises; NBSAP update exercise; NBSAP implementation plans and 5NR.
f	Communication, including telephone costs and internet service provision (in connection with project management). Stationary and other supplies for project meetings/workshops. Awareness raising regarding the BD EA project and its objectives.
g	Environmental economics, finance and biodiversity mainstreaming service provision (lump sum \$22K) – budget spread among components 2 and 3.
h	Capacity needs assessment for BD management service provision (lump-sum \$18Ks) - divided equally among components 2 and 3
i	Printing costs of the NBSAP and related reports. May involve basic editorial work.
j	Project Audit
k	Project equipment, 1 desktop computer, 1 laptop, 1 projector, 1 printer, consumable supplies for project use
l	Contract with IT company for CHM
m	IT equipment, miscellaneous for CHM

SECTION IV: ADDITIONAL INFORMATION

PART I: Other agreements

CO-FINANCING LETTERS

[paste all letters here ***or*** refer to separate file, if the file size is larger than 3Mb]

[Include any other relevant additional information, such as cost-sharing agreements, institutional contracts / MoUs etc.]

PART II: Terms of References for key project staff

TOR Background (standard for all posts)

The new United Nations Convention on Biological Diversity (CBD) Strategic Plan, adopted at CoP-10 in 2010 in Nagoya, clearly addresses the need for updating National Biodiversity Strategies and Action Plans (NBSAP), stating in Target 17 that “By 2015, each Party has developed, adopted as a policy instrument, and has commenced implementing an effective, participatory and updated national biodiversity strategy and action plan”.

The existing version of the Cook Islands’ NBSAP does not include inter alia the following elements of the CBD Strategic Plan’s Aichi Targets:

- A plan for integrating the value of biodiversity into national and local development and poverty reduction strategies and planning processes and are being incorporated into national accounting, as appropriate, and reporting systems (Target 2);
- A plan for creating positive incentives for the conservation and sustainable use of biodiversity are developed and applied in harmony with the CBD taking into account national socio-economic conditions. (Target 3).
- A plan for developing landscapes that have sustainable production and consumption and ensure the use of natural resources falls well within the safe ecological limits (Target 4).
- A plan for fully implementing the Programme of Work on Protected Areas, including increased protection and mindscape/seascape connectivity (Target 11).
- A plan for restoring and safeguarding ecosystems that provide essential services, including services related to water, and contribute to health, livelihoods and well-being (Target 14).
- A plan for strengthening ecosystem resilience and the contribution of biodiversity to carbon stocks, including the restoration of at least 15 per cent of degraded ecosystems (Target 15).
- A plan for the mobilization of financial resources for effectively implementing the Strategic Plan for Biodiversity 2011 – 2020 from all sources (Target 20).

The GEF has recently approved a Biodiversity Enabling Activities project for Cook Islands which is supported by UNDP. This project seeks to fully incorporate the above issues into the NBSAP. This ‘new generation’ of NBSAP will help set a national standard of excellence by creating a national road map for achieving the Aichi Targets. Special emphasis will be placed on anchoring the NBSAP into Cook Islands’ development frameworks. This will be done by mainstreaming biodiversity into development plans, incorporating protected area networks and sustainable production systems into ecosystem-based climate adaptation and resilience plans, and creating sustainable finance for biodiversity conservation through the full valuation of key ecosystem services. In connection with it, the nexus biodiversity-economy for Cook Islands will also be explored upon and addressed.

The project objective is “To integrate Cook Islands’ obligations under the Convention on Biological Diversity (CBD) into its national development and sectoral planning frameworks through a renewed and participative ‘biodiversity planning’ and strategizing process, in a manner that is in line with the global guidance in the CBD’s Strategic Plan for 2011 – 2020”.

UNDP in collaboration with the National Environment Service would like to contract a qualified candidate for the above mentioned post for the period of maximum 3 years. The contract will be performance-based and yearly renewable based on a positive assessment of

the incumbent's performance. Terms and conditions of service linked to type of proposed contract will apply.

PROJECT TECHNICAL COORDINATOR

Location:	Rarotonga, Cook Islands
Category	
Type of Contract:	
Starting Date:	
Duration of Initial Contract:	104 weeks
Expected Duration of Assignment:	104 weeks

Duties and Responsibilities

(1) Play a leading and resource person role vis-à-vis the National Target Setting and NBSAP Update Working Group and in a number of national sub-national consultation processes for all relevant activities under Enabling Activity Project;

- Develop planning methodologies and processes for the sub-national technical meetings and consultations.
- Review base documents for the inputs to the sub-national technical meetings and consultations.
- Work on the preparation of base documents for technical meetings.
- Review the NBSAP update.
- Develop methodologies for the national validation of the national targets and draft NBSAP.
- Carry out consultations with provincial authorities and organize sub-national technical meetings and consultations and National Technical meetings.
- Collect and consolidate information arising from the technical meetings.
- Provide inputs for evaluation of institutional capabilities.
- Work with local experts and government authorities to collect available information on biodiversity.
- Provide inputs to the development of the NBSAP implementation plans.

Contribution to the following deliverables:

- Brief Review of the Biodiversity Planning Process in Cook Islands
- Biodiversity Targets for Cook Islands: As part of national efforts to implement the CBD's Strategic Plan for 2011-2020
- Second National Biodiversity Strategy and Action Plan for Cook Islands
- Sub-product 1: Assessing and capturing value in ecosystem's goods and services in Cook Islands
- Sub-product 2: Exploring and costing options for Ecosystem-based adaptation to Climate Change in Cook Islands
- Set of 'straight-forward' and feasible NBSAP implementation plans, which ensure the effective implementation of the Action Plan contained in the NBSAP

The Project Technical Coordinator will also be responsible for the following administrative tasks:

- Ensure that project Objective, Outcomes, Outputs and Activities are implemented in a timely and appropriate manner.

- Develop detailed Annual Work Plans and Budgets (including activity descriptions and a chronogram), and submit these to the Project Board and to the UNDP Country Office for approval).
- Develop TORs for Consultants for technical services, consultants, experts, and specifications of materials as required by the project, in consultation with the National Project Manager/UNDP.
- Facilitate, guide and monitor the work of consultants, and approve their deliverables in association with the Project Steering Committee or other applicable instance.
- Organize and assist in project related activities, where required. These may include planning for meetings, local and national workshops, consultations, field visits, and other project related activities.
- Establish and maintain linkages with national and international organizations and persons which/who can be of assistance to the objectives of the Project.
- Provide timely reporting of project status as required by the Project Steering Committee, Project Board and UNDP.
- Maintain records of Project Steering Committee meetings, decisions, actions etc.
- Coordinate with other initiatives and programs whose outcomes and outputs are relevant to this project's objectives
- Be responsible for day-to-day administrative and financial support for project activities and procurements of goods and services for the project including effective accounting of the project funds and financial reporting in line with government and UNDP requirements and procedures. Specifically, *inter alia*;
 - Preparation of the project budgetary revisions/annual work plans (at least once a year).
 - Preparation of quarterly advance requests in conjunction with quarterly progress reports and reporting in accordance with UNDP procedures.
 - Preparation of payment requests (less than 2500 USD).
 - Preparation of travel requests and logistical support for Project staff and Implementing Partner, in accordance with Government, rules and procedures.
 - Organization and logistical support of the workshops, task meetings, delegations, field visits etc.
 - Preparation of hand outs for workshops, briefings and meetings.
 - Equipment inventory, preparation of reports on equipment condition.
 - Maintaining the records pertaining to the issuance of project equipment to PIU experts; monitoring of such equipment.
 - Collection and distribution of incoming mail, dispatching outgoing mail; locating files etc.
 - Preparation of Procurement plan in accordance with Government and UNDP requirements and Annual Work Plan of the project.
 - Preparation of the documentation on procurement of goods/works/services in Government/ UNDP format and control the observance of contractual terms and conditions.
 - Preparation of the documentation on procurement of goods/works/services in Government/UNDP format.
 - Preparation (in consultation with the project experts) of the rationale on the selected suppliers of goods/services for review by the relevant UNDP units and government and/or UNDP Procurement Committee.
 - Carrying on negotiations with the suppliers of goods/works/services.
 - Ensuring tender selection of the suppliers of goods/works/services in accordance with government and / or UNDP requirements and procedures.

- Collection and ranking the information on potential goods/services providers.
- Any other duties assigned by the Project Committee that have direct relevance to the project.

Selection criteria: should have a Bachelor's degree in management, administration, environmental management or related field with a minimum of 5 years management experience at a senior level, or an advanced degree with 3 years management experience. Knowledge and understanding of the relevant UN Convention, environmental issues in Cook Islands, good leadership, coordination, communication, and facilitation skills are essential. Ability to communicate effectively orally and in writing, in order to communicate complex, technical information to both technical and general audiences

(2) Undertake the general administrative requirements of the project, including those related to the management of the project and its funding:

- Provide administrative and logistic support to the project team;
- Manage schedules and project implementation in accordance of the annual work plan.
- Undertake secretariat services to specific project activities;
- Provide financial and limited backup support to the project team that includes consultants;
- Execute financial and budgetary tasks and related activities.

Required Skills and Experience

Core skills:

- Skills in planning and organising meetings/conferences/workshops effectively and efficiently
- Ability to communicate effectively orally and in report writing

Required experience:

- Tertiary education in secretarial science degree/diploma or related professional qualifications with a minimum of 5 years management experience at a senior level, or an advanced degree with 3 years management experience;
- Knowledge and understanding of the relevant UN Convention, environmental issues in Cook Islands, good leadership, coordination, communication, and facilitation skills are essential.
- Ability to communicate effectively orally and in writing, in order to communicate complex, technical information to both technical and general audiences
- Demonstrated skills in project management and financial management;
- Computer skills are essential;
- Prior experience in UNDP procedures and practices is an advantage;
- Excellent writing skills in English;

LEAD INTERNATIONAL CONSULTANT

Consultant	Number of weeks	Deliverables
Lead International Consultant	15	<p>Phase 1 : Stocktaking and national reporting</p> <ul style="list-style-type: none"> ▪ Take stock of existing plans, policies and practices in Cook Islands that result in biodiversity conservation or loss. ▪ Identify the root causes of biodiversity loss in Cook Islands by first identifying the threat and then the drivers behind the threats. ▪ Identify the key barriers and challenges in the policy environment to effective biodiversity conservation/sustainable use. ▪ Based on existing studies and analyses, identify key gaps in the existing NBSAP. ▪ Identify the means to overcome existing barriers and challenges. ▪ Develop a stakeholder consultation and participation plan that will ensure that the NBSAP development process is participatory, increasing the likelihood of successful implementation of the NBSAP. ▪ Prepare the 5th National Report to the CBD <p><i>Key deliverables:</i></p> <ul style="list-style-type: none"> ➤ Brief Review of the Biodiversity Planning Process in Cook Islands ➤ 5th National Report to the CBD <p>Phase 2: Developing the NBSAP and implementation plans</p> <ul style="list-style-type: none"> ▪ Carry out consultations for the development of the NBSAP ▪ Develop the strategy and actions to implement the agreed targets through national consultations ▪ Apply the NBSAP to sub-national entities through sub-national and local consultations; ▪ Develop an overall implementation plan for the NBSAP and ensure it is integrated with the POWPA plan. ▪ Mainstream into development, poverty reduction and climate change plans through sectoral consultations <p><i>Key deliverables:</i></p> <ul style="list-style-type: none"> ➤ Second National Biodiversity Strategy and Action Plan for the Cook Islands and associated implementation plan <p><i>Selection criteria:</i> should have an advanced university degree in environmental management or related field with a minimum of 5 years management experience at a senior level. Knowledge and understanding of the relevant UN Convention, the existing NBSAP and environmental issues in Cook Islands is essential. Experience in the Pacific is preferred.</p>

Project Annexes

Annex 1. Approved GEF proposal for BD EA (Headings Overview on page 3)



REQUEST FOR BIODIVERSITY ENABLING ACTIVITY

PROPOSAL FOR FUNDING UNDER THE GEF TRUST FUND

PART I: PROJECT IDENTIFIERS

EA Title:	National Biodiversity Planning to Support the implementation of the CBD 2011-2020 Strategic Plan in the Cook Islands		
Country(ies):	Cook Islands	GEF Project ID:	5756
GEF Agency(ies):	UNDP	GEF Agency Project ID:	5333
Other Executing Partner(s):	National Environment Service	Submission Date:	March 28, 2014
GEF Focal Area (s):	Biodiversity	Project Duration (Months)	36
Check if applicable:	NCSA <input checked="" type="checkbox"/> NAPA <input type="checkbox"/>	Agency Fee (\$):	\$20,900

A. EA FRAMEWORK

EA Objective: To integrate Cook Islands' obligations under the Convention on Biological Diversity (CBD) into its national development and sectoral planning frameworks through a renewed and participative 'biodiversity planning' and strategizing process, in a manner that is in line with the global guidance contained in the CBD's Strategic Plan for 2011-2020.

EA Component	Type	Expected Outcomes	Expected Outputs	Grant Amount (\$)	Confirmed Co-financing (\$)
1) Stocktaking and national target setting	TA	<ul style="list-style-type: none"> - By late 2014, a multi-sectoral/multi-stakeholder working group is established and participates in the stock-taking exercise. - By 2014, national targets in response to the global Aichi Targets are developed. 	<p>1.1 Review and stocktaking of products and results from previous biodiversity planning processes at the sub-national level with national facilitation and assistance are carried out in participative manner.</p> <p>1.2 In response to the global Aichi Targets, national biodiversity targets are developed in a manner that is attuned to Cook Islands' reality.</p> <p>1.3 The achievement of national targets, developed in line with the global Aichi Targets, is monitored during the project duration and beyond, and this is reported upon to the CBD through national reports and other means.</p> <p>1.4 In an iterative manner, Cook Islands taps into useful information on, and participates into, regional and global networks and initiatives on biodiversity data and indicators (such as the NBSAP Forum, Biodiversity Indicators Partnership², Global Biodiversity Information Facility³, World Conservation Monitoring Centre⁴, and Global Environment Outlook portal⁵, among other relevant ones).</p>	45,300	40,000

² www.bipindicators.net

³ www.gbif.org

⁴ www.unep-wcmc.org

⁵ geodata.ricap.unep.org

EA Component	Type	Expected Outcomes	Expected Outputs	Grant Amount (\$)	Confirmed Co-financing (\$)
2) NBSAP update	TA	- By early 2016, Cook Islands' NBSAP is fully updated, is in line with the guidance in the CBD Strategic Plan (2011-2020) and has been submitted to the CBD COP	<p>2.1 A National Biodiversity Strategy Action Plan (NBSAP) for Cook Islands anchored into national development frameworks, is updated, in a manner that is participative, widely disseminated and fully integrates new aspects of the CBD strategic plan, such as:</p> <ul style="list-style-type: none"> (i) mainstreaming; (ii) the valuing of ecosystem goods and services; and (iii) the incorporation of challenges and opportunities linked to ecosystem-based adaptation and resilience. <p>2.2 The updated and fully endorsed NBSAPs for Cook Islands are submitted to the CBD, incorporating recommendations of the following strategic studies:</p> <ul style="list-style-type: none"> ▪ Integrating the challenges to Protected Areas in the 21st Century into the NBSAP and the national implementation of the CBD's Programme of Work on Protected Areas (PoWPA) ▪ The Economics of Ecosystems and Biodiversity (TEEB) developed for assessing and capturing value in ecosystems' goods and services in Cook Islands 	98,000	100,000
3) National frameworks for NBSAP implementation, CDB reporting and exchange mechanisms		<p>- By mid 2016, complete plan for implementing the NBSAP, including capacity, technology and finance needs assessment</p> <p>- The Fifth National Report is submitted to the CBD</p>	<p>3.1 National frameworks for NBSAP implementation is in place and includes: (i) institutional leadership for implementation is established and strategic partnerships forged (nationally, regionally and internationally); (ii) a costed and prioritized Action Plan is appended to the National Biodiversity Strategy; (iii) needs assessments on capacity, technology and finance are carried out; and (iv) a strategy for resource mobilization for the implementation of the NBSAP is produced and includes a baseline assessment of existing biodiversity finance.</p> <p>3.2. Immediate CBD reporting obligations are met by Cook Islands in a timely manner, in particular the Fifth National Report to the CBD.</p>	57,700	68,000
Subtotal				201,000	208,000
EA Management Cost ⁶				19,000	62,000
Total EA Cost				220,000	270,000

^a List the \$ by EA components.

B. CO-FINANCING FOR THE EA BY SOURCE AND BY NAME

Sources of Co-financing	Name of Co-financier	Type of Co-financing	Amount (\$)
Government	National Environment Service	In-kind	40,000
Government	Ministry of Marine Resources	In-kind	30,000
Government	Ministry of Agriculture	In-kind	30,000
Government	Ministry of Cultural Development	In-kind	15,000
Government	Ministry of Education	In-kind	15,000

⁶ This is the cost associated with the unit executing the project on the ground and could be financed out of trust fund or co-financing sources.

Sources of Co-financing	Name of Co-financier	Type of Co-financing	Amount (\$)
Government	Office of the Prime Minister	In-kind	20,000
Government	Ministry of Finance and Economic Management - DCD	In-kind	30,000
Government	Cook Islands Natural Heritage Trust	In-kind	20,000
Government	Island Councils	In-kind	20,000
NGO	House of Ariki	In-kind	15,000
NGO	Koutu Nui	In-kind	15,000
NGO	Te Ipukarea Society	In-kind	20,000
Total Co-financing			270,000

* Sub-national, but not local.

C. GRANT RESOURCES REQUESTED BY AGENCY, FOCAL AREA AND COUNTRY

GEF Agency	Type of Trust Fund	Focal Area	Country Name/Global	EA Amount (a)	Agency Fee (b)	Total (c)=(a)+(b)
UNDP	GEF TF	Biodiversity Focal Area Set-Aside	Cook Islands	220,000	20,900	240,900
Total Grant Resources						

D. EA MANAGEMENT COST

Cost Items	[GEF only] Total Estimated Person Weeks/Months	Grant Amount (\$)	Co-financing (\$)	EA Total (\$)
LOCAL CONSULTANTS*	10	5,000	15,000	20,000
OFFICE FACILITIES, EQUIPMENT, VEHICLES AND COMMUNICATIONS*		11,000	20,000	31,000
Professional services		3,000	27,000	30,000
Total		19,000	62,000	81,000

* Details to be provided in Annex A. ** Other items to be clearly specified.

ADDITIONAL INFORMATION FOR TABLE D, IF APPLICABLE:

If costs for office facilities, equipment, vehicles and communications, travels are requesting for GEF financing, please provide justification here:

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PART II: ENABLING ACTIVITY JUSTIFICATION

A. ENABLING ACTIVITY BACKGROUND AND CONTEXT (Provide brief information about projects implemented since a country became party to the convention and results achieved):

Background:

The Cook Islands has a total land area of 240km² spread over fifteen widely scattered islands, with an oceanic EEZ of about two million square kilometres. The islands are divided into two groups: a Northern Group and a Southern Group. Northern Group islands are mainly atolls with a very limited terrestrial flora and fauna, and an abundant and diverse marine fauna. The Southern Group has its richest terrestrial flora and fauna on the high island of Rarotonga, followed by the raised islands of Mangaia, 'Ātiu, Ma'uake and Miti'āro. The lagoonal and near shore marine biodiversity is greatest on the atolls of Palmerston and Manuae, and on the almost-atoll

of Aitutaki.

The biodiversity of the Cook Islands is critical to the health and wellbeing of the local population, which stands at 17,794. Generations of Cook Islanders have depended on the terrestrial and marine ecosystems to sustain themselves and their culture over more than 1500 years, and the importance of the nation's biodiversity cannot be understated and is present in every facet of a Cook Islander's way of life including the provision of various natural resources for food, shelter, medicinal and traditional purposes. In addition, biodiversity sustains off-shore fisheries, which is the second largest contributor to the economy after tourism.

There is an intimate link between the ecological health of the Cook Islands biodiversity and ecosystems, and the social and economic wellbeing of Cook Islanders. Yet this link is fragile, and extremely susceptible to climate change impacts and other threats, including over-harvesting of marine resources.

Threats to biodiversity in the Cook Islands include:

Invasive species: Invasive alien species pose the most serious threat to the flora of Cook Islands, and will continue to do so as air and shipping traffic increases. One of the most serious invasive alien species is imported rats.

Habitat change and conversion: The conversion of natural habitats is a threat to biodiversity, particularly in coastal areas where beachfront is converted to tourism development.

Fire: The risk of fire is an ongoing threat, particularly in the Ngaputoru Group, where leaf litter build up places several species at risk from fire.

Overharvesting: Overharvesting of species, including Parrotfish (*Chlorurus* spp., *Scarus* spp.), Pā'ua (*Tridacna* spp.) and Kaveu (*Birgus latro*) has numerous resulting impacts on food security, and has resulted in outright bans in many communities. The consumption of marine turtles is still largely practiced, and some species continue to be at risk from hunting.

Climate change: The biodiversity of the Cook Islands is especially vulnerable to the impacts of climate change. Specific impacts include, but are not limited to:

- Sea surface temperature rise: Coral bleaching, changes in distribution and migration of species, habitat shifts, changes in food seasonality for agricultural systems;
- Sea level rise: inundation of key habitats, storm surges, habitat shifts, increases in salinity of Taro wetlands, displacement of species;
- Extreme weather events: This includes increased sedimentation, habitat destruction, saltwater intrusions and increased salinity, increased pressure on food resources in agricultural systems
- Rainfall variation: This includes increased freshwater runoff, increased salinity and sedimentation, altered hydrological regimes, flooding, droughts and changes in migration patterns
- Ocean acidification: This includes reduced calcification of corals, altered food chains, and decreased survivorship of many marine larval life forms.

The most vulnerable ecosystems include a) coastal zones and coral reefs, which face a wide variety of threats; b) marine ecosystems and fisheries, which are extremely susceptible to climate change impacts; c) freshwater ecosystems which provide all of the drinking water for residents of the Cook Islands; bio-agricultural ecosystems, and native terrestrial ecosystems, which are particularly susceptible to invasive species.

Biodiversity policies:

The Cook Islands is a party to the following biodiversity-related conventions:

- 1971 Convention on Wetlands of International Importance especially as Waterfowl Habitat (Ramsar Convention); and amendments Paris 1982 and Regina 1987.
- 1976 Convention on the Conservation of Nature in the South Pacific (Apia Convention)
- 1986 Convention for the Protection of Natural Resources and Environment of the South Pacific Region and related Protocols (SPREP or Noumea Convention)
- 1989 Convention for the Prohibition of Fishing with Long Driftnets in the South Pacific
- 1992 Rio Declaration on Environment and Development
- 1992 Convention on the Conservation of Biological Diversity (CBD or Biodiversity Convention)
- 1993 Agreement establishing the South Pacific Region Environment Programme
- 1994 Barbados Programme of Action on the Sustainable Development of Small Island Developing States (Barbados)

Programme of Action, BPoA) (emerged under Agenda 21 of Rio Declaration)

- 1998 United Nations Convention to Combat Desertification
- 2000 Cartagena Protocol on Biosafety (to Biodiversity Convention)

The Cook Islands has also enacted a variety of biodiversity-related legislation, including:

- Conservation Act 1975 – repealed
- Conservation Act 1986-87 – repealed
- Rarotonga Environment Act 1994-95 – repealed
- Ministry of Marine Resources Act 1984 – repealed
- Marine Resources Act 1989 – repealed
- Plants Act 1973 (Plant Introduction and Quarantine Regulations 1976, with Amendments 1980 and 1985 Plant Quarantine Regulations 1993 – repealed
- Animals Act 1975 (Amendment 1981 allowing the importation of rabbits) – repealed
- Animal Disease Regulations 1982 – repealed
- International Departure Tax Amendment Act 1984, established an environment fund – repealed
- Natural Heritage Trust Act 1999
- Environment Act 2003
- Marine Resources Act 2005
- Biosecurity Act 2008
- Environment (Atiu and Takutea) Regulations 2008
- Environment (Mitiaro) Regulations 2008

The Environment Act 2003 is the principal legislation providing a mandate for biodiversity conservation. It provides national legislation for the conservation and management of biodiversity for a) protected species – designating animals and plant as protected species for the purpose of this Act; b) providing for the protection, conservation and management of wildlife, protected species or both; c) regulating or prohibiting trade and commerce in wildlife, protected species, or both; and d) protected areas – establishing protected areas and regulating or prohibiting activities within these protected areas.

The Cook Islands has placed a strong emphasis on biodiversity mainstreaming, and its National Environment Strategic Action Framework (NESAF) for 2005 – 2009 (<http://www.thegef.org/gef/sites/thegef.org/files/documents/NESAF-Final-Draft-30-June.pdf>) outlined key areas for biodiversity mainstreaming, including natural resource management, waste management and pollution and climate change adaptation. As a result, there is close coherence and integration among different agencies, including the National Environment Service; the Ministry of Marine Resources; the Ministry of Agriculture; and NGOs. The success of biodiversity mainstreaming is one of the highlights in the 4th National Report (<http://www.cbd.int/doc/world/ck/ck-nr-04-en.pdf>). Other planning efforts in developing the NBSAP will be complimented by other national planning efforts, including updating the National Environment Strategic Action Framework.

Protected area system:

The Cook Islands NBSAP document records 22 known Protected Areas, which cover a total area of 17.5 square kilometers. at present there are six types of protected areas: *ra'ui* (protected under traditional system), private nature reserves, conservation areas, wildlife sanctuary, national park, and whale sanctuary. Protected areas are an integral part of Cook Islands life and culture, being a significant tool to safeguard resources both in the past and today. The Cook Islands is committed to protected areas and this is reflected in its commitments to the Convention on Biological Diversity, the Apia Convention and the Noumea Convention, all of which emphasize the need to establish effective protected areas. To implement activities to realize these commitments the National Biodiversity Strategy and Action Plan (NBSAP) proposes the following goal and actions: “Conserve important ecosystems through a system of protected areas with regulated and monitored activities.” This goal includes the following objectives:

1. Establish an independent Suvarrow National Park Authority to administer the Cook Islands’ only national park on behalf of all the major stakeholders. A management group with the responsibility to conserve the atoll’s wildlife, and to monitor and control revenue-generating activities.
2. Develop a program to select areas to establish a national system of community-based protected areas to protect important terrestrial ecosystems.
3. Develop a program to select areas to establish a national system of community-based protected areas to protect important reef and lagoon ecosystems.

Further to this the Prime minister Hon. Henry Puna has made commitments to establish a 1million km² marine park within the Cook Islands Exclusive Economic Zone, effectively making it one of the largest marine protected area in the world.

The Cook Islands has developed a comprehensive work plan for the CBD Programme of Work on Protected Areas (<http://www.cbd.int/protected/implementation/actionplans/country/?country=ck>). Already the Cook Islands has made significant progress in key areas, including establishment of protected areas (see below); collaborating with neighboring countries to create trans boundary protected areas; identification and prevention of key threats; enhancement of participation of indigenous and local communities; and strengthening key capacities for protected areas.

Primary barriers to the effective implementation of the CBD in the Cook Islands include:

- *Key threats to biodiversity, particularly climate change:* Climate change is already having an impact on every facet of natural resource management and biodiversity conservation, and these changes creates an environment of uncertainty, with many knowledge and science gaps;
- *Gaps in scientific knowledge:* Insufficient scientific baseline biological information on the status of biodiversity limits management scheme with respect to monitoring and adaptive management, especially in light of climate impacts;
- *Insufficient capacity:* Insufficient capacity hinders the Cook Islands in several areas, including effective species management, ecosystem-scale management, invasive alien species management, mainstreaming biodiversity into different sectors, and management of knowledge and data related to biodiversity. In particular, there are simply insufficient skilled/trained human resources impede the sustainability of natural resource management.

Other related biodiversity planning processes:

In addition to the CBD reporting processes and the conclusions from previous capacity needs assessments, the preparation of Cook Island’s new NBSAP will build on prior and ongoing biodiversity planning processes, including:

- An update of the National Environment Strategic Action;
- A regional Pacific-wide project on adaptation to climate change (GEF project identification 3101) – a project to implement long-term adaptation measures to increase the resilience of a number of key development sectors in the Pacific islands to the impacts of climate change. The key development sectors included in this project are water resources management; food production and food security; and coastal zone and associated infrastructure (roads and breakwater).
- A regional Pacific-wide project on international waters (GEF project 2131) aimed at providing support for discussions and negotiations between Pacific SIDS, other coastal states including Indonesia and the Philippines and fishing states, on a new regional arrangement for the conservation, management and sustainable development of trans-boundary stocks of highly migratory species.
- A regional Ridge to Reef project aimed at conserving biodiversity and enhancing ecosystem functions through building national and local capacities and actions within and around marine and terrestrial protected areas, including community conserved areas (GEF ID 5348)
- Global umbrellas programme for land degradation (GEF project identification 4829) – support to GEF Eligible Parties for Alignment of National Action Programs and Reporting Process under UNCCD and under the Cook Islands project design, includes a component to address environment health indicators and targets.
- National Environment Service is working with the Secretariat of the Pacific Environment Programme (SPREP) to develop a State of the Environment Report for the Cook Islands in order to provide an analysis of environmental trends and can encompass aspects such as biodiversity, water quality, air quality, land use and ecosystem health functioning and identify indicators and targets for monitoring.
- Work at the national level to develop the Cook Islands National Strategy for the Development of Statistics (CINSDS), including under the Sustainable Natural Resource and Environment Management Sector, biodiversity indicators for statistics collection.

1) National Reporting to CBD			
Reports	Date of Submission to CBD Secretariat	Current Status*	Comments
National Biodiversity Strategy and Action Plan	14 Apr 2002	Submitted	Currently outdated, as does not address Aichi Targets fully.
Revision of NBSAP	Not submitted	Not yet started	Funding being applied for under this project
1 st National Report	Not Submitted	Not Submitted	Funding for this report from GEF did not apply
2 nd National Report	Not Submitted	Not Submitted	Funding for this report from GEF did not apply
3 rd National Report	Not Submitted	Not Submitted	Funding for this report from GEF did not apply
4 th National Report	14 Apr 2011	Submitted	Although completed, the report does not fully consider the Aichi Targets and new CBD guidance. These will be included in the 5 th National Report under this project.

2) Capacity Needs Assessments carried out		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Start Date: Jan 2005		End Date: Dec 2010	
Please list all of the CBD Program of Work and cross-cutting themes that were addressed in the Biodiversity Enabling Activities Capacity Needs Assessments:			Dates
<ul style="list-style-type: none"> • Thematic capacity needs assessments <ul style="list-style-type: none"> ▪ Biodiversity Conservation <ul style="list-style-type: none"> ○ Species Management ○ Invasive Species ○ Ecosystems Management ○ Ex-situ conservation ▪ Biosafety and Biosecurity ▪ Equitable Sharing of Benefits and Access to Biodiversity ▪ Mainstreaming Biodiversity ▪ Management of Knowledge related to Biodiversity ▪ Education Awareness and Training ▪ Cross-cutting capacity needs assessments for the implementation of the Rio Conventions. <ul style="list-style-type: none"> ▪ Cross Cutting Environment Issues <ul style="list-style-type: none"> ○ Integrated Coastal Management ○ Resource Management ○ Water Resource Management ○ Waste, Sanitation and Pollution ▪ Cross Cutting Capacity Issues <ul style="list-style-type: none"> ○ Integrating Environment Management ○ Education and Awareness ○ Management of Information and Knowledge ○ Multilateral Environment Agreements (MEAs) ○ Access to Financial Resources 			Nov 2007
<ul style="list-style-type: none"> ▪ Under the Fourth National Report to the CBD: <ul style="list-style-type: none"> – Agrobiodiversity – Biodiversity for Development – Invasive Alien Species – Protected Areas – Sustainable Use of Biodiversity – Marine and Coastal Biodiversity 			Oct 2010
3) Clearing House Mechanism (CHM) established?			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
CHM link(s):	There is no national CHM established yet.		
Is the CHM website maintained up to date?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
How many people currently operate and maintain the national CHM?	0		
How many people visited the national CHM website in the past 12 months?	Unknown		

B. ENABLING ACTIVITY GOALS AND OBJECTIVES (The proposal should briefly justify the need for the project.)

The Baseline Project: The Current NBSAP and the new CBD Strategic Plan

The new CBD Strategic Plan, adopted at CoP-10 in 2010 in Nagoya, clearly addresses the need for updating NBSAPs, stating in Target 17 that “By 2015, each Party has developed, adopted as a policy instrument, and has commenced implementing an effective, participatory and updated national biodiversity strategy and action plan.” The strategic plan also covers a range of issues that will need to be incorporated into the revised NBSAPs, including guidance to countries to: a) fully realize the value of biodiversity and ecosystem services, and incorporate these values into national and local development and poverty reduction strategies (Targets 1 and 2); b) increase the global terrestrial protected area estate from 12% to 17% and the marine estate from 6% to 10% (Target 11); c) restore and safeguard key ecosystem services, especially for water, health and livelihoods (Target 14); and d) strengthen ecosystem resilience to climate change and promote ecosystem-based approaches to climate change adaptation and mitigation (Target 15).

The Cook Islands NBSAP was completed in 2002. This NBSAP does not include the following elements of the CBD Strategic Plan’s Aichi Targets:

- Although there is a section on biodiversity mainstreaming, this section will need to be strengthened, In addition, this section will require a stronger analysis of key ecosystem services, and more deliberate integration of these into key sectors, as well as updating for key climate change impacts;
- A plan for creating incentives and removing harmful subsidies (Target 3) – although there is a section on mainstreaming biodiversity into sectors, it does not address adequately the issue of incentives and subsidies.

- A plan for fully implementing the Programme of Work on Protected Areas, including increased protection and landscape/seascape connectivity (Target 11) – the Cook Islands has recently developed a draft action plan for the Programme of Work on Protected Areas, but still needs to assess specifically how the new proposed protected areas can address many of the Aichi Targets, including avoiding extinctions, safeguarding critical ecosystems, and strengthening climate resilience (in particular reef resilience);
- A plan for restoring and safeguarding ecosystems that provide essential services, including services related to water, and contribute to health, livelihoods and well-being (Target 14) – the previous NBSAP did not identify areas of critical ecosystem services, nor did it address specific strategies for safeguarding these ecosystem services;
- A plan for strengthening ecosystem resilience and the contribution of biodiversity to carbon stocks, including the restoration of at least 15 per cent of degraded ecosystems (Target 16)
- A plan for the mobilization of financial resources for effectively implementing the Strategic Plan for Biodiversity 2011-2020 from all sources (Target 20) – This was a major decision at CoP-11, and the Cook Islands will be identifying and mobilizing required resources to implement its revised NBSAP.

Proposed Response and Rationale: The new generation of BD EA. This project seeks to fully incorporate the above issues into the NBSAP. This ‘next generation’ NBSAP will create a national road map for achieving the Aichi Targets, and for changing the trajectory of development in the Cook Islands. Renewed emphasis will be placed on mainstreaming biodiversity into development plans, incorporating protected area networks and sustainable production systems into ecosystem-based climate adaptation and resilience plans, and creating sustainable finance for biodiversity conservation through the full valuation of key ecosystem services.

Alignment with Focal Area Outcome(s):

BD5 Objective: Integrate CBD Obligations into National Planning Processes through Enabling Activities (herein serving as the ‘Project Development Goal’)

Focal Area Outcome 5.1: Development and sectoral planning frameworks at country level integrate measurable biodiversity conservation and sustainable use targets.

The Project *Objective* is:

To integrate the Cook Islands’ obligations under the Convention on Biological Diversity (CBD) into its national development and sectoral planning frameworks through a renewed and participative ‘biodiversity planning’ and strategizing process, in a manner that is in line with the global guidance contained in the CBD’s Strategic Plan for 2011-2020.

This will be achieved through the following *Outcomes* (corresponding to components described in detail below):

- Outcome 1 – A participative stocktaking exercise on biodiversity planning takes place and national biodiversity targets are developed in response to the global Aichi Targets.
- Outcome 2 – The NBSAP is revised/updated and it fully integrates new aspects of the CBD strategic plan, such as mainstreaming and anchoring the implementation of the plan into national development frameworks, valuing ecosystem services and promoting ecosystem-based adaptation and resilience.
- Outcome 3 – National frameworks for resource mobilization, NBSAP implementation, Convention reporting and exchange mechanisms are strengthened.

How the project plans to build national capacity

Enabling Activities are considered foundation activities within the framework of the GEF. The ultimate goal of Biodiversity Enabling Activities is to build national capacity across the board for biodiversity management. The effective achievement of global biodiversity benefits depends on the development of national capacity for managing biodiversity. The approach to building of national capacity in this proposal will include:

- (1) driving a participatory and consultative process for preparing all of key products under the project; and
- (2) bringing professional expertise into the process, e.g. by planning a few highly strategic output-based consultancies, where one of the key aims is to build national capacity to carry out activities related to biodiversity planning.

The project will focus on strengthening national capacity in Cook Islands in the following manner:

Individual	Much of the work under this project will be carried out in consultation with technical working groups. This is an ideal forum for imparting knowledge among different individuals involved in biodiversity planning and in environmental matters in Cook Islands. This approach ensures that national and international consultants, technical experts and advisors, stakeholders and government staff collaborate in a shared learning process.
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Organizational	<p>UNDP's approach to Biodiversity Enabling activities in GEF5 goes beyond the mere production of national reports and strategies to the CBD and the development of a website for the CHM. Rather, it is concerned about developing a permanent framework for reporting to the CBD and monitoring on biodiversity management. This implies institutionalizing the capacity for eventually achieving this with as little external assistance as possible. Given the ambitious targets of the CBD Strategic Plan for 2011-2020, it is recognized that actions to engage external assistance and retain national are in the meanwhile needed. This will be availed through the project. In particular, the following activities are specially targeted at building organizational capacity:</p> <ul style="list-style-type: none"> ▪ Taking stock of the NBSAP and identifying barriers to its implementation ▪ Setting targets and priorities ▪ Developing implementation plans for the revised NBSAP ▪ Assessing and strengthening capacity needs ▪ Developing a permanent framework for reporting to the CBD
Systemic	<p>The approach that UNDP has developed for Biodiversity Enabling Activities in GEF5 is transformational with respect to systemic capacity elements (i.e. policy, economic, regulatory, and accountability frameworks within which organizations and individuals operate). The aim is to ensure that the objectives, targets and guidance from the CBD Strategic Plan for 2011-2020 become fully anchored into national development frameworks and that the system is capable of effectively and in those cases where relevant and possible real-time collecting, analyzing and feeding back the relevant information into the policy making. The method will utilize systemic and societal capabilities and harness those for policy making and monitoring and evaluation that will combine traditional with innovative mechanisms of data collection. The knowledge developed through these activities will become part of Cook Islands' new NBSAP and will have a greater chance of influencing and even becoming policy. In particular, the following activities are specially targeted at building systemic capacity:</p> <ul style="list-style-type: none"> ▪ Assessing and integrating ecosystem services through economic valuation ▪ Mainstreaming biodiversity into development policies, plans and practices, into sectoral plans and strategies, and into national accounting frameworks ▪ Incorporating climate change issues into the NBSAP, including the incorporation of challenges and opportunities linked to ecosystem-based adaptation and mitigation and ecosystem resilience. ▪ Integrating the NBSAP implementation plan with the CBD Programme of Work on Protected Areas implementation plan ▪ Securing sustainable finance for NBSAP implementation ▪ Monitoring and reporting on the status of biodiversity under climate change scenarios

C. DESCRIBE THE ENABLING ACTIVITY AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION (discuss the work intended to be undertaken and the output expected from each activity as outlined in Table A).

Detailed Description of Activities per Project Component / Outcome

The description that follows has been organized in five modules (I -V), following the GEF's guidance, but which for the sake of simplicity were grouped within the three already mentioned Components / Outcomes. The following are modules:

Component	Outline of modules for NBSAP Revision and Related Activities	Indicative percentage of total GEF funding in the proposal (mgt costs excl.)
1	I. Preparation	7%
	II. Setting national targets, principles, & main priorities of the strategy	12%
2	III. Strategy and action plan development	49%
	IV. Development of Implementation plans and related activities	20%
3	V. Institutional, monitoring, reporting and exchange	12%

Component 1. Stocktaking and national target setting

Key Outputs expected under this component includes the following:

1.1 Review and stocktaking of products and results from previous biodiversity planning processes at the national level are carried out in participative manner.

1.2 In response to the global Aichi Targets, national biodiversity targets are developed in a manner that is attuned to Cook Islands reality.

1.3 The achievement of national targets, developed in line with the global Aichi Targets, is duly monitored during the project duration and beyond, and this is reported upon to the CBD through national reports and other means.

1.4 In an iterative manner, Cook Islands taps into useful information on, and participates into, global networks and initiatives on biodiversity data and indicators (such as the Biodiversity Indicators Partnership, Global Biodiversity Information Facility and the World Conservation Monitoring Centre, the Global Environment Outlook portal, among other relevant ones).

Key Outcomes:

- By late 2014, a multi-sectoral/multi-stakeholder working group is established and participates in the stock-taking exercise. It is very likely that the existing multi-sectoral advisory group that already exists in Cook Islands will be tasked with this job
- By late 2014, national targets in response to the global Aichi Targets are developed.

Key Products or publications resulting from activities:

- Brief Review of the Biodiversity Planning Process in the Cook Islands
- Biodiversity Targets for the Cook Islands: As part of national efforts to implement the CBD's Strategic Plan for 2011-2020

Key Activities (I-II):

The existing multi-advisory group and a stakeholder group of key sectors will play a pivotal role in preparatory and target-setting activities under Component 1. They will be assisted by the national coordinator and consultants, who will carry out the various products. The process of setting targets will be participatory and will include the views of a broad audience, e.g. through a national workshop. Key activities of this component include:

Preparing for the NBSAP revision

- Taking stock of the NBSAP and identifying barriers to its implementation: This activity will focus on rapidly but accurately taking stock of existing plans, policies and practices, and of the root causes of biodiversity loss. Within country-specific contexts, the aim is not only to identify key threats, but to understand the drivers behind these threats, as well as the key aspects of the policy environment that are barriers and challenges to effective conservation/sustainable use. Based on existing studies and analyses, the emphasis of this activity will be on identifying key gaps in the existing NBSAP, understanding the primary drivers and root causes, and identifying the means of overcoming existing barriers and challenges.
- Stakeholder consultation and participation: This activity will focus on ensuring a robust consultative process that engages representatives from key sectors, administrative leaders, and traditionally under-represented groups. The aim is to develop and sustain a participatory process in order to increase the likelihood of successful implementation of the NBSAP. This is especially important relative to the goals of mainstreaming biodiversity into national development plans, and promoting resilient landscapes that include production sectors.

Setting targets

- Setting targets and priorities: This activity focuses on setting specific, measurable, achievable and time-bound targets for the NBSAPs based on the global Aichi Targets, including targets on restoration of ecosystems, protected area coverage, overall biodiversity loss, and other aspects of the Strategic Plan. This activity, which is linked to priority setting among different aspects within the NBSAP, will be initiated (if not completed) by CoP-12.

Component 2. NBSAP Update

Key Outputs expected under this component includes the following:

- The National Biodiversity Strategy and Action Plan (NBSAP) for Cook Islands, anchored into national development frameworks, is updated, in a manner that is participative, widely disseminated and fully integrates new aspects of the CBD strategic plan, such as:
 - (i) mainstreaming;
 - (ii) the valuing of ecosystem goods and services; and
 - (iii) the incorporation of challenges and opportunities linked to ecosystem-based adaptation and resilience.
- The updated and fully endorsed NBSAPs for Cook Islands is submitted to the CBD, incorporating recommendations of the following strategic studies:

- Local-level assessment of the value of critical ecosystems within Cook Islands, and opportunities for capturing that value; and
- Exploring and costing options for developing ecosystem-based adaptation strategies and for strengthening resilience of climate change in Cook Islands
- Revised and updated protected areas action plan

Key Outcome:

- By early 2016, Cook Islands' NBSAP is fully updated, it is in line with the guidance in the CBD Strategic Plan (2011-2020) and has been submitted to the CBD COP.

Key Products or Publications resulting from activities

- National Biodiversity Strategy and Action Plan for the Cook Islands
- Sub-product 1: Assessing and capturing value in ecosystem's goods and services in the Cook Islands
- Sub-product 2: Exploring and costing options for ecosystem-based adaptation to climate change and strengthening resilience to climate impacts in the Cook Islands
- Sub-product 3: The revised and updated protected area action plans includes strategies for addressing related Aichi Targets, such as avoiding extinctions, increasing representativeness, improving marine connectivity; designing protected areas for climate resilience; and safeguarding critical ecosystems, most importantly key fisheries habitat (e.g., mangrove, coral reef, reef grass beds, important aggregation spawning sites, etc.)

Key Activity (III)

Developing the NBSAP

This step will seek to achieve the following: (i) Developing the strategy and actions to implement the agreed targets through national consultations; (ii) Application of the NBSAP to sub-national entities through sub-national and local consultations; and (iii) Sectoral integration including mainstreaming into development, poverty reduction and climate change plans through sectoral consultations.

While the project will focus on updating all aspects of NBSAPs, it will place particular emphasis on those aspects that are both highlighted in the 2011-2020 CBD Strategic Plan, and that are typically absent from its existing NBSAP. These include the following:

- Assessing and integrating ecosystem services through economic valuation: The study on the Economics of Ecosystems and Biodiversity (TEEB) has drawn attention to the global economic benefits of biodiversity and ecosystem services and to the growing costs of biodiversity loss and degradation. The aim is to strengthen the point that biodiversity not only underpins human well-being, but that biodiversity and associated ecosystem services can make a significant contribution to poverty reduction and economic development. By engaging national specialists and providing support from global specialists, hard economic data will be collected and processed at the country level to demonstrate the costs and benefits of investing in biodiversity management. Capacity to carry out the assessments and make important links to priority economic sectors will be simultaneously built within the country. The availability of essential data and the analysis will allow Cook Islands to "make the case" for biodiversity and will facilitate the process of mainstreaming biodiversity into sectoral planning through concrete biodiversity valuation examples.

Specific steps in this process include:

- Identify and assess the full range of values of key ecosystem services within the country, based on existing local, national, regional and global studies on the value of ecosystems and biodiversity, including: the national TEEB valuation results, the valuation of protected areas, any other national ecosystem services studies that have been conducted (e.g. water, carbon), and existing global and regional maps and overlays of key ecosystem services
- Identify the implications of these services for different stakeholder groups within the country, including those who benefit from, and pay for, the maintenance of these ecosystem services, and those that degrade ecosystems through unsustainable use.
- Estimate and demonstrate the value of key ecosystem services (using methods appropriate to each service), including the value of the ecosystem service in contributing to climate resilience, adaptation and mitigation; reducing poverty, and sustaining livelihoods.
- Where appropriate, this activity will also identify potential means of capturing the value of targeted ecosystem services including through policies such as payments for ecosystem services and other positive incentives.

- Mainstreaming biodiversity into development policies, plans and practices and into sectoral plans and strategies:

Mainstreaming has been defined as the internalization of biodiversity conservation goals into economic and development sectors, policies and programs, such that they become an integral part of their functioning of these sectors.⁷ This aspect is deeply linked to several of the Aichi Targets (3, 4, 14, 16 and 20 to mention a few).

As part of this process, the project will focus on the following sectors and development topics:

Agriculture; Tourism, Trade, Travel and Transport; Energy; Fisheries; Development Planning & Finance;
Water quality and water security planning; Poverty alleviation; Gender; Climate change mainstreaming;
Land use planning and management, including spatial planning and infrastructural development

Specific steps in this process will include:

- Forming partnerships between relevant stakeholders interested in biodiversity conservation issues and in development issues
 - Explicitly identifying key stakeholders' interests, and desired outcomes
 - Embedding and institutionalizing these strategies in the institutions, policies, agreements, programs and mechanisms of each sector
- Incorporating climate change issues into NBSAPs: The previous NBSAP for the Cook Islands did not adequately address aspects of climate change. This activity will involve incorporating aspects of climate change into NBSAPs, including, for example:
 - identifying existing population baselines for key species and predicting future trends due to climate change;
 - assessing the impact of climate change on the functioning of ecosystem services, such as water, soil formation, refugia to threatened species, recreation, among others;
 - identifying areas important for improving nature's ability to adapt to climate change, such as altitudinal gradients and conservation corridors
 - identifying areas of particular importance for restoration in order to improve climate resilience, adaptation and mitigation.

Component 3. National frameworks for NBSAP implementation, CBD reporting and exchange mechanisms

Key outputs expected under this component includes the following:

- 3.1 National frameworks for NBSAP implementation is in place and includes: (i) institutional leadership for implementation is established and strategic partnerships forged (nationally and internationally); (ii) a costed and prioritized Action Plan is appended to the NBSAP; (iii) needs assessments on capacity, technology and finance are carried out; and (iv) a strategy for resource mobilization for the implementation of the NBSAP is produced and includes a baseline assessment of existing biodiversity finance.
- 3.2 Immediate CBD reporting obligations are met by Cook Islands in a timely manner, in particular the Fifth National Report to the CBD

Key Outcomes:

- By 2016, complete plan for implementing the NBSAP, including capacity, technology and finance needs assessment
- Fifth National Report to the CBD

Key Products or publications:

- Set of 'straight-forward' and feasible NBSAP implementation plans, which ensure the effective implementation of the Action Plan contained in the NBSAP and fully address the Aichi Targets
- Fifth National Report for the CBD

Key Activities (IV – V)

- *Developing implementation plans*

This activity will focus on developing an overall plan for implementing the NBSAP. The National Expert Biodiversity Management and Consultation Processes, the Group of experts in economic and development sectors will play a pivotal role in the

⁷ Petersen, C and B. Huntley. 2005. Mainstreaming Biodiversity in Productive Landscapes. Working Paper 20. Washington DC: GEF.

development of implementation plans for the NBSAP under Component 3. They will be assisted by the international service providers on environmental economics, finance and biodiversity mainstreaming and on capacity needs assessment for biodiversity management. Collectively, these consultants, service providers and the working group will be responsible for preparing the required products according to their TOR (see Annex A, D and E) and for involving a wide range of stakeholders in the process.

The development implementation plan will include the following elements:

- Developing an overall implementation plan: The primary output of this activity is an overall implementation plan that delineates major steps, responsible parties, costs for main activities, expected outcomes and a timeline.
- Integrating the NBSAP implementation plan with the CBD Programme of Work on Protected Areas implementation plan:

Cook Islands has a work plan for implementing the CBD Programme of Work on Protected Areas, and is working towards the strengthening of its protected area system on a number of fronts, including through gap analysis, capacity building for a more effective management and effective management. These are all aspects linked to the implementation of the PoWPA, to which Cook Islands is committed to adhering to. We will place particular emphasis on those aspects of Target 11 from the CBD Strategic Plan, including our plans for expanding protected areas, improving management effectiveness, sustainably financing protected areas, improving connectivity, and integrating protected areas into the wider landscape and seascape, and will integrate our PoWPA Action Plan into the revised NBSAP.

- Securing sustainable finance for NBSAP implementation: Article 20 of the Convention mentions the need for Parties “to provide, in accordance with its capabilities, financial support and incentives in respect of those national activities which are intended to achieve the objectives of this Convention.” In the past few years, there has been a wide proliferation of innovative biodiversity finance mechanisms, such as payments for ecosystem services, conservation trust funds, biodiversity offsets and bio-carbon funding, among many others. Cook Islands is in the early stages of exploring these mechanisms. This activity will therefore focus on the following:
 - Identifying the existing financial gap for implementing the NBSAP
 - Identifying potential sources of revenue for filling these gaps
 - Assessing the feasibility for these revenue sources
 - Developing a detailed plan for operationalizing these revenue sources
- Assessing and strengthening capacity needs: One of the primary areas of enabling activities is the assessment of capacity needs. The decisions at CoP-10 place new and ambitious demands on countries, including requirements to protect and sustainably manage their lands and water, to develop comprehensive plans that integrate climate change into their land use, development and sectoral plans and strategies, and to develop appropriate biodiversity and climate policies, laws and incentives. This activity will ensure that Cook Islands develops a road map for strengthening these specific capacities. Building on existing capacity needs assessment, and using existing guidance, Cook Islands will identify the following gaps, along with capacity-building strategies to fill those gaps:
 - Insufficient mandate and attributions and functions of authorities responsible for biodiversity management to execute their programme of work in full;
 - Inadequate level of expert knowledge in sphere of biodiversity management;
 - Limited funding for direct implementation of NBSAP
 - Lack of clarity on possible economic benefits derived from the sustainable use of biodiversity
 - General lack of financial, human and information resources needed for an ecosystem approach
 - Reduced capacity for research of the biodiversity components and monitoring
 - Reduced management and financial capacities for development and maintenance of the protected areas system
 - Underdeveloped financial incentive measures
 - Lack of experience for biodiversity rehabilitation
- ***Institutionalizing, monitoring and reporting***
- Monitoring and reporting on the status of biodiversity under climate change scenarios: Monitoring and reporting on the status of biodiversity is a key aspect of several Programmes of Work within the CBD. Cook Islands does not have a fully comprehensive system for monitoring and reporting on the status and trends of biodiversity, the contribution and status of key ecosystem services, including fisheries and water, and the likely impacts of climate change on biodiversity and ecosystem services. Through this project, the Cook Islands will ensure that future monitoring and reporting on the status of biodiversity

and ecosystem services is strengthened, and incorporates relevant climate change issues.

- Developing a permanent framework for reporting to the CBD: Parties to the CBD committed to submitting a fifth national report by 2014. In this project, Cook Islands will submit a 5th National Report that fully covers the NBSAPs, key changes in the status and trends in biodiversity status, threats and conservation.

Stakeholders:

A NBSAP Technical Working Group will be established that ensembles relevant stakeholders and technical experts on BD issues and all the related projects in the Cook Islands will be represented on this group. Regular meetings will be held between the different projects to leverage synergies and ensure efficiency in implementing the projects. The studies conducted and information gathered under the other projects will be integrated into project implementation and into the strategic documents developed under this project. Appropriate lessons from the region in dealing with biodiversity issues and related subjects will also be of importance and integrated into the implementation of the project and highlighted through the facilitation of the meetings.

The list herein covers the initiatives which are immediately relevant for the BD EA project, but does not exclude other possible synergies with a number of different initiatives led by partners, either governmental, non-governmental, research centres, interest groups, private sector etc.

Project consistency with national strategies and plans or reports and assessments relevant for the CBD, as well as other cross-cutting assessments and priority setting exercises

At a national level, the key strategies, policies and plans that are relevant for Cook Islands' Enabling Activity Proposal:

- Cook Islands' National Sustainable Development Plan
- Tourism Master Plan
- National Action Plan for Disaster Risk Management
- Joint National Action Plan for Disaster Risk Management and Climate Change Adaptation
- Biosafety Framework
- National Millennium Development Goals
- National Environment Strategic Action Framework
- National Action Programme for Sustainable Land Management
- Cook Island Programme of Work for Protected Areas

This project is a follow-on to the existing NBSAP, and it is consistent with it. It will be guided by priorities in the above-mentioned strategies, policies and plans. The project builds on previous biodiversity planning and CBD reporting processes. It also builds on the conclusions from previous capacity assessments, taking these one step further.

Project implementation arrangement:

The project will be implemented over a period of 36 months. UNDP is the *GEF Agency* for the project and accountable to the GEF for the use of funds. The project will be administered by UNDP using the national implementation modality (NIM) project, in line the United Nations Development Assistance Framework (UNDAF) Action Plan and Cook Islands Country Matrix for 2013-2017. Under the NIM modality, the Cook Islands National Environment Service (NES) is the designated government institution responsible for the project towards the timely and verifiable attainment of project objectives and outcomes. The NES will manage implementation of all project activities.

The NES will chair the Project Steering Committee (PSC) and will be responsible for providing government oversight and guidance to the project implementation. Project technical team will receive technical backstopping provided from the UNDP/GEF Regional Technical Advisor responsible for the project and the UNDP Environment Focal Point at the Regional Office.

In working closely with stakeholders, the National Environment Service will be responsible for providing project oversight and assurance services for project implementation including (i) recruitment of project staff and contracting of consultants and service providers; (ii) overseeing financial expenditures, in partnership with MFEM - DCD, against project budgets approved by Project Board; and (iii) ensuring that all activities including procurement and financial services are carried out in strict compliance with Government and/or UNDP/GEF procedures. An NES staff member will be assigned with the responsibility for overseeing the day-to-day management and control over project finance and activities. A UNDP staff member will be assigned with the responsibility of project assurance activities and will be the point of contact between the project and UNDP.

A *National Project Steering Committee (PSC)* which will be convened by the National Environment Service, and will serve as the project's coordination and technical advisory body. The PSC will include representation of all the key project stakeholders. It will meet according to the necessity, but not less than once in 6 months, to review project progress and advice on technical matters concerning the project.

The Project Steering Committee (PSC) will also provide technical advice. The PSC may meet more frequently to discuss issues of technical nature and make recommendations which would be forwarded to the Project Board for final decision making. The following will be the composition of the PSC for the project:

The Project Steering Committee may be an existing or previously formed NBSAP Steering Committee. This committee may comprise of smaller thematic working groups. The thematic area groups may meet quarterly or on an ad hoc basis when need arises. The steering committee however meets at least twice per year to review and monitor the performance of the project. The PSC will include NBSAP stakeholder group, thematic area working group and some key people involved in planning and implementing NBSAP activities. This may include other key government Ministries and departments.

Until the PSC has met and has deliberated, the following are the proposed TOR for the Committee (the TOR may be amended by the committee):

- Provide policy and strategic oversight and support to the implementation of the project, in particular to the process of updating the NBSAP, developing the country's CHM and of completing and submitting national reports to the CBD with full government endorsement.
- Advise and ensure stakeholder involvement on matters of biodiversity sectoral and development mainstreaming, biodiversity valuation and on the nexus biodiversity-climate change.
- Review and provide advice on technical components of the Annual Work Plans.
- Provide inputs to the projects' APR/PIR.
- Support project evaluations, if applicable
- Deliberate on the TOR and membership for other committees and working groups that are expected contribute to the implementation of project activities and the achievement of its outcomes.
- Discuss and make recommendations on any matter involving an alteration in the mandate, terms of reference, membership, or structure of the PSC.
- Any other relevant task as applicable.

The day-to-day administration of the project will be carried out by a *Project Implementation Unit (PIU)*, comprising of a Project Coordinator and supported by NES staff, who will be located within National and/or sub-national executing offices. The project coordinator will be recruited using standard Government recruitment procedures. The Project Coordinator will manage the administrative implementation of all project activities and will ensure that all reporting is submitted according to pre-agreed deadlines. The Project Coordinator will also be technically supported by contracted national and international consultants and service providers.

Comparative advantage of UNDP in Cook Islands with respect to this project:

The Government of the Cook Islands has requested UNDP assistance in designing and implementing this project. UNDP has experience managing projects in the Cook Islands with well-developed working relationships with the key stakeholders of the project. Moreover, the project will benefit from the support of a UNDP/GEF Regional Technical Advisor dedicated to Biodiversity in Regional Service Centre Bangkok. UNDP also has extensive experience in integrated policy development, human resources development, institutional strengthening, and non-governmental and community participation.

Project's alignment with UNDP's programme for Cook Islands:

The project is in line with the endorsed UNDP Sub Regional Program Document for Pacific Island Countries 2013 – 2017, the United Nations Development Assistance Framework (UNDAF) 2013 – 2017 and the endorsed UNDAF Action Plan and Country Results Matrix of the Cook Islands. In particular, the project contributes to UNDAF Outcome 1 "By 2017 the most vulnerable communities across the PIC's are more resilient and select government agencies, civil society and communities have enhanced capacity to apply integrated approaches to environmental management, climate change adaptation, mitigations and disaster risk reduction".

Stakeholder involvement in the implementation of the project:

The stakeholder involvement element is embedded in the description of several activities within this proposal which will have a consultative and participatory character. A full stakeholder involvement plan will be developed in connection with the preparation of the UNDP Project Document that will operationalize this proposal at the level of UNDP, allowing Cook Islands to access the funding. This plan will depart from the following indicative and non-exhaustive list:

- National Environment Service
- Ministry of Marine Resources
- Ministry of Agriculture
- Ministry of Cultural Development
- Ministry of Education
- Office of the Prime Minister
- Ministry of Finance and Economic Management - DCD
- Cook Islands Natural Heritage Trust
- Cook Islands Tourism Corporation
- National Research Committee
- Cook Islands Research Association
- Island Councils

The participation of NGOs and CSOs stakeholders NGOs and SCOs will play a key role in the implementation of this project. These organizations play an important advocacy role with respect to biodiversity. Many of them count on extensive networks of stakeholders and have produced research data that can help enrich the products that this project will be concerned with. These advantages will be explored in full during project implementation. A sample of key groups includes:

- House of Ariki
- Koutu Nui
- Te Ipukarea Society
- Cook Islands National Council of Women
- Te Vaka Taunga – Te Rito O Te Vairakau Maori
- Pacific Island Conservation Initiative (PICI)

The participation of indigenous and traditional groups in the project will be ensured through locally based CSOs. The project coordination will ensure that the voice of indigenous and traditional groups will be duly heard and taken into consideration in the preparation of the new NBSAP. Specific COP guidance on the matter, linked to implementation of the Convention's Article 8(j), will be followed.⁸

Gender marking

Cook Islands enjoys a relatively high degree of gender parity. The country complies with the UN treaties, such as the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW) and Millennium Development Goals (MDGs), and the national and state constitutions have articles stipulating that all the people have equal rights. Women and men share a high adult literacy rate.

Consultation under this project will make a particular emphasis on including women from the beginning of the project, with an emphasis on women's NGOs (similar to the process of involving women's NGOs during the 44th session of the UN's CEDAW⁹ in July 2009).

The project coordination will ensure that gender consideration become an integral part of the updated NBSAP. COP guidance will be followed.¹⁰ More specifically two are worth mentioning: (i) COP Decision IX/24 on the approval and endorsement of the CBD Gender plan of Action; and (ii) COP Decision X/19, which amongst other matters invited Parties to consider gender as a core cross-cutting issue in the implementation of biodiversity-related activities.

During the project inception the mandatory UNDP gender marker will be applied. This 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.

Furthermore, gender marking implies the production of the following data by the project's year 2 and by its end:

- Total number of full-time project staff that are women
- Total number of full-time project staff that are men
- Total number of Project Board members that are women

⁸ See e.g. www.cbd.int/traditional.

⁹ "Gender Mainstreaming: The Role of Civil Society. Results of Monitoring the National Gender Mechanism" report by the Public Union for Gender Equality and Women's Initiatives, Baku, August 2010, paper copy

¹⁰ See e.g. www.cbd.int/doc/nbsap/nbsapcbw-pac-02/nbsap-nadi-scbd-gender.pdf and www.cbd.int/doc/publications/cbd-ts-49-en.pdf.

- Total number of project Board members that are men
- The number jobs created by the project that are held by women
- The number jobs created by the project that are held by men

D. DESCRIBE, IF POSSIBLE, THE EXPECTED COST-EFFECTIVENESS OF THE PROJECT:

The proposed GEF project will ensure that a national strategy and action plan guides all stakeholders and partners in the conservation of these precious resources. This is one way of making optimal use of biodiversity planning resources.

The project combines GEF funding with government and non-government co-financing in order to achieve the project objectives without duplication to ensure the application of resources in the most critical areas. The government contribution to the project include the staff time of a Project Manager and of support staff at NES, a number of project activities, organization of and participation in Project Board meetings, plus other work related to reporting, work plan approvals, signing off on CDR reports, RDPs, and reviewing APRs/PIRs. In addition, information and data will be collected and provided by NES and other organisations regularly throughout the project.

The cost-effectiveness of the proposed activities will further be ensured by combining government-internal, other national and international expertise in implementing similar projects. GEF funding of consultation costs will be kept to a minimum, as government can finance much of it from existing resources. The same applies to the national contribution to EA working groups.

The Government of Cook Islands wishes the work on the new NBSAP to be transformational from a biodiversity and finance planning point of view. This requires expertise that is not found in the country. Hence, the GEF's financing of specialized consultants and knowledge / capacity building within the framework of this project is essential to its success, to the extent that it finances the costs of going beyond what government would be able to do without foreign assistance. The GEF funding to the project will focus in overcoming this specific barrier. UNDP is well positioned to assist Cook Islands in sourcing the necessary expertise for this EA project in a cost-effective manner.

Other options have been considered, e.g. sub-contracting NGO(s) to assist in NBSAP update as an entire 'package' of services to be rendered. High costs in fees from service providers would make such option less cost effective, coupled with the risk of biasing the NBSAP, which is supposed to reflect broad societal views on the national strategy for biodiversity.

The project adopts the least-cost means of achieving the project's objectives and follows the activity norms and cost benchmarks defined by GEF guidelines. It will be built upon the strong foundation of the previously developed NBSAP, Capacity Assessments and National Reports as well as current projects with aligned outputs.

E. DESCRIBE THE BUDGETED M&E PLAN:

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Meeting	Project Coordinator UNDP MCO UNDP GEF	\$2,000	Within first two months of project start up
Inception Report	Project Team UNDP MCO	None	Immediately following IW
Measurement of Means of Verification for Project Purpose Indicators, Project Progress and Performance (measured on an annual basis)	Oversight by Project Coordinator Project team	To be finalized during the inception phase and determined as part of the Annual Work Plan's preparation.	Annually prior to ARR/PIR and to the definition of annual work plans
Simplified Biodiversity Enabling Activities Annual Project Review / Project Implementation Report (APR/PIR)	Project Team UNDP-MCO UNDP-GEF	None	Annually
Quarterly progress reports, including narrative and FACE Financial Reports	Project team/National Project Manager	None	Quarterly, within 15 days of end of each quarter
CDRs – production/distribution CDRs – review and endorsement	UNDP_MCO Project Coordinator/National Project Manager	None	Quarterly
Lessons Learned Log	Project Coordinator UNDP CO Programme Staff	None	Quarterly as part of the QPR
Terminal Report	Project team/National Project Manager UNDP-MCO	Printing costs only, if any.	At least one month before the end of the project
Lessons learned	Project team UNDP-GEF Regional Coordinating Unit (suggested formats for documenting best practices, etc.)	To be determined as part of the Annual Work Plan's preparation.	Yearly
Audit	UNDP-MCO Project team Cook Islands Audit Office	\$3,000 for 3 years To be included in the CO audit plan.	Yearly
TOTAL indicative COST <i>Excluding project team staff time and UNDP staff and travel expenses</i>		US\$ 5,000	

F. EXPLAIN THE DEVIATIONS FROM TYPICAL COST RANGES (WHERE APPLICABLE):

-- n/a--

PART III: APPROVAL/ENDORSEMENT BY GEF OPERATIONAL FOCAL POINT(S) AND GEF AGENCY (IES)

A. RECORD OF ENDORSEMENT OF GEF OPERATIONAL FOCAL POINT(S) ON BEHALF OF THE GOVERNMENT(S):

NAME	POSITION	MINISTRY	DATE <i>(Month, day, year)</i>
Vaitoti Tupa	Director	National Environment Service	4 th March 2014


B. CONVENTION PARTICIPATION*

CONVENTION	DATE OF RATIFICATION/ ACCESSION (mm/dd/yy)	NATIONAL FOCAL POINT
CBD	20 April 1993	National Environment Service

*To be filled for NCSA proposals only

B. GEF AGENCY(IES) CERTIFICATION

This request has been prepared in accordance with GEF policies and procedures and meets the standards of the GEF Project Review Criteria for Biodiversity Enabling Activity approval.

Agency Coordinator, Agency name	Signature	DATE <i>(MM/dd/yyyy)</i>	Project Contact Person	Telephone	E-mail Address
Adrian Dinu, UNDP - GEF Executive Coordinator and Director a.i		March 28, 2014	Johan Robinson, Regional Technical Advisor for Biodiversity, UNDP EBD	+662 304 9100 Ext. 2729	johan.robinson@undp.org

ANNEX A. CONSULTANTS TO BE HIRED FOR THE ENABLING ACTIVITY

<i>Position Titles</i>	<i>\$/ Person Week to be covered by GEF</i>	<i>Estimated Person Weeks to be covered by GEF</i>	<i>Tasks to be Performed</i>
For EA Management			
<i>Local</i>			
Project Technical Coordinator (managerial tasks corresponding to 10 out of 104 weeks)	500	10	<p><i>Objective:</i> To undertake the general administrative requirements of the project, including those related to the management of the project and its funding.</p> <p><i>Key tasks are:</i></p> <ul style="list-style-type: none"> - Ensure that project Objective, Outcomes, Outputs and Activities are implemented in a timely and appropriate manner. - Develop detailed Annual Work Plans and Budgets (including activity descriptions and a chronogram), and submit these to the Project Board and to the UNDP Country Office for approval). - Develop TORs for Consultants for technical services, consultants, experts, and specifications of materials as required by the project, in consultation with the National Project Manager/UNDP. - Facilitate, guide and monitor the work of consultants, and approve their deliverables in association with the Project Steering Committee or other applicable instance. - Organize and assist in project related activities, where required. These may include planning for meetings, local and national workshops, consultations, field visits, and other project related activities. - Establish and maintain linkages with national and international organizations and persons which/who can be of assistance to the objectives of the Project. - Provide timely reporting of project status as required by the Project Steering Committee, Project Board and UNDP. - Maintain records of Project Steering Committee meetings, decisions, actions etc. - Coordinate with other initiatives and programs whose outcomes and outputs are relevant to this project's objectives - Be responsible for day-to-day administrative and financial support for project activities and procurements of goods and services for the project including effective accounting of the project funds and financial reporting in line with government and UNDP requirements and procedures. Specifically, <i>inter alia</i>; <ul style="list-style-type: none"> ▪ Preparation of the project budgetary revisions/annual work plans (at least once a year). ▪ Preparation of quarterly advance requests in conjunction with quarterly progress reports and reporting in accordance with UNDP procedures. ▪ Preparation of payment requests (less than 2500 USD). ▪ Preparation of travel requests and logistical support for Project staff and Implementing Partner, in accordance with Government, rules and procedures. ▪ Organization and logistical support of the workshops, task meetings, delegations, field visits etc. ▪ Preparation of hand outs for workshops, briefings and meetings. ▪ Equipment inventory, preparation of reports on equipment condition. ▪ Maintaining the records pertaining to the issuance of project equipment to PIU experts; monitoring of such equipment. ▪ Collection and distribution of incoming mail, dispatching outgoing mail; locating files etc. ▪ Preparation of Procurement plan in accordance with Government and UNDP requirements and Annual Work Plan of the project. ▪ Preparation of the documentation on procurement of goods/works/services in Government/ UNDP format and control the observance of contractual terms and conditions. ▪ Preparation of the documentation on procurement of goods/works/services in Government/UNDP format.

Position Titles	\$ / Person Week to be covered by GEF	Estimated Person Weeks to be covered by GEF	Tasks to be Performed
			<ul style="list-style-type: none"> ▪ Preparation (in consultation with the project experts) of the rationale on the selected suppliers of goods/services for review by the relevant UNDP units and government and/or UNDP Procurement Committee. ▪ Carrying on negotiations with the suppliers of goods/works/services. ▪ Ensuring tender selection of the suppliers of goods/works/services in accordance with government and / or UNDP requirements and procedures. ▪ Collection and ranking the information on potential goods/services providers. ▪ Any other duties assigned by the Project Committee that have direct relevance to the project. <p><i>Selection criteria:</i> should have a Bachelor's degree in management, administration, environmental management or related field with a minimum of 5 years management experience at a senior level, or an advanced degree with 3 years management experience. Knowledge and understanding of the relevant UN Convention, environmental issues in Cook Islands, good leadership, coordination, communication, and facilitation skills are essential. Ability to communicate effectively orally and in writing, in order to communicate complex, technical information to both technical and general audiences.</p>
For Technical Assistance			
Project Technical Coordinator (technical tasks corresponding to 94 out of 104 weeks)	500	94	<p>Play a leading and resource person role vis-a-vis the National Target Setting and NBSAP Update Working Group and in a number of national sub-national consultation processes for all relevant activities under the Enabling Activity project.</p> <ul style="list-style-type: none"> - Develop planning methodologies and processes for the sub-national technical meetings and consultations. - Review base documents for the inputs to the sub-national technical meetings and consultations. - Work on the preparation of base documents for technical meetings. - Review the NBSAP update. - Develop methodologies for the national validation of the national targets and draft NBSAP. - Carry out consultations with provincial authorities and organize sub-national technical meetings and consultations and National Technical meetings. - Collect and consolidate information arising from the technical meetings. - Provide inputs for evaluation of institutional capabilities. - Work with local experts and government authorities to collect available information on biodiversity. - Provide inputs to the development of the NBSAP implementation plans. <p>Contribution to the following deliverables:</p> <ul style="list-style-type: none"> ➤ Brief Review of the Biodiversity Planning Process in Cook Islands ➤ Biodiversity Targets for Cook Islands: As part of national efforts to implement the CBD's Strategic Plan for 2011-2020 ➤ Second National Biodiversity Strategy and Action Plan for Cook Islands ➤ Sub-product 1: Assessing and capturing value in ecosystem's goods and services in Cook Islands ➤ Sub-product 2: Exploring and costing options for Ecosystem-based adaptation to Climate Change in Cook Islands ➤ Set of 'straight-forward' and feasible NBSAP implementation plans, which ensure the effective implementation of the Action Plan contained in the NBSAP <p><i>Selection criteria:</i> should have a Bachelor's degree in management, administration, environmental management or related field with a minimum of 5 years management experience at a senior level, or an advanced degree with 3 years management experience. Knowledge and understanding of the relevant UN Convention, environmental issues in Cook Islands, good leadership, coordination, communication, and facilitation skills are essential. Ability to communicate effectively orally and in writing, in order to communicate complex, technical information to both technical and general audiences.</p>

<i>Position Titles</i>	<i>\$ / Person Week to be covered by GEF</i>	<i>Estimated Person Weeks to be covered by GEF</i>	<i>Tasks to be Performed</i>
<i>International</i>			
Lead Int. Consultant	3,000	15	<p><i>Objective:</i> To take stock of the success of the existing NBSAP and develop national targets in line with the global Aichi Targets, to develop a revised NBSAP in line with guidance in the CBD Strategic Plan, and to develop an implementation plan for the NBSAP. The key tasks are:</p> <p>Phase 1 : Stocktaking and national reporting</p> <ul style="list-style-type: none"> ▪ Take stock of existing plans, policies and practices in Cook Islands that result in biodiversity conservation or loss. ▪ Identify the root causes of biodiversity loss in Cook Islands by first identifying the threat and then the drivers behind the threats. ▪ Identify the key barriers and challenges in the policy environment to effective biodiversity conservation/sustainable use. ▪ Based on existing studies and analyses, identify key gaps in the existing NBSAP. ▪ Identify the means to overcome existing barriers and challenges. ▪ Develop a stakeholder consultation and participation plan that will ensure that the NBSAP development process is participatory, increasing the likelihood of successful implementation of the NBSAP. ▪ Prepare the 5th National Report to the CBD <p><i>Key deliverables:</i></p> <ul style="list-style-type: none"> ➤ Brief Review of the Biodiversity Planning Process in Cook Islands ➤ 5th National Report to the CBD <p>Phase 2: Developing the NBSAP and implementation plans</p> <ul style="list-style-type: none"> ▪ Carry out consultations for the development of the NBSAP ▪ Develop the strategy and actions to implement the agreed targets through national consultations ▪ Apply the NBSAP to sub-national entities through sub-national and local consultations; ▪ Develop an overall implementation plan for the NBSAP and ensure it is integrated with the POWPA plan. ▪ Mainstream into development, poverty reduction and climate change plans through sectoral consultations <p><i>Key deliverables:</i></p> <ul style="list-style-type: none"> ➤ Second National Biodiversity Strategy and Action Plan for the Cook Islands and associated implementation plan <p><i>Selection criteria:</i> should have an advanced university degree in environmental management or related field with a minimum of 5 years management experience at a senior level. Knowledge and understanding of the relevant UN Convention, the existing NBSAP and environmental issues in Cook Islands is essential. Experience in the Pacific is preferred.</p>

ANNEX B. CHRONOGRAMME OF ACTIVITIES

Comp	Modules	Guiding activities under each module	2014				2015				2016			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	COP 12	Q1	Q2	Q3	Q4
1	I. Preparation	1. Rapid stocktaking and review of relevant plans, policies and reports			X	X	X							
		2. Identification of new stakeholders; consultations and awareness			X	X	X	X	X					
		3. Rapid assessment of the causes and consequences of biodiversity loss highlighting the value of biodiversity and ecosystem services and their contribution to human well-being				X	X	X	X					
	II Setting national targets, principles, & main priorities of the strategy	4. Setting national targets, principles, & main priorities of the strategy through national consultations			X	X	X	X	X					
2	III. Strategy and action plan development	5. Developing the strategy and actions to implement the agreed targets through national consultations				X	X	X	X	X				
		6. Application of the NBSAP to sub-national entities through sub-national and local consultations				X	X	X	X	X				
		7. Sectoral integration including mainstreaming into development, poverty reduction and climate change plans through sectoral consultations				X	X	X	X	X	X	X		
3	IV. Development of Implementation plans and related activities	8. Development of a plan for capacity development for NBSAP implementation.						X	X	X	X	X		
		9. Technology needs assessment							X	X	X			
		10. Development of a communication and outreach strategy for the NBSAP.					X	X	X	X	X			
		11. Development of a plan for resource mobilization for NBSAP implementation								X	X	X		
	V. Institutional, monitoring, reporting and exchange	12. Establishment/ strengthening of national coordination structures				X	X	X	X					
		13. CHM update.							X	X	X	X		
		14. Development of indicators and monitoring approach				X	X	X	X	X	X	X		
		15. Fifth national reports			X	X	X	X						

ANNEX C. UNDP TOTAL BUDGET AND WORKPLAN

-SEE PAGE 19 AND 20 OF THE PRODOC-

ANNEX D. TOR FOR WORKING GROUPS SUPPORTED BY THE PROJECT

GEF financing: \$11,000 lump-sum (refer to Annex C. TBW, budget note “d”)

Government co-financing: approx. \$120,000 (includes people’s time, meeting costs, some travel and other sundries)

Non-government co-financing: approx. \$50,000 (includes people’s time, equipment and other sundries)

D-1)

Group of Experts in Economic and Development Sectors

To assist the NBSAP Lead Consultant in taking stock of the success of the existing NBSAP and other relevant documents, developing national targets in line with the global Aichi Targets and updating the Cook Islands NBSAP. The experts will cover the main sectors and areas linked to biodiversity conservation

- Agriculture
- Forestry
- Tourism
- Trade
- Travel and Transport
- Fishery
- Land-use management
- including spatial and infrastructural development planning
- Food security
- Gender and Youth
- Climate change mainstreaming
- Population & urban planning

Contribution to the following Outputs:

2.1 A National Biodiversity Strategy and Action Plan (NBSAP) for Cook Islands anchored into national development frameworks, is updated, in a manner that is participative, widely disseminated and fully integrates new aspects of the CBD strategic plan, such as:

- (i) mainstreaming;
- (ii) the valuing of ecosystem goods and services; and
- (iii) the incorporation of challenges and opportunities linked to ecosystem-based adaptation and resilience.

2.2 The updated and fully endorsed NBSAPs for Cook Islands are submitted to the CBD, incorporating recommendations of the following strategic studies:

- Integrating the challenges to Protected Areas in the 21st Century into the NBSAP and the national implementation of the CBD’s Programme of Work on Protected Areas (PoWPA)
- The Economics of Ecosystems and Biodiversity (TEEB) developed for assessing and capturing value in ecosystems’ goods and services in Cook Islands

The group will be formed by specialists in key domains. The key tasks of the group related to all described areas and sectors are contributing to the following activities:

- Stocking of existing plans, policies and practices in Cook Islands that result in biodiversity conservation or loss.
- Identify the root causes of biodiversity loss in Cook Islands by first identifying the threat and then the drivers behind the threats.
- Identify the key barriers and challenges in the policy environment to effective biodiversity conservation/sustainable use.
- Based on existing studies and analyses, identify key gaps in the existing NBSAP in each sector or area.
- Identify the means to overcome existing barriers and challenges.

The group of experts will work extensively with all consultants responsible for specific products.

Contribution to the following deliverables:

- Brief Review of the Biodiversity Planning Process in Cook Islands
- Second National Biodiversity Strategy and Action Plan for Cook Islands
- Sub-product 1: Assessing and capturing value in ecosystem's goods and services in Cook Islands
- Sub-product 2: Exploring and costing options for Ecosystem-based adaptation to Climate Change in Cook Islands

D-2)

NBSAP Technical Working Group

The NBSAP Technical Working Group will be an essential vehicle for ensuring that the Enabling Activity project is successful in building national capacity for biodiversity planning. The group will congregate representatives from key stakeholder institutions and national specialists. It will provide support to the project activities from beginning to end. More specifically, the Working Group (or several sub-working groups under it) will ensure the process of wide stakeholder engagement and provide technical and policy inputs to the NBSAP review process, including by providing data and information to and by commenting the key products emanating from the Enabling Activity.

Contribution to the following Outputs:

1.1 Review and stocktaking of products and results from previous biodiversity planning processes at the national level are carried out in participative manner.

1.2 In response to the global Aichi Targets, national biodiversity targets are developed in a manner that is attuned to Cook Islands reality.

1.3 The achievement of national targets, developed in line with the global Aichi Targets, is duly monitored during the project duration and beyond, and this is reported upon to the CBD through national reports and other means.

1.4 In an iterative manner, Cook Islands taps into useful information on, and participates into, global networks and initiatives on biodiversity data and indicators (such as the Biodiversity Indicators Partnership¹¹, Global Biodiversity Information Facility¹² and the World Conservation Monitoring Centre¹³, the Global Environment Outlook portal¹⁴, among other relevant ones).

2.1 A National Biodiversity Strategy and Action Plan (NBSAP) for Cook Islands anchored into national development frameworks, is updated, in a manner that is participative including gender and youth, widely disseminated and fully integrates new aspects of the CBD strategic plan, such as:

- Mainstreaming;
- The valuing of ecosystem goods and services; and
- The incorporation of challenges and opportunities linked to ecosystem-based adaptation and resilience.

2.2 The updated and fully endorsed NBSAPs for Cook Islands are submitted to the CBD, incorporating recommendations of the following strategic studies:

- Integrating the challenges to Protected Areas in the 21st Century into the NBSAP and the national implementation of the CBD's Programme of Work on Protected Areas (PoWPA)

¹¹ www.bipindicators.net

¹² www.gbif.org

¹³ www.unep-wcmc.org

¹⁴ geodata.rrcap.unep.org

- The Economics of Ecosystems and Biodiversity (TEEB) developed for assessing and capturing value in ecosystems' goods and services in Cook Islands

3.1 National frameworks for NBSAP implementation is in place and includes: (i) institutional leadership for implementation is established and strategic partnerships forged (nationally and internationally); (ii) a costed and prioritized Action Plan is appended to the NBSAP; (iii) needs assessments on capacity, technology and finance are carried out; and (iv) a strategy for resource mobilization for the implementation of the NBSAP is produced and includes a baseline assessment of existing biodiversity finance.

Iterative and collective contributions to the following deliverables:

- Brief Review of the Biodiversity Planning Process in Cook Islands
- Biodiversity Targets for Cook Islands: As part of national efforts to implement the CBD's Strategic Plan for 2011-2020
- Cook Islands Second National Biodiversity Strategy and Action Plan for Cook Islands
- Sub-product 1: Assessing and capturing value in ecosystem's goods and services in Cook Islands
- Sub-product 2: Exploring and costing options for Ecosystem-based adaptation to Climate Change in Cook Islands
- Set of 'straight-forward' and feasible NBSAP implementation plans, which ensure the effective implementation of the Action Plan contained in the NBSAP

ANNEX E. TECHNICAL ASSISTANCE SERVICE PROVISION: TOR FOR LAUNCHING A REQUEST FOR QUOTES

<i>Block of Services (A) Environmental economics, finance and biodiversity mainstreaming</i>	Budget note "g"	Available budget \$22K*
<i>Block of Services (B) Capacity needs assessment for biodiversity management</i>	Budget note "h"	Available budget \$18K*

* Budget and TOR may be revised to accommodate for the scope of tasks and more realistic costing, to be assessed at project inception phase

The complete **Requests for proposal** prepared by UNDP normally have the following structure:

- Instructions to Offerors
- General Conditions of Contract
- Terms of Reference (TOR)
- Proposal Submission Form
- Price Schedule

In this annex, **only the TOR is described**. The remainder of the chapters of the Requests for proposal will be completed before launching the tenders and after due validation by UNDP.

The complete TOR for Requests for proposal will include the following headings (Sections):

- Summary and Background
- Objective of the Consultancy
- Scope of Work
- Expected Results
- Duty station
- Requirements to the documents
- Responsibility
- Qualification requirements
- Available information
- Selection Process

TOR for the RFP

Technical Support Services for National Biodiversity Target-setting and the development of the NBSAP and related products in the Cook Islands

(1) Summary and Background

Cook Islands is in the process of implementing a GEF biodiversity planning project whose objective is to integrate the country's obligations under the Convention on Biological Diversity (CBD) into its national development and sectoral planning frameworks through a renewed and participative 'biodiversity planning' and strategizing process, in a manner that is in line with the global guidance contained in the CBD's Strategic Plan for 2011-2020.

The following key outcomes are sought as part of the project:

- 1) A participative stocktaking exercise on biodiversity planning takes place and national biodiversity targets are developed in response to the global Aichi Targets
- 2) Cook Islands' National Biodiversity Strategy and Action Plan (NBSAP) is revised/updated and it fully integrates new aspects of the CBD strategic plan, such as mainstreaming and anchoring the implementation of the plan into national development frameworks, valuing ecosystem services and promoting ecosystem-based adaptation and resilience
- 3) National frameworks for resource mobilization, Convention reporting and exchange mechanisms, including the Clearing House Mechanism (CHM) of the CBD, are established and strengthened

The ultimate goal of the project is to build national capacity within the topic of biodiversity planning. This implies procuring knowledge and capacity building services that are usually not available in the country, due to the specificity of the topics at hand and the technical requirements.

Hence, an international **RFP** should be launched in view of having services rendered by a group of specialized consultants within the following areas of expertise:

- (A) Environmental economics, finance and biodiversity mainstreaming
- (B) Capacity needs assessment for biodiversity management

Services may combine national and international expertise and quotes for qualified companies should be presented as a package of services, including honoraries, travel expenses and admin costs.

[- More on 'Background' can be added when composing the final documentation for the Request for RFP]

(2) Objective

Provide knowledge and capacity building services to the government of Cook Islands, as well as to other key stakeholder involved in the implementation of the Biodiversity Enabling Activities Project, with the following specific sub-objectives:

- (A) The Environmental Economist & Finance Specialist will be carrying out the tasks under two sub-activities:
 - i) Assessing and integrating ecosystem services through economic valuation (under Component 2), and ii) the mobilization of financing for the implementation of the Action Plan of the NBSAP and in raising awareness among key stakeholders on the NBSAP (under Component 3).
- (B) To objectively reveal Cook Islands' capacity to effectively implement the obligations deriving from the ratification and accession of the UN Convention on Biological Diversity.

(4) Scope of Work

Block of Services (A) Environmental economics, finance and biodiversity mainstreaming

- Identify and assess the full range of values of key ecosystem services within Cook Islands, based on existing local, national, regional and global studies on the value of ecosystems and biodiversity, including: the valuation of protected areas, any other national ecosystem services studies that have been conducted (e.g. water, carbon), and existing global and regional maps and overlays of key ecosystem services.
- Identify the implications of these services for different stakeholder groups within the country, including those who benefit from, and pay for, the maintenance of these ecosystem services, and those that degrade ecosystems through unsustainable use.
- Estimate and demonstrate the value of key ecosystem services (using methods appropriate to each service), including the value of the ecosystem service in contributing to climate resilience, adaptation and mitigation; reducing poverty, and sustaining livelihoods.
- Where appropriate, assist in identifying potential means of capturing the value of targeted ecosystem services including through policies such as payments for ecosystem services and other positive incentives.
- Identify priority Biodiversity investment needs and opportunities based on the NBSAP.
- Analyse internal sources of finance for action in the NBSAP including i) the national budget cycle and the allocation to public administrations (ministries), ii) the budget of local governments, iii) national funds to support local development, and iv) fiscal and economic instruments.
- Analyse external sources of finance for actions in the NBSAP including i) bilateral sources, ii) multilateral sources, iii) regional development banks, iv) international foundations and non-governmental organisations (NGOs)
- Analyse innovative sources of finance for actions in the NBSAP, especially fiscal measures related to: i) tourism and infrastructure development (to encourage the mainstreaming of biodiversity into their operations, ii) bank loans for investment projects. NBSAP Integrated Financing Action Plan summarizing concrete activities required to mobilise BD finance for the 10-year period of the implementation of the NBSAP.

Block of Services (B) Capacity needs assessment for biodiversity management

- Assess extent of role clarity and the level of implementation and enforcement of the CBD and its CoP guidance across all primary and secondary stakeholders in central government.
- Determine the level of willingness to take responsibility and provide leadership in ensuring relevant CBD obligations and activities are fulfilled.
- Assess whether the identified primary and secondary duty bearers have the necessary human resources to meet the specific obligations.
- Assess the pattern and efficacy of participation at regional technical committees and COP meetings.
- Based on international best practice, recommend the most suitable institutional and/or accountability structure for the effective implementation and coordination of the CBD.
- Identify and prioritize the capacity development needs required to effectively implement CBD obligations at all levels within central government.
- Generate recommendations for capacity enhancement at all levels.
- Generate recommendations to enable rationalization of capacity and efficient resource allocation during implementation
- Develop a comprehensive Capacity Development Programme and Training Action Plan for effective implementation and coordination of CBD at the municipal and central government levels.

The above services, including blocks A and B, comprise a minimum of 20 persons-week in total. This is but indicative. Each bidder will need to indicate the number of days of service the company can offer based on the scope of the consultancy.

Service providers will work together with the team of national and international consultants for the project in Cook Islands, in particular, the Project Coordinator who will play a leading role vis-a-vis project activities, in collaboration with in collaboration with the UNDP Programme Officer, the Project Manager and the International NBSAP Lead Consultant.

(4) Expected Results

[The Project Coordinator in collaboration with the UNDP Programme Officer, and the Project Manager will elaborate more and finalise the expected results when composing the Request for Quotes' documentation]

Contribution to the following deliverables:

- Brief Review of the Biodiversity Planning Process in Cook Islands
- Cook Islands Second National Biodiversity Strategy and Action Plan for Cook Islands
- Sub-product 1: Assessing and capturing value in ecosystem's goods and services in Cook Islands
- Sub-product 2: Exploring and costing options for Ecosystem-based adaptation to Climate Change in Cook Islands
- Set of 'straight-forward' and feasible NBSAP implementation plans, which ensure the effective implementation of the Action Plan contained in the NBSAP

– Number of minimum mission days and schedule of payment to be completed when composing the final documentation for the Request for Quotes –

(5) Duty station:

- Avarua, Cook Islands, for the mission part*

- Home based, for the completion of certain reports

*Note: all travel expenses should be included into the breakdown of contract total amount by submission of financial proposal.

(6) Requirements to the documents

- Draft and final documents should be submitted in English in MS Word (2007 or later).
- Presentational documents should be prepared in Power Point.

– May be complemented when composing the final documentation for the Request for RFP–

(7) Responsibility

- Agrees the above results with UNDP (in consultation with the Project Coordinator), under the guidance from the International NBSAP Lead Consultant;
- Ensures timely and quality execution of the Terms of Reference;
- Ensures unconditional implementation of requirements of the contract

(8) Qualification requirements

- As minimum 5 years of work experience (preferably more, given the complexity of the services in question) in the relevant field for the two blocks of services (or combines the required expertise in the presentation of individual consultants' profiles): (a) environmental or natural science; (b) economics, with focus on environmental finance; (c) national biodiversity valuation studies, payment for ecosystem services, sectoral mainstreaming of biodiversity; (d) policy development, national accounting practices and methods; (e) human

resource management or public administration.

- Valid certificates and licenses for consulting services in the field of biodiversity and or development.
- Available qualified personnel with university degrees in the required fields.
- Outline of proposed approaches for the two blocks of services
- List of rendered consulting services for the past 3 years.
- Ability to submit the 2 reference letters confirming the successfully rendered services for the last 2 years.
- Ability to write hold the trainings in English is a requirement.

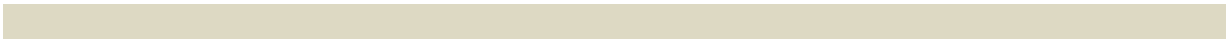
(9) Available information:

Complete Project Document for the UNDP/GEF PIMS 5333 “National Biodiversity Planning to Support the implementation of the CBD 2011-2020 Strategic Plan in the Cook Islands”

– Relevant hyperlink to the project document to be added when composing the final documentation for the Request for RFP –

(10) Selection Process

The selection of the company will follow an open competitive process in line with UNDP procurement standards. The successful company would be required to enter into a standard UNDP Institutional Contract. The contract will be awarded according to the cumulative analysis scheme: proposal with the overall highest score after adding the score of the technical proposal and the financial proposal, the winning service provider will be chosen.



Annex 2. GEF CEO Approval Letter



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii
CEO and Chairperson

May 2, 2014

Ms. Adriana Dinu
GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
New York, NY 10017

Dear Ms. Dinu:

I am pleased to inform you that I have approved the enabling activity detailed below:

Decision Sought:	Enabling Activity (EA) Approval
GEFSEC ID:	5756
Agency(ies):	UNDP
Agency ID:	5333 (UNDP)
Focal Area:	Biodiversity
Project Type:	Enabling Activity
Country(ies):	Cook Islands
Name of Project:	National Biodiversity Planning to Support the Implementation of the CBD 2011-2020 Strategic Plan
GEF Project Grant:	\$220,000
Agency Fee:	\$20,900
Funding Source:	GEF Trust Fund

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

cc: Country Operational Focal Point, GEF Agencies, STAP, Trustee

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Annex 3. Supplemental provisions to the project document

Standard annex to project documents for use in countries which are not parties to the Standard Basic Assistance Agreement (SBAA)

Standard Text: Supplemental Provisions to the Project Document:

The Legal Context

General responsibilities of the Government, UNDP and the executing agency

1. All phases and aspects of UNDP assistance to this project shall be governed by and carried out in accordance with the relevant and applicable resolutions and decisions of the competent United Nations organs and in accordance with UNDP's policies and procedures for such projects, and subject to the requirements of the UNDP Monitoring, Evaluation and Reporting System.
2. The Government shall remain responsible for this UNDP-assisted development project and the realization of its objectives as described in this Project Document.
3. Assistance under this Project Document being provided for the benefit of the Government and the people of the Cook Islands, the Government shall bear all risks of operations in respect of this project.
4. The Government shall provide to the project the national counterpart personnel, training facilities, land, buildings, equipment and other required services and facilities. It shall designate the Government Co-operating Agency named in the cover page of this document (hereinafter referred to as the "Co-operating Agency"), which shall be directly responsible for the implementation of the Government contribution to the project.
5. The UNDP undertakes to complement and supplement the Government participation and will provide through the Executing Agency the required expert services, training, equipment and other services within the funds available to the project.
6. Upon commencement of the project the Executing Agency shall assume primary responsibility for project execution and shall have the status of an independent contractor for this purpose. However, that primary responsibility shall be exercised in consultation with UNDP and in agreement with the Co-operating Agency. Arrangements to this effect shall be stipulated in the Project Document as well as for the transfer of this responsibility to the Government or to an entity designated by the Government during the execution of the project.
7. Part of the Government's participation may take the form of a cash contribution to UNDP. In such cases, the Executing Agency will provide the related services and facilities and will account annually to the UNDP and to the Government for the expenditure incurred.

(a) Participation of the Government

1. The Government shall provide to the project the services, equipment and facilities in the quantities and at the time specified in the Project Document. Budgetary provision, either in kind or in cash, for the Government's participation so specified shall be set forth in the Project Budgets.
2. The Co-operating Agency shall, as appropriate and in consultation with the Executing Agency, assign a director for the project on a full-time basis. He shall carry out such responsibilities in the project as are assigned to him by the Co-operating Agency.
3. The estimated cost of items included in the Government contribution, as detailed in the Project Budget, shall be based on the best information available at the time of drafting the project proposal. It is understood that price fluctuations during the period of execution of the project may necessitate an adjustment of said contribution in monetary terms; the latter shall at all times be determined by the value of the services, equipment and facilities required for the proper execution of the project.
4. Within the given number of man-months of personnel services described in the Project Document, minor adjustments of individual assignments of project personnel provided by the Government may be made by the Government in consultation with the Executing Agency, if this is found to be in the best interest of the project. UNDP shall be so informed in all instances where such minor adjustments involve financial implications.
5. The Government shall continue to pay the local salaries and appropriate allowances of national counterpart personnel during the period of their absence from the project while on UNDP fellowships.
6. The Government shall defray any customs duties and other charges related to the clearance of project equipment, its transportation, handling, storage and related expenses within the country. It shall be responsible for its installation and maintenance, insurance, and replacement, if necessary, after delivery to the project site.
7. The Government shall make available to the project - subject to existing security provisions – any published and unpublished reports, maps, records and other data which are considered necessary to the implementation of the project.
8. Patent rights, copyright rights and other similar rights to any discoveries or work resulting from UNDP assistance in respect of this project shall belong to the UNDP. Unless otherwise agreed by the Parties in each case, however, the Government shall have the right to use any such discoveries or work within the country free of royalty and any charge of similar nature.
9. The Government shall assist all project personnel in finding suitable housing accommodation at reasonable rents.

10. The services and facilities specified in the Project Document which are to be provided to the project by the Government by means of a contribution in cash shall be set forth in the Project Budget. Payment of this amount shall be made to the UNDP in accordance with the Schedule of Payments by the Government.
11. Payment of the above-mentioned contribution to the UNDP on or before the dates specified in the Schedule of Payments by the Government is a prerequisite to commencement or continuation of project operations.

(b) Participation of the UNDP and the executing agency

1. The UNDP shall provide to the project through the Executing Agency the services, equipment and facilities described in the Project Document. Budgetary provision for the UNDP contribution as specified shall be set forth in the Project Budget.
2. The Executing Agency shall consult with the Government and UNDP on the candidature of the Project Manager a/ who, under the direction of the Executing Agency, will be responsible in the country for the Executing Agency's participation in the project. The Project Manager shall supervise the experts and other agency personnel assigned to the project, and the on-the-job training of national counterpart personnel. He shall be responsible for the management and efficient utilization of all UNDP-financed inputs, including equipment provided to the project.
3. The Executing Agency, in consultation with the Government and UNDP, shall assign international staff and other personnel to the project as specified in the Project Document, select candidates for fellowships and determine standards for the training of national counterpart personnel.
4. Fellowships shall be administered in accordance with the fellowships regulations of the Executing Agency.

a/ May also be designated Project Coordinator or Chief Technical Adviser, as appropriate.
5. The Executing Agency may, in agreement with the Government and UNDP, execute part or all of the project by subcontract. The selection of subcontractors shall be made, after consultation with the Government and UNDP, in accordance with the Executing Agency's procedures.
6. All material, equipment and supplies which are purchased from UNDP resources will be used exclusively for the execution of the project, and will remain the property of the UNDP in whose name it will be held by the Executing Agency. Equipment supplied by the UNDP shall be marked with the insignia of the UNDP and of the Executing Agency.
7. Arrangements may be made, if necessary, for a temporary transfer of custody of equipment to local authorities during the life of the project, without prejudice to the final transfer.

8. Prior to completion of UNDP assistance to the project, the Government, the UNDP and the Executing Agency shall consult as to the disposition of all project equipment provided by the UNDP. Title to such equipment shall normally be transferred to the Government, or to an entity nominated by the Government, when it is required for continued operation of the project or for activities following directly therefrom. The UNDP may, however, at its discretion, retain title to part or all of such equipment.
9. At an agreed time after the completion of UNDP assistance to the project, the Government and the UNDP, and if necessary the Executing Agency, shall review the activities continuing from or consequent upon the project with a view to evaluating its results.
10. UNDP may release information relating to any investment oriented project to potential investors, unless and until the Government has requested the UNDP in writing to restrict the release of information relating to such project.

Rights, Facilities, Privileges and Immunities

1. In accordance with the Agreement concluded by the United Nations (UNDP) and the Government concerning the provision of assistance by UNDP, the personnel of UNDP and other United Nations organizations associated with the project shall be accorded rights, facilities, privileges and immunities specified in said Agreement.
2. The Government shall grant UN volunteers, if such services are requested by the Government, the same rights, facilities, privileges and immunities as are granted to the personnel of UNDP.
3. The Executing Agency's contractors and their personnel (except nationals of the host country employed locally) shall:
 - (a) Be immune from legal process in respect of all acts performed by them in their official capacity in the execution of the project;
 - (b) Be immune from national service obligations;
 - (c) Be immune together with their spouses and relatives dependent on them from immigration restrictions;
 - (d) Be accorded the privileges of bringing into the country reasonable amounts of foreign currency for the purposes of the project or for personal use of such personnel, and of withdrawing any such amounts brought into the country, or in accordance with the relevant foreign exchange regulations, such amounts as may be earned therein by such personnel in the execution of the project;
 - (e) Be accorded together with their spouses and relatives dependent on them the same repatriation facilities in the event of international crisis as diplomatic envoys.
4. All personnel of the Executing Agency's contractors shall enjoy inviolability for all papers and documents relating to the project.

5. The Government shall either exempt from or bear the cost of any taxes, duties, fees or levies which it may impose on any firm or organization which may be retained by the Executing Agency and on the personnel of any such firm or organization, except for nationals of the host country employed locally, in respect of:
 - (a) The salaries or wages earned by such personnel in the execution of the project;
 - (b) Any equipment, materials and supplies brought into the country for the purposes of the project or which, after having been brought into the country, may be subsequently withdrawn therefrom;
 - (c) Any substantial quantities of equipment, materials and supplies obtained locally for the execution of the project, such as, for example, petrol and spare parts for the operation and maintenance of equipment mentioned under (b), above, with the provision that the types and approximate quantities to be exempted and relevant procedures to be followed shall be agreed upon with the Government and, as appropriate, recorded in the Project Document; and
 - (d) As in the case of concessions currently granted to UNDP and Executing Agency's personnel, any property brought, including one privately owned automobile per employee, by the firm or organization or its personnel for their personal use or consumption or which after having been brought into the country, may subsequently be withdrawn therefrom upon departure of such personnel.
6. The Government shall ensure:
 - (a) prompt clearance of experts and other persons performing services in respect of this project; and
 - (b) the prompt release from customs of:
 - i. equipment, materials and supplies required in connection with this project; and
 - ii. property belonging to and intended for the personal use or consumption of the personnel of the UNDP, its Executing Agencies, or other persons performing services on their behalf in respect of this project, except for locally recruited personnel.
7. The privileges and immunities referred to in the paragraphs above, to which such firm or organization and its personnel may be entitled, may be waived by the Executing Agency where, in its opinion or in the opinion of the UNDP, the immunity would impede the course of justice and can be waived without prejudice to the successful completion of the project or to the interest of the UNDP or the Executing Agency.
8. The Executing Agency shall provide the Government through the resident representative with the list of personnel to whom the privileges and immunities enumerated above shall apply.

9. Nothing in this Project Document or Annex shall be construed to limit the rights, facilities, privileges or immunities conferred in any other instrument upon any person, natural or juridical, referred to hereunder.

Suspension or Termination of Assistance

1. The UNDP may by written notice to the Government and to the Executing Agency concerned suspend its assistance to any project if in the judgement of the UNDP any circumstance arises which interferes with or threatens to interfere with the successful completion of the project or the accomplishment of its purposes. The UNDP may, in the same or a subsequent written notice, indicate the conditions under which it is prepared to resume its assistance to the project. Any such suspension shall continue until such time as such conditions are accepted by the Government and as the UNDP shall give written notice to the Government and the Executing Agency that it is prepared to resume its assistance.
2. If any situation referred to in paragraph 1, above, shall continue for a period of fourteen days after notice thereof and of suspension shall have been given by the UNDP to the Government and the Executing Agency, then at any time thereafter during the continuance thereof, the UNDP may by written notice to the Government and the Executing Agency terminate the project.
3. The provisions of this paragraph shall be without prejudice to any other rights or remedies the UNDP may have in the circumstances, whether under general principles of law or otherwise