**GLOBAL BIODIVERSITY FRAMEWORK – EARLY ACTION SUPPORT**

**CONVENTION ON BIOLOGICAL DIVERSITY**

The Convention on Biological Diversity is a framework for national action for the conservationof biodiversity, the sustainable use of its components, and the equitable sharing of benefits arisingout of the utilization of genetic resources. It requires contracting Parties to ensure that actions toguarantee its objectives are undertaken at all levels and in all sectors, in a coordinated andcrosscutting fashion.

Article 6 of the Convention requires contracting Parties to develop a National Biodiversity Strategy and Action Plan (NBSAP) (or an equivalent instrument), and to integrate conservation and sustainable use of biodiversity into sectoral and cross-sectoral activities.

NBSAPs, revised or updated in alignment with the Framework and its goals and targets, serve as the main vehicle for implementation of the [Global Biodiversity Framework](https://www.cbd.int/gbf/default.shtml), including national targets communicated in a standardized format. ([Decision 15/4](https://www.cbd.int/doc/decisions/cop-15/cop-15-dec-04-en.pdf))

[Decision 15/6](https://www.cbd.int/doc/decisions/cop-15/cop-15-dec-06-en.pdf) requests Parties to revise and update their NBSAPs, aligned with the Kunming-Montreal Global Biodiversity Framework (GBF) and its goals and targets, and to submit them through the clearing-house

mechanism by the sixteenth meeting of the Conference of the Parties (COP16); and requests Parties not in a position to submit their revised NBSAPs by COP16 to communicate national targets reflecting, as applicable, all the goals and targets of the GBF.

The NBSAP is a process by which countries can plan to address the threats to their biodiversity. As such they are the principal instruments for the implementation of the Convention both at the national and at the global level, and they are increasingly relevant to other biodiversity-related conventions and agreements.

**TERMS OF REFERENCE FOR SUPPORTING THE ALIGNMENT OF THE FEDERATED STATES OF MICRONESIA NATIONAL BIODIVERSITY STRATEGY AND ACTION PLAN (NBSAP) TO THE KUNMING-MONTREAL GLOBAL BIODIVERSITY FRAMEWORK**

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| **Location:** | Home-based with travel expected within FSM |
| **Type of contract:** | Professional Service/National Consultant |
| **Project:** | Global Biodiversity Framework – Early Action Support |
| **Languages Required:** | English |
| **Starting Date:** | May 01, 2025 |
| **Duration of Initial Contract:** | 06 months |

1. **Background Information and Rationale**

The Global Environmental Facility (GEF), under its Enabling Activity window, and complementary to the global GEF-7 project on early action, is currently supporting GEF-8 global projects that support the development, financing, and reporting of National Biodiversity Strategies and Action Plans (NBSAPs) to fulfill the commitments of Parties to the Convention on Biological Diversity (CBD) and provide strategic support for each country to act towards achieving the Kunming – Montreal Global Biodiversity Framework (GBF).

The United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP) in partnership with the Convention on Biological Diversity (CBD) Secretariat, and with funding from the Global Environment Facility (GEF), are implementing the Global Biodiversity Framework Early Action Support (GBF-EAS) Project.

The GBF-EAS project is designed to fast-track early actions to implement the GBF in this decade. Eligible Parties are receiving a financial and technical support package that focuses on aligning NBSAPs with this new global agreement, including national biodiversity targets, monitoring systems, policy and institutional coherence, and biodiversity finance. Each country undertakes a government-driven scope to achieve national priorities.

**Rationale and major task:**

The National Biodiversity Strategy and Action Plan (NBSAP) is FSM’s roadmap to conserve and sustainably manage its rich biodiversity. The FSM Department of Resources and Developmentis the leading authority in the development and implementation of the goals set out in the NBSAP, which is closely linked to objectives in FSM’s Strategic Development Plan (SDP) and commitments made under Micronesia Challenge 2030 as well as initiatives under the Blue Prosperity Micronesia program.

The NBSAP’s aims include: (i) Sustainable development measures developed in all sectors to increase resilience to the impacts of climate change and environmental changes; (ii) Improve understanding on environmental sustainability and climate change with educational awareness on values of biodiversity, and economic opportunities such as carbon trade, payment for ecosystem services, and ecotourism; (iii) Conserve and wisely use our natural resources and environment, language and cultural identity for the collective benefit of the present and future generations; (iv) Effective participation and cooperation with national and international community on environment and climate change agendas; (v) Realization, enhancement and establishment of mechanisms for fair and equitable sharing of benefits arising from the utilization of genetic resources.

FSM Department of Resources and Development is seeking proposals from qualified consultancy firms or individuals to fast-track early actions for implementing the Global Biodiversity Framework (GBF) at the national level in the FSM. The primary focus will be to support the FSM R&D in the update of the NBSAP by performing stakeholder mapping, rapid policy reviews of current targets and the NBSAP for alignment to the GBF, developing biodiversity finance plans, and assessing monitoring systems to ensure progress towards goals are measurable. The Consultant will work closely with a Technical Working Group (TWG) to be established by FSM R&D to ensure that a wide group of stakeholders are consulted during the NBSAP update process.

The consultancy period will span from May 01, 2025 to February 28, 2026.

**B. Specific Objectives**

1. **Review existing NBSAP for alignment with the GBF**
2. **Review national targets and relevant indicators for alignment with the GBF and relevant SDGs. *[Note: these targets and indicators should include current NBSAP targets but also other relevant national targets in sectoral policies.]***
3. **Assess existing monitoring systems and develop monitoring plan for NBSAP and national targets.**
4. **Conduct national policy and institutional alignment and review and development of Action Plan for achieving coherence with the GBF.**
5. **Develop biodiversity finance plans and strategies.**
6. **Host at least 2 workshops on revised NBSAP and national targets, in the FSM.**
7. **Host Technical Working Group meetings as needed to review progress of the project.**

In order to complete the anticipated objectives of the ToR, the following considerations should be understood by the bidder:

* The contractor will be responsible for technical contributions to the required review and analysis.
* It is expected that this consultancy will conduct consultations with a wide range of stakeholders in order to receive a clear understanding of their needs related to the NBSAP. This will be supported by FSM R&D and the TWG to be established.

**C. Scope and Key Tasks to be completed in this work**

1. **Inception Meeting.** Participate in an inception meeting with FSM R&D and other relevant government authorities as determined by the lead team, to clarify the objectives of the consultancy, methodological approach, tasks, deadlines, and logistical schedule. The results of the meeting should be captured in an inception report, which should be formally approved by FSM R&D.
2. **Component 1: Rapid Review of NBSAP for Alignment with the Kunming-MontrealGBF.** *Objective: Ensure alignment of NBSAPs and National Biodiversity targets with the Kunming-Montreal GBF and relevant Sustainable Development Goals (SDGs).*
   1. **Rapid Review and gap analysis of** FSM’s **NBSAP and thematic areas:** Conduct a rapid review of key thematic areas in the FSM’s 2018-2023 NBSAPto determine coherence with GBF goals and action targets. Report of Identified new key thematic areas and priority issues along with actions necessary for the implementation to be incorporated into the new NBSAP. Ensure full participation of the NBSAP Working Group in the rapid review process and methodology.
   2. **National Targets Review and Update:** In consultation with the TWG, and taking into account Component 3, draft national targets to align with the GBF and relevant SDGs, ensuring measurability, costing, spatial specificity where applicable, and grounding in existing programs by government authorities, development partners, NGOS, CBOs, and other relevant organizations. Hold a meeting in FSM with the TWG to validate the findings of a) and b).
   3. **Draft NBSAP Review and Update:** Review and draft the update of the existing NBSAP through a whole-of-government and whole-of-society process, aligning with the GBF and COP 15 guidance. Develop Stakeholder Engagement Plans for inclusive approval processes. The draft NBSAP will be delivered to the TWG for their comments, approval, and eventual submission to the CBD.
3. **Component 2: Assessment of Monitoring Systems.** *Objective: Enhance and improve monitoring, reporting systems, and transparency frameworks.*
   1. **Gaps in Monitoring Systems Assessment:** Identify gaps in existing data, knowledge systems, and institutional monitoring frameworks for biodiversity status and trends, aligning with NBSAP and GBF targets.
   2. **Monitoring Action Plan Development:** Develop a plan to strengthen national monitoring systems in response to updated targets, GBF, and its monitoring framework. Include initial costing and sequencing of investment support. The plan should take into account the region’s and country's existing database(s) on biodiversity, budgeting, and M&E systems, including the national reporting system developed by the CBD.
4. **Component 3: Policy and Institutional Alignment and Review for Coherence with GBF.** *Objective: Identify actions for policy alignment and coherence in nature-related sectors.*
   1. **Rapid Review of National Policies:** Conduct a rapid review of existing national policies and policy instruments (e.g. legislation) related to biodiversity and/or the goals and targets of the GBF and assess their alignment with the GBF and the NBSAP, including sectoral policies outside of biodiversity, such as forestry, agriculture, crops and livestock, and tourism.
   2. **Prioritised action plan** developed for greater policy coherence and for early implementation related to policy and institutional alignment exercises.
5. **Component 4: Biodiversity Finance Activities.** *Objective: Define biodiversity finance gaps and identify opportunities for resource mobilization.*
   1. **Biodiversity Expenditure Review:** Conduct a review of biodiversity-related spending across sectors.
   2. **Cost Estimate for GBF-related Actions:** Generate costing projections for new and updated GBF activities. Calculate the national financing gap.
   3. **Biodiversity-Harmful Subsidies Review:** Identify, review, and prioritize biodiversity-harmful subsidies. Analyze existing finance mechanisms and recommend corrective actions.
   4. **Finance Action Plan Development:** Develop a plan for domestic resource mobilization/biodiversity finance, including a national action plan to fill the finance gap for the Kunming-Montreal GBF by 2030. Establish a monitoring system for finance and national reporting.
   5. **Other Early Actions Related to Biodiversity Finance**: Undertake additional key steps for countries with advanced work on biodiversity finance to achieve GBF.
   6. **Validate findings**: Host a meeting in the FSM to validate the findings of the biodiversity finance activities.
6. **Engage with relevant stakeholders and the TWG for the NBSAP update. This includes:**
   1. **Identify and map the core stakeholders:** In consultation with FSM R&D, map core stakeholders who need to be consulted on the development of the NBSAP and update of national goals and targets
   2. **Hosting meetings for the TWG:**For tasks under Component 1, 2, 3 and 4, convene at least one meeting per component (4 meetings total) in country in the Technical Working Group. The dates will be selected at least two weeks prior notice in collaboration with the Assistant Secretary for Marine Resources.
   3. **Stakeholder Engagement and South-South Cooperation:** Develop and implement Stakeholder Engagement Plans for an inclusive consultative process.
   4. **Stakeholder Consultation:** Facilitate in-country consultations, taking into consideration the whole-of-society and whole-of-government approach in a participatory process engaging communities across the islands.
   5. **Reporting:** Provide regular progress reports, including detailed documentation of activities, findings, and recommendations to the Assistant Secretary for Marine Resources.

**D. Approach and Methodology**

The bidder will closely engage with the Assistant Secretary for Marine Resources before initiating their work to understand the activities and agree on a work plan.

The bidder should be working closely with the project team and the stakeholders including the Technical Working Group for the NBSAP update. This TWG will be chaired and organised by the FSM R&D. It is up to the bidder to work their schedule around availability of the chairs and the TWG. To ensure a whole-of-society approach, the bidder will be expected to liaise with relevant entities, such as relevantNational and State Government Departments, civil society partners, and non-governmental organisation partners, to ensure the proposed NBSAP revisions are in line with Section C of the GBF and the CBD Gender Plan of Action.

The workshops, training events, and other activities should be delivered in coordination with the Project Team.

The bidder will submit all reports to the Assistant Secretary for Marine Resources in soft copies in English along with all raw and primary data collected in electronic form.

The bidder will provide a detailed methodology aligned with the above scope and below deliverables.

**E. Deliverables and Duration**

The incumbent should perform the tasks above according to the following schedule and deliverables. The conditions for payment release for all deliverables will be within thirty (30) days from the date of meeting the following conditions:

* FSM R&D’s written acceptance of the quality of the outputs; and
* Receipt of invoice from the Service Provider.

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| **Task** | **Reporting period and key milestones** | **Report Due** | **Payment Percentage** |
| **Deliverable 1:**  **Inception Report/Meeting** | Payment upon submission and acceptance of the following deliverables:   * Submission and acceptance of reports and workplan, including timeframe, for outputs under Task 1: Inception Meeting | May 15, 2025 | 20% |
| **Deliverable 2:**  **Component 1: Rapid Review of NBSAP for Alignment with the Kunming-Montreal GBF.** | Payment upon submission and acceptance of the following deliverables:  · Submission and acceptance of reports for outputs under Component 1 | July15, 2025 | 20% |
| **Deliverable 3:**  **Component 2 and 3: Assessment of Monitoring Systems and Policy and Institutional Review for Coherence with GBF** | Payment upon submission and acceptance of the following deliverables:  · Submission and acceptance of reports for outputs under Component 2  · Submission and acceptance of reports for outputs under Component 3 | September 15, 2025 | 20% |
| **Deliverable 4:**  **Component 4: Biodiversity Finance Activities.** | Payment upon submission and acceptance of the following deliverables:   * Submission and acceptance of reports for outputs under Component 4 | October 30, 2025 | 20% |
| **Deliverable 5:**  **Monitoring and Evaluation, and Project Closure** | Payment upon submission and acceptance of the following deliverables:   * Submissionand acceptance of reports for outputs under Component 5 | November 28, 2025 | 20% |

**F. Key Performance Indicators and Service Level**

The following are main indicators for the assignment:

* NBSAP is reviewed for updates and revised in an inclusive, cross-sectoral process.
* Gaps in current monitoring systems are identified and a monitoring plan is put in place for biodiversity targets and the NBSAP.
* Policies are assessed for coherence to the GBF and NBSAP.
* A Biodiversity Finance Plan is completed and reviewed.
* Final project closure reports are submitted as outlined under Component 5.

**G. Governance and Accountability**

The service provider will closely work with the FSM team while taking responsibility for deadlines and deliverables as outlined in the Terms of Reference and associated Contract. The team will also be responsible for working with the Department of FSM R&D and other important government authorities. The team will appoint a project manager who will report directly to the project Technical Advisor or their delegated staff member.

The Consultancy firm and/or individual will be given access to relevant information necessary for execution of the tasks under this assignment.

**H. Institutional Arrangements / Facilities to be provided by FSM R&D**

The service provider will be responsible for the delivery, content, technical quality and accuracy of its own deliverables, subject to the provision of the necessary information and facilitation by FSM R&D and relevant aspects in the development of the assessment. The bidder is expected to have their own IT equipment to perform the tasks above and is responsible for all telecommunications equipment and subscriptions while in country.

**I. Expected Duration of the Contract/Assignment**

The expected duration of the assignment is over a period of 151 working days collectively over 6 months from contract signature.

**J. Duty Station**

The location of the assignment is home-based, with anticipated significant travel to the Federated States of Micronesia. It is anticipated that the bidder will be responsible for ground truthing, meetings, and travel arrangements to FSM. Costs for this should be included in the proposal. If the project team and/or individual is based overseas, it is expected that the team and/or individual will be available to travel to FSM as required by the ToR to provide in-person guidance and support to the TWGs. Nonetheless, the entire team will be expected to be available via Zoom or other teleconferencing software during FSM’s working hours at least twice per week. The bidder must be reasonably accessible by email and telephone (preferably mobile). The use of reliable, internet-based telecommunications application software (Zoom, MS Teams or equivalent) is required.

**6**. **Assumptions**

The FSM Department of R&Dacknowledges that the bidder’s work will rely upon collaboration with government departments, NGOs, IGOs, UN agencies, donors, and other relevant stakeholders including private sector representatives, youth groups, and communities. FSM R&D will therefore seek to:

· Facilitate effective liaison between the bidder and other teams undertaking related pieces of work in ithe FSM, including national government.

· Offer timely feedback on drafts submitted by the bidder.

**7. Fees:** The financial cost proposal should include a detailed breakdown of the total budget proposal including: daily fees, presentation costs, anticipated workshop costs based on task description above, travel costs, and applicable taxes.

**8. Requirements and Qualification:**

FSM R&D is seeking a qualified and appropriate company, team of experts, or individual to provide this service. The bidding team overall is expected to have the following experience, skills and qualities:

· Minimum 3 years’ demonstrable experience working with organisations delivering outputs related to NBSAP updates, CBD reporting, blue or green economy, biodiversity finance, protected areas and innovative financing, or other relevant area;

· At least one completed project related to supporting a government in the Asia-Pacific area / Oceania / Pacific islands region in developing national targets, alignment towards multilateral environmental agreements, and reporting to the CBD or other relevant Convention; provide details and evidence of such experience including scope of work, duration of activities, details of the client, link to output, etc.

· Proven delivery of workshops and stakeholder forums which engage government, NGOs, CBOs, IGOs, private sectors, and community representatives to work towards shared goals.

· Proven track record of supporting governments, organizations, UN agencies, academic institutions and/or private sector in the FSM in climate, biodiversity finance and/or environment projects and technical outputs;

· Experience working in the Pacific or Oceania region and particularly in the FSMwould be desirable.

· ***Desirable qualification:*** Training in the field(s) of diversity, equity and social inclusion, gender equality, participatory approaches

**10. Evaluation Criteria**

**Technical Evaluation Criteria:**

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| **Summary of Technical Proposal Evaluation Forms** | | **Points obtainable** |
| Form 1 | Expertise of Firm / Organization | 350 |
| Form 2 | Proposed Methodology, Approach and Implementation Plan | 350 |
| Form 3 | Management Structure and Key Personnel | 300 |
|  | **Total** | **1000** |
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| **Form 1: Expertise of the Firm/Organization** | |  |
| 1 | Minimum 3 years’ demonstrable experience working with organisations delivering outputs related to NBSAP updates, CBD reporting, blue or green economy, biodiversity finance, protected areas and innovative financing; (1 - 2 years – 60 points; 3 years - 70 points; 4-5 years - 80 points; 6 years and more – 100 points) | **100** |
| 2 | At least one completed project related to supporting a government in the Asia-Pacific area in developing national targets, alignment towards multilateral environmental agreements, and reporting to the CBD or other relevant Convention; ( 0 projects - 50 points; 1 project – 70 points; 2-3 projects -80 points; 4 projects and more - 100 points) | **100** |
| 3 | Proven delivery of workshops and stakeholder forums which engage government, NGOs, CBOs, and Indigenous representatives to work towards shared goals. (1 workshops - 35 points; 2-3 workshops - 40 points; 4 workshops – 50 points) | **50** |
| 4 | Proven track record of supporting governments, organizations, UN agencies, academic institutions and/or private sector in PNG in climate, biodiversity finance and/or environment projects and technical outputs (If yes, 35 to 50 points) | **50** |
| 5 | Experience working in Asia Pacific or \_\_\_\_ (Asia Pacific – 35 Points, \_\_\_\_\_\_\_\_ – 50 points) | **50** |
| **Total for Form 1** | | **350** |
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| **Form 2: Technical Proposal Evaluation** | | **Points obtainable** |
| 1 | Does the submitted Technical Proposal meet the objective and scope of work? (The Technical Proposal generally meets the objectives and scope of work – 70 points; The Technical Proposal corresponds well to the task, but workload overstated/understated – 80 points; The Technical Proposal is logical and details the algorithm of the task which is corresponding to the volume of work – 100 points) | **100** |
| 2 | How well developed, reasonable and reliable is the methodology of the implementation for the work in the FSM? (The methodology was developed with an incomplete understanding of current realities and compliance with the tasks – 60 points; The methodology logically describes a sequence of works – 70 points; The methodology includes thorough criteria that demonstrate its feasibility – 100 points) | **100** |
| 3 | Does the methodology display an in-depth understanding of FSM’s specific environmental challenges related to NBSAP development, monitoring national environmental goals, and developing biodiversity finance plans? (The methodology was developed with an incomplete understanding of current realities and compliance with the tasks – 60 points; The methodology logically describes a sequence of works – 70 points; The methodology includes thorough criteria that demonstrate its feasibility –100 points) | **100** |
| 4 | How well developed and reliable is the task schedule? (The proposed task schedule contains some discrepancies – 30 points; the organization provided a balanced and realistic task schedule – 50 points) | **50** |
| **Total for Form 2** | | **350** |
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| **Form 3: Management Structure and Key Personnel** | | **Points obtainable** |
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? | 50 |
| 3.2 | Qualifications of key personnel proposed | |
| **3.2.1** | **Team leader** |  |
|  | Master's degree in environmental management, geography, biology, international development, anthropology, business administration, or related fields (Bachelor’s - 20 points; Master’s / Specialist degree - 25 points; PhD – 30 points) | 30 |
|  | Relevant experience supporting governments and development partners in reporting to the Convention on Biological Diversity (CBD) or other relevant multilateral environmental agreements. Specific experience in biodiversity conservation, BIOFIN methodology, SDGs, GBF, protected area management, and conservation finance, as relevant to the FSM, strongly desired; (4 years experience - 20 points; 4-5 years - 25 points; 6 years and more - 30 points) | 30 |
|  | Experience leading multicultural teams in-person and remotely, coordinating complex outputs and communicating to wide groups of stakeholders on the outcome (4 years – 10 points; 6 years – 15 points; 7 years and more – 20 points) | 20 |
|  | Fluency in English: (10 points) | 10 |
| Subtotals | | 90 |
| **3.2.2** | **Technical Consultants (1 CV required)** |  |
|  | Bachelor’s Degree in economics, business, biology, geography, international development, or related field; (20 points – Bachelor’s Master’s / Specialist degree and above – 25 points) | 25 |
|  | Similar experience working with intergovernmental, government, nongovernmental, community-based organizations or private sector in projects related to biodiversity and climate change – NBSAP experience strongly desired; (1 project – 15 points; 2-3 projects – 15 points, 3 projects and more – 20 points) | 20 |
|  | Experience working in Asia Pacific or FSM (Asia Pacific – 15 points, FSM– 20 points) | 20 |
|  | Proven experience facilitating stakeholder groups including government and indigenous people (1 workshop – 10 points, 2 workshops – 15 points, 3 or more – 20 points) | 20 |
|  | Fluency in English (10 points) | 10 |
|  | Subtotals | 95 |
| **3.2.3** | **Stakeholder Engagement Assistant** |  |
|  | Bachelor’s degree in administration, finance, conservation, international development or related fields (25 points – Bachelor’s Degree or higher; 20 points – Technical certificate) | 30 |
|  | Experience organizing events, conducting stakeholder engagement, or audit and spot checks for organizations in the FSM. (1-2 years – 20 points; 3 years or more – 25 points) | 30 |
|  | Fluency in English (5 points) | 5 |
| Subtotals | | 65 |
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| **Total for Form 3** | | **300** |