



Empowered Lives.
Sustainable Futures.

United Nations Development Programme

Project title: Technical Support to Eligible Parties to Produce the Sixth National Report to the CBD (6NR - LAC)	
Country: Global Antigua and Barbuda; Argentina; Belize; Bolivia; Colombia; Costa Rica; Dominican Republic; Ecuador; El Salvador; Guyana; Honduras; Jamaica; Paraguay; Peru, Saint Lucia; St. Kitts and Nevis; and St. Vincent and Grenadines	Implementing Partner: UNDP
Management Arrangements: Direct Implementation Modality (DIM)	
UNDAF/Country Programme Outcome: N/A	
UNDP Strategic Plan Output: <u>Output 2.5:</u> Legal and regulatory frameworks, policies and institutions enabled to ensure the conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems, in line with international conventions and national legislation. Indicator 2.5.1: Extent to which legal or policy or institutional frameworks are in place for conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems. Indicator 2.5.2: Extent to which capacities to implement national or local plans for integrated water resource management or to protect and restore the health, productivity and resilience of oceans and marine ecosystems have improved.	
UNDP Social and Environmental Screening Category: <i>Low Risk</i>	UNDP Gender Marker: 2 2 (a "gender mainstreamed initiative")
Atlas Project ID/Award ID number: 00103300	Atlas Output ID/Project ID number: 00105317
UNDP-GEF PIMS ID number: 6114	GEF ID number: TBD

Planned start date: June 1, 2017		Planned end date: May 31, 2019	
LPAC date: May 2017			
Brief project description:			
<p><i>The goal of this project is to provide technical support to GEF-eligible Parties to the Convention on Biological -Diversity (CBD) in their work to develop a high quality, data-driven sixth national report (6NR) that improves national decision-making processes for the implementation of NBSAPs; that report on progress towards achieving the Aichi Biodiversity Targets and inform both the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030. The challenge is that the rate of change of natural capital, open which economies and human wellbeing depend, is too faster for policy makers to adapt to, and an updated national report is required to understand changes in the status and trends of biodiversity, and their implications. This information will provide the main rational for the follow up work on the Strategic Plan beyond this decade and will help shape the post-2020 global biodiversity agenda. It is therefore essential that these reports provide an accurate and up-to-date reflection of national and global progress to address the Aichi Biodiversity Targets (ABTs).</i></p>			
FINANCING PLAN			
GEF Trust Fund		USD: 1,963,500	
UNDP TRAC resources		USD 0	
Cash co-financing to be administered by UNDP		USD 0	
(1) Total Budget administered by UNDP		USD 1,963,500	
PARALLEL CO-FINANCING (all other co-financing that is not cash co-financing administered by UNDP)			
UNDP		USD 100,000	
Government		USD 1,280,000	
(2) Total co-financing		USD 1,380,000	
(3) Grand-Total Project Financing (1)+(2)		USD 3,343,500	
SIGNATURES			
Signature: Adriana Dinu		Agreed by UNDP	Date/Month/Year: TBD

I. TABLE OF CONTENTS

I.	Table of Contents.....	3
II.	Development Challenge.....	4
III.	Strategy.....	6
IV.	Results and Partnerships.....	6
V.	Feasibility.....	10
VI.	Project Results Framework.....	16
VII.	Monitoring and Evaluation (M&E) Plan.....	19
VIII.	Governance and Management Arrangements.....	22
IX.	Financial Planning and Management.....	24
X.	Total Budget and Work Plan.....	26
XI.	Legal Context.....	29
XII.	Annexes.....	30

Acronyms used in this proposal:

6NR	Sixth National Report on Biodiversity to the Convention on Biological Diversity
CBD	Convention on Biological Diversity
SCBD	Secretariat of the Convention on Biological Diversity
GEF	Global Environment Facility
GEFSEC	Global Environment Facility Secretariat
MSP	Medium Sized Project
NBSAP	National Biodiversity Strategies and Action Plan
PIR	GEF Project Implementation Report
POPP	Programme and Operations Policies and Procedures
UNDP-GEF	UNDP Global Environmental Finance Unit

II. DEVELOPMENT CHALLENGE

Biodiversity is currently being lost at unprecedented rates due to human activities around the globe. To address this problem, the CBD COP adopted a Strategic Plan in 2002 (Decision VI/26). In its mission statement, CBD Parties committed themselves to more effective and coherent implementation of the three CBD objectives with the purpose of achieving a significant reduction of the current rate of biodiversity loss at the global, regional and national level by the year 2010, as a contribution to poverty alleviation and to the benefit of all life on earth. These agreements became known as the 2010 Biodiversity Commitments, for which a set of targets and indicators were later established.

The targets associated with the 2010 Biodiversity Commitments inspired action at many levels, however, they were not achieved at a sufficient enough scale to successfully address the pressures on biodiversity. While the commitments did result in some understanding of the linkages between biodiversity, ecosystem services and human well-being, biodiversity issues were insufficiently integrated and generally not reflected into broader policies, strategies, programmes, actions and incentive structures. As a result, the underlying drivers of biodiversity loss were not significantly reduced at the global level. The diversity of genes, species and ecosystems continued to decline, as the pressures on biodiversity remained constant or increased in intensity, mainly as a result of human actions. This loss has profound impacts on human wellbeing, and compromises the ability to adapt to future stressors and shocks.

COP 10 decisions recognize that achieving positive outcomes for biodiversity requires actions at multiple entry points. The new Strategic Plan for Biodiversity 2011-2020 (CBD COP decision XI/2) reflects this perspective by including 20 headline targets for 2015 or 2020, which are referred to as the Aichi Biodiversity Targets (ABT), and are organized under five strategic goals. The goals and targets comprise aspirations for achievement at the global level and a flexible framework for the establishment of national or regional targets. The decision invites Parties to set their own targets within this flexible framework, taking into account national needs and priorities, while also considering how national actions contribute to the achievement of the global targets. NBSAPs are the key conduit for implementing the Strategic Plan and achieving the ABTs at a national level, and are a central policy-making tool for national biodiversity management. The Convention requires countries to prepare a national biodiversity strategy, or equivalent instrument, and to ensure that it, and the principles of conservation and sustainable use, are integrated into the planning and activities of those sectors whose activities can have an impact (positive and negative) on biodiversity. Consequently, post-2010, countries were called to revise their NBSAPs, or equivalent documents, with the purpose of setting national targets to attain the Strategic Plan, and prescribe national strategies and actions to achieve them. It is these targets whose implementation and attainment will be assessed during the 6NR process.

Parties are required by Article 26 of the Convention to submit national reports to the COP on measures taken to implement it, and the effectiveness of those actions in meeting the Convention's objectives. The 6NR will focus on monitoring the effectiveness of national strategies and actions in achieving National and Aichi Biodiversity Targets (ABT) and related biodiversity outcomes. This will require an assessment of progress on achieving national targets, using the global and/or national indicators of biodiversity status and trends. However, reporting places a significant burden on countries and results are generally superficial. A lack of spatial data analysis, root cause analysis, and monitoring changes in the status and trends of biodiversity at regular intervals are resulting a pervasive lack of evidence-based reporting and decision making. These gaps are compounded during assessments regarding the impact of NBASP actions, many of which are not financeable, measurable or sufficiently detailed to be enacted. Many parties will be challenged to populate the CBD online reporting system because of these issues and the variability in post 2010 NBSAPs and previous national reports. The 6NR approach necessitates new thinking about how to development a dynamic reporting framework and decision

support system that builds the capacity of countries to facilitate dynamic monitoring, reporting, and decision making to ensure they can more efficiently and effectively undertake their national reporting obligations.

Most Parties have identified lack of financial, human and technical resources as limiting their implementation of the Convention. Meanwhile, technology transfer under the Convention has been very limited, and there is concern that insufficient scientific information for policy and decision-making is a further obstacle for the implementation of the Convention. Many countries do not find themselves able to commit the necessary funds, planning, and time for following up on their international commitments with sufficient technical quality. Without the benefit of external assistance and extra guidance, capacity in several countries is simply not sufficient for carrying out the assessment and consultation in a truly participatory fashion and with adequate technical and scientific standards. This is particularly the case for Least Developed Countries (LDCs) and Small Island Developing States (SIDS).

Because the global biodiversity strategic plan is ending in 2020, and because there is need to have quality reporting from Parties on progress in implementing the plan, COP 13 requested that the GEF “provide adequate funding for the preparation of the sixth national report in a timely and expeditious manner”. In particular, this project proposes to address the need to engage broad groups of stakeholders (including both men and women) at the national level in the process of developing data driven assessment process of progress towards ABT achievement. The project also ensures that national biodiversity planning process will continue to contribute to the national policy agenda and be considered in decision-making processes both at the global level and in participating countries. In addition, the project will reduce the barriers of Parties to integrate issues pertaining to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (the ‘Nagoya Protocol’). Finally, this project will also build the capacity of Parties to align reporting on implementation of the CBD 2015-2020 Gender Plan of Action (decision XII/7).

Parties view their capacities to undertake national reporting efforts as insufficient, both financially and technically. During national reporting discussions at COP 13, Parties requested that the CBD Executive Secretary, “subject to the availability of resources, and, where possible and appropriate, in collaboration with relevant partners and related process, to organize capacity-building activities ... support developing countries, in particular the least developed countries and small islands developing States, as well as Parties with economies in transition, in the preparation of their 6NR” (decision XIII/27, paragraph 6). In the same decision, Parties also requested that the GEF, “provide adequate funding for the preparation of the 6NR in a timely and expeditious manner to developing countries, in particular least developed countries and small island developing States, as well as Parties with economies in transition” (decision XIII/27, paragraph 3).

At COP 12, Parties requested the preparation of an assessment of capacity-building and awareness raising needs related to the coherent and synergistic implementation of the biodiversity-related conventions at the national level. The assessment was undertaken by UNEP-WCMC. Parties (UNEP/CBD/BRC/WS/1/INF/1) identified a number of capacity-building needs related to national reporting (Piloting Integrated Processes and Approaches to Facilitate National Reporting to Rio Conventions). These include:

- Strengthening institutional capacity on the mobilization of information,
- Managing and processing data for effective flow of information and knowledge,
- Developing methods of data analysis, and
- Drafting of national reports.

Similar capacity building needs have also been identified through previous GEF-funded support for national reporting in Least Developed Countries (LDCs) and Small Island Developing States (SIDS). These capacity-building needs can be addressed via the 6NR support project, through providing technical support regarding the national reporting process as well as the development of the content of 6NRs.

III. STRATEGY

This project proposes to enhance CBD's efforts to build national reporting capacity by providing targeted and timely technical and financial support to a wide range of countries in an effective and cost-efficient manner. The project objective is to support parties to develop high quality, data driven 6NRs, that are owned by stakeholders, and more accurately report on progress towards achieving the ABTs and implementing National Biodiversity Strategy and Action Plans (NBSAPs) using nationally verified data, with the purpose of informing the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030. The project will include trainings and capacity building opportunities that are based on the information provided in the 6NR reference manual, and that are developed and executed in close collaboration with the CBD Secretariat. The project will also support Parties to assess each national target using a stakeholder consultation process, and to participate in a technical peer review process. This will help to ensure the preparation of a comprehensive report and create ownership of its conclusions.

To support the achievement of the Strategic Plan, UNDP, UN Environment, through its World Conservation Monitoring Center (UNEP-WCMC), and the Secretariat to the Convention on Biological Diversity (SCBD) are also collaborating on the GEF-funded "Global Support to NBSAP" project. The project partners provide technical support and capacity building services to 128 GEF eligible countries during the NBSAP revision and early implementation process. As a result, the quality benchmark and policy relevance of the next generation of NBSAPs is improving, and the level of public participation in their preparation is increasing. These actions contribute to the global achievement of ABT 17, which states, "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 project is measurably improving the incorporation of Aichi-inspired biodiversity conservation and sustainable use targets into NBSAPs by implementing two work streams: (1) the development and delivery of global learning materials, and (2) the delivery of direct technical support. The delivery of one-on-one support and the peer review of NBSAPs are also the important tools to improve NBSAP quality and assist countries to align their NBSAPs with the ABTs. This project will utilize a similar project model and building on the strengths of this existing partnership in successfully building the capacity of GEF-eligible countries

IV. RESULTS AND PARTNERSHIPS

Expected Results: There are two primary global environmental benefits to this project. First, it contributes to the global assessment of progress in achieving the ABTs, and to an understanding of the national contributions made to the Strategic Plan by this progress. The same information is also relevant to assessment of progress in addressing aspects of other international commitments including the SDGs). Second, it provides an important basis for consideration of the post-2020 global biodiversity strategy. The information developed during this project can be used not only to understand current biodiversity status and trends, but also to understand how well a country's actions are contributing to national and global conservation targets.

The results will provide a simultaneous and comparable snapshot of how countries are implementing CBD obligations, and the results of those strategies and actions. This project is an intervention in alignment with the GEF's mandate to generate global benefits by paying for the incremental costs of planning and foundational enabling activities that countries implement to generate global biodiversity benefits.

This project has the following components, outcomes and outputs.

Component 1: Project inception meeting & identification of funding resources

Outcome 1: A functional steering committee (SC) is formed in each country to prepare the 6NR, project times and methods are developed, funding is mobilized, where necessary, and training and capacity building activities are complete.

- Output 1.1 The SC and coordination role(s) for 6NR preparation are assigned, and a production plan and timeline is developed. Activities include: (a) deciding on the working arrangements and methods for preparing the 6NR, including issues related to the use of the online reporting tool; (c) identifying the relevant stakeholders for each national target or target component. UNDP will establish and maintain close collaboration between SCBD and each country, establishing an open line of communication regarding technical requirements for all aspects of National Reporting; and (d) holding the inception meeting.
- Output 1.2: Funding and Resource are acquired, including the development of a workplan and finer country specific budget and the identification of other funding sources. Activities include: (a) identifying of other sources of funding and in-kind support, and (b) identifying partner organizations, agencies and centers of excellence to support the project. UNDP to establish and maintain close collaboration between SCBD and each country, establishing an open line of communication regarding technical requirements for all aspects of National Reporting; (b) identifying the responsible actors and organizations for the different elements of the report.
- Output 1.3: Participation in training and capacity building opportunities for the project team and the steering committee. Activities include: (a) training in the use of the CBD online reporting tool, and (b) training in the development of data that reports on progress in achieving the targets and activities in the post-2010 NBSAP.

Component 2: Assessment of progress towards each national target

Outcome 2. Stakeholder owned reports for each ABT and/or national equivalent are produced and compiled [Parties are requested to report on both achievement of each identified national target (Section III), and on achievement of each Aichi Biodiversity Target (Section IV)].

- Output 2.1: A scoping report/zero draft for each ABT and/or national equivalent is prepared. Activities include: (a) preparing the initial draft elements of the national report, including data and progress assessments that are already available for each ABT and/or national equivalent; (b) identifying information gaps for each ABT and/or national equivalent that is required to undertake the assessment of implementation measures and the assessment of progress towards national targets required in 6NR sections II and III. UNDP will provide all countries with a standard base layer of data and information on key variables related to National Reports, in collaboration with the UN Global Pulse Lab and with UN Environment-WCMC. In addition, UNDP to provide, on an as-needed and cost-recovery basis, additional support in integrating additional data layers relevant to the particular needs of each country.
- Output 2.2: Consultations with stakeholders are undertaken to verify data and progress assessments and address information gaps. Activities include: (a) facilitating a process that convenes experts from a full range of disciplines, including women, indigenous groups and business sectors, to determine the status of NBSAP implementation, identify data gaps and validate spatial information; and (b) working with experts during stakeholder workshops to draw conclusions on national progress related to NBSAP implementation and achievement of ABT, in support of Decision VII/25. Given the breadth of the national targets adopted by countries, multiple consultations may need to be undertaken, and can include national focal points for the Cartagena and Nagoya Protocols, national focal points for the other

biodiversity-related conventions, Rio Conventions and other relevant international and regional processes and agreements, representatives of other government ministries and local governments, representatives of indigenous peoples and local community organizations, research and academic bodies, the private sector, bodies representing the agricultural, forestry, fishery, tourism or other sectors, environmental management bodies, non-governmental organizations, women's organizations, and agencies addressing sustainable development and poverty eradication.

- Output 2.3: Reports for each ABT and/or national target equivalent are developed, and are based on the information collected during the activities that are described above. Activities include: (a) developing progress assessments for each ABT and/or national target equivalent; (b) reviewing NBSAP implementation (c) reviewing actions to mainstream biodiversity (d) assessing of the effectiveness of the actions undertaken to implement the Strategic Plan and NBSAPS. The individual assessments serve as a series of small, stand-alone reports, which when combined, constitute the main body of the 6NR. This output builds the capacity of countries to facilitate dynamic monitoring, reporting and decision making to ensure they can more efficiently and effectively undertake their national reporting obligations.

Component 3: Sixth national Report production and submission

Outcome 3: A Stakeholder owned 6th national Report is produced and submitted to the CBD

- Output 3.1: The 6NR is compiled, reviewed, revised and finalized. Activities include: (a) compiling the target level assessments into a comprehensive draft 6NR, and following all formatting requirements to ensure consistency across targets; (b) circulating the draft 6NR to the SC and UNDP/UN Environment for a technical peer review; (c) revising the assessment to incorporate additional data sources and technical expertise; (d) facilitating additional stakeholder consultations, as needed; (e) developing a final 6NR report; and (f) obtain final approval from steering committee. Depending on the comments received during the review period, a country may wish to make the report available for a second round of peer review. UNDP to establish a roster of technical peer reviewers, who can review documents in English and Spanish, and will train these consultants in a peer review checklist, to be developed in consultation with SCBD. Following the peer review the report will be revised and the final version produced.
- Output 3.2: The 6NR is validated and officially submitted to the CBD. Activities include: (a) official validation of the report by the government, which often requires approval from the Minister or Cabinet; and (b) submitting the 6NR as an official document to the CBD in accordance with Article 26. The 6NR should comply with national procedures for such submissions. If the 6NR is being prepared with the use of the online reporting tool, the report may be submitted directly to the Secretariat through this system. Parties not using the online reporting tool may send their 6NR to the main email address of the SCBD (secretariat@cbd.int). A national report submitted in document form should be accompanied by an official letter from the national focal point or the senior government official responsible for the implementation of the Convention.

ii. Partnerships:

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

IUCN regional office for Southern and Eastern Africa which is implementing BIOPAMA, WWF, CI, Birdlife, IUCN TILCEPA. From central Africa: IUCN PACO, TNC, and AWF. From West Africa: WWF, PMRC (supported by a consortium of NGOs and donors), Birdlife international, IUCN PAPACO and MIKE Programmes. From Northern Africa and West Asia: IUCN regional offices for West Asia and Mediterranean, ROPME, LAS. Ramsar regional coordinator, CMS Abu Dabi office, and the Government of Egypt and UAE. From the Pacific: SPREP, TNC, WWF, WCS, Birdlife International, IUCN Oceania, and Rare. From South Asia: ICIMOD and Wildlife Institute of India, IUCN - WCPA regional vice chair and Rare. From South and East Asia: Government of Korea, ASEAN Centre for Biodiversity, IUCN regional office in Vietnam supported by WCS, WWF and Birdlife International. From CEE and Central Asia: WWF, Bfn (German nature academy), TNC, and WCS. Biodiversity data partners will be enlisted from: GLOBE, NASA, JRC, WCMC, TNC, IUCN, EOL/BioSynthesis Group, GBIF, BirdLife, UNESCO, CI, Ramsar, UNESCO, FAO, among others. The primary role of these organizations is technical support, to provide the inputs that go into each 6th National Report.

In addition, the project will work closely with the United Nations Global Pulse Lab to assist countries in attaining globally and nationally available data sets that provide the foundation for the National Reports. Other data providers include Montana State University, Woods Hole, Forest Watch and WRI, among others.

iii. Stakeholder engagement:

Countries are expected to involve a wide multi-sectoral group of stakeholders in the various stages of consultations, and where possible, are encouraged to include the entities listed in Table 3.1. During the funding of previous enabling activities, GEF eligible countries conducted stakeholder mapping exercises for biodiversity issues. Participating parties may re-engage those working groups during the 6NR reporting period. Where there are emerging issues, such as gender equality, additional stakeholders will be invited to participate in the process.

The stakeholder engagement process should start with the CBD national focal points, the NBSAP responsible authority or whoever has responsibility for NBSAP coordination, the preparation of CBD national reports; and thereafter it should expand to include a much broader range of national actors. Existing guidance repeatedly emphasizes that during the transition from biodiversity planning to biodiversity implementation (and related progress assessments and reporting), then everyone with a stake in the outcome of the NBSAP needs to be engaged. At the country level, UNDP and UNEP generally recommend instituting a national steering committee that includes representatives of all sectors. These could include line ministries, research and academic bodies, business and industry, indigenous and local community organizations, bodies representing the agricultural, forestry, fishing or other sectors, environmental management bodies, non-governmental organizations, women's organizations, bodies and agencies addressing sustainable development and poverty eradication, educators, the media, and others. Each country's list will be different, but comprehensive. The NBSAP Forum will be key to ensuring disclosure, participation and inclusiveness. This project will create the means for ensuring that, at the country level, the development of the 6NR will be a widely inclusive and participatory process.

The project will follow SCBD training modules recommendations for stakeholder engagement, which include involving the following sets of actors:

- national ministries that are responsible for managing the environment portfolio in each participating country;
- national ministries responsible for production sectors (e.g., fisheries, forestry, agriculture)

- national ministries responsible for development sectors (e.g., infrastructure, mining, energy, transportation)
 - national ministries responsible for finance, budgeting
 - other national stakeholders, including multi-sectoral government ministries, local authorities, local communities, civil society organizations (CSOs), local non-governmental organizations (NGOs) and universities;
 - private sector entities;
 - local communities and indigenous peoples;
 - international NGOs, such as BirdLife International, IUCN and the World Wildlife Fund
 - multi-lateral agencies, such as FAO, the World Bank and others. Section 5 gives a detailed identification of relevant institutions and their expected roles in the consultations.
- iv. Mainstreaming gender: Gender mainstreaming is an important aspect of CBD implementation and it is enshrined not just in the Strategic Plan 2011-2020 itself (refer to COP 10 Decision X/2, article 8), but also in a number of other COP decisions. Quoting the mentioned article, “Recalls decision IX/8, which called for gender mainstreaming in national biodiversity strategies and action plans, and decision IX/24, in which the COP approved the gender plan of action for the Convention, which, among other things, requests Parties to mainstream a gender perspective into the implementation of the Convention and promote gender equality in achieving its three objectives, and requests Parties to mainstream gender considerations, where appropriate, in the implementation of the Strategic Plan for Biodiversity 2011-2020 and its associated goals, the ABT, and indicators.” The project will be a vehicle for further implementing these decisions. The reporting template will consider gender when assessing process in achieving the ABDT and/or national target equivalent. All Parties will be encouraged to undertake strategies and actions that highlight women’s role in conservation/sustainable use and that address the need for a more gender-equitable sharing of its benefits. Based on the analysis of gender that the CBD Secretariat conducted in advance of CoP13¹, and based on UNDP’s own analysis of gender-related actions across all post-2010 NBSAPs, UNDP will ensure that key dimensions of gender are integrated into the project, including an increase in understanding of gender-differentiated connections to biodiversity conservation and sustainable use to support more sustainable outcomes, an understanding of the steps related to gender equality and women’s empowerment, identifying opportunities for women that make use of their biodiversity knowledge; and reinforcing efforts to include women in the implementation of biodiversity-sensitive Sustainable Development Goals.
- v. South-South and Triangular Cooperation (SSTrC): The project will encourage South-South and Triangular Cooperation (SSTrC) through the existing partnership of the NBSAP Global Support Partnership. The project will identify and share best practices in National Reporting and will encourage virtual exchanges via best practices, case studies, webinars and direct communications.

V. FEASIBILITY

i. Cost efficiency and effectiveness:

The proposed project will ensure that the investments already placed in national reporting (3-5NR) and NBSAP development, revision and implementation, including GEF funding, UNDP and UNEP co-financing,

¹ See Progress in Implementing the Gender Plan of Action: Update on Mainstreaming Gender Considerations in National Biodiversity Strategies and Action Plans, UNEP/CBD/COP/13/8/Add.319October2016

and government co-financing, will achieve the intended result of measuring progress in achieving the Strategic Plan and the related Aichi Biodiversity Targets, and that help to transform the biodiversity, finance and development trajectories and provide a pathway toward sustainable development. By collecting and reporting on foundational conservation data, it lays the foundation for more efficient execution of future conservation strategies and actions. By collaborating through the NBSAP Forum, and the existing partnership channels and capacity building and technical support networks developed during the “Global Support to NBSAP” project, this project will ensure that all tools developed will be rapidly accessible to every GEF-eligible country. An emphasis on webinars and digital learning and communication tools helps promote a low-carbon approach to distillation and dissemination of lessons, and provides a platform for further expanding learning within countries. Additional cost savings will be achieved by rolling out regional groupings of multiple countries simultaneously. This enables effective oversight by the implementing agencies, and enhances lesson learning quicker while the countries are executing a similar project at the same time. The umbrella program mechanism is highly cost effective, as it saves countries the time and expense of developing a single country projects, and improves the efficiencies for the implementing agencies and the GEF Secretariat. In addition, this project is an intervention that serves to align the GEF’s mandate to generate global benefits by paying for the incremental costs of planning and foundational enabling activities that countries implement to generate global biodiversity benefits.

If GEF funds are not provided, the countries would “self-finance” the preparation of the 6NR. Past experience has shown that this method is very ineffective, and that many countries may not develop the 6NR, or will be very late in doing so.

In both cases, the functioning of the CBD, and in particular its decision-making processes for the next strategic plan, will be seriously compromised. Without a significant number of national reports, the CBD COP cannot review the implementation of the Strategic Plan and consequently provide adequate guidance for the CBD implementation at various levels. This will hamper production of GBO5 and possible development of post-2020 global biodiversity strategy

ii. Risk Management:

Current risks include 1) the potential for slow implementation of the 6th National Report; 2) inadequate national consultation; 3) inadequate capacity to develop CBD national reports; and 4) that countries may not adequately consider gender in the development of the 6th National Report.

As per standard UNDP requirements, the Technical Project Coordinator will monitor risks quarterly and report on the status of risks to the UNDP Country Office. The UNDP Country Office will record progress in the UNDP ATLAS risk log. Risks will be reported as critical when the impact and probability are high (i.e. when impact is rated as 5, and when impact is rated as 4 and probability is rated at 3 or higher). Management responses to critical risks will also be reported to the GEF in the annual PIR.

Project risks					
Description	Type	Impact & Probability	Mitigation Measures	Owner	Status
The third, fourth and fifth national reporting projects to the CBD showed that many countries were slow to prepare and remit this information to the GEF implementing agency. Often requests were incomplete or contained inconsistent texts.	Operational	Potential effect: Probability:4 Impact: 2	The financial and technical support packages are designed to support countries to develop timely, data driven national reports. Working with SCBD, UNDP will ensure there is better articulation of the requirements of each country during the project. As part of their contribution to this project, UNDP and UNEP will prepare a readymade template for country requests and related guidance materials.	Technical Project Coordinator, RTA	No change
Previous national reports often missed the opportunity to involve civil society in consultations.	Political	Potential effect: There will be limited buy-in into the results of the 6 th National Reports Probability:4 Impact: 2	A major component of this project is technical support related to stakeholder engagement in the reporting process. Countries also received funding to undertake this exercise during the post-2010 NBSAP revision process and demonstrated significant improvement in doing so. UNDP and UNEP will ensure that individual country proposals contain a comprehensive list of the stakeholders that will be engaged in the process. In partnership with the SCBD, experts will be engaged to train country teams on how to facilitate a comprehensive stakeholder engagement process.	Technical Project Coordinator, RTA	No change
The third, fourth and fifth national reporting projects to the CBD showed that many countries do not have adequate capacity to prepare CBD reports, and Parties generally do not review key issues such as gender when preparing their national reports, as this is not explicitly referred to in the decision, guidelines or template.	Strategic	Potential effect: The NR will be of low quality, and will provide inadequate guidance to countries and to the CBD's 5 th Global Outlook Probability:3 Impact: 2	The project will build on the capacity building program that SCBD, UNDP and UNEP implement to support parties with NBSAP revision and implementation. In addition, UNDP and UNEP-WCMC will maintain a technical support facility through the NBSAP Forum to support countries during project. UNDP and UNEP will also provide a technical peer review of the draft reports. The operational procedures and substantive guidance will also be located on in the CBD website in multiple languages.	Technical Project Coordinator, RTA	No change
There is a risk that countries will not review gender issues substantially.	Strategic	Potential effect: The 6 th National Report will not be gender-responsive	UNDP and UNEP will ensure that gender issues are fully mainstreamed into the 6NR through the technical review process	Technical Project Coordinator,	No change

		Probability:3 Impact: 2		RTA	
--	--	----------------------------	--	-----	--

iii. Social and environmental safeguards:

The project supports preparation of the 6th National Report to the CBD and has no field interventions. The rating of low for social and environmental safeguards was assigned because the impact of the project has negligible or no adverse impacts on communities, individuals and/or environment, including on human rights, gender equality, biodiversity conservation, climate mitigation and adaptation, community health, safety and working conditions; cultural heritage, displacement and resettlement, indigenous peoples, or pollution.

iv. Sustainability and Scaling Up:

Innovation

Elevating biodiversity concerns into the policies and plans of government ministries and private sector companies is a goal that can take many years to achieve, and require tremendous amounts of energy and. This project builds the capacity of Parties to develop high quality 6NR that support ministries and CBD to communicate the value of biodiversity to improve ABT-related outcomes to key sectors. These will be reports needed to make a compelling argument for conservation, influence development decisions and have the potential to improve outcomes for biodiversity and poverty. The reports will be gender responsive.

Included in the 6NRs will be direct and explicit linkages to Sustainable Development Goals and to national development goals and planning.

Sustainability

Institutional Sustainability

The project’s sustainability will be assured by building institutional capacity to develop high quality, data driven national assessments of progress to achieve national biodiversity targets and to report on progress towards achieving the Aichi Biodiversity Targets and implementing National Biodiversity Strategy and Action Plans (NBSAPs) with the purpose of informing the fifth Global Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030. The stakeholder driven reporting process will ensure ownership of the outcomes and help Parties to further set and evaluate the importance of a national conversation strategy, and the elements it is intended to address. In most GEF-eligible countries, these committees and structures operated or are operating through previous GEF projects targeting enabling activities. Measures will be taken to ensure adequate representation of the stakeholder’s responsible gender equality and the involvement of indigenous peoples and other emerging issues, and to the engagement of focal points of other multilateral agreements and processes. Project design is a direct response to needs identified in the capacity assessment carried out by WCMC in 2012 with respect to national biodiversity planning, as well as needs assessments during the “Global

Support to NBSAP” project. Both project’s highlight the concept that biodiversity planning is a cyclical and incremental process of capacity building.

Sustainability through strengthening networks

The technical sustainability of the outcomes of the project is dependent on the maintenance and management of the national, regional and global communications infrastructure. This project will be executed at country level but may have participation of various regional and global actors such as UNDP and UNEP Regional offices, UNEP WCMC, and SCBD as deemed necessary. Networks will also include actors relevant to issues of gender equality.

Anchoring the project in the UNDAFs and in implementation of the SDGs

UNDP will ensure this project is anchored in the individual country UNDAF processes, and thus will expose the results to the rest of the UN players in the region. This is crucial to making sure that the outputs and outcomes are visible to many other development agencies and therefore stand a better chance to attract more national and regional support in the future.

While the number of countries may pose a challenge for this mainstreaming due to differences UNDAF cycles, it will still be possible to capture and include it sometime within the 36 months of the project duration. A typical UNDAF framework runs for 5 years and has five pillars including (a) Human rights; (b) Gender mainstreaming; (c) Environment Sustainability; (d) Capacity development; and (e) Results-based management. This 6th NR project is based on the environment angle but addresses all the others- and so it will be easy for any country to articulate and mainstream the project in UNDAF. Each of the 17 countries will interrogate their own UNDAF documents and make sure the project answers to their requirements.

In addition, UNDP will ensure that this project is incorporated into its roll out of “Mainstreaming, Acceleration and Policy Support” of SDGs in UNDP-supported countries over the next two year. The MAPS approach captures three core components of the UNDG’s upstream support to the SDGs: a) Mainstreaming work to raise public awareness on the 2030 Agenda and ensure that the principles and goals of sustainable development found in the 2030 Agenda are fully integrated into national and sub-national policy formulation, planning and budgetary processes; b) Analytical work that informs policy makers of the drivers and bottlenecks to sustainable development at the country level, and that contributes to the design of policy interventions that can accelerate progress towards achieving national SDGs by 2030; and c) Policy Support, in terms of joined-up approaches that will enable the UN to deploy its technical expertise and advice to Member States in support of SDG implementation in a coherent and integrated way. UNDP will ensure that the process and results of the 6th NR projects are incorporated into this support to countries.

Potential for scaling up

The proposed project builds on the positive results of previous projects, including the enabling activities funding and technical support packages provided to Parties during the post-2010 NBSAP revision process. All project activities are designed with maximum replicability as an integral aim. Integral project components, such as the consultation teams, the multi-sectoral stakeholder groups, the technical peer review framework and the thematic biodiversity committees, have been used in previous GEF-funded

projects that are focused on enabling activities project. These approaches will be replicated and refined in this project, and the scaled up for use during other GEF supported enabling activities.

The project is also already drawing interesting lessons on the importance of inter-agency collaboration and on the need to involve the Convention in partnerships. During the development of the Third and Fourth National reports, and implementation of the 'Global Support to NBSAP' project, UNEP and UNDP had a similar mode of using an umbrella program encompassing many countries. This modus operandi has several advantages which could be replicated in other GEF and non-GEF projects that involve mandatory enabling activities. The advantages include:

- The umbrella approach is aimed at reducing transaction costs of individual country requests, providing the GEF, and UNEP an opportunity for managing the biodiversity Enabling Activities more strategically in close partnership with the CBD and other key global actors
- A second aspect that is already being replicated from previous umbrella projects is parallel training for country teams for issues pertaining to the project and organized by the SCBD.

This project will contribute to the following Sustainable Development Goal (s): *Goals 14 and 15*

This project will contribute to the following country outcome included in the UNDAF/Country Programme Document: This is a global project. UNDP will ensure this project is anchored in the individual country UNDAF processes, and thus will expose the results to the rest of the UN players in the region. This is crucial to making sure that the outputs and outcomes are visible to many other development agencies and therefore stand a better chance to attract more national and regional support in the future. While the number of countries may pose a challenge for this mainstreaming due to differences UNDAF cycles, it will still be possible to capture and include it sometime within the 36 months of the project duration. A typical UNDAF framework runs for 5 years and has five pillars including (a) Human rights; (b) Gender mainstreaming; (c) Environment Sustainability; (d) Capacity development; and (e) Results-based management. This 6th NR project is based on the environment angle but addresses all the others- and so it will be easy for any country to articulate and mainstream the project in UNDAF. Each of the 17 countries will interrogate their own UNDAF documents and make sure the project answers to their requirements.

This project will be linked to the following output of the UNDP Strategic Plan:

Output 2.5: Legal and regulatory frameworks, policies and institutions enabled to ensure the conservation, sustainable use, and access and benefit sharing of natural resources, biodiversity and ecosystems, in line with international conventions and national legislation.

	Objective and Outcome Indicators	BASELINE	END OF PROJECT TARGETS	MEANS OF VERIFICATION	MID-TERM EVALUATION	ASSUMPTIONS
	<i>Objective: To provide financial and technical support to GEF-eligible Parties to the Convention on Biological Diversity (CBD) in their work to develop high quality, data driven sixth national reports (GNR) that will improve national decision-making processes for the implementation of NBSAPs; that report on progress towards achieving the Aichi Biodiversity Targets (ABTs) and inform both the fifth Global</i>	<i>In the past the GEF eligible countries have been supported to conduct country planning for BD conservation including initial NBSAPs, four rounds of national reports for biodiversity. This planning has been useful in guiding the countries and the COPs in BD conservation.</i>	<i>17 National reports produced and uploaded on the CBD website by end of project</i>	<i>Project reports. Minutes of the PSC. Terminal evaluation Project website at the SCBD. Interviews with government agents, CBD focal points</i>	<i>NA</i>	<i>1. Development and sectoral planning frameworks at country level integrated measurable biodiversity conservation and sustainable use targets during the NBSAP process. 2. The 17 countries are enabled and informed for better decision making in BD conservation</i>

<i>Biodiversity Outlook (GBO5) and the Global Biodiversity Strategy of 2021 – 2030.</i>						
Outcome 1: A functional steering committee is formed to prepare the 6NR, project timelines and methods are developed, funding is mobilized and training and capacity building activities are complete	<i>Percentage of countries with functional steering committees</i>	<i>All the participating countries do not have functional project steering committees for the production of the 6th NR</i>	<i>At least 80% of the countries have functional steering committees by midterm of the project and 100% by project end</i>	<i>Project reports.</i> <i>Minutes of the PSC.</i> <i>Terminal evaluation</i> <i>Interviews with government agents, CBD focal points</i>	<i>NA</i>	<i>Relevant key institutions will be willing to second their staff for membership of the steering committee</i>
	<p>Outputs:</p> <p>1.1. The SC is formed, roles for the preparation of the 6NR are assigned, and a production plan and timeline is developed.</p> <p>1.2. Funding and resource are acquired, including the submission of a funding request and the identification of other funding sources.</p> <p>1.3. Participation in training and capacity building opportunities on the use of the CBD online reporting tool and the development of data that reports on progress in achieving the targets and activities in the post-2010 NBSAP.</p>					
Outcome 2: Stakeholder owned reports for each ABT and/or national equivalent are produced and compiled	<i>Percentage of all identified stakeholders registered in a comprehensive stakeholder inventory involved in producing and compiling of ABTs and/or national equivalent</i>	<i>0%</i>	<i>100%</i>	<i>Project reports.</i> <i>Minutes of the PSC.</i> <i>Terminal evaluation</i> <i>Interviews with government agents, CBD focal points</i>	<i>NA</i>	<i>Forming partnerships between relevant stakeholders interested in biodiversity conservation issues and in development issues</i>
	<i>Percentage of countries that have produced reports for each ABT and/or national equivalent</i>	<i>0%</i>	<i>At least 80% of the countries have produced reports for each national targets by midterm of project</i>			

			<i>time frame and 100% by project end</i>			
	<i>Number of countries with reports for each ABT and/or national equivalent include a gender section</i>	<i>0</i>	<i>17</i>			
<p><i>2.1. Scoping report/zero draft for each ABT and/or national equivalent is prepared.</i></p> <p><i>2.2. Consultations with stakeholders are undertaken.</i></p> <p><i>2.3. Gender-sensitive reports for each ABT and/or national equivalent are developed</i></p>						
Outcome 3: <i>A Stakeholder owned 6th national Report is produced and submitted to the CBD</i>	<i>Percentage of the number of countries submitting 6NRs to the CBD</i>	<i>None of the participating countries have submitted the 6th NR to the CBD</i>	<i>50% of the countries submit 6NRs to the CBD by midterm and 100% at project end</i>	<i>Project reports.</i> <i>Minutes of the PSC.</i> <i>Terminal evaluation</i> <i>Interviews with government agents, CBD focal points</i>	<i>NA</i>	<i>The ongoing training by SCBD will support countries and contribute to better articulation of country requirements for the project.</i>
<p>Outputs:</p> <p><i>3.1. The draft 6NR is compiled, undergoes a technical peer review, revised and finalized.</i></p> <p><i>3.2. The 6NR is validated and officially submitted to the CBD.</i></p>						

VII. MONITORING AND EVALUATION (M&E) PLAN

Guidance to project developer:

Project monitoring and evaluation is supported with donor reports submitted in a timely manner with due technical quality. In addition to normal M&E activities typically foreseen in a GEF project, this project will use the networking power of UNDP to apply periodic surveys aimed at assessing progress towards achieving project objectives and the capacity needs of project beneficiaries. This will improve project performance during implementation.

The project results as outlined in the project results framework will be monitored annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP](#) and [UNDP Evaluation Policy](#). Additional mandatory GEF-specific M&E requirements (as outlined below) will be undertaken in accordance with the [GEF M&E policy](#) and other relevant GEF policies².

M&E Oversight and monitoring responsibilities:

Technical Project Coordinator: The Technical Project Coordinator is responsible for day-to-day project management and regular monitoring of project results and risks. S/he will ensure that all project staff maintain a high level of transparency, responsibility and accountability in M&E and reporting of project results. S/he will inform the Project Board, the UNDP Country Office and the UNDP-GEF RTA of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted.

The Technical Project Coordinator will develop annual work plans based on the multi-year work plan included in Annex A, including annual output targets to support the efficient implementation of the project. S/he will ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually in time for evidence-based reporting in the GEF PIR, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g. gender strategy, KM strategy etc.) occur on a regular basis.

Project Board, also known as the **Global Coordination Committee (GCC):** The Project Board will take corrective action as needed to ensure the project achieves the desired results. The Project Board will hold project reviews to assess the performance of the project and appraise the Annual Work Plan for the following year. In the project's final year, the Project Board will hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the project terminal evaluation report and the management response.

UNDP-GEF Unit: The UNDP-GEF Unit will provide project execution oversight, ensuring issuance of ASL (Authorized Spending Limit). It will initiate and organize key GEF M&E activities including the annual GEF PIR, the independent terminal evaluation.

² See https://www.thegef.org/gef/policies_guidelines

The UNDP-GEF Unit is responsible for complying with all UNDP project-level M&E requirements as outlined in the [UNDP POPP](#). This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; that annual targets at the output level are developed, and monitored and reported using UNDP corporate systems; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the GEF PIR and the UNDP ROAR. Any quality concerns flagged during these M&E activities (e.g. annual GEF PIR quality assessment ratings) must be addressed by the UNDP-GEF Unit and the Technical Project Coordinator.

The UNDP-GEF Unit will retain all M&E records for this project for up to seven years after project financial closure in order to support ex-post evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GEF Independent Evaluation Office (IEO).

Audit: The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on DIM implemented projects.³

Additional GEF monitoring and reporting requirements:

Rigorous monitoring and evaluation of the project will be undertaken based on the monitoring and evaluation plan annexed to the Project Document. Main monitoring and evaluation activities are as follows. PMU will conduct quarterly monitoring of progress of national level activities.

GEF Project Implementation Report (PIR): The Technical Project Coordinator, the UNDP Country Office, and the UNDP-GEF Regional Technical Advisor will provide objective input to the annual GEF PIR in 2018 covering the period from the project start and June 2018. The Technical Project Coordinator will ensure that the indicators included in the project results framework are monitored annually in advance of the PIR submission deadline so that progress can be reported in the PIR. Any environmental and social risks and related management plans will be monitored regularly, and progress will be reported in the PIR. The PIR submitted to the GEF will be shared with the Project Board. The UNDP Country Office will coordinate the input of the GEF Operational Focal Point and other stakeholders to the PIR as appropriate.

Terminal Evaluation (TE): An independent terminal evaluation (TE) will take place upon completion of all major project outputs and activities. The terminal evaluation process will begin three months before operational closure of the project allowing the evaluation mission to proceed while the project team is still in place, yet ensuring the project is close enough to completion for the evaluation team to reach conclusions on key aspects such as project sustainability. The Technical Project Coordinator will remain on contract until the TE report and management response have been finalized. The terms of reference, the evaluation process and the final TE report will follow the standard templates and guidance prepared by the UNDP IEO for GEF-financed projects available on the [UNDP Evaluation Resource Center](#). As noted in this guidance, the evaluation will be 'independent, impartial and rigorous'. The consultants that will be hired to undertake the assignment will be independent from organizations that were involved in designing, executing or advising on the project to be evaluated. The GEF Operational Focal Point and other stakeholders will be involved and consulted during the terminal evaluation process. Additional quality assurance support is available from the UNDP-GEF Directorate. The final TE report will be cleared

³ See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx>

by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board. The TE report will be publically available in English on the UNDP ERC.

Final Report: The project’s terminal PIR along with the terminal evaluation (TE) report and corresponding management response will serve as the final project report package. The final project report package shall be discussed with the Project Board during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

Mandatory GEF M&E Requirements and M&E Budget:

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ⁴ (US\$)		Time frame
		GEF grant	Co-financing	
Inception Report	Technical Project Coordinator	None	None	Within two month after project signature
Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP	UNDP-GEF	None	None	Quarterly, annually
Monitoring of indicators in project results framework (<i>add name of national/regional institute if relevant</i>)	Technical Project Coordinator	None	<i>add</i>	Annually
GEF Project Implementation Report (PIR)	Technical Project Coordinator and UNDP-GEF	None	None	Annually
Lessons learned and knowledge generation	Technical Project Coordinator	US 20,000	\$ 10,000	Annually
Monitoring of environmental and social risks, and corresponding management plans as relevant	Technical Project Coordinator	<i>None</i>	<i>None</i>	On-going
Addressing environmental and social grievances	Technical Project Coordinator UNDP Country Office BPPS as needed	<i>None for time of project manager, and UNDP CO</i>	<i>add</i>	<i>Costs associated with missions, workshops, BPPS expertise etc. can be charged to the project budget.</i>
Project Board (also known as the Global Coordination Committee) meetings	Project Board Technical Project Coordinator	<i>None</i>	<i>None</i>	At minimum annually
Oversight missions	UNDP-GEF team	None	<i>None</i>	Troubleshooting as needed
Independent Terminal Evaluation (TE) included in UNDP evaluation	UNDP-GEF	USD 15,000	<i>None</i>	At least three months before

⁴ Excluding project team staff time and UNDP staff time and travel expenses.

GEF M&E requirements	Primary responsibility	Indicative costs to be charged to the Project Budget ⁴ (US\$)		Time frame
		GEF grant	Co-financing	
plan, and management response				operational closure
TE reports into English	UNDP-GEF	None	None	.
Audit	UNDP-GEF	USD 3,000	None	Annual
TOTAL indicative COST Excluding project team staff time, and UNDP staff and travel expenses		USD 38,000	USD 10,000	

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

This project will be implemented following the UNDP Direct Implementation Modality (DIM). This modality was considered as the most flexible and effective mechanism based on (a) the short time frame until 31 December 2018; (b) the small size of individual country requests (not exceeding \$100,000 per country) and (c) the large number of countries to be assisted under this project (~17 per MSP, up to 65 countries under UNDP).

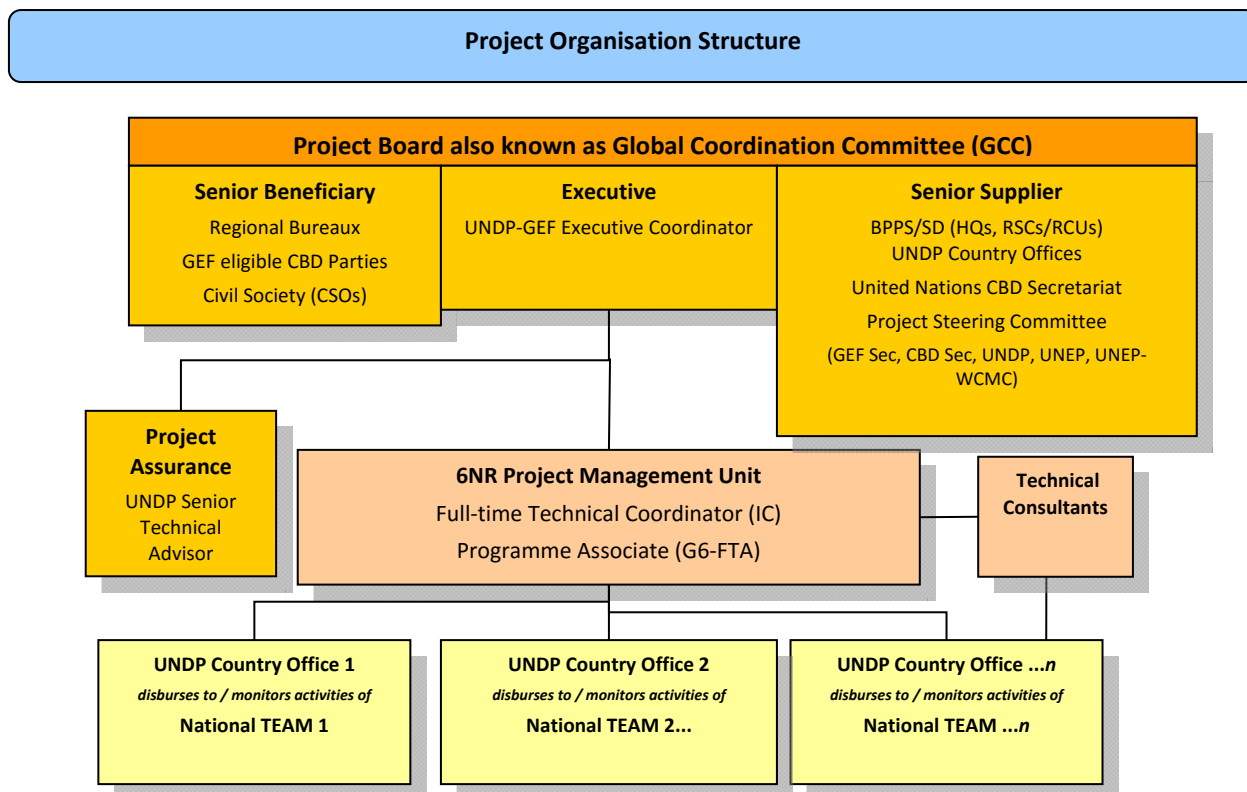
Project will be coordinated through the Project Management Unit (PMU) established for this project with: (i) a full-time project technical coordinator and; (ii) a full-time project support staff. Overall implementation oversight will be provided by UNDP-GEF Unit. Necessary direct project services relating to recruitment of project personnel, payment services, travel arrangements, logistic support to workshops/trainings, and procurement support will be provided by the UNDP-GEF Management and Programme Support Unit and UNDP Country Offices (COs) in respective locations.

The funding destined to countries under this umbrella project (i.e. \$ 100,000 per country) will be operationalized by the UNDP/GEF unit upon receipt by the PMU of a satisfactory workplan and budget from the countries. Each CO will be assigned as Responsible Party based on the approved budget and workplan. As this is a global DIM project, all activities including budget allocated under CO's budgetary department must be carried out following UNDP DIM Policies and procedures. UNDP COs will provide procurement support and disburse funds to service providers based on the workplan and budget approved by UNDP-GEF Unit.

UNDP will provide Direct Project Services (DPS), according to UNDP policies on GEF funded projects. DPS costs are those incurred by UNDP for the provision of services that are execution driven and can be traced in full to the delivery of project inputs. Direct Project Services are over and above the project cycle management services. They relate to operational and administrative support activities carried out by UNDP. DPS include the provision of the following estimated services: i) Payments, disbursements and other financial transactions; ii) Recruitment of staff, project personnel, and consultants; iii) Procurement of services and equipment, including disposal; iv) Organization of training activities, conferences, and workshops, including fellowships; v) Travel authorization, visa requests, ticketing, and travel arrangements; vi) Shipment, custom clearance, vehicle registration, and accreditation. As is determined by the GEF Council requirements, these service costs are assigned as Project Management Cost, identified in the project budget as Direct Project Costs. Eligible Direct Project Costs should not be

charged as a flat percentage. They should be calculated on the basis of estimated actual or transaction based costs and should be charged to the direct project costs account codes: “64397 – ‘Services to projects - CO staff’ and 74596 – ‘Services to projects - GOE for CO’.”

The project organisation structure is as follows:



At the global level, the **Project Board** also known as the **Global Coordination Committee (GCC)**, which is composed of representatives from UNDP, UN Environment, UN Environment-WCMC SCBD and the GEF Secretariat, will guide the project. The GCC will act as a coordinating committee to discuss and monitor the progress of the program. All GCC members will attend the sessions at their own cost. The Chairmanship will be provided by the SCBD, co-chaired by the GEF. The committee will meet virtually or face-to-face, whenever possible during international events. This operational modality was adopted in past umbrella enabling activities and was found to be successful. This GCC is the current convener and the host of the NBSAP Forum, which provides online technical and capacity building support to countries to meet their CBD obligations.

The Project Board is responsible for making by consensus, management decisions when guidance is required by the Technical Project Coordinator, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP’s ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Project Board, final decision shall rest

with the UNDP-GEF Executive Coordinator. The terms of reference for the Project Board are contained in Annex.

The **Project Technical Coordinator** will 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 Technical Coordinator function will end when the final project terminal evaluation report and corresponding management response, and other documentation required by the GEF and UNDP, has been completed and submitted to UNDP (including operational closure of the project).

The **project assurance** role will be provided by UNDP including UNDP-GEF Unit, In order to accord proper acknowledgement to the GEF for providing funding, a GEF logo should appear on all relevant GEF project publications and the website, including among others, project hardware and vehicles purchased with GEF funds. Any citation on publications regarding projects funded by GEF should also accord proper acknowledgment to GEF. The [UNDP logo](#) be separated from the [GEF logo](#) if possible. The logos of partners of this project will also appear, upon request, on related publications of this project, if these partners contribute to these publications.

IX. FINANCIAL PLANNING AND MANAGEMENT

The total cost of the project is **USD 3,443,500**. This is financed through a GEF grant of **USD 1,963,500**. UNDP, as the GEF Implementing Agency, is responsible for the execution of the GEF resources and the cash co-financing transferred to UNDP bank account only.

Budget Revision and Tolerance: As per UNDP requirements outlined in the UNDP POPP, the project board, also known as the **Global Coordination Committee (GCC)**, will agree on a budget tolerance level for each plan under the overall annual work plan allowing the Technical Project Coordinator to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board. Should the following deviations occur, the Technical Project Coordinator and UNDP Country Office will seek the approval of the UNDP-GEF team as these are considered major amendments by the GEF: a) Budget re-allocations among components in the project with amounts involving 10% of the total project grant or more; b) Introduction of new budget items/or components that exceed 5% of original GEF allocation.

Any over expenditure incurred beyond the available GEF grant amount will be absorbed by non-GEF resources (e.g. UNDP TRAC or cash co-financing).

Refund to Donor: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the UNDP-GEF Unit in New York.

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.⁵ On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from UNDP-GEF EBD Team and then the UNDP-GEF Executive Coordinator.

⁵ see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Terminal Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. The Implementing Partner (UNDP-GEF Unit) through a Project Board decision will notify all the parties (as relevant) when operational closure has been completed. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

Financial completion: The project will be financially closed when the following conditions have been met: a) The project is operationally completed or has been cancelled; b) The Implementing Partner (UNDP) has recorded all financial transactions in Atlas; c) UNDP has closed the accounts for the project; d) UNDP have certified a final Combined Delivery Report (which serves as final budget revision) and signed a final budget revision.

The project will be financially completed within 12 months of operational closure or after the date of cancellation. Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to the UNDP-GEF Unit for confirmation before the project will be financially closed in Atlas by UNDP-GEF Unit.

X. TOTAL BUDGET AND WORK PLAN

Total Budget and Work Plan	
Atlas ⁶ Proposal or Award ID:	00103300 Atlas Primary Output Project ID: 00105317
Atlas Proposal or Award Title:	(Global) PIMS 6114 Technical Support to Eligible Parties to Produce the Sixth National Report (6NR) to the CBD (6NR - LAC)
Atlas Business Unit	UNDP1
Atlas Primary Output Project Title	(Global) PIMS 6114 Technical Support to Eligible Parties to Produce the Sixth National Report (6NR) to the CBD (6NR - LAC)
UNDP-GEF PIMS No.	6114
Implementing Partner	UNDP

GEF Component /Atlas Activity	Responsible Party (Atlas Implementing Agent)	FUND ID	Donor Name	Atlas budgetary Account code	Atlas Budget Description	Amount year one USD (2017)	Amount year two USD (2018)	Amount year three USD (2019)	TOTAL	Budget note
<i>Outcome Component 1) Project inception meeting & identification of funding resources</i>	UNDP 17 Countries	62000	GEF	71300	Local Consultants	37,000	167,000	0	204,000	A
		62000	GEF	75700	Training, Workshop	51,000	0	0	51,000	B
	Subtotal	62000	GEF		Total outcome 1	88,000	167,000	-	255,000	
<i>Outcome Component 2 Assessment of progress towards each ABT and/or national equivalent</i>	UNDP 17 Countries	62000	GEF	71200	International Consultants	60,000	110,000	0	170,000	C
		62000	GEF	71300	Local Consultants	136,000	289,000	0	425,000	D
		62000	GEF	71600	Travel	34,000	85,000	0	119,000	E
		62000	GEF	75700	Training, workshops	119,000	221,000	0	340,000	F
		62000	GEF	74500	Miscellaneous	17,000	34,000	0	51,000	G

⁶ See separate guidance on how to enter the TBWP into Atlas

	UNDP Global	62000	GEF	71200	International Consultants	23,500	45,000	13,500	82,500	H
		62000	GEF	74100	Professional Services	0	3,000	0	3,000	I
	Subtotal	62000	GEF		Total Outcome 2	389,500	787,000	13,500	1,190,000	
<i>Outcome Component 3: Production and submission of GNR</i>	UNDP 17 Countries	62000	GEF	72100	Contractual/Professional services	0	272,000	0	272,000	J
	UNDP Global	62000	GEF	71200	International Consultants	0	52,000	16,000	68,000	K
	Subtotal	62000	GEF		Total outcome 3	0	324,000	16,000	340,000	
<i>Project Management</i>	UNDP Global	62000	GEF	71400	International Consultants	10,125	20,250	10,125	40,500	L
		62000	GEF	61200	Project staff = Contractual/ Professional services	15,000	20,000	15,000	50,000	M
		62000	GEF	71600	Travel	2,000	4,000	1,000	7,000	N
		62000	GEF	73100	Rental & Maintenance-Premises	1,500	3,000	1,500	6,000	O
		62000	GEF	74500	Miscellaneous	1,000	2,000	500	3,500	P
		62000	GEF	74596	Services to projects	18,733	42,562	10,205	71,500	Q
	Subtotal	62000	GEF		PMC	48,358	91,812	38,330	178,500	
	GRAND TOTAL					525,858	1,366,812	70,830	1,963,500	

*Note - The 17 countries are: 1 Antigua and Barbuda B0481; 2 Argentina B0480; 3 Belize B0483; 4 Bolivia B0486; 5 Colombia B0492; 6 Costa Rica B04947; 7 Dominican Republic B0498; 8 Ecuador B0500; 9 El Salvador B0502; 10 Guyana B0506; 11 Honduras B0510; 12 Jamaica B0512; 13 Paraguay B0520; 14 Peru B0522; 15 Saint Lucia B0523; 16 St. Kitts & Nevis B0519; 17 St. Vincent and the Grenadines B0525. Each will use 1/17 of funds in 2017, 2018, 2019 and will have a separate row for each budgetary row under each component.

Budget notes:

A	Estimates for a local consultant(s) to serve as local technical coordinator, technical specialists or to supplement the staff capacity of existing national staff, based on the needs of each country, \$ 12,000 x 17 Countries Total: \$ 204,000
B	Country participation in training and capacity building opportunities on the use of the CBD online reporting tool and the development of data that reports on progress in achieving the targets and activities in the post-2010 NBSAP. \$ 3,000 X 17 Countries Total: 51,000
C	Estimates for international consultants (\$ 10,000 for each of 17 Countries) for the costs associated with obtaining specialized technical support and data sets that the country does not currently have access to, in particular those data associated with essential ecosystem services. Total: \$170,000

D	Estimates for a local consultant(s) to serve as local technical coordinator, technical specialists or to supplement the staff capacity of existing national staff, based on the needs of each country, with an estimate of 25,000 x 17 Countries Total: \$ 425,000
E	Estimates for travel workshops, meetings and trainings related to stakeholder engagement. Estimate \$20,000 x 17 countries. Total: \$ 340,000
F	Estimates for travels for technical data gathering, stakeholder consultations etc. \$ 7,000 X 17 countries. Total: \$ 119,000
G	A small amount of miscellaneous funding is set aside to fund additional relevant but currently unallocated expenses. \$3,000 x 17 Countries Total: \$ 51,000
H	Project Technical Coordinator - 69% of the 1/4 of the position for 2 years (\$ 270,000) to be cost shared with the three sister MSPs (\$46,250); International technical consultant/s for centralized specialized support including: provisioning of data associated with national reporting, as well as specialized data on an as-needed basis; preparing and convening e-learning opportunities, including webinars, self-paced modules, and courses; support to any regional workshops that SCBD may convene, organizing the technical peer review, and providing knowledge products defined during project inception; (\$ 31,250) and Terminal Evaluation Consultant (\$ 5,000); (\$ 61,250) Total: \$ 82,500.
I	Project audit cost Total \$ 3,000
J	Contractual and professional services include costs associated with editing mapping, printing, design, translation into local languages and into English, workshop facilitation \$16,000 x 17 Countries. Total: \$ 272,000
K	International technical consultant/s for centralized specialized support: provisioning of data associated with national reporting, as well as specialized data on an as-needed basis; preparing and convening e-learning opportunities, including webinars, self-paced modules, and courses; support to any regional workshops that SCBD may convene, organizing the technical peer review, and providing knowledge products defined during project inception. \$ 4,000 X 17 Countries. Total: \$68,000.
L	Project Technical Coordinator - 31% of the 1/4 of the position for 2 years (\$ 270,000) to be cost shared with the three sister MSPs (\$21,250), Project Data Analyst 1/4 of the position for 2 years (\$ 77,000) to be cost shared with the three sister MSPs (\$ 19,250). Total: \$ 40,500
M	Project Associate (G6-FTA) – ¼ of the cost for this position in NY for 2 years to be cost shared with three sister MSPs. Total: \$ 50,000
N	Travel includes Project Technical Coordinator's official travels including participation in CBD organized meetings including SBBSTA, etc. cost shared with three sister MSPs Total: 7,000
O	G6 Assistant office space 8k year x 2.5 years, to be cost shared with three sister MSPs. Total \$6,000
P	A small amount of miscellaneous funding is set aside to fund additional relevant but currently unallocated expenses. Total \$3,500
Q	"Budget for Direct Project Costs are estimated for direct project services planned to be carried out by UNDP, such as: recruitment of project personnel, procurement of goods and services, processing travel, payments, logistic support to workshops." Estimated at a maximum of \$ 3,500 for the global component and \$ 4,000 per country for the country components Total: \$ 71,500

XI. LEGAL CONTEXT

1. This project forms part of an overall programmatic framework under which several separate associated country level activities will be implemented. When assistance and support services are provided from this Project to the associated country level activities, this document shall be the “Project Document” instrument referred to in: (i) the respective signed SBAs for the specific countries; or (ii) in the Supplemental Provisions attached to the Project Document in cases where the recipient country has not signed an SBA with UNDP, attached hereto and forming an integral part hereof. All references in the SBA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”
2. This project will be implemented by UNDP-GEF (“Implementing Partner”) in accordance with the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.
3. 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. 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. 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 this agreement.
4. 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 this Project Document.
5. Consistent with UNDP’s Programme and Operations Policies and Procedures, social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
6. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
7. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation

XII. ANNEXES

- **Annex 1: Multi Year Work Plan:**
- **Annex 2: Monitoring Plan**
- **Annex 3: Evaluation Plan:**
- **Annex 4: Summary of ToRs for Project Staff and Key Consultants Financed by the Project**
- **Annex 5: UNDP Co-financing Letter and Letters of Endorsement from Participating Countries**

Annex 1: Multi Year Work Plan:

	Activity	Months																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1. Project inception meeting and identification of funding resources	1.1. The Steering committee is formed, roles for the preparation of the 6NR are assigned, and a production plan and timeline is developed	█	█	█																					
	1.2. Funding and resource are acquired, including the submission of a funding request and the identification of other funding sources.	█	█	█																					
	1.3. Participation in training and capacity building opportunities on the use of the CBD online reporting tool and the development of data that reports on progress in achieving the targets and activities in the post-2010 NBSAP.					█	█	█	█																
2. Assessment of progress towards each ABT and/or national equivalent	2.1. Scoping report/zero draft for each ABT and/or national equivalent is prepared.								█	█	█	█	█	█	█										
	2.2. Consultations with stakeholders are undertaken					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
	2.3. Reports for each ABT and/or national equivalent are developed					█	█	█	█	█	█	█	█	█	█										
3: Production and submission of	3.1. The draft 6NR is compiled, undergoes a technical peer review, revised and finalized.													█	█	█	█	█	█						

	Activity	Months																								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
6NR	2.Technology needs assessment																									
	3.2. The 6NR is validated and officially submitted to the CBD																									
UNDP Closure	Final inventory of non-expendable equipment																									
	Equipment transfer letter																									
	Final expenditure statement																									
	Independent terminal evaluation report																									

Annex 2: Monitoring Plan

Monitoring	Indicators	Description	Data source/ Collection Methods	Frequency	Responsible for data collection	Means verification of	Assumptions and Risks
Objective: To provide financial and technical support to GEF-eligible Parties to the Convention on Biological Diversity (CBD) in their work to develop high quality, data driven sixth national reports (6NR) that will improve national Strategy of 2021 – 2030.		Number of countries that have produced their 6th National reports and submitted them to the CBD Sec.	Decision Support System UNDP, national consultations, communications with countries.	Semi-Annual	Technical Project Coordinator, project assistant, with Country Office support.	Project reports. Minutes of the PSC. Terminal evaluation Project website at the SCBD. Interviews with government agents, CBD focal points	1. Development and sectoral planning frameworks at country level integrated measurable biodiversity conservation and sustainable use targets during the NBSAP process. 2. The 17 countries are enabled and informed for better decision making in BD conservation.
Project Outcome 1; A functional steering committee (SC) is formed to prepare the 6NR, project timelines and methods are developed, funding is mobilized and training and capacity building activities are complete.	Indicator 1	Percentage of countries with functional steering committees	Communication with countries.	Quarterly	Technical Project Coordinator, project assistant, with Country Office support.	Project reports. Minutes of the PSC. Terminal evaluation Interviews with government agents, CBD focal points	Assumption: Relevant key institutions will be willing to second their staff for membership of the steering committee.

Project Outcome 2 Stakeholder owned reports for each ABT and/or national equivalent are produced and compiled.	Indicator 1	Percentage of all identified stakeholders registered in a comprehensive stakeholder inventory involved in producing and compiling of ABTs and/or national equivalent.	Communication with Country offices.	Quarterly	Technical Project Coordinator, project assistant, with Country Office support.	Project reports. Minutes of the PSC. Terminal evaluation Interviews with government agents, CBD focal points.	Assumption: Forming partnerships between relevant stakeholders interested in biodiversity conservation issues and in development issues.
	Indicator 2	Percentage of countries that have produced reports for each ABT and/or national equivalent.					
	Indicator 3	Number of countries with reports for each ABT and/or national equivalent include a gender section.					

Project Outcome 3 Stakeholder owned 6NR is produced and submitted to the CBD.	Indicator 1	Percentage of the number of countries submitting 6NRs to the CBD.	Country office communication.	Quarterly	Technical Project Coordinator, project assistant, with Country Office support.	Project reports. Minutes of the PSC. Terminal evaluation Interviews with government agents, CBD focal points.	Assumption: The ongoing training by SCBD will support countries and contribute to better articulation of country requirements for the project..
--	-------------	---	-------------------------------	-----------	--	--	---

Annex 3: Evaluation Plan:

Evaluation Title	Planned start date Month/year	Planned end date Month/year	Included in the Country Office Evaluation Plan	Budget for consultants ⁷	Other budget (i.e. travel, site visits etc...)	Budget for translation
Terminal Evaluation	<i>August, 2019 3 months before operation closure</i>	<i>Dec 2019 To be submitted to GEF within three months of operational closure</i>	<i>Yes/No Mandatory</i>	<i>USD 15,000</i>	<i>None</i>	<i>None</i>
Total evaluation budget				USD 15,000		

⁷ The budget will vary depending on the number of consultants required (for full size projects should be two consultants); the number of project sites to be visited; and other travel related costs. Average # total working days per consultant not including travel is between 22-25 working days.

Annex 4: Summary of ToRs for Project Staff and Key Consultants Financed by the Project

Type of Consultant	Position / Titles	Terms of Reference: Tasks, Deliverables and Qualifications
International Consultant	Technical Project Coordinator (TPC)	<p>Tasks:</p> <ul style="list-style-type: none"> • Manage the 6NR projects at a global scale, working to maximise and showcase impacts and to strengthen relationships with stakeholders at all levels; • Provide strategic guidance and management oversight to 6NR projects to support 64 countries, reviewing on a regular basis progress reports, deliverables, disbursements and budgets to ensure implementation is on track, and troubleshooting and adapting management as required; • Ensure the management and administrative requirements (technical, financial, communications, audits, evaluations, etc.) of the GEF are met; • Ensure that UNDP-specific processes (integrated work planning, budgeting, procurement, monitoring and evaluation etc.) are met; • Establish and convene meetings of the Global Coordination Committee (GCC); • Manage and monitor risks and issues, submitting newly identified ones to the global head of Biodiversity and/or GCC for consideration and decision if required; • Identify and source necessary technical expertise and support, and oversee the recruitment of international consultants and service providers, ensure necessary training and ongoing capacity building are carried out; • Liaise with other relevant UNDP staff including in-country colleagues regarding the 6NR projects, including to share information about trends and issues in the thematic area; • Liaise with the CBD Secretariat staff on all technical issues related to National Reporting, as well as subsidiary issues, including the Clearinghouse Mechanisms, the status of the Global Biodiversity Outlook, and issues related to each Aichi Biodiversity Target. • Provide overall technical quality assurance in the National Report development processes, including review of work plans, review of initial drafts, development and execution of consultation processes • Ensure technical excellence of implementation/outcomes and outputs/products by providing inputs to, and critically reviewing, these; • Work with UNDP staff and partner organisations to feed lessons learned from 6NR projects into specific case studies, the NBSAP Forum and partner’s website. <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Technically robust 6th National Reports • Regular updates in the form of a dashboard or easily digested progress report on the status of

Type of Consultant	Position / Titles	Terms of Reference: Tasks, Deliverables and Qualifications
		<p>development of 6th National Reports</p> <ul style="list-style-type: none"> • Expert review template • Completion of guidance materials and SESP Plan <p>Expertise & Qualifications:</p> <ul style="list-style-type: none"> • Master’s degree in natural resources or relevant field highly desired • Experience with National Biodiversity Strategies and Action Plans and 5th National Reports • At least 7 years of experience with thematic areas included in National Biodiversity Strategies and Action Plans and 5th National Reports, including protected areas and their status, the conservation status of biodiversity, threats to biodiversity • Experience managing UNDP project highly desired • Experience developing and managing technical and expert reviews of national plans and reports
G6 FTA	Programme Associate	<p>Tasks:</p> <p>Support on administrative services:</p> <ul style="list-style-type: none"> • Serve as point of contact on administrative and operational issues between the CTU and UNDP finance, other support staff, UNDP country offices, and national implementation teams; • Support the TPC in monitoring and facilitating compliance with management and administrative requirements from GEF; • Support the TPC in monitoring and facilitating compliance with UNDP-specific processes in managing financial resources, monitoring and evaluation, travel arrangements, etc.; • Assist with the development and output of implementation materials, including project documents, guidance materials, templates, technical reports, etc. as required; • Support the recruitment of personnel, consultants or service providers ensuring compliance with the applicable UNDP rules & regulations; • Facilitate and support the preparation and organisation of meetings and webinars; • Facilitate knowledge-building and sharing and provide support and input to the platforms created. <p>Support on financial and technical management</p> <ul style="list-style-type: none"> • Set up and maintain document control procedures and a document filing system, including for supporting documentation for financial reviews, continuously integrating relevant new information/data; • Assist in managing requests for day-to-day financial administration, using advance of funds, direct payments, or reimbursement using Fund Authorization and Certificate of Expenditures;

Type of Consultant	Position / Titles	Terms of Reference: Tasks, Deliverables and Qualifications
		<ul style="list-style-type: none"> • Maintain the internal expenditures control system which ensures that vouchers processed are matched and completed; transactions are correctly recorded and posted in Atlas; • Take timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers; • Create requisitions and register goods receipt in ATLAS (ERP); • Make budget checks for requisitions, Purchase Orders and vouchers; <p>Support on monitoring and reporting</p> <ul style="list-style-type: none"> • Support and facilitate results-based programme development and management throughout the different stages of projects/programme implementation; • Manage information flows and support regular reviews by the TPC regarding project details, schedules, risks, deliverables and budgets to ensure implementation is on track; • Monitor quality indicators and administer quality review processes and independent evaluations of the Initiative; • Monitor planning and implementation carried out by responsible parties, such as by contractors and service providers including in pilot countries, and that they are aligned with key milestones; • Maintain and manage all financial information, including disbursements to the countries • Provide regular (quarterly) financial reports to the technical coordinator • Provide support for communication activities related to the project <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Development of a procurement plan • Development of quarterly financial reports • Development of annual donor narrative and financial reports • Procurement reports as required • Roster of experts <p>Expertise & Qualifications:</p> <ul style="list-style-type: none"> • At least 2 years of experience working on project support, preferably with a UN agency • Experience with all aspects of procurement, preferably within the UN system • Experience with all aspects of financial reporting and financial management • Experience with UNDP’s Atlas system highly desirable

Type of Consultant	Position / Titles	Terms of Reference: Tasks, Deliverables and Qualifications
		<ul style="list-style-type: none"> • Bachelor's degree or equivalency
National Consultant	National Technical Coordinator	<p>Tasks:</p> <ul style="list-style-type: none"> • Establish, and equip an effective Project Management Unit that will also act as the Secretariat to the project Steering Committee, if so required. • Define the inter-institutional coordination and communication mechanisms, including those with the EA, national partners, all members of PMU, and other relevant project stakeholders. • Draft TOR for any sub-contracting/ consultants for the national executing partners at national levels. • Ensure technical direction and project progress for timely and successful completion of the 6th National Report • Compile and provide progress reports on quarterly basis. • Prepare and implement a project's visibility plan to ensure adequate dissemination of project results and lessons learned. <p>Key Deliverables:</p> <ul style="list-style-type: none"> • Quarterly and annual reports on progress on national components • 6th National Report <p>Expertise & Qualifications:</p> <ul style="list-style-type: none"> • Master's degree in natural resources or relevant field highly desired • Relevant direct experience related to the technical scope of the project, particularly with regard to Multilateral Conventions, protected areas, climate change, and biodiversity conservation; • Experience in environmental and capacity building issues is highly desirable; • Leadership as well as strong management and interpersonal skills; • Computer skills; strong communication and presentation skills; • High flexibility and capacity to work under pressure. Full command of the English language, is required for this post.

Terms of Reference for Project Board, also known as the **Global Coordination Committee (GCC)**

Senior Supplier: Project Steering Committee

- Ensure project is on track to meet objectives within timeline
- Ensure technical guidance of 6th National Report adheres to SCBD standards and requirements
- Ensure quality of reports is sufficient to meet the needs of the project – to guide the 5th Global Biodiversity Outlook
- Ensure an open communication line is maintained with UN Environment-WCMC regarding technical issues
- Promote learning and information exchange

Project quality assurance:

- Ensure project maintains high level of technical standards across all aspects
- Ensure 6th National Reports are of sufficient quality to guide the 5th Global Biodiversity Outlook
- Ensure robust technical support is provided to countries in a timely fashion
- Spot check technical expert review to ensure quality feedback is provided to countries
- Review major reports, guidance notes, training materials

Annex 5: UNDP Co-financing Letter and Letters of Endorsement from Participating Countries

Please see the attached PDF File.