

Comments:

1. Research institutions under the MoEF such as the Zoological Society of India, Botanical Survey of India, the Wildlife Institute of India, State Forest Departments and NGOs have carried out surveys in selected parts of the country, and have extensive data. The data gathered tends to be selective; restricted to prominent species in particular taxa, especially in protected areas. Data also tends not to be referenced, nor synthesized or spatially referenced according to bio-geographic zones or ecosystems.

So far data has not been assessed on horticulture, livestock/domesticated, aquatic and marine diversity. Data on genetic diversity and on microorganisms has also been barely assessed. As a critical component of the stocktaking and assessment, data will be solicited from Agricultural Research Institutes, zoological and botanical gardens, herbaria, aquarium, gene-seed-gamete-embryo banks, Bureaus for Plant, Animal and Fish genetic resources and other facilities for *ex situ* conservation. Commercially and economically valuable species will also be identified and populations and distribution patterns mapped. Lists will be developed of total, key indicators, threatened or endangered species in taxa and species needing *in situ* or *ex situ* conservation. Ecologically sensitive areas and invasive species will be identified. To aid decision making, information will be synthesized into reports and analyses.

2. Cross-sectoral policies and programmes will be assessed at the national and state level. At the national level, guidance provided to cross-sectoral ministries in the Ninth Plan (1997-2002), needs to be examined. The programmes of cross-sectoral central ministries will be studied to identify potential areas of conflict. Of particular relevance are the ministries of Forestry, Agriculture, Fisheries, Rural Development, Animal Husbandry Water Resources, Mining and Industry, Integrated Tribal Development. Each state planning team will study the programmes of cross-sectoral departments to identify areas of conflict as well as opportunities to build linkages. International trade agreements, which may have a bearing on national policies (e.g., biodiversity related intellectual property rights issues), will be assessed.

Data on biological diversity needs to be evaluated in the context of human social, economic and cultural development. Therefore, data on demography and land use and settlement patterns, land tenure, traditional use, infrastructure development will be also be gathered and assessed. Economic and cultural factors, which regulate human impacts on biodiversity, will be identified.

3. An assessment of institutional capacity has not been carried out as part of the Environment Action Programme. Under the WB/GEF Eco-development project, capacity of protected area management to conserve biodiversity was assessed in seven protected areas. The WB is also considering a capacity building project in the MoEF, for which in-house capacity and the capacity of subsidiary organizations will be assessed. This project will review these studies and complement them with an analysis of capacities in NGOs, the private sector, research institutions and cross-sectoral ministries. State planning teams will identify in-state stakeholders and assess their capacity.

4. Broad ultimate causes of biodiversity loss such as demographic and agricultural expansion, and inequities in resource ownership and benefit sharing are apparent at the national level and are

the basis on which the strategies and objectives of the draft BAP. These issues need to be analyzed in greater detail with respect to specific locations, ecosystems, species, threats, etc. At the national level, policy and economic distortions, which perpetuate these conditions, will be identified through the appropriate cross-sectoral ministries. At the state level, specific ecological and human threats to key species, sites and ecosystems will be identified. The type of threat, geographical coverage, source, effect of impact, severity and feasibility of actions to remove threats will be analyzed and costs of remedial action identified.

5. Information on remote sensing, GIS, *ex situ* facilities, data management facilities and telecommunications for conservation will be obtained. Information on the capabilities and programmes of specialized institutes such as the National Remote Sensing Agency, Center for Earth Sciences, Space Application Center, University of Delhi, Wildlife Institute of India, Center for Environment Planning and Technology, Institute of Forest Genetics and Tree Breeding, etc., will be obtained.

6. Existing measures and programmes have been listed in the Environment Action Programme (1993) and MoEF's Annual Report. This list is incomplete regarding the projects and programmes of cross-sectoral ministries, NGOs, research activities and independent initiatives undertaken by the states.

7. The *draft BAP* specifies objectives to guide biodiversity conservation. As mentioned previously, these objectives have not been formulated on the basis of an analysis and assessment of data. The objectives specified in the *draft BAP* will be reviewed and updated as necessary, with information gathered through this project, and in context to the *CBD* and guidelines provided by the latest *Ninth Five-Year Plan*.

8. Gaps will be identified at two levels. i) The state level, where information will be gathered to identify gaps in the policy framework, existing measures, *in situ* and *ex situ* conservation and current capacity. ii) At the national level, statistics will be aggregated to estimate species in all phyla, identify endemic and threatened species, and estimate domesticated and agricultural diversity and gaps in national policy.

9. Costs, benefits and needs will be estimated by each state and at the national level.

10. The *draft BAP* prepared by MoEF specifies broad national level objectives and strategies to guide biodiversity conservation. Though not formulated on the basis of an assessment and analysis of biodiversity information, these will provide a preliminary statement of objectives and strategies to guide state planners who do not have a broad national level overview. The integrated state and national level stocktaking will be analyzed to discuss and evaluate recommendations specific to location, ecosystem, species, etc. Building on this process, revised objectives and strategies may be developed along with implementation programmes that outline actions, responsible agencies and financial resources needed.

ANNEX II
TIME PLAN AND SEQUENCING

Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Establishment of Steering committee, recruitment of project team, formation of thematic groups (NTWGs)	x	x																						
Steering Committee meetings	x			x				x					x					x						
Formulation of participatory planning techniques and methodology		x	x																					
Initial national workshop				x																				
Instruction sessions for state planners and thematic groups			x	x																				
Formation of state project teams and coordination arrangements			x	x	x																			
State level stocktaking and assessment					x	x	x	x	x															
National level stocktaking and assessment						x	x	x	x	x														
State level planning and workshops in each state								x	x	x	x													
National level aggregation of state stocktaking									x	x	x	x												
Completion of state level BSAPs													x	x										
Consolidation of state level BSAPs and development of national programmes													x	x	x	x								
National workshop to discuss state BSAPs																		x						
Preparation of draft national BSAP																		x	x	x				
Final national workshop																					x			
Finalization of national BSAP																					x	x		
Steering Committee approval of BSAP																						x		
Dissemination of BSAP																							x	x

This work plan will be revised by the Steering Committee in consultation with the National Project Director, Project Manager and UNDP.

Annex III**Thematic Groups**

1. Legal and Policy Framework
2. Indigenous knowledge systems, practices, benefit sharing
3. Social, cultural and demographic issues
4. Sustainable use and valuation of biodiversity
5. Coastal and marine resources
6. Ecosystems and protected areas
7. Species, populations and genetic diversity
8. Institutional structure and capacity
9. Existing measures
10. Education, training, research and development
11. International cooperation, intellectual property rights, technology transfer

Each group will be composed of approximately five members, short-term consultants will assist in data gathering and producing analytical reports as necessary. Guidelines, time schedules and expected outputs for all the working groups will be well defined beforehand. This is critical for the success of the project.

Annex IV Terms of Reference

1. The Steering Committee

The MoEF will establish the Steering Committee. Steering committee members will be drawn from other government ministries, departments, national NGOs, research institutions and other stakeholders, including community based organizations. UNDP will be represented on the Steering Committee.

Composition:

The BSAP steering committee will comprise of (but not limited to) representatives from the Planning Commission, central ministries, NGOs, private sector, technical experts and scientists, and UNDP. MoEF is in the process of coordinating the establishment of a high level committee to attain cross-sectoral collaboration in conserving biodiversity. Some members of this committee may be associated with the BSAP Steering Committee, thus ensuring linkages, continuity and long-term high level support.

Roles and Responsibilities

1. Set general guidelines for the formulation process of the national strategy and action plans
2. Ensure that the BSAP is integrated fully with sectoral plans, policies and the Ninth Plan.
3. Ensure CBD obligations are met and guidance from the COP is considered during the implementation of the project
4. Ensure that all necessary steps are taken so that the BSAP eventually becomes a part of Indian National Policy
5. Monitor the performance of the project by evaluating periodic reports
6. Supervise hiring decisions made under this project and will review arrangements and sub-contracts periodically.
7. Facilitate the work of national consultants, thematic working groups and state planning teams and provide access to data/archives for their organization.
8. Participate in national workshops, consultations and state workshops as appropriate.
9. Liaise with the corresponding state departments and catalyze their participation in the planning process.
10. Facilitate the inter-sectoral consultations and enhance inter-ministerial collaboration.
11. Make their respective organizations aware of the importance of biodiversity, its conservation and promote commitment at all levels.
12. Make each committee member aware of the importance of biodiversity, its conservation and promote commitment at all levels in his/her organization.
13. Approve the BSAP before submitting it to Parliament for adoption

2. National Project Director

The NPD will be critical in catalyzing inter-ministerial and broader stakeholder support towards the objectives of this project and liaising with counterparts in other ministries, state governments and ministries. The NPD will liaise between the steering committee and the national consultants, thematic groups and state planning groups who will carry out the actual work of this project. The National Project Director will be responsible for communicating to the Steering Committee, the overall management and implementation of the BSAP project.

The Joint Secretary in charge of the Biodiversity Unit within MoEF will be appointed the NPD of the project. The NPD's administrative role will consist of regularly monitoring the progress of the project, appraising the performance of national consultants in collaboration with the Project Manager, preparing recommendations to the steering committee, organizing workshops and consultations.

Specific Duties of the NPD entail:

- Preparing progress and completion reports as required by GoI and UNDP procedures
- Organizing and convening steering committee meetings
- Leading the organization of national workshops and consultations
- Assist the consultants in carrying out their assignments by facilitating interaction and contacts with other ministries, organizations and institutions.
- Ensure a transparent and participatory approach is followed, stakeholders are consulted and involved in the project.
- Coordinating with line ministries, state governments and institutions (such as the private sector, NGOs, CBOs) involved in project execution.
- Overall management of the project team (project manager and national consultants) and conveying the official position of the steering committees.
- Reviewing project budget revisions and all other administrative arrangements required under GoI and UNDP procedures.
- Provide administrative inputs into the project and monitoring arrangements as per GoI and UNDP procedures.
- Preparing reports and recommendations to the project steering committee.
- Take all the steps necessary to ensure political commitment and support to obtain formal political approval of the BSAP and its subsequent implementation.
- Prepare the groundwork to move from preparation to implementation
- Involve departments and experts within MoE, in the project
- Attend national workshops, consultations and state workshops as appropriate.

3. National Project Manager

The NPM will carry out day-to-day management of the project. A full-time consultant will be hired for the duration of the project will fill the position of the NPM. It is critical that a highly qualified and motivated person be found and selected for this position, and the person is able to devote all of his or her time to the duties described in the TORs. The Steering Committee will approve the candidate selected.

Work Description:

The NPM will be fully responsible for the day-to-day implementation of this project. The NPM will administer all technical project inputs and coordinate the execution of all project activities. The NPM will report directly to the NPD, steering committee and UNDP on all project activities and liaise with all individuals and organizations involved in the planning process.

The NPM will prepare and submit monthly work plans, activity reports, monitoring and accounting details to the NPD, steering committee, DEA and UNDP per NEX guidelines and UNDP requirements. The NPM will propose budget revisions as needed and prepare requests for disbursement in a timely fashion to ensure that funds are available when needed for project activities.

The NPM will supervise the work of the national consultants and thematic working groups and will be responsible for the organization of the national workshops and consultations. The NPM will also provide guidance and assistance to state planning teams as appropriate and upon request. The NPM will be responsible for preparation of outlines of key project documents and will assign responsibilities for write up to the other national consultants.

The NPM will be responsible for the final compilation of all documents. The NPM will ensure that all activities are conducted in accordance with the methodologies outlined in the WRI/IUCN/UNEP Guidelines for preparing National Biodiversity Strategies and Action Plans and UNEP Guide to Country Studies. The NPM will be responsible for assessing training needs and arranging training in biodiversity planning, analysis, participatory planning, priority setting and other areas as appropriate. The NPM will be familiar with the CBD, recent COP guidance and emerging issues in the field of biodiversity and ensure these are incorporated in the project and it conforms to CBD objectives.

Lines of authority for reporting requirements:

The NPM will report to the NPD, steering committee and UNDP on all project activities.

Principal Activities:

Administration of project inputs

- Prepare detailed bi-monthly work plans and cost estimates for accounting and timely disbursement of funds as needed.

- Maintain detailed records of all expenditures incurred in accordance with GoI and UNDP procedures.

Coordination

- Coordinate the implementation of project activities as set out in the project document.
- Day-to-day coordination between the steering committee, thematic working groups, consultants, NPD and UNDP.
- Coordinate all logistical arrangements for steering committee meetings, national workshops, consultations and meetings.
- Maintain regular contacts as needed with all government, non-government, and community-based and international organizations that are concerned in the planning process and assure the smooth functioning of the project.
- Maintain regular contact with state officials involved in preparing state BSAPs, as needed to coordinate provision of technical, administrative assistance, provision of resources, materials and guide organization state level planning and workshops.

Supervision of Project Activities

- Supervise the work of national consultants and thematic working groups
- In conjunction with the national consultants, thematic groups prepare detailed contents for all project documents and assign writing responsibilities to national consultants.
- Hold periodic brainstorming sessions with the national consultants, thematic groups and NPD, to better define options, priorities plan course of action.
- Maintain regular contact with state planning teams, obtain regular status reports and provide assistance and guidance to states as appropriate.
- Supervise the consultative process with stakeholders including state governments, nodal agencies and cooperating partners.

Technical Inputs and Participation

- Assess training needs of national consultants, thematic groups and state planning groups and make arrangements for providing the same.
- Ensure the project is in conformity with objectives of the CBD.
- Ensure a participatory methodology is followed and effective stakeholder participation is achieved.
- Obtain technical inputs (material and human resources) to assess and include measures for recent issues in the field of biodiversity, particularly those emerging from recent COP guidance (such as agro-biodiversity, biosafety, incentives, benefit sharing, indigenous knowledge).
- Circulate reports, studies and documents prepared to prominent experts for technical reviews.
- Develop standardized methodologies, criteria, and participatory and analytical methods and provide them to state planning teams.
- Take overall responsibility for preparing the draft and final BSAP.
- Identify national sources, locations of data and facilitate access by the states.

Qualifications:

The NPM should be a senior level professional, preferably with an advanced degree in the biological sciences. The NPM will have field experience in project management and planning process related to biodiversity conservation as well as in developing institutional arrangements. He/she should have prior experience in the organization, coordination and management of workshops and be familiar with participatory methodologies. The NPM should be well-versed with the CBD and planning manuals and guides. He/she will need to have excellent writing, diplomatic skills and communication skills. He/she should be bi-lingual in Hindi and English and have basic computer skills, especially in word processing.

4. Indicative TORs for Thematic Working Groups

Thematic working groups on particular themes and issues connected with biodiversity (see Annex II), will be comprised of eminent scientists, experts, activists and private sector representatives. The thematic groups will be responsible for gathering information on their respective theme, assessing gaps, identifying priorities, options and developing strategies and action plans. They will provide technical inputs, assistance to state planning teams, review and be responsible for synthesizing all technical papers, studies, reports in their respective thematic area.

Each thematic group will initially decide upon the course of action, studies to be conducted and then formulate TORs for national consultants who will do much of the actual data gathering. Experts in thematic groups will facilitate access to the data by the national consultants. They will hold periodic brainstorming sessions to debate and decide upon courses of action and will attend national workshops, consultations and state workshops, as appropriate.

Lines of Authority

Establishment of the thematic working groups will be coordinated by the NPD and NPM, who will seek the advice and concurrence of the Steering Committee and selection committee in this matter. A facilitator will lead each thematic group and will submit reports directly to the NPM. Any problems encountered will be brought to the attention of the NPD and NPM.

Activities:

- Gather preliminary information on the thematic area, identify areas in which studies need to be undertaken, main sources of information and draw up TORs for national consultants.
- Guide the selection committee, NPD and NPM in selecting national consultants.
- Review work of national consultants to make sure satisfactory progress is being made, obtain regular status reports.
- Provide technical inputs to consultants in written form.
- Debate studies to identify gaps, develop criteria to ascertain and rank priorities, facilitate application of priorities in national workshops, consultations and state workshops/
- Ascertain training needs and national capacity in the thematic area.
- Attend national workshops, consultations, and state workshops as appropriate.

- Provide input to state planning teams and review studies, reports, strategies and action plans developed by them.
- Assist in compiling and synthesizing results of state level stocktaking, assessment and planning process.
- Develop participatory methodologies for defining strategy objectives, identifying and analyzing strategies and action plans for their respective thematic area.
- Hold sectoral consultations with nodal agencies, participating institutions, and stakeholders to seek their views and input into planning.

Outputs:

Stocktaking studies and reports summarizing the present status of, previous use practices, and institutional and human capacity in the respective thematic area. Assessment of sustainability of use, sharing of benefits, cross-sectoral practices, legal and institutional factors concerning the area. Criteria for setting priorities and identifying gaps, methodology for developing preliminary strategies and spatially referenced action plans. Summary reports synthesizing results of the state planning.

5. Project Staff

Two national consultants will be hired to assist the NPM in carrying out his/her duties. The national consultants will assist in preparing progress reports, financial statements, liaising with the NPD, thematic working groups and state planning groups. The national consultants will assist in providing technical input to the state planning groups, disseminate materials and information, organize and coordinate workshops, meetings and consultations under the project. The national consultants will keep in regular contact with the thematic working groups and consultants hired to produce studies and will facilitate their work as necessary.

It is currently envisaged that one of the national consultants will be a biologist while the second consultant will be a social scientist experienced in participatory methods and institutional arrangements. The precise work description and TORs will be determined by the NPM in consultation with the NPD and approved by the Selection Sub-Committee prior to selection of the consultants.

6. Methodologies for recruiting consultants, assuring and evaluating the quality of work undertaken by National Consultants.

It is anticipated that a large number of long and short-term consultants will be hired to assist in the execution of project activities. Therefore it is necessary to establish procedures to select the best candidates possible for the job and ensure that the work performed is of a high quality.

Methodology for Recruitment

- A balanced selection committee of 4-5 persons should be set up by the Steering Committee.
- The selection sub-committee should establish and agree upon a standard weighted ranking for judging CVs and applications. Major factors should include education, experience, and

communication skills. Bonus points may be assigned for factors such as word processing and linguistic skills.

- The selection sub-committee should approve TORs for each position prior to advertising it openly.
- Each member of the sub-committee should rank the applications independently. The three or four applicants with the highest average score for each position should be called in to an interview.
- A separate weighted ranking should be prepared and agreed upon for the interview.
- The day of the interview, the sub-committee should agree upon a set of key questions to be asked of each candidate.
- The selection sub-committee should calculate the scores for each candidate immediately after each being interviewed. After all interviews are completed, average scores should be calculated together by the selection sub-committee.

Methods for Assuring Quality Work

- Always recruit the best candidate available. When preparing the contract for each consultant, specify that the consultant is to be paid for delivering a product, not for the number of weeks or months worked.
- The basic product for each consultant is the report, or reports to be produced, as per the terms of reference. Final payment of honorarium must be contingent upon approval of the report by the thematic working group, NPM and NPD. The consultants will be required to complete and modify their draft reports after receiving written comments by working group members who have reviewed their drafts.
- It is recommended that the contract for each consultant specify the following staggered payment for consultants hired to produce the report; 20 % of honorarium advanced upon signature of the contract; 40 % upon receipt of a full draft report/study; 40 % upon approval by the thematic working group, NPM and NPD.
- Each report/output should be read, critiqued or approved by at least two members of the appropriate thematic working group.
- The TORs are to be precise in respect of the outputs the consultant is to produce.
- Follow the participatory methodology outlined in the WRI/IUCN/UNEP planning guidelines and UNEP Guide to Country Studies.

Methods for Evaluating the Quality of Work Performed

- Evaluate the reports produced and work performed with respect to the TOR, especially the outputs and the description of work.
- Does the consultant give a clear presentation of methodologies used in the report?
- Does the consultant present a clear statement of objectives, gaps, issues, priorities and a clear statement of how the study will contribute to the BSAP?
- Does the consultant give a clear logical justification for the conclusions and recommendations?
- Does the consultant provide references for the sources of information?
- Does the consultant present a balanced presentation of evidence for and against, before outlining conclusions?



Joint Secretary.

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No. J-22018/43/96-CSC(BC)

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December 3, 1996

Dear Mr. Sponeck,

This is in continuation of our earlier letter of even number dated 3.10.1996 conveying the Government of India's intention to access funds from GEF for enabling activities under the CBD in support of BAP for India.

2. I had further discussions on the subject with the officers of GEF in Buenos Aires during 4-15 November 1996. There was an impression that India has already prepared National Biodiversity Action Plan and undertaken requisite activities and, hence, funds for enabling activities are not needed by India. I explained it to them that India had prepared a framework of a national action strategy but this framework was still only a framework. A number of studies and supporting work was still required. Appreciating this need, the GEF authorities had suggested that we identify activities in the Standard Activity Matrix for which GEF assistance is needed, based on which the case will be processed on an urgent basis.

3. We have given a serious consideration to the subject and based on our assessment funds are required for the following activities given in the Standard Activity Matrix.

Enabling Activity	Output	Capacity Building	Public Participation
Commitment			
A. Stocktaking and Assessment, based on Existing Information			Consultations
1. cross sectoral issues	study		
2. institutional and human capacity		Training	
3. analysis of root causes of BD loss	study		
4. activities with adverse impacts	study		

Forest Ecology Development Programme
New Delhi,
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5. identification of gaps and
assessment of existing needs. 36

B. Identification and Analysis of Options to meet the objectives of the
CBD

1. strategies for conservation (study)
2. strategies for sustainable use (study)
3. strategies for benefit sharing (study)

C. Planning and Preparation of a Strategy and Plan

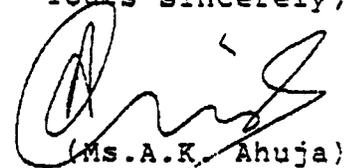
1. national strategy (A Biodiversity Cell to
 2. national action plan work out the details)
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3. In addition to the above activities, the assistance would also help India prepare the first national report to be submitted to the Conference of the Parties in 1997-98. I request an early response in the matter.

4. We look forward to an early response from you indicating the further steps for formulating the proposal.

With regards,

Yours sincerely,


(Ms. A.K. Ahuja)

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