

Attachment 1

TERMS OF REFERENCE

Consultancy for
" National wetland inventories support mechanism
Design of training course and guidance material"
Biodiversity data management Expert

Desd33Tpa 07 05 15 10 37 0 1 (D) 21 00 43 01 1 90 00 00

inventories; and

Module 3: Long-term ecological knowledge: managing and updating national wetland inventories.

More information on the proposed support mechanism for completion of national wetland inventory is provided in [SC63 Doc.10](#) and in [SC63 inf.2](#).

2. THE CONSULTANCY SERVICES

The Biodiversity data management Expert will provide data management and data-flow cycle expertise within the consultancy team. She/He will particularly:

1. contribute to the development and organisation of Module 1 and Module 2 training courses and associated training material, in English.
2. lead the elaboration of the NWI structured process guidance document and will contribute to the Core elements of NWI guidance document.
3. lead the organisation of the consultation process while developing the two guidance materials and the training material.

The services required skills and experience in:

- Research and analysis,
- Teaching skills,
- Facilitation, engagement, and networking,
- Clear and concise writing.

The consultancy team will also comprise the following members: a Wetland inventory Expert, a Coastal wetland Expert and a Biodiversity data management Expert.

Consultancy timeline

Phase 1 of the Consultancy is to commence as soon as possible and will conclude upon satisfactory and timely completion of all tasks to be undertaken, but no later than 30 August 2024.

Timeline for Phase 2 is from 1st July 2024 to 30 September 2024.

Phase 3 is planned from 15 September to 15 June 2025.

Phase 4 is planned from 1st May 2025 to 30 September 2025.

Detailed task description

Phase 1. Preparation Phase / 1st June 2024 - 30 August 2024

- Contribution to the elaboration of the team workplan.
- Lead the drafting of a 2 to 4-

Outputs for Phase 2

- One-week training material for training course Module 1 (PPTs, course structure and organisation).
- Support to the design of video training material built upon the training course sessions.

Phase 3. Elaboration of guidance materials / September 2024 – June 2025

5. SECRETARIAT RESPONSIBILITIES

The Secretariat of the Convention is responsible for:

- Organizing the Consultant recruitment process for the four consultancy team members.
- Providing material requested and/or comments on deliverables to the Consultant in a timely manner.
- Facilitating engagement with relevant international organisations and other partners of the Convention.
- Administering this consultancy and managing payments.

6. CONSULTANT RESPONSIBILITIES

The Consultant is responsible for:

- Organizing/participating to all necessary meetings (with systematic brief minutes) and tracking the mission progress.
- Ensuring the provision of the mission outputs as per the deadlines, see section 2.
- Liaising with relevant institutions and partners
- Regularly updating the Secretariat point of contact about work progress and notifying him/her as soon as practicable of any issues in carrying out the responsibilities of this consultancy or any unforeseen delays.