

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 Coastal wetland Expert will provide coastal wetland expertise within the consultancy team and ensure the

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

- Contribution to the drafting of the 'NWI structured process' guidance document.
- Contribution to the drafting the 'Core elements of NWI' guidance document.
- Contribution to the organisation of consultation processes with STRP members, Convention's partner organisations, including the organisations with some institutional arrangements with the Convention in the field of national wetland inventories and Contracting Parties to collect inputs into each of the draft guidance documents.

The Coastal wetland Expert will participate to several online meetings during Phase 3.

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 in c(s)-(i)3.1 (c)--12nlavanand m