**Terms of Reference**

**Consultancy to prepare Dominica’s Sixth National Report to the Convention on Biological Diversity**

Parties to the UNCBD are required by Article 26 of the Convention to submit national reports to the Conference of the Parties on measures taken for the implementation of the Convention and their effectiveness in meeting the objectives of the Convention. In accordance with Article 26 of the convention, the Government of the Commonwealth of Dominica is seeking for a consultant or team of consultants to prepare the 6th National Report.

The sixth national reports should provide a final review of progress in the implementation of the Strategic Plan for Biodiversity 2011-2020 and towards the Aichi Biodiversity Targets, including relevant national targets, based on information concerning the implementation of national biodiversity strategies and action plans and other actions taken to implement the Convention. The Report should provide updates since the last national report was submitted. This includes information on new or recently completed actions or efforts, as well as updates on ongoing actions or efforts. It also includes recent changes to the status and trends of biodiversity and to the pressures on it.

The Report must be completed by 15th November to allow for national review by stakeholder groups and finalization before submission to the Government by December 15th 2018.

**Special Duties and Responsibilities**

* Become familiar with the Resource Manual for the 6NR and the annotated reporting template.
* Review and become familiar with all relevant national reports i.e NBSAP, 5th Report, UNFCC C reports, SLM reports/UNCCD reports.
* Review all regulations and legislations relating to Dominica’s natural resources and protected areas including National Parks and Protected Areas Act, Forestry Act and Fisheries Act.
* Conduct stakeholder consultation to understand existing realities relating to biodiversity and activities currently being undertaken or planned to respond to national commitments.
* Evaluate the effectiveness of the measures taken, the identification of lessons learned, and of technical, scientific and capacity needs, as well as needs for implementation support to Biodiversity.
* Review global agreements or processes with reporting requirements relevant to the preparation of the sixth national reports and incorporate the findings as relevant.
* Assess the progress made towards their national biodiversity targets and to describe their national contributions towards the global Aichi Biodiversity Targets
* Collect information on biodiversity targets being pursued at the national level;
* Update the country’s biodiversity profile.

**Qualification and Experience**

* University degree in Biological Science (Biodiversity, Forestry, Environment etc.).
* At least five years working experience in a Biodiversity related field.
* A working knowledge of Dominica’s biodiversity and the current challenges
* An understanding of the governmental structure of Dominica
* Knowledge of the functions and duties of the ECU and the Ministry of Agriculture.
* Knowledge of Dominica’s social structure and development challenges

**Skills:**

* Proven ability to conduct stakeholder consultation in order to obtain relevant data.
* Knowledge of Dominica’s public service structure and operations
* Excellent interpersonal skills
* Ability to meet deadlines and prioritize multiple tasks
* Proficiency in computer software application.

**Language Requirements:**

* Excellent command of English, both written and oral.