

REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

Contract title:

Caribbean Region Technical Expert to Support Parties in Preparation for the Sixteenth Meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 16)

The CARICOM Secretariat intends to contract a consultant for a period of five (5) months to undertake a consultancy for the *Caribbean Region Technical Expert to Support Parties in Preparation for the Sixteenth Meeting of the Conference of the Parties to the Convention on Biological Diversity (COP 16)*.

The specific work to be completed by expected result is as follows:

Task 1 – Conduct inception meeting including a work plan with time schedule to undertake activities

- a) Conduct an inception meeting with the Contracting Authority upon commencement of the assignment to: (i) review the process for the conduct of all activities within the assignment; (ii) determine roles and responsibilities; (iii) discuss the basis on which this work will be implemented; (iv) finalise the work plan and timetable; and (v) include a summary of initial review of current COP processes and documents within two weeks from commencement of the consultancy.

Task 2 - Conduct a three-day workshop prior to COP 16 to enhance the Member States capacities to engage effectively in biodiversity negotiations.

- a) Familiarise participants with the COP 16 agenda and the issues to be discussed and negotiated;
- b) Enable participants to identify and analyse those COP 16 issues most relevant to their national and/or regional interests;
- c) Conduct session during workshop targeting the COP16 delegates in the art of drafting statements and making interventions during COP processes;
- d) Conduct MOCK COP process following the UNCBD COP operating procedures;
- e) Inform and facilitate the determination of desired outcomes and the development of national and/or regional positions on key COP 16 issues; and
- f) Allow exchanges of views between participants about key COP 16 issues, desired outcomes, and potential negotiating strategies.

Task 3 – Develop CARICOM Position Paper and presentation for submission to Council for Trade and Economic Development – Environment and Sustainable Development (COTED)

- a) Update the 2022 Caribbean Delegates Participation Guide for COP 16, including position statements, areas of convergence and divergence to ensure that all members of Caribbean delegations are contributing consistently. The updated participation guide will facilitate effective and well-coordinated participation of Caribbean Delegations in different sessions throughout the COP 16. This will include key messages and interventions that Caribbean countries can make and anticipated outcomes;
- b) Prepare draft Position Paper in consultation with Member States on key desired outcomes and national and/or regional positions on key COP 16 issues;
- c) Share Position Paper with Member States for feedback and validation of CARICOM position;
- d) Identify country/countries negotiators to present statements at COP 16 on the CARICOM position.

Interested candidates may express interest by submitting an updated **Curriculum Vitae (CV)**. Expressions of Interest must be submitted no later than 15:00 hours (Guyana time) on **Friday, 23 August 2024** to the following e-mail: selwin.grenion@caricom.org and teshia.jnbaptiste@caricom.org