**Priority Institutional Strengthening and Capacity Development to Implement China Biodiversity Partnership and Framework for Action (CBPF-IS Project)**

**ToR of Drawing on International Experience to Carry out In-depth Research, within the CBPF Framework, into the Mechanism, Operational Mode and Sustainable Development of Chinese Enterprise Engaging in Biodiversity, following China’s joining the CBD’s “Global Partnership for Business and Biodiversity”**

1. **Background**

The Global Environment Facility (GEF) financed China Biodiversity Partnership and Framework for Action (CBPF)is a new strategy for Chinese government to tackle the challenges arising from biodiversity conservation in China, coupled to the aggravation of climate change with global effect, based on the proven theory of values and effects of biodiversity adapting to climate change. CBPF is a framework intended to coordinate the efforts and activities among multi-stakeholders including governmental units, institutional investors, academia and research, provincial and local governments, management institutions, community dwellers, international agencies and NGOs. The Priority Institutional Strengthening and Capacity Development project (hereinafter abbreviated as IS project) is one of the projects under the umbrella of CBPF programme aimed to, in this connection, research into and analyse the values of biodiversity adapting to climate change, to study the inner relationship between the two themes and to promote the circulation and distribution of related findings, knowledge and information to multi-stakeholders, in order to raise their awareness and build their capacities in the relevant fields.

In recent years, the Project Management Office (PMO) has noticed an important trend in international community: pushing forward business community engaging in biodiversity has become a global consensus and thus become a significant issue for “Convention on Biological Diversity” (CBD).The 10th and 11th Conference of the Parties(COPs) of CBD adopted resolutions related to the "participation of the corporate world” as the CBD Secretariat actively promoted the “Global Partnership for Business and Biodiversity “and for several times invited China to formally join the partnership. Up to October 2014 during 12th Conference of the Parties, as many as 18 countries and regions such as Brazil, Canada, Chile, the European Union, France, Germany, India, Japan, South Korea, Central America, Peru, South Africa and Sri Lanka have established either national or regional business and biodiversity initiative mechanisms, so as to become the member on the “Global Partnership for Business and Biodiversity “of the CBD.

The “Global Partnership for Business and Biodiversity” is the focal point for the national/regional initiatives that directly interact with business of their respective countries/regions. It will help facilitate the mainstreaming or internalization of biodiversity imperatives into the private sector and provide a forum for stakeholders in business and biodiversity to share ideas and engage in dialogue. The Initiatives are open, inclusive bodies that are designed to help raise awareness of biodiversity and sustainability issues amongst the business community and to encourage dialogue amongst stakeholders in this area. The Mission of the Global Partnership is to add value to the national/regional initiatives by providing a forum to share ideas, raise awareness, engage in dialogue and help leverage the Convention on Biological Diversity Business Program; while the goal is to help guide and support Member Initiatives (Members) in their efforts. It will act as a conduit between Members as well as a clearing house and intelligence source for those seeking to identify and address issues and challenges concerning business and biodiversity conservation and sustainable use, especially to enable Members by providing the knowledge and the tools required to encourage business to integrate biodiversity conservation and its sustainable use into their ongoing business operations, and to provide a forum where Members can share ideas and best practices, within and across business sectors, with other national/regional initiatives in the Partnership that will help business in the development and implementation of biodiversity conservation and sustainable use actions; it is also expected that through the support and guidance of the Members on the Partnership, business will incorporate biodiversity issues and values into their operations so as to reduce the rate of biodiversity loss on a global perspective. Membership of the Initiatives will be open to individual businesses and may include business associations, governments, academia and NGOs.

On December 26, 2014 the Ministry of Environmental Protection –ME formally ratified China’s joining the Partnership, and its affiliated agency Foreign Economic Cooperation Office (FECO) filled out the application form and fulfill the accession process on behalf of the MEP and finally got approved by the CBD Secretariat in late Jan. 2015, China became the 19th member on the Global Partnership for Business and Biodiversity Platform. FECO is then responsible for the management and day-to-day operation of the partnership in China, but firstly will see to the development of a sustainable mechanism and operational mode that meets the requirement of CBD and fits in with contexts in China. Bearing in mind of building on those dynamics and initiatives already in place, FECO is planning to integrate with China Biodiversity Partnership and Framework for Action (CBPF)and the annual Forum of biodiversity and green development, as well as other pertinent work relating to CBD implementation.

On May 22, 2015, Executive Secretary of the CBD Secretariat Mr. Diaz came to Beijing and participated in the commemoration event for the "5.22International Biological Diversity Day" reiterating the significance of China’s joining the Global Partnership and song high praise for the determination and hard work of Chinese government pushing forward enterprises engaging in biodiversity, after listening to the report of FECO and MEP. Mr. Dias also said to require that the development of mechanism and operation mode should prioritize and draw on international experience, learn lessons from practices of other countries in different continents.

1. **Objective**

In line with the CBPF-IS Project “Two-Year Work Plan” and pertinent requirement set out by the CBD “Global Partnership for Business and Biodiversity” for membership and relevant decision made on the 4th Project Steering Committee Conference. The CBPF-IS Project is embarking on this important task of “Drawing on International Experience to carry out an in-depth research, within the CBPF Framework, into the Mechanism, Operational Mode and Sustainable Development of Chinese Enterprise Engaging in Biodiversity, following China’s joining the CBD’s “Global Partnership for Business and Biodiversity”including

* Look into the requirements of the CBD’s “Global Partnership for Business and Biodiversity”, on its national membership, in all relevant aspects;
* Interview with major organizations under the China Biodiversity Partnership and Framework for Action (CBPF),particularly those international agencies;
* Link and communicate with the other members and exchange on how they build mechanism, operationalize and maintain sustainability;
* Collect all useful data, information and facts on how the countries develop and run the mechanism, build institution, develop services and enroll partners, etc.
* develop country specific case studies, in at least three continents, America, Europe and Asia;
* Draw on experience from other countries, draw up a comprehensive report to elaborate on and validate all aspects relating to mechanism development, operationalization and sustainability of the National Partnership capable of systematically pushing forward enterprises engaging in biodiversity in China, with far-sighted and constructive and recommendation preposition put forward in the report too.
1. **Outputs**

The task of “Drawing on International Experience to carry out an in-depth research, within the CBPF Framework, into the Mechanism, Operational Mode and Sustainable Development of Chinese Enterprise Engaging in Biodiversity, following China’s joining the CBD’s “Global Partnership for Business and Biodiversity”should be addressed from at least three dimensions related to “sustainability framework”, which are organizational, technical and financial. Please consult practices of the member countries in Asia, Europe and America and provide opinions on how China should build the mechanism which is practical and effective in operationalizing and meeting the requirement of CBD Global Partnership and comply with Chinese contexts, with attention paid to the following issues, which should be addressed explicitly, if needed and how to properly established.

* Charter for the China Partnership Council
* Secretariat's work program and management procedures
* Member enrollment
* Membership withdrawal
* Advisory Consultative Group
* Development of a service system
* Cost and benefits analysis
* Annual fee paid by corporate member
* Other benefits, revenues and earnings, such as the global benefits of biodiversity conservation, premium price from social responsibility, brand reputation, etc.
1. Organizational

Provide constructive and practical opinions on how Chinese mechanism of “partnership for business and biodiversity” should be appropriately built up, with software and hardware in place, institutions established such as Council and Secretariat, ways of management and operation developed, members of business, local government, NGO, academia enrolled, etc.

1. Technical

How the Chinese mechanism of “partnership for business and biodiversity” should be practically operationalized in a commercial fashion, in order to cater to various needs from the members varying from corporate, industry association and governmental units, to local government, NGO and academia; how a service system should be gradually built up on mobilizing and integrating resources from cross-sectoral partners. The service system should also serve the MEP, National Committee on Biodiversity Conservation and other ministries where’re possible in policy development.

1. Financial

How the Chinese mechanism of “partnership for business and biodiversity” should maintain financial sustainability, drawing on the experiences of other countries, within the Global Partnership framework and the advice of the CBPF partnership members, please provide prepositional options that are far sighted, constructive and practically contextual, from the following perspectives:

* corporate members pay an annual fee
* Other than corporate, member contribute in the form (except money) of technology, consultation, services or in-kind
* other benefits, revenues and earning

In conclusion, the report should unfold the experience of other countries in running the national partnership, provide services to members and keep sustainable, and provide insightful opinions on how China should tackle the same challenges in line with Chinese contexts and international expectations.

1. **Activity Implementation**

The Contractor is expected to carry out the following

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| **Activity** | **contents** | **progress** |
| Desk review and interview | * Look in to the global partnership and how its national members in America, Europe and Asia perform and practice, from organizational, technical, operational and financial perspective
* Probe how potential members of Chinese partnership are motivated to engage in biodiversity, taking into account needs, expectation, risk and benefits, etc.
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| * Start communication with member countries in the continents of America, Europe and Asia (one country for one continent)
* Pay visits to main international organizations under the framework of CBPF
 | Within 7 weeks after signing contract |
| Develop case studyFormulate work plan | * Draw on the info and data collected and analyse, draft case studies for member states in Europe, Asia and America
* formulate work plan and submit it to PMO
* PMO review the work plan and approve of it
 | Within 2 months after signing contract |
| Develop report | Focus on developing the study report of “Drawing on International Experience to carry out an in-depth research, within the CBPF Framework, into the Mechanism, Operational Mode and Sustainable Development of Chinese Enterprise Engaging in Biodiversity, following China’s joining the CBD’s “Global Partnership for Business and Biodiversity”, which should address at least three dimensions related to “sustainability framework”, which are organizational, technical and financial. Consult practices of the member countries in Asia, Europe and America and provide opinions on how China should build the mechanism which is practical and effective in running and meet the requirement of CBD Global Partnership and concord with Chinese contexts, with attention paid to the following issues, which should be addressed explicitly, if needed and how to properly established. | Within 3 months after signing contract |
| Mid-term review | Submit the report (draft) to PMO that organize experts to jointly review and provide comments  | Within 3months after signing contract |
| Improve report | improve the report based on midterm review and comments | Within 4 months after signing contract |
| Final review | Resubmit the improved version for final review |

During implementation, PMO suggest that the Contractor pay attention to the following

1. **draw on international experience**

Prioritize experience from foreign countries, especially those leading ones in national partnership mechanism building, effective operation, sound sustainability practice, try to identify at least one representative countries respective in Asian, Europe and America.

1. **Strengthen intentional communication**

Establish good channels to communicate with these member states under the Global Partnership and acquire useful information and data on their practices, which is vitally important for developing country specific case studies and extracting insightful experience/lesson.

1. **member development for National Partnership**

Chinese contexts are important to be probed into so as to point out the right path for Chinese Partnership mechanism to run properly and enroll member mainly from the business community and industry association and local governments. Please take into account those industries that have much to do with biodiversity, such as extractive, agriculture, wind brewing, traditional herbal medicine, cosmetics, etc. attention should be paid to those local governments that attach more importance to corporate social responsibility (CSR) in the eastern costal area of China such as Shanghai, Jiangsu, Zhejiang provinces, where huge amount of enterprise gather and more export-oriented, these governments already have the mandates of integrating biodiversity related indicators into their existing Monitoring and Evaluation System applied to appraise corporate performances in social and environmental aspects. At the same time, governments at the local level that are frustrated by finding the balance between biodiversity conservation and economic development are also potentially becoming the members joining the Chinese partnership; certainly those service providers, specialized NGOs and relevant research and academia are welcome to join too since they bring in useful resources, technologies, consultation, information and knowledge products to build up and substantiate the “Service System” that the partnership has been dedicating to.

1. **Service system development**

When addressing the development and launch of service system, please take into consideration the following dynamics, efforts and processes in China, therefore, the service system should serve a bundle of integrated purposes and meet the needs of a multi-stakeholders.

A. serve the MEP and National Committee on Biodiversity Conservation, in providing policy and decision making and carrying out pertinent work assigned by relevant government departments.

B. develop technical tools and training courseware and provide capacity building and awareness raising activities and campaigns to enterprises and industry associations, to support their efforts of integrating biodiversity into strategy, operation.

C. support the initiatives of industry association, business confederation, regulator department of government, etc. to integrate biodiversity into departmental or industrial planning process, such as sustainable development, circular production, climate change, CSR, etc., support the development process of industry guideline that incorporate biodiversity conservation, sustainable use and benefit sharing.

D. develop principles, criteria and indicator for business engaging in biodiversity to set voluntary standards; develop logo to couple with standards for monitoring and evaluating performances of enterprises when practising biodiversity conservation; provide training to support enterprises adopt such standards.

E. Provide consultation services to local governments in support their efforts to integrate biodiversity consideration into local M&E system, economic development strategy, institutional reform, civil civilization, CSR strategy, and other incentive mechanism, at the local level, such as biodiversity adapting to climate change, green finance, sustainable procurement, etc.

F. Develop market based Payment for Eco System Service (PES) methodology such as biodiversity offset, wetlands credit, etc and support the launch of transaction platform based on such PES approaches to facilitate transaction between enterprises and between governments and enterprises, better to be incorporated into the existing framework of Verified Emission Reduction system currently in practice in China.

G. Annual hold the Biodiversity and Green Development Forum on which dialogues amongst partners and stakeholders are open, with information dissemination, knowledge sharing, communication strengthening and consensus building; good practices of business engaging in biodiversity will be distributed and an award for best practice is to be launched.

I. Keep in touch with the other state members on the CBD’s “Global Partnership for Business and Biodiversity” for effective communication, collaboration and exchange; provide support to the MEP’s participation into the Global Forum on Business and Biodiversity held annually as organized by the CBD Secretariat.

1. **Financial balance**

On this dimension, please pay attention to the currently existing initiatives and processes of local government, industry association, big corporate at various levels in China, which might vary from CSR, sustainable procurement, green finance, Ecological standards, pilot project, etc. all these could bring in different types of resources needed for building up the Chinese national partnership and make it sustainable.

1. **Qualification and eligibility Requirements**

The Contractor needs to have the following qualification and eligibilities, and better to have relevant background and resources:

* Qualified as a legitimate institution with legal person, sound financial and operational condition, or as international agency and foreign Non-Governmental-Organization;
* eligible to
* be acquainted with how CBD Secretariat and “Global Partnership for Business and Biodiversity” requires and works
* be familiar with how state members under the Global Partnership meet requirements, establish mechanism, operationalize and keep sustainability
* have channels to communicate with state members to acquire data and information for the development of case studies country specific, one country in each continent of America, Europe and Asia.
* Read through intensely English websites such as CBD official web, and materials for necessary data
* Very familiar with registration, working procedure and relevant legal stipulation regarding partnership building, not for profit organization mechanism in the field of sustainable development or CSR
* Be experienced in developing working procedure, organization charger, management rules, etc., able to provide constructive and practical opinion on how Procedural documents are produced, in accordance with international common practice and legal framework in Chia;
* be experienced in running similar partnership, initiative, business confederation, social network that have tangible services to offer to members
* effectively develop case studies based on using different approaches to acquire necessary information for case study development, particularly in the way that have to communicate with foreign agencies for data; have especial expertise to develop the case studies in the related areas to mechanism building, partnership synthesizing, membership enrollment, substantiating service system, etc.
* be familiar with, considered as a merit, CSR, multi-stakeholder analysis, real-time Chinese contexts, training industry association, prospecting local governments, etc., knowing the progress in TEEB study would also be a merit.

At the same time, the requirements are set as follows for Professional staff qualifications and competence:

* 1. **Project manager**

experience expert on the issues of CBD, Global Partnership for business and Biodiversity, familiar with the progress of state members in building mechanism, operationalizing and membership enrollment and keeping sustainability, etc. responsible for implementation and managing the whole project with ability to access information and resources needed to get the work done

* 1. **project coordinator**

report to poroject manager and coordinate with resource persons and channels necessary to implementation

* 1. **data collector and analyser**

possess language skill and able to get data from the interviews with stakeholders, able to analyse and process data after collection

* 1. **expert (international) on partnership and mechanism development**

Very familiar with the practices of member states under the Global Partnership for Business and Biodiversity and able to draw on foreign experience and apply for China’s good

* 1. **expert (Chinese) on mechanism development**

familiar with dyanmics and processes in releant fields in China and cooperate with the internatinal expert to localize the kknowldege into Chinese contexts drawing on foreign experience and lessons

* 1. **translator**

facilitate orgal communication or translate necessarly foreign materials into local language top support project implementation

* 1. **legal expert**

make sure that the study report is practical according to the realities of China’s legal and legislative framework