

REQUEST FOR EXPRESSION OF INTEREST (REI)

ACB Mekong in BALANCE Project Consultant

The ASEAN Centre for Biodiversity (ACB) intends to engage the services of Consultant for the ACB Mekong in BALANCE Project.

The engagement of the ACB Mekong in BALANCE Project Consultant for 2025 aims to: (i) mapping of non-state actors (NSAs) in the consultation of the ASEAN Biodiversity Plan and (ii) leading capacity development and CEPA activities for the non-state actors on the ASEAN Biodiversity Plan.

The ACB Mekong in BALANCE Project Consultant shall perform following tasks:

1. Map out involvement of NSAs
 - a. Conduct a desk review to document existing NSAs in the ASEAN and identify relevant NSAs who may be able to support the implementation of the ASEAN Biodiversity Plan
 - b. Develop a roadmap/framework for the relevant NSA's involvement in ASEAN until 2030, consistent with the timeframe of the implementation of the ASEAN Biodiversity Plan and the KM GBF
2. Capacity development and CEPA activities for the NSAs on the ASEAN Biodiversity Plan
 - a. Ensure that all engaged NSAs are aware of the ASEAN Biodiversity Plan and its objectives and appraised of their possible roles and responsibilities in implementing it
 - b. Establish an alignment between the ASEAN Biodiversity Plan, and the NSA's mandate and existing efforts to establish synergies and will develop potential areas of collaboration
 - c. Identify pathways on how the potential areas of collaboration may contribute to the achievement of the KM GBF and NBSAPs
 - d. Promote collaborative approaches to encourage looking at NSAs as equal partners alongside government organisations and various stakeholders to facilitate an inclusive decision-making process and commitments to the achievement of KM GBF, ASEAN Biodiversity Plan, and NBSAPs
 - e. Set up accountability mechanisms for the commitment, including measures to enhance transparency and responsibility

Interested consultant should have the following:

Required Expertise

1. Bachelor's degree in environmental studies, international relations, social sciences, natural sciences, and related fields with at least ten (10) years of related work experience; or Master's degree in environmental studies, international relations, social sciences, natural sciences, and related fields with at least five (5) years of related work experience; or Bachelor's degree in non-related fields with at least ten (10) years of related work experience in biodiversity conservation, preferably in Southeast Asia
2. At least five (5) years of experience in designing and delivering capacity-building programs, developing roadmaps and frameworks, and reporting and monitoring of programmes or projects
3. Current knowledge of global and regional frameworks on biodiversity conservation
4. Extensive knowledge and experience on working with non-state actors (e.g. civil society or non-government organisations, academic institutions, women, youth, and indigenous peoples and local communities), preferably in Southeast Asia

Competencies and Skills

- Strong facilitation and training skills, with experience in both virtual and in-person delivery methods
- Ability to develop frameworks/roadmaps, assessment reports, workshop reports, and progress reports
- Strong communication and interpersonal skills, with the ability to work effectively in a multicultural environment
- Excellent command of the English language
- Strong interpersonal and communication skills

Other Requirements


- Has relevant equipment (i.e. laptop) and reliable internet connection for remote work
- Fit to travel within ASEAN

Interested applicants may obtain further information from the ACB Bids and Awards Committee (BAC) Secretariat and may download the Terms of Reference and the Consultant's Pre-Qualification Form on the ACB website.

Applicants should prepare the following and send all to acb-bac@aseanbiodiversity.org:

- 1) Letter of Intent of no more than two pages addressed to the Bids and Awards Committee (BAC) through the BAC Secretariat, elaborating how their qualifications and experiences make them qualified for the position. **ACB Mekong in BALANCE Project Consultant** should be indicated in the aforesaid letter;
- 2) Comprehensive curriculum vitae; and
- 3) Completed Personal History Form.

Deadline for submission of completed application is on **23 April 2025**. Only applications with complete documentary requirements will be processed. Applications received beyond this date will not be considered. Only shortlisted candidates will be given due notice.


GRACE ANNE R. PALIS
Chairperson
Bids and Awards Committee