

**Position Title:** ACB Mekong in BALANCE Project Consultant

**Position Level:** Consultant

**Duration of Contract:** One (1) year (renewable)

**Duty Station:** ASEAN Centre for Biodiversity Headquarters, Los Baños, Laguna, Philippines

**Reporting to:** Director for Programmes

## TERMS OF REFERENCE

### A. Background

The ASEAN Centre for Biodiversity (ACB) is an intergovernmental regional centre of excellence established through an agreement among the Governments of the Member States of the Association of Southeast Asian Nations (ASEAN) in 2005. The ACB facilitates cooperation and coordination among the members of ASEAN, and with relevant national governments, regional and international organisations, on the conservation and sustainable use of biological diversity and the fair and equitable sharing of benefits arising from the use of such biodiversity in the ASEAN region. Since its establishment, the ACB has lived up to its mandate of strengthening national and regional capacity for biodiversity conservation.

The ACB is engaged as one of the implementing and cooperating partners of the World Wide Fund for Nature (WWF) on the project Mekong in BALANCE: Building Ambition for Lasting Action in Nature Conservation with Equity (2024–2027). Funded by the Swedish International Development Cooperation Agency, the project aims to contribute to the inclusive implementation of the Kunming-Montreal Global Biodiversity Framework (KM GBF) in the Mekong region, halt and reverse biodiversity loss, and increase resilience to climate change. The scope of the project is the Greater Mekong region—Cambodia, Lao PDR, Myanmar, Thailand, and Viet Nam.

The ACB will particularly support the engagement of non-state actors (NSAs) (e.g. civil society or non-government organisations, academic institutions, women, youth, and indigenous peoples and local communities) in ASEAN Biodiversity Plan dialogues, capacity development, and guidance. The ACB's engagement will fall under Project Outcome 1: *By 2027, responsible actors in four CBD focal ministries have enhanced ambition, skills, and partnerships to ensure revised national biodiversity strategies and action plans (NBSAPs) deliver inclusive and measurable nationwide conservation benefits/targets*; and Project Output 1.2: *By 2027, CBD focal ministries have engaged to and value civil society actors' engagement in NBSAP implementation, monitoring, and reporting*.

### B. Objective

The ACB will ensure the involvement of the NSAs and the integration of their participation in the implementation and monitoring of the ASEAN Biodiversity Plan by providing support to their capacity development. NSAs will also be provided support to further strengthen their capacities to facilitate commitments to the achievement of KM GBF, ASEAN Biodiversity Plan, and NBSAPs, and establish accountability mechanisms for the commitment, including measures to enhance transparency and responsibility.

The engagement of the ACB Mekong in BALANCE Project Consultant for 2025 aims to (i) mapping of 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.

### C. Scope of Services

Under the guidance and direct supervision of the Programmes Director, 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

### D. Expected Outputs/Deliverables

	Key Tasks	Deliverables	Timeline
1	Mapping of non-state actors in the consultation of the ASEAN Biodiversity Plan	<ul style="list-style-type: none"> <li>● Desk review which features existing NSAs in the ASEAN and relevant NSAs which may be able to support the implementation of the ASEAN Biodiversity Plan</li> <li>● Roadmap/Framework for relevant NSAs' involvement in ASEAN until 2030</li> </ul>	2nd Quarter
2	Lead capacity development and CEPA activities for the non-state actors on the ASEAN Biodiversity Plan	<ul style="list-style-type: none"> <li>● Workshop Report</li> <li>● Alignment between the ASEAN Biodiversity Plan and the NSAs' mandate and existing efforts to establish synergies and developed areas for collaboration</li> <li>● Accountability mechanisms for the commitment, including measures to enhance transparency and responsibility</li> </ul>	3rd Quarter

## E. Professional Fee and Schedule of Payment

The ACB Mekong in BALANCE Project Consultant will receive a professional fee payable in tranches upon submission and ACB's acceptance and approval of the deliverables.

In addition, the ACB will shoulder the travel cost, meeting cost, and subsistence allowance of the Consultant in accordance with the implementation of the project and the ACB policy.

The communication expenses shall be on the account of the consultant.

The costs for incidentals, accident, and medical insurance shall be on the account of the Consultant and shall not be covered by the ACB.

The contract amount will be paid through bank transfers by the ACB. Further, the ACB will only shoulder the bank charges from the ACB's depository bank while the charges of the receiving bank shall be on the account of the Consultant. Payable as follows:

Deliverables	Date of Submission	Percentage
Draft Desk review and Roadmap/Framework	2nd Quarter	37.5%
Final Desk review, Roadmap/Framework, and Workshop Report on Capacity Development and CEPA Activity	3rd Quarter	62.5%

## F. 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

## G. 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

## H. Other Requirements

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

## I. Implementation Period

The contract term starts from the day the contract has been signed/concurred until 31 December 2025, and is renewable annually subject to satisfactory deliverables and performance of the Consultant.

## H. Implementation Arrangements

All outputs from the consultancy will be in English, in adherence to the ACB Writing Style Guidelines, and remain the property of ACB, including drafts and related materials. Products may be publicly released by the ACB and will state the names of the consultants subject to negotiation and agreement.

The Consultant will work closely with the ACB under the supervision of the Programmes Director, in consultation with the Strategy and Planning Division Director and concerned departments, in the preparation of the deliverables. The Strategy and Planning Division Director will review all reports of the consultant prior to endorsement to the Programmes Director.

## I. Application Procedure

Applicants should prepare the following and send all to [acb-bac@aseanbiodiversity.org](mailto:acb-bac@aseanbiodiversity.org):

1. Letter of Intent of no more than two pages addressed to the Bids and Awards (BAC) Chairperson 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.

The deadline for submission of completed application requirements is on **23 April 2025**.

Only applications with complete documentary requirements (Letter of Intent, completed Personal History Form, and Comprehensive Curriculum Vitae) will be processed. Applications received beyond the abovementioned deadline will not be considered. Only shortlisted candidates will be given due notice. Previous applicants may apply again.