**Terms of Reference**

**Service Reference: Consultancy to prepare National Report on the State of Biodiversity for Food and Agriculture**

1. **Background**

Conservation and sustainable management of biodiversity for food and agriculture require a comprehensive understanding of the state and use of its components. Biodiversity for food and agriculture includes the variety and variability of animals, plants and micro-organisms at the genetic, species and ecosystem levels that sustain the structure, functions and processes of agricultural, pastoral, forest and aquatic production systems.

The FAO Commission on Genetic Resources for Food and Agriculture is the only intergovernmental forum which specifically deals with the whole range of genetic resources for food and agriculture. To implement its broad work programme and to achieve its objectives through a planned and staged approach, the Commission adopted and subsequently revised and updated its Multi-Year Programme of Work (MYPOW). One of the major milestones of the MYPOW is the presentation of the first report on *The State of the World’s Biodiversity for Food and Agriculture* (the SoWBFA Report) to the Commission’s Sixteenth Regular Session (to be held in 2017) and the consideration of follow-up to the SoWBFA Report, including through a possible Global Plan of Action. The SoWBFA Report will also be a major milestone in the context of the United Nations Decade on Biodiversity.

The Commission requested FAO, at its Eleventh Regular Session in 2007, to prepare the SoWBFA report*,* for consideration at its Sixteenth Regular Session, following a process agreed upon by the Commission. It stressed that the process for preparing the SoWBFA Report should be based on information from Country Reports and should also draw on thematic studies, reports from international organizations and inputs from other relevant stakeholders, including centres of excellence from developing countries.

Bhutan is a member of the Commission on Genetic Resource for Food and Agriculture. Recognizing the importance of understanding the state of biodiversity for food and agriculture and the role of national reports in preparing the world report, Bhutan intends to submit the country report to the Commission within the given deadline of 20th July 2016.

1. **Objectives**

* The National Biodiversity is seeking the service of a consulting firm/Consultant to prepare the Country Report on the State of Biodiversity for Food and Agriculture.

1. **Assignments**
   1. Review the preliminary report prepared by the National Biodiversity Centre through stakeholder consultations.
   2. Review all relevant documents such as policies, programs, five year plans and progress reports and publications of the relevant stakeholders.
   3. Gap analysis of the information required in the report as per the county report guideline and collection of additional data/information through literature review, one-one interview, meeting with experts, etc.
   4. Data analysis and validation.
   5. Drafting of the national report following the format/guideline provided by the Commission for Genetic Resources for Food and Agriculture
   6. Submission of the draft report to NBC for review and incorporation of comments
   7. Presentation of the draft report in National Stakeholder Consultation workshop to receive comments and incorporation of changes, if need be.
   8. Finalization of the report after incorporation of the comments.

**4. Period of Engagement**

The assignment shall be for **Four Weeks** as per the following schedule:

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| **Period** | **Task** | **Remarks** |
| 4th Week of May 2016 | Finalization of the consultancy service | NBC |
| 1st Week of June 2016 | Award of Consultancy service | NBC |
| 1st Week of June to Mid-June 2016 | Preparation of first draft based on review of the existing draft, guidelines, additional data collection, analysis etc. |  |
| 3rd Week of June 2016 | Submission of 1st Draft to NBC for comments/review and incorporation of comments from NBC |  |
| 4th week of June 2016 | Presentation of the draft to National Stakeholder Consultation workshop  Finalizations and submission of report to NBC | Based on the assumption that SH workshop can be organized |

1. **Qualification and skill requirements of the consultant**

* Master degree in Natural Resource Management/Agriculture/Forestry/Animal Science/Biodiversity/ Environmental studies or related field
* Sound knowledge on the biodiversity policies and programs of the country
* Skill in data collection, analysis and presentation
* A strong report writing skill

**6. Proposal Documents to be submitted**

The interested firm/individual should submit the financial proposal along with the all relevant documents supporting your qualification, experience and competence to carry out the task assigned on or before 20th May, 2016.

1. **Evaluation of the bids**
2. The evaluation of bid will be based on both financial as well as most appropriate qualifications and references, including past experience and competence.
3. **Price and Payment**
4. Unless otherwise stated, payments are in Ngultrum and are exclusive of all payable taxes.
5. Discounts should be included on quoted prices, if any.
6. Quoted price would be open to negotiations.
7. Full payment shall be made as per the contract agreement.

**9. Deliverables**

1. Finalized version of the Report on State of Biodiversity for Food and Agriculture.