

# Template for offer to host the technical support unit for the IPBES monitoring assessment

## I. Introduction

This section is a short introduction summarizing key aspects of the proposal.

## II. Presentation of the host institution

This section presents the host institution, including the relevance of its work to IPBES and to the monitoring assessment, in particular.

## III. Presentation of the technical support unit (TSU)

This section describes how the TSU would be organized, taking into account the terms of reference set out in annex I to this document:

- Institutional arrangements (name(s) of Government and/or organization involved in hosting the TSU)
- Number and role of TSU staff members  
\*The estimated staffing necessary to accomplish the functions of this TSU corresponds to 2.5 full-time-equivalents (FTE), composed of two programme management officers and a half-time programme management assistant. For the purpose of comparison, the functions required would be provided within the UN by 2 FTE of professional level staff members (at the P-3 or P-2 level) and a 0.5 FTE of a general service level staff member.
- Terms of reference/description of duties of proposed staff members
- Available support from Government, other institutions and/or networks, if any.

## IV. Funding arrangements

This section presents detailed funding arrangements.

The host institution is expected to dedicate personnel corresponding to, at least, 2.5 FTE to the work of the TSU. IPBES can contribute to the financing of TSU personnel up to an annual maximum of USD 150,000, subject to approval by the IPBES Plenary of the corresponding budget. Part of these USD 150,000 can be dedicated to personnel travel as long as the minimum team size of 2.5 FTE personnel is fully funded. The entity proposing to host a TSU is expected to cover the general operating costs (e.g., office space, furniture, equipment, supplies, utilities, connectivity, overhead) and any remainder of personnel costs or personnel's travel cost. The host institution is also expected to manage the funds for organizing meetings for the monitoring assessment.

The overall budget for the monitoring assessment is presented in annex II to this document.

### a. Contribution expected from the IPBES trust fund

This section would specify how much of the yearly budget for TSU the host institution would plan to use.

\*While a maximum amount of USD 150,000 per calendar year, subject to annual budget approvals by the IPBES Plenary and cash sufficiency of the IPBES trust fund, is available from the IPBES trust fund to support the TSU personnel cost and personnel travel cost, organizations may choose to not use or to use only partially these funds from the IPBES trust fund.

**b. Contribution from the offering institution**

This section would detail the contribution from the host institution to establish a staffing of, at least, 2.5 FTE, including personnel cost, personnel travel cost and general operating costs, and any additional contribution for organizing meetings for the monitoring assessment (e.g., venue costs for the first author meeting).

The host institution, together with offering Government if applicable, may also offer contribution that could be used for organizing additional activities in support of the assessment, which are not included in the IPBES budget (e.g., support for organizing meetings of the authors of separate chapters).

## **Annex I – Purpose, objectives and specific activities of the technical support unit in support of the monitoring assessment**

### **I. Purpose and scope of the technical support unit**

The purpose of the technical support unit is to support the production of the methodological assessment on monitoring biodiversity and nature's contributions to people (monitoring assessment), under which the technical support unit shall:

- a. Work in close collaboration with the secretariat under the direction of the Executive Secretary;
- b. Ensure that the assessment is produced in accordance with the scoping report of the assessment (as set out in annex I to decision IPBES-10/1, and as reproduced in annex III to this document), the procedures for the preparation of IPBES deliverables set out in annex I to decision IPBES-3/3, as well as other rules and procedures of IPBES and decisions of the IPBES Plenary;
- c. Submit progress reports and provide support, as requested by the Executive Secretary, to the Plenary, Bureau and Multidisciplinary Expert Panel, and support the secretariat in tracking progress in the preparation of the assessment;
- d. Provide input, if requested by the Executive Secretary, to any review of IPBES.

### **II. Examples of activities to be undertaken by the technical support unit**

Examples of activities which the technical support unit for the monitoring assessment will be expected to undertake during the assessment process are as follows:

- a. Preparation and maintenance of an updated timeline and implementation plan for the assessment;
- b. Organization of online and in-person meetings of the expert group including procedural and logistical arrangements;
- c. Support to the preparation of any documents, reports and communications that form part of the work of the expert group, ensuring their timely delivery;
- d. Coordination of peer review processes of drafts of the assessment in line with the procedures for the preparation of IPBES deliverables;
- e. Coordination of the finalization and design of the outputs, including obtaining the necessary permissions and ensuring appropriate attribution of graphics, figures, and other sources displayed;
- f. Collaboration with the task forces on capacity-building, on data and knowledge management, on Indigenous and local knowledge, and on scenarios and models, as well as the technical support units for knowledge generation catalysis and for policy tools and methodologies, with regard to the implementation of relevant approaches and guidance in the assessment;
- g. Coordination with other IPBES deliverables to ensure complementarity and synergy between the assessments and to avoid duplication of scope and work;
- h. Maintenance of a register of appropriate contacts (organizations and experts) that might be called upon to support the work of the expert group.

### **III. Reporting requirements**

The head of the technical support unit will submit narrative and financial reports to the Executive Secretary on a regular basis in accordance with the Project Cooperation Agreement, which will be established following the selection and acceptance of the offer.

## Annex II – Detailed budget for the monitoring assessment

The monitoring assessment will be considered by the IPBES Plenary at its 13<sup>th</sup> session, tentatively planned for the fourth quarter of 2026. The technical support unit would be expected to close 6 months after the approval of the assessment, in order to have time to complete a number of tasks including editing and laying out of the assessment, and assessment-related communication activities. For this assessment, this would mean that the technical support unit would close in the second quarter of 2027, tentatively planned at the end of May 2027.

The table below reproduces the budget for the monitoring assessment included in the budget for 2024 and provisional budgets for 2025 as approved by decision IPBES-10/3, and indicative budgets for 2026 and 2027 as presented to IPBES 10 in document IPBES/10/INF/18.

<i>Year</i>	<i>Cost</i>	<i>Assumptions</i>	<i>Maximum amounts expected to be available from the IPBES trust fund</i>
<b>2024</b>	<b>First author meeting</b> (3 co-chairs, 12 coordinating lead authors, 48 lead authors, 12 review editors and 4 Multidisciplinary Expert Panel and Bureau members)	Venue costs	15 000
		Total number of participants: 79, including 60 supported participants Cost per participant: \$3,750	225 000
	<b>Technical support unit</b> for 9 months		112 500
	<b>Total 2024</b>		<b>352 500</b>
<b>2025</b>	<b>First meeting to develop the summary for policymakers</b> (3 co-chairs, 12 coordinating lead authors and 2 Multidisciplinary Expert Panel and Bureau members)	Venue costs	5 000
		Total number of participants: 17 including 13 supported participants Cost per participant: \$3,000	39 000
	<b>Second author meeting</b> (3 co-chairs, 12 coordinating lead authors, 48 lead authors, 12 review editors and 4 Multidisciplinary Expert Panel and Bureau members)	Venue costs	15 000
		Total number of participants: 79, including 60 supported participants Cost per participant: \$3,750	225 000
	<b>Second meeting to develop the summary for policymakers</b> back-to-back with second author meeting	Venue costs	5 000
		Total number of participants: 17, including 13 supported participants Cost per participant: \$750 (daily subsistence allowance at \$375 per day for two days)	9 750
	<b>Design, layout, dissemination and outreach</b>		40 000
<b>Technical support unit</b>		150 000	
	<b>Total 2025</b>		<b>488 750</b>
<b>2026</b>	<b>Participation in the thirteenth session of the Plenary</b> (November 2026) of 3 co-chairs and 12 coordinating lead authors or lead authors	Total number of participants: 15, including 11 supported participants Cost per participant: \$3,750	41 250
	<b>Design, layout, dissemination and outreach</b>		150 000
	<b>Technical support unit</b>		150 000
	<b>Total 2026</b>		<b>341 250</b>

<i>Year</i>	<i>Cost</i>	<i>Assumptions</i>	<i>Maximum amounts expected to be available from the IPBES trust fund</i>
<b>2027</b>	<b>Design, layout, dissemination and outreach</b>		30 000
	<b>Technical support unit for 5 months (6 months after launch of the assessment report at the twelfth session of the Plenary)</b>		62 500
	<b>Total 2027</b>		<b>92 500</b>

## **Scoping report for a methodological assessment on monitoring biodiversity and nature’s contributions to people**

*-ADVANCE UNEDITED VERSION-*

*2 September 2023*

### **I. Scope, rationale, timeline and baseline, geographical coverage and methodological approach**

#### **A. Scope and rationale**

1. The objective of the methodological assessment on monitoring biodiversity and nature’s contributions to people is to support national and global efforts to (a) monitor biodiversity, nature’s contributions to people and the direct and underlying causes of the observed changes; and (b) monitor progress towards the goals and targets of the Kunming-Montreal Global Biodiversity Framework<sup>1</sup> in support of a balanced and enhanced implementation of the Convention on Biological Diversity, including its three objectives, and contributing to monitoring of the Sustainable Development Goals of the 2030 Agenda for Sustainable Development and relevant multilateral environmental agreements, processes and efforts, in particular the biodiversity-related conventions, taking into account the specific circumstances of developing countries. The assessment will take into account other knowledge systems as included in the conceptual framework of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES),<sup>2</sup> and the different value systems as conceptualized in the Kunming-Montreal Global Biodiversity Framework.

2. The report will assess what data and systems are currently available and needed to calculate the indicators of the monitoring framework for the Kunming-Montreal Global Biodiversity Framework related to biodiversity, nature’s contributions to people and the direct and underlying causes of the observed changes. It will prioritize the headline indicators and assess data availability for other indicators of the monitoring framework.

3. The report will also assess the current capacity, capability and resources to collect and analyse data at the national and global scales, as will be required to implement the monitoring framework for the Kunming-Montreal Global Biodiversity Framework. The report will assess gaps in data availability and access, and existing biases in taxonomic, geographic and temporal coverage of data for marine, inland water and terrestrial environments. It will assess challenges and barriers related to the capacities and means of implementation to generate, access and share data, employ robust statistical methods for trend detection and attribution, and support systematic biodiversity monitoring. The assessment will take into account the specific circumstances faced by developing countries in this regard.

4. The assessment will identify opportunities to further develop national and regional biodiversity monitoring capacities (with particular focus on the needs of developing countries, including least developed countries and small island developing States) and community, Indigenous and citizen-science biodiversity monitoring.

5. The assessment will look at options to enhance cooperation, to promote resource-sharing and reporting, to allow data from many sources to be combined and to improve understanding of

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<sup>1</sup> Decision 15/4 of the Convention on Biological Diversity, annex.

<sup>2</sup> Decision IPBES 2/4, annex, and decision IPBES-5/1, sect. III, paras. 8 and 9.

biodiversity change, especially in underrepresented regions of the world. These options may include bringing together national and regional monitoring systems, networks and other efforts into global biodiversity monitoring networks and platforms. The assessment will explore the benefits of such an approach and will analyse options and enabling conditions for building global biodiversity monitoring networks and platforms. It will account for existing mechanisms and processes operating at the regional and global level, including the Group on Earth Observations.

## **B. Timeline and baseline**

6. In line with the monitoring framework for the Kunming-Montreal Global Biodiversity Framework, the assessment will prioritize the period 2011–2020 as the reference period for reporting on and monitoring progress in the implementation of the framework.

7. Long-term historical data will also be used as an information source for possible baselines and contemporary reference states that could be considered for various national, regional or global indicator comparisons. The assessment will also identify baselines and available information on the natural state and historical trends in biodiversity loss.

8. The assessment will be carried out over a two-year period using the fast-track approach for thematic and methodological assessments.

## **C. Geographical coverage**

9. This is a global-level assessment, which will provide information relevant to all biogeographic and oceanographic zones at all scales, from subnational to global.

## **D. Methodological approach**

10. The assessment will consist of a summary for policymakers and four chapters, each with an executive summary of the key findings. It will identify key gaps in relevant knowledge and data.

11. The assessment will draw on peer-reviewed literature, official national data and reports, Indigenous and local knowledge, and a range of other sources in line with the procedures for the preparation of Platform deliverables set out in decision IPBES-3/3.

12. The assessment will review existing methodologies and experience in biodiversity monitoring, including in situ and remote sensing measurements, community-based monitoring and citizen science. It will assess processes initiated and undertaken under the Convention on Biological Diversity, as well as the work of the Biodiversity Indicators Partnership, the Group on Earth Observations Biodiversity Observation Network, the Global Biodiversity Information Facility, and the United Nations Statistics Division. It will also cover new technologies for estimating biodiversity, such as environmental DNA, ecological acoustics, camera traps, hyperspectral imagery and artificial intelligence, that can be mobilized locally to produce rapid assessments and surveys over large areas, including through collaboration with Indigenous Peoples and local communities on the ground. The assessment will identify monitoring challenges and define options for dealing with missing data and information and other constraints that could prevent monitoring at relevant scales.

13. The assessment will consider data and knowledge gaps identified by previous IPBES assessments.

14. The assessment will present relevant case studies at various scales, as appropriate.

15. The assessment will be consistent with the IPBES conceptual framework and will fully consider Indigenous and local knowledge and different knowledge systems, as well as multiple values.

16. The assessment will be conducted by a balanced, interdisciplinary team of experts with expertise in monitoring biodiversity and nature's contributions to people in terrestrial, freshwater and marine systems. The expert team will encompass a diverse range of backgrounds (e.g., academia, government and civil society) and disciplines (e.g., ecology, evolution, social sciences, economics, statistics and biodiversity modelling). The interdisciplinary expert team will draw on knowledge



from a diverse range of sources (e.g., knowledge and expertise in natural and social science, knowledge of relevant national and international monitoring institutions and programmes, Indigenous monitoring programmes, citizen science initiatives and global observing systems).

17. The following objectives of the rolling work programme of IPBES up to 2030<sup>3</sup> will be implemented in the context of this assessment through collaboration between the experts of this assessment and the relevant task forces and technical support units: objective 2 on building capacity; objective 3 on strengthening the knowledge foundations, including objective 3 (a) on advanced knowledge and data and objective 3 (b) on enhanced recognition of and work with Indigenous and local knowledge systems; and objective 4 on supporting policy, including objective 4 (a) on advanced work on policy instruments, policy support tools and methodologies and objective 4 (b) on advanced work on scenarios and models of biodiversity and ecosystem functions and services.

## II. Chapter outline

18. **Chapter 1. Setting the scene** (*indicative length: 10,000 words*). Chapter 1 will describe the purpose of the assessment and the intended audiences. It will outline which and whose needs the assessment is intended to fulfil and the plan for ensuring that it does so. It will introduce the issues to be assessed in the subsequent chapters.

19. Chapter 1 will introduce how the assessment links to the IPBES conceptual framework and, in particular, how the report will address monitoring requirements regarding nature, its contributions to people and the direct and underlying causes of observed changes. It will explain how the assessment will support the implementation of the monitoring framework for the Kunming-Montreal Global Biodiversity Framework, as adopted by the Convention on Biological Diversity in decision 15/5, in order to support the achievement of the Framework's goals and targets, the 2030 Agenda for Sustainable Development and the Sustainable Development Goals, and the goals of other relevant multilateral environmental agreement processes and efforts, in particular the goals of the biodiversity-related conventions.

20. **Chapter 2. Assessing the data needs** (*indicative length: 15,000 words*). Chapter 2 will assess what is needed in terms of data, indicators and models to inform the implementation of the actions required by the goals and targets of the Kunming-Montreal Global Biodiversity Framework. Priority will be given to assessing the data needs for the headline indicators and, where possible, other indicators of the monitoring framework. Priority will also be given to addressing methodological challenges, including the aggregation of national data into global indicators, and the disaggregation of global indicators.

21. Chapter 2 will also consider other possible needs of biodiversity monitoring science, other scientific disciplines, and different systems of knowledge, such as those of Indigenous Peoples and local communities, to support the application of the indicators to inform, as appropriate, policymaking, decision-making and planning from the local to the national level.

22. **Chapter 3. Assessing the challenges in biodiversity monitoring to meet needs** (*indicative length: 15,000 words*). Chapter 3 will assess the data currently being generated and the systems that collect and mobilize those data. It will explore the findability, accessibility, interoperability and reusability of existing data and assess their geographic and taxonomic coverage, as well as their gaps and biases. Chapter 3 will also assess the capacity, capability and infrastructure available to monitor biodiversity, including available in situ and remote sensing capacity, institutional support, governance structures and funding sources. The chapter will assess the impact of the means of implementation in developing countries in support of the implementation of decision 15/4 of the Convention on Biological Diversity and related provisions. It will assess the implementation of community-based monitoring and information systems, including the role of the collective action of Indigenous Peoples and local communities, and how to scale them up to act at different levels.

23. Chapter 3 will highlight key challenges in terms of coherence among existing systems, such as incompatibilities in data structure, that prevent the aggregation of local and national indicators

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<sup>3</sup> Decision IPBES-7/1, annex I.

into global indicators. It will also examine gaps in taxonomy and in geographic and temporal coverage, taking into account the specific challenges faced by developing countries.

24. **Chapter 4. Options for strengthening the capacity to monitor biodiversity worldwide** (*indicative length: 20,000 words*). Chapter 4 will assess the options for action to enable and develop long-term monitoring capacity.

25. Chapter 4 will assess financial, institutional, human and capacity needs, and options to meet these needs, to establish and reinforce sustained, long-term national and subnational monitoring projects and programmes, including those led by Indigenous Peoples and local communities, taking into consideration the specific circumstances of developing countries. It will explore the opportunities offered by existing and new technologies. It will identify pathways to enhance scientific and technical cooperation, capacity-building, and voluntary technology transfer on mutually agreed terms, in order to overcome capacity and technological constraints.

26. The chapter will also assess options for enhancing existing regional and national monitoring initiatives in the collection, management, analysis and reporting of data and trends on biodiversity and nature’s contribution to people, including scientifically robust options to enhance cooperation at the regional or international levels, in support of the implementation of the Kunming-Montreal Global Biodiversity Framework at the national level and through national biodiversity strategies and action plans.

27. The chapter will involve assessing enabling conditions for improved methods for sharing and standardizing, for enhanced capacity for data capture and digitization, and for enhanced capacity for analysing national and global trends, predictive modelling and tailored information products.

28. It will also involve assessing the potential of the various options, their economic costs and benefits, and the methodological, technological, institutional and financial requirements to realize these options.

### III. Timetable

<i>Date</i>	<i>Actions and institutional arrangements</i>
<b>2023</b>	
Fourth quarter	The Multidisciplinary Expert Panel, through the secretariat, requests nominations of experts by Governments and other stakeholders
<b>2024</b>	
First quarter	The Multidisciplinary Expert Panel selects the assessment co-chairs, coordinating lead authors, lead authors and review editors, in line with the procedures for the preparation of Platform deliverables, including by implementing the procedure for filling gaps in expertise
Second quarter	First author meeting with the co-chairs, coordinating lead authors, lead authors, review editors and members of the Bureau and Multidisciplinary Expert Panel that are part of the management committee for the assessment
<b>2025</b>	
First quarter	Meeting to advance the preparation of the summary for policymakers with the co-chairs, coordinating lead authors and members of the Bureau and Multidisciplinary Expert Panel that are part of the management committee for the assessment
Second quarter	First external review (eight weeks) – draft chapters and draft summary for policymakers are made available for review by Governments and experts
Third quarter	Second author meeting with the co-chairs, coordinating lead authors, lead authors, review editors and members of the Bureau and Multidisciplinary Expert Panel that are part of the management committee for the assessment  Back to back with the second author meeting: meeting to advance the preparation of the summary for policymakers with the co-chairs, coordinating lead authors and members of the

<i>Date</i>	<i>Actions and institutional arrangements</i>
	Bureau and Multidisciplinary Expert Panel that are part of the management committee for the assessment
Fourth quarter	Additional external review of the summary for policymakers (eight weeks) – draft of the summary for policymakers is made available for review by Governments and experts
<b>2026</b>	
First quarter	Online writing workshop to advance the preparation of the summary for policymakers with the co-chairs, coordinating lead authors and members of the Bureau and the Multidisciplinary Expert Panel who are part of the management committee for the assessment
Third quarter	Final review (aiming at eight weeks) – final draft of the chapters and summary for policymakers is made available for review by Governments
Fourth quarter	Consideration by the Plenary, at its thirteenth session, of the summary for policymakers for approval and of the chapters for acceptance
	Communication activities in relation to the assessment (including fact sheets)

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