**Template for offer of a technical support unit for an IPBES task force**

1. **Introduction**

Short introduction summarizing key aspects of the proposal.

1. **Proposal**
	1. **Presentation of the host institution**

Presentation of the host institution including relevance to IPBES and to the task force to be supported.

* 1. **Presentation of the technical support unit (TSU)**

Description of how the TSU would be operationalized:

 Institutional arrangements (name(s) of organization(s) involved in hosting the TSU);

Number and role of staff members;

Reporting and recruitment processes for staff members;

 Available support from other institutions and/or networks.

* 1. **Funding arrangements**

Within the agreed budget, there are $ 150,000 from the IPBES trust fund to cover two professional (i.e. technical/programmatic staff member), and one half-time administrative staff members. These funds have to be matched by an in-kind offer of an equivalent value, to reach a total number of staff members of a minimum of three. The agreed estimated budget for the task forces is presented in the annex.

* + 1. **Contribution expected from the IPBES trust fund**

Presentation of a budget detailing how much of the available funding from the IPBES trust fund would be requested, and to do what.

NB: the maximum amount available from IPBES is $ 150,000; organizations, however, may choose, as it is the case for some of the established TSUs, to not use these funds from the IPBES trust fund.

* + 1. **Contribution from the offering institution**

Presentation, as part of that same budget, of the in-kind matching contribution from the offering.

* 1. **Additional activities**

Description of any other relevant initiative (for example relevant IPBES activities coordinated by the same institution or by partners) that could facilitate the work of the TSU.

**Annex - Detailed cost of activities of the work programme up to 2030 supported by a task force**

**Objective 2: Building capacity**

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| ***Year*** | ***Cost***  | ***Assumptions*** | ***Estimated costs******(United States dollars)*** |
| Yearly | **Task force meeting** (10 task force members and 4 Multidisciplinary Expert Panel and Bureau members) | Venue costs for 3-day meeting  | 5 000 |
| Total number of participants: 14Cost per participant: $3,000Travel and daily subsistence allowance for 10 supported participants (75%) | 30 000 |
| **Task force activities** | Deliverable 2: Capacity-building forum | 50 000 |
| Deliverable 2: Development of e-learning material | 20 000 |
| Deliverable 2 (a): Learning and engagement (including the fellowship programme) | 170 000 |
| Deliverable 2 (b): Facilitating access to expertise and information | 20 000 |
| Deliverable 2 (c): Strengthening national and regional capacities  | 10 000 |
| **Technical support unit**  | Corresponding to the costs of one full-time-equivalent professional position and one part-time administrative assistant, including travel and overhead (to be matched by an in-kind offer of an equivalent value) | 150 000 |
|  | **Total:** |  | **455 000** |

**Objective 3: Strengthening the knowledge foundations**

**Advanced work on knowledge and data**

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| ***Year*** | ***Cost***  | ***Assumptions*** | ***Estimated costs******(United States dollars)*** |
| Yearly | **Task force meeting** (10 task force members and 4 Multidisciplinary Expert Panel and Bureau members) | Venue costs for 3-day meeting  | 5 000 |
| Total number of participants: 14Cost per participant: $3,000Travel and daily subsistence allowance for 10 supported participants (75%) | 30 000 |
| **Task force activities** | Including web conferences to consult on knowledge needs emerging from assessments | 25 000 |
| **Technical support unit** | Corresponding to the costs of one full-time-equivalent professional position and one part-time administrative assistant, including travel and overhead (to be matched by an in-kind offer of an equivalent value) | 150 000 |
|  | **Total:** |  | **210 000** |

**Enhanced recognition of and work with indigenous and local knowledge systems**

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| --- | --- | --- | --- |
| ***Year*** | ***Cost***  | ***Assumptions*** | ***Estimated costs******(United States dollars)*** |
| Yearly | **Task force meeting** (10 task force members and 4 Multidisciplinary Expert Panel and Bureau members) | Venue costs for 3-day meeting  | 5 000 |
| Total number of participants: 14Cost per participant: $3,000Travel and daily subsistence allowance for 10 supported participants (75%) | 30 000 |
| **Task force activities** | This corresponds to the indigenous and local knowledge dialogues budgeted as part of the deliverables of objective 1 |  |
| **Technical support unit**  | Corresponding to the costs of one full-time-equivalent professional position and one part-time administrative assistant, including travel and overhead (to be matched by an in-kind offer of an equivalent value) | 150 000 |
|  | **Total:** |  | **185 000** |

**Objective 4: Supporting policy**

**Advanced work on policy tools and methodologies**

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| ***Year*** | ***Cost*** | ***Assumptions*** | ***Estimated costs******(United States dollars)*** |
| Yearly | **Task force meeting** (10 task force members and 4 Multidisciplinary Expert Panel and Bureau members) | Venue costs for 3-day meeting (assuming most of venue costs to be in-kind) | 5 000 |
| Total number of participants: 14Cost per participant: $3,000Travel and daily subsistence allowance for 10 supported participants (75%) | 30 000 |
| **Task force activities** | Further development of the policy support web portal | 25 000 |
| Support to ongoing assessments  | 9 000 |
| Support to the uptake of policy tools and methodologies | 25 000 |
| **Technical support unit**  | Corresponding to the costs of one full-time-equivalent professional position and one part-time administrative assistant, including travel and overhead (to be matched by an in-kind offer of an equivalent value) | 150 000 |
|  | **Total:** |  | **244 000** |

**Advanced work on scenarios and models**

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| ***Year*** | ***Cost***  | ***Assumptions*** | ***Estimated costs******(United States dollars)*** |
| Yearly | **Task force meeting** (25 task force members and 4 Multidisciplinary Expert Panel and Bureau members), combined with a workshop. | Venue costs for 3-day meeting  | 5 000 |
| Total number of participants: 29Cost per participant: $3,000Travel and daily subsistence allowance for 22 supported participants (75%) | 66 000 |
| **Task force activities** | Activity 1: Support the use of scenarios and models in IPBES (participation of experts on scenarios in assessments, development of an online guidance tool for scenarios and models) | 15 000 |
| Activity 2: Catalyse the development of scenarios and models by the broader community  | 24 000 |
| **Technical support unit**  | Corresponding to the costs of one full-time-equivalent professional position and one part-time administrative assistant, including travel and overhead (to be matched by an in-kind offer of an equivalent value) | 150 000 |
|  | **Total:** |  | **260 000** |