**Template for application to host the technical support unit for the IPBES “transformative change assessment”**

Interested institutions are invited to submit their application following this template, with, as an attachment, the filled out “Application Form” and to submit their application to the secretariat at secretariat@ipbes.net **by 31 August 2021.**

1. **Introduction**

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

1. **Presentation of the host institution**

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

1. **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 organization(s) involved in hosting the TSU);
* Number and role of 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 two FTEs of professional staff members at the P-3 or P-2 level and a 0.5 FTE of a general service (GS) level staff member.

* Terms of reference / description of duties of proposed staff members;
* Available support from other institutions and/or networks, if any.
1. **Funding arrangements**

This section presents detailed funding arrangements.

Host institutions are expected to dedicate personnel corresponding to at least 2.5 full-time-equivalents 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 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 operating costs (e.g. office space, furniture, equipment, supplies, utilities, connectivity) and any remainder of personnel costs or personnel’s travel cost. The budget for the transformative change assessment is presented in annex II to this document.

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

This section would specify how much of the yearly budget 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 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.

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

This section would detail the contribution from the host institution for personnel cost to establish a staffing of at least 2.5 FTE.

Offering organizations may also offer additional contribution that could be used for additional activities in support of the assessment (e.g. venue costs, travel for supported participants for meetings of the authors of separate chapters, not included in the IPBES budget).

1. **Additional activities**

This section would describe any other relevant initiatives of the offering institution, relevant to IPBES activities that could facilitate the work of the TSU.

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

1. **Purpose and scope of the technical support unit**

The purpose of the technical support unit is to support the production of the IPBES assessment of the thematic assessment of the underlying causes of biodiversity loss and the determinants of transformative change and options for achieving the 2050 Vision for Biodiversity, under which the technical support unit shall:

1. Work in close collaboration with the secretariat under the direction of the Executive Secretary;
2. Ensure that the assessment is implemented in accordance with the scoping report of the assessment as set out in annex II to decision IPBES-8/1, 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;
3. 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;
4. Provide input, if requested by the Executive Secretary, to any review of IPBES.
5. **Examples of activities to be undertaken by the technical support unit**

Examples of activities which the technical support unit for the transformative change assessment will be expected to undertake in the period 2021-2025:

1. Preparation and maintenance of an updated timeline and implementation plan for the assessment;
2. Organization of online and in-person meetings of the expert group including procedural and logistical arrangements;
3. Support to the preparation of any documents, reports and communications that form part of the work of the expert group, ensuring their timely delivery;
4. Coordination of peer review processes of drafts of the assessment in line with the procedures for the preparation of IPBES deliverables;
5. 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;
6. Collaboration with the task forces on capacity-building, knowledge and data, indigenous and local knowledge, policy tools and methodologies and scenarios and models with regard to the implementation of relevant approaches and guidance in the assessment;
7. Coordination with other IPBES deliverables, in particular the thematic assessment of the interlinkages among biodiversity, water, food and health in the context of climate change (“nexus assessment”), to ensure complementarity and synergy between the two assessments and to avoid duplication of scope and work;
8. Maintenance of a register of appropriate contacts (organizations and experts) that might be called upon to support the work of the expert group.
9. **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 shall be established following the selection and acceptance of the offer.

**Annex II - Detailed budget for the transformative change assessment**

The transformative change assessment will be considered by the IPBES Plenary at its 11th session, tentatively planned for the second half of 2024. 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 at the end of April 2025.

This table reproduces the budget for the transformative change assessment included in the revised budget for 2021, budget for 2022, and provisional budgets for 2023 as approved by decision IPBES-8/4 and indicative budgets for 2024 and 2025 as presented to IPBES 8 in document IPBES/8/INF/24.

| ***Year*** | ***Cost*** | ***Assumptions*** | ***Maximum amounts expected to be available from the IPBES trust fund*** |
| --- | --- | --- | --- |
| **2021** | **Management committee meeting** (co-chairs, members of the secretariat, including technical support unit, dedicated Multidisciplinary Expert Panel and Bureau) | Online | 0 |
| **Technical support unit** starting after IPBES 8 (6 months) |  | 75 000 |
| **Total 2021** | **75 000** |
| **2022** | **First author meeting** (3 co‑chairs, 15 coordinating lead authors, 75 lead authors,10 review editors and 4 Multidisciplinary Expert Panel and Bureau members) | Venue costs  | 20 000 |
| Travel – total number of participants: 107, including 80 supported participantsCost per participant: $3,750  | 300 000 |
| **Technical support unit** |  | 150 000 |
| **Total 2022** | **470 000** |
| **2023** | **Second author meeting** (3 co‑chairs, 15 coordinating lead authors, 75 lead authors, 10 review editors and 4 Multidisciplinary Expert Panel and Bureau members) | Venue costs  | 20 000 |
| Travel – total number of participants: 107, including 80 supported participantsCost per participant: $3,750  | 300 000 |
| **Meeting to develop the summary for policymakers** back to back with second author meeting | Venue costs | 5 000 |
| Travel – total number of participants: 20, including 15 supported participantsCost per participant: $750 (daily subsistence allowance at $375 per day for two days) | 11 250 |
| **Meeting to develop the summary for policymakers** (3 co‑chairs, 15 coordinating lead authors, and 2 Multidisciplinary Expert Panel and Bureau members) | Venue costs  | 5 000 |
| Travel – total number of participants: 20, including 15 supported participantsCost per participant: $3,000  | 45 000 |
| **Third author meeting** (3 co‑chairs, 15 coordinating lead authors, 75 lead authors, 10 review editors and 4 Multidisciplinary Expert Panel and Bureau members) | Venue costs  | 20 000 |
| Travel – total number of participants: 107, including 80 supported participantsCost per participant: $3,750 | 300 000 |
| **Meeting to develop the summary for policymakers** back to back with third author meeting | Venue costs | 5 000 |
| Travel – total number of participants: 20, including 15 supported participantsCost per participant: $750 (daily subsistence allowance at $ 375 per day for two days) | 11 250 |
| **Technical support unit**  |  | 150 000 |
| **Total 2023** | **872 500** |
| **2024** | **Participation in the eleventh session of the Plenary** of 2 co‑chairs and 6 coordinating lead authors or lead authors  | Travel – total number of participants: 9 including 6 supported participantsCost per participants: $3,750  | 22 500 |
| **Technical support unit**  |  | 150 000 |
| **Design, layout, dissemination and outreach** |  | 220 000 |
| **Total 2024** | **392 500** |
| **2025** | **Technical support unit for 4 months** (6 months after launch of the assessment report at the eleventh session of the Plenary) |  | 50 000 |
| **Total 2025** | **50 000** |
| **Total:** | **1 860 000** |