

Template for offer to host the technical support unit for the IPBES “business and biodiversity assessment”

Interested institutions are invited to submit their offer following this template, with, as an attachment, the filled-out “Application Form” and to submit their offer to the secretariat at secretariat@ipbes.net by **Friday 16 September 2022 (Central European Summer Time), close of business.**

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 business and biodiversity 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 organization(s) 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 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.

IV. Funding arrangements

This section presents detailed funding arrangements. The host institution is expected to dedicate personnel corresponding to at least 2.5 full-time-equivalents (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 business and biodiversity assessment. The overall budget for the business and biodiversity 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 business and biodiversity assessment (e.g., venue costs).

The offering institution may also offer contribution that could be used for organizing additional activities in support of the assessment, including meetings of the authors of separate chapters, which are not included in the IPBES budget (e.g., travel for supported participants for chapter meetings, venue costs).

Annex I – Purpose, objectives and specific activities of the technical support unit in support of the business and biodiversity assessment

I. 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 methodological assessment of the impact and dependence of business on biodiversity and nature's contributions to people (business and biodiversity 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-9/1, 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 business and biodiversity 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, 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;
- 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 shall be established following the selection and acceptance of the offer.

Annex II – Detailed budget for the business and biodiversity assessment

The business and biodiversity assessment will be considered by the IPBES Plenary at its 12th session, tentatively planned for the fourth quarter of 2025. 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 May 2026.

The table below reproduces the budget for the business and biodiversity assessment included in the budget for 2023 and provisional budgets for 2024 as approved by decision IPBES-9/3 and indicative budgets for 2025 and 2026 as presented to IPBES 9 in document IPBES/9/INF/24.

<i>Year</i>	<i>Cost</i>	<i>Assumptions</i>	<i>Maximum amounts expected to be available from the IPBES trust fund</i>
2023	First author meeting (2 co-chairs, 12 coordinating lead authors, 48 lead authors, 12 review editors and 6 Multidisciplinary Expert Panel and Bureau members)	Venue costs	15 000
		Travel for supported participants *Cost per participant: \$3,750	206 250
	Technical support unit (12 months)		150 000
Total 2023			371 250
2024	Meeting to develop the summary for policymakers (2 co-chairs, 12 coordinating lead authors and 3 Multidisciplinary Expert Panel and Bureau members)	Venue costs	5 000
		Travel for supported participants *Cost per participant: \$3,000	36 000
	Second author meeting (2 co-chairs, 12 coordinating lead authors, 48 lead authors, 12 review editors and 6 Multidisciplinary Expert Panel and Bureau members)	Venue costs	15 000
		Travel for supported participants *Cost per participant: \$3,750	206 250
	Meeting to develop the summary for policymakers back-to-back with second author meeting (2 co-chairs, 12 coordinating lead authors and 3 Multidisciplinary Expert Panel and Bureau members)	Venue costs	5 000
		Daily subsistence allowance for supported participants *Cost per participant: \$750	9 000
	Design, layout, dissemination and outreach		70 000
Technical support unit		150 000	
Total 2024			496 250
2025	Participation in the twelfth session of the Plenary (November 2025) of 2 co-chairs and 6 coordinating lead authors or lead authors	Travel for supported participants *Cost per participant: \$3,750	22 500
	Design, layout, dissemination and outreach		150 000
	Technical support unit		150 000
Total 2025			322 500

2026	Technical support unit for 5 months (6 months after launch of the assessment report at the twelfth session of the Plenary)		62 500
Total 2026			62 500

Scoping report for a methodological assessment of the impact and dependence of business on biodiversity and nature’s contributions to people

-ADVANCE UNEDITED VERSION-

9 July 2022

I. Scope, rationale, timeline and geographical coverage, and methodological approach

A. Scope and rationale

1. This methodological assessment will strengthen the knowledge base to support efforts by business to achieve the 2050 Vision for Biodiversity and the objectives of the Convention on Biological Diversity, which are the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits arising out of the utilization of genetic resources. This assessment will support the 2030 Agenda for Sustainable Development and its Sustainable Development Goals, and inform other relevant multilateral environmental agreements, processes and efforts.
2. This assessment will categorize the dependencies and impacts of business and financial institutions on biodiversity and nature’s contributions to people, which incorporates ecosystem services and other analogous concepts, including in relation to indigenous peoples and local communities. It will assess methods for measuring direct dependencies and impacts and, where appropriate, indirect dependencies and impacts, and will assess options for actions by businesses and by others, including Governments, the financial sector, indigenous peoples and local communities, and civil society, that interact with business.
3. Businesses depend on and benefit from biodiversity and nature’s contributions to people in various ways and to varying extents and have a range of positive and negative impacts on both biodiversity and nature’s contributions to people. Engaging businesses and the financial sector is essential to address conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits arising out of the utilization of genetic resources.
4. Improved understanding and awareness of dependencies and impacts of businesses, throughout value chains,¹ on biodiversity, and improved approaches for measurement, are important for businesses to understand the variety of relevant risks and opportunities, and to assess and monitor performance. Improved understanding and systematic reporting are important for promoting accountability and transparency, improving producer and consumer knowledge of impacts and dependencies, developing an enabling policy environment, informing regulatory agencies, and guiding financing decisions and investments, taking into account, where relevant, existing international obligations. Improved understanding of the role of innovation, technological development and application are important to support the conservation and sustainable use of biodiversity.

¹ Taking into account, where relevant, existing international obligations.

5. Initiatives have emerged to support these efforts, and this assessment can help bring clarity to potential conflicts and relevant gaps in approaches for measurement in the context of different activities and sectors.

6. Efforts to improve consistency in measures of dependencies and impacts will need to account for region-specific and sector-specific challenges, including those faced by developing countries. These efforts will also need to consider the capacity, technical and technological differences among businesses, including micro, small and medium sized enterprises, as well as those of indigenous peoples and local communities and marginalized populations. Standardized and business-specific approaches for measurement and reporting can be important for efficient, effective, transparent, and robust environmental governance.

B. Timeline and geographical coverage

7. The assessment will be global in scope and address issues related to all sectors and business types. Regional adaptations and applications, including past and present examples, will also be considered across terrestrial, freshwater, and marine ecosystems.

8. The assessment will be carried out following the fast-track approach for thematic and methodological assessments.

C. Methodological approach

9. The assessment report will consist of a summary for policymakers and six chapters, each with an executive summary of the key findings most relevant to the target audience. The assessment will also identify key gaps in knowledge, data, methodologies, and reporting standards.

10. The assessment will draw on scientific literature, indigenous and local knowledge, and grey literature, in line with the procedures for the preparation of IPBES deliverables,² including on IPBES assessments, and on relevant reports or other materials prepared by existing reporting initiatives and by public and private entities. The assessment will present relevant case studies at various scales, as appropriate.

11. The assessment will be consistent with the IPBES conceptual framework.³

12. The work will be carried out by a balanced, highly interdisciplinary team of experts, including practitioners, with expertise in dependencies and impacts on biodiversity and nature's contributions to people from all relevant business sectors. The expert team will draw from a diversity of backgrounds (e.g., academic, business and industry, Government, civil society), and a diversity of disciplines (e.g., accounting, climatology, ecology, economics, finance, gender studies, hydrology, law, management science, material design and engineering, public health, risk assessment, trade). The interdisciplinary team will draw from a diversity of knowledge sources (e.g., business and finance knowledge, governmental policy and regulatory knowledge, indigenous and local knowledge, natural and social science knowledge and expertise).

13. The task force on knowledge and data will support experts in their work on data and information and in their identification of knowledge gaps and, following the approval of the assessment, promote knowledge generation to address the gaps identified.⁴

14. Addressing and working with indigenous and local knowledge in the assessment will be in line with the approach to recognizing and working with indigenous and local knowledge in IPBES⁵ and relevant guidance regarding its implementation provided by the task force on indigenous and local knowledge.⁶

² See decisions [IPBES-3/3](#).

³ See annex to decision [IPBES-2/4](#) and decision [IPBES-5/1](#), section III, para. 9.

⁴ Mandate of the task force may be subject to change at the tenth session of the Plenary.

⁵ Set out in decision [IPBES-5/1](#), annex II.

⁶ Mandate of the task force may be subject to change at the tenth session of the Plenary.

15. The task force on capacity-building will support the development and uptake of the assessment in accordance with objective 2 on building capacity of the IPBES work programme up to 2030 and the capacity-building rolling plan.⁷
16. The task force on policy tools and methodologies will assist in identifying and assessing relevant policy tools and frameworks and perform work to increase the policy and business relevance of the assessment and its use in decision-making, once approved.⁸
17. The task force on scenarios and models will support the use of models and scenarios in assessing impacts of business on biodiversity, and of transformative pathways in improving biodiversity and business outcomes.
18. Coordination and facilitation between this assessment and the nexus assessment and the transformative change assessment will be ensured to enable synergies and complementarity and to avoid duplication of scope and work. To achieve this, the Multidisciplinary Expert Panel and the Bureau will facilitate discussions among the co-chairs of the on-going assessments and their technical support units.
19. The summary for policymakers will be available in all official languages of the United Nations and will be printed on demand, resources permitting.
20. The length of the summary for policymakers should remain within a limit⁹ of approximately 8,500 words. Indicative word limits are also provided in the chapter outline below.
21. Communication and outreach will be undertaken from the outset and during the development of the assessment in order to build engagement with the wider knowledge community and the end users of the assessment, in particular businesses.
22. Technical support will be provided by a technical support unit, which will work in close collaboration with the groups of experts producing other IPBES assessments and with the IPBES task forces, and their respective technical support units.

II. Chapter outline

23. **Chapter 1: Setting the scene** (*indicative length ~10,200 words*) Chapter 1 will describe the purpose of the assessment and the intended audiences. It will introduce the issues to be assessed in the following chapters and discuss the links between this assessment and other relevant IPBES assessments, and how this assessment links to the IPBES conceptual framework, the achievement of the 2050 Vision for Biodiversity, and the 2030 Agenda for Sustainable Development and its Sustainable Development Goals.
24. Chapter 1 will present a definition of business and a typology of the different business sectors, including both formal and informal economic sectors, for use throughout the assessment, referencing existing typologies. The typology will clarify that some financial institutions are also businesses and will be included in the assessment within both the business and financial sectors. It will frame the relationship of dependencies and impacts of businesses of different types and sizes on biodiversity and nature's contributions to people but will leave it to later chapters to develop typologies of dependencies (chapter 2) and impacts (chapter 3). It will highlight key issues and provide definitions, within the context of their use in the assessment, of important terms.
25. **Chapter 2: How does business depend on biodiversity?** (*indicative length ~12,750 words*) Chapter 2 will describe various existing methods and approaches that can be or have been used to

⁷ Mandate of the task force may be subject to change at the tenth session of the Plenary.

⁸ Mandate of the task force may be subject to change at the tenth session of the Plenary.

⁹ The indicative limits to the length of the summary for policymakers and the chapters of the assessment are expressed as numbers of words. They exclude literature cited, figures and tables. For reference, a laid-out A-4 page with two columns of text contains about 850 words. The limits indicated for the summary for policymakers and the chapters would thus correspond to the following number of laid-out pages: summary for policymakers: 10 pages; chapter 1: 12 pages; chapter 2: 15 pages; chapter 3: 15 pages; chapter 4: 24 pages; chapter 5: 18 pages; and chapter 6: 24 pages.

identify business dependencies and interdependencies on biodiversity and nature's contribution to people. It will identify common features of these approaches, important differences in framing and definitions, data requirements and common datasets, their uptake to date, and implications for decision-making by businesses, financial institutions, consumers, Governments, and civil society.

26. Chapter 2 will provide a typology of the dependencies of businesses of different types and sizes on biodiversity and nature's contributions to people. Chapter 2 will describe the various ways in which businesses depend on biodiversity and nature's contributions to people, while also noting potential synergies and trade-offs with other societal goals. Chapter 2 will provide concrete examples of dependencies in both qualitative and quantitative terms. Chapter 2 will describe issues that arise when characterizing dependencies and related risks.

27. **Chapter 3: How does business impact biodiversity?** (*indicative length ~12,750 words*) Chapter 3 will describe various existing methods and approaches that can be or have been used to identify positive and negative business impacts on biodiversity and nature's contribution to people. It will identify common features of these approaches, important differences in framing and definitions, data requirements and common datasets, their uptake to date, and implications for decision-making by businesses, financial institutions, consumers, Governments, and civil society.

28. Chapter 3 will provide a typology of the impacts of businesses of different types and sizes on biodiversity and nature's contributions to people. Chapter 3 will describe the various ways in which businesses impact biodiversity and nature's contributions to people, while also noting potential synergies and trade-offs with other societal goals. It will describe how impacts link to dependence, risk and opportunity and intersect with indigenous peoples and local communities. Chapter 3 will describe pathways to impacts and provide best estimates for individual sectors of business impact on biodiversity and nature's contributions to people. Chapter 3 will describe issues that arise when characterizing impacts and related risks.

29. **Chapter 4: Approaches for measurement of business dependencies and impacts on biodiversity** (*indicative length ~15,300 words*) Chapter 4 will build on chapters 2 and 3 by assessing approaches for measurement, which include frameworks, metrics, indicators, models, data, and tools, relevant to describing business impacts and dependencies on biodiversity and nature's contributions to people. Chapter 4 will present an inventory of approaches for measurement of biodiversity impacts and dependencies, including a description of their scientific robustness. It will also discuss important gaps in approaches for measurement (including data gaps). It will develop a typology of approaches for measurement and discuss the need for common data sets.

30. Chapter 4 will assess how various approaches for measurement and valuation characterize the issues identified in chapter 2 and chapter 3. Recognizing that measuring biodiversity and nature's contributions to people at different spatial and temporal scales is challenging, and that there is no single approach to measurement that fits all contexts, the chapter will describe fitness for purpose for various approaches for measurement in different contexts.

31. Chapter 4 will present examples of ways in which various approaches for measurement have been applied, highlighting challenges associated with their use, including costs of measurement, data accessibility and data and knowledge gaps.

32. Chapter 4 will illustrate how different approaches for measurement map against the IPBES conceptual framework. The chapter will also illustrate how different approaches for measurement are used to assess the contribution of business sectors to the 2050 Vision for Biodiversity, the Convention on Biological Diversity and the post-2020 global biodiversity framework, other biodiversity-related conventions, and, where relevant, to the 2030 Agenda for Sustainable Development and its Sustainable Development Goals.

33. **Chapter 5: Businesses as key actors of change: options for action by business** (*indicative length ~20,400 words*) Chapter 5 will address the role and responsibility of businesses in contributing to transformative change and sustainable development to achieve the 2050 Vision for Biodiversity. It will describe motivations of and challenges and opportunities faced by businesses in different sectors, including the financial sector, when taking action. It will also describe the obstacles faced by business and the ways to overcome them, also considering capacity-building and technical

and scientific cooperation. It will discuss the influence of approaches for measurement addressed in chapter 4 on sustainable outcomes for biodiversity and nature's contributions to people.

34. Chapter 5 will describe potential options for the ways in which businesses may use measures of dependence and impact in their operations and in strategic planning to improve their social, economic and environmental performance, including but not limited to those highlighted in approved IPBES assessments, considering the wide range of sustainable approaches and tools to enhance biodiversity and nature's contributions to people. It will also describe how the outcomes of such approaches for measurement may be used to influence social norms, consumption and production patterns, and public policy and what effect this influence, both positive and negative, could have on biodiversity and nature's contributions to people.

35. Chapter 5 will also consider synergies and trade-offs between approaches and evidence of whether holistic effects of combinations of approaches are effective in achieving transformative change. Chapter 5 will provide examples of collaboration in industry associations, with indigenous peoples and local communities, and among businesses within and across sectors that promote biodiversity and nature's contributions to people.

36. Chapter 5 will highlight key opportunities for businesses by sector to improve performance, including the role of accountability and reporting, and to contribute to international sustainable development and biodiversity commitments.

37. **Chapter 6: Creating an enabling environment for business: options for actions by Governments, the financial sector and civil society** (*indicative length ~20,400 words*) Businesses operate within larger societal and legal contexts. Recognizing there is no one size fits all approach, chapter 6 will describe potential options for the ways in which Governments, the financial sector, civil society, indigenous peoples and local communities and others may use measures of dependence and impact to promote and evaluate business actions and performance, and how the outcomes of such approaches for measurement can be integrated into other aspects of sustainability, considering the motivations described in chapter 5. Potential options will consider different socioeconomic conditions and capacity, technical, technological and financial challenges, including those faced by developing countries.

38. Chapter 6 will describe potential options for the ways in which Governments may use measures of dependence and impact. It will also describe how the outcomes of such approaches for measurement can be used in the context of policy development, infrastructure design, regulation, monitoring, and procurement, among others, to enhance biodiversity and nature's contributions to people, considering, where relevant, existing international obligations.

39. Chapter 6 will describe potential options for the ways in which the financial sector may use measures of dependence and impact to influence businesses and describe how the outcomes of such approaches for measurement can be used in activities such as environmental, social and governance scoring and criteria, the operation of capital markets, lending, investing, insurance and financial analysis.

40. Chapter 6 will describe potential options for the ways in which civil society, consumers, non-governmental organizations, international organizations, indigenous peoples and local communities may use measures of dependence and impact to inform their approach to monitoring government and corporate behaviour. It will also describe how the outcomes of such measures can be used to raise awareness of business dependencies and impacts, of risks associated with biodiversity loss, and of benefits of business action, and collaboration to support biodiversity and nature's contribution to people, including in relation to indigenous peoples and local communities.

III. Timetable

41. The following table presents the overall timeline of the assessment.

<i>Date</i>	<i>Actions</i>
2022	
Third quarter	The Plenary at its ninth session (3–9 July 2022) is invited to approve the undertaking of the business and biodiversity assessment and to request the secretariat to establish the institutional arrangements necessary to mobilize the technical support required for the assessment
Third quarter	The Multidisciplinary Expert Panel, through the secretariat, requests nominations by Governments and other stakeholders of experts, including practitioners from the business and finance sectors
Third and fourth quarters	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 IPBES deliverables, including by implementing the procedure for filling gaps in expertise
End of fourth quarter	The selection decision is communicated to nominees
2023	
First quarter	Meeting of the management committee (co-chairs, members of the Bureau and Multidisciplinary Expert Panel assigned by these bodies to the assessment) to plan the first author meeting and online preparatory meetings for the expert group to prepare for the start of the assessment
Second quarter	First author meeting with co-chairs, coordinating lead authors, lead authors, review editors and members of the Bureau and Multidisciplinary Expert Panel who are part of the management committee of the assessment
Third quarter	Preparation of the first drafts of the chapters
2024	
First and second quarters	Preparation of the first drafts of the chapters and outline of the summary for policymakers
Late first quarter	Writing workshop to advance the preparation of the summary for policymakers with co-chairs, coordinating lead authors and members of the Bureau and Multidisciplinary Expert Panel who are part of the management committee of the assessment
Second quarter	First external review (8 weeks) – drafts of the chapters and of the summary for policymakers are made available for review by Governments and experts
Third quarter	Second author meeting with co-chairs, coordinating lead authors, lead authors, review editors and members of the Bureau and Multidisciplinary Expert Panel who are part of the management committee of the assessment Back to back with the second author meeting: meeting to advance the preparation of the summary for policymakers with co-chairs, coordinating lead authors and members of the Bureau and Multidisciplinary Expert Panel who are part of the management committee of the assessment
2025	
Early first quarter	Additional review of summary for policymakers
Second quarter	Online writing workshop to advance the preparation of the summary for policymakers with co-chairs, coordinating lead authors and members of the Bureau and the Multidisciplinary Expert Panel who are part of the management committee of the assessment
Second half	Authors finalize draft chapters and the draft summary for policymakers

<i>Date</i>	<i>Actions</i>
Second half	Final review (6 weeks) – final draft of the summary for policymakers made available for review by Governments
Second half	Consideration by the Plenary, at its twelfth session, of the summary for policymakers for approval and of the chapters for acceptance
Second half	Communication activities in relation to the assessment
