



TERMS OF REFERENCE

Consultancy to undertake facilitation of the Convention on Wetlands Secretariat Workshop for Annual Plan 2023 and Triennial Plan for 2023-2025

Background

The [Ramsar Convention on Wetlands](#) is an intergovernmental treaty, which provides the framework for national action and international cooperation for the conservation and sustainable use of wetlands. It was the first of the modern global multilateral environmental agreements (MEAs) and remains the only MEA dedicated to the conservation of a specific critical ecosystem.

The Secretariat of the Convention on Wetlands (hereinafter referred as the Secretariat) seeks a consultant or consulting agency to facilitate a series of workshops aimed at developing the Secretariat Annual Plan for 2023 and the Triennial Plan for 2023-2025. The new workplans should build on the existing work plan structure approved by the Standing Committee in Decision [SC57-21](#) and improved over the years ([2022 workplan](#)).

Objectives

At the end of this process, the Secretariat will have:

- Reviewed its progress against the existing Annual Plan 2022 as an extension of the Approved Triennial Plan for 2019-2021;
- Held discussions on how to enhance performance in at least two strategic areas of work;
- Determined Triennial Results and TP2025 Indicators;
- Determined Annual Plan 2023 activities and Indicators;
- Completed both an Annual and Triennial Plan for submission to SC62.

Tasks

Phase 1 – Preparation (January 2022)

This will include consultation with the Secretariat to fully understand issues/constraints, ongoing tasks and tasks that emerged from COP14, identify key strategic areas of work for detailed discussion, and provide a detailed facilitation plan and logistic requirements for phase 2 and 3.

Phase 2 – Delivery (February 2022)

A series of face-to-face workshops with the Senior Management Team to deliver on the objectives of this TOR.

Phase 3 – Follow-up (March 2022)

This will include:

- Draft a summary report of the workshop;
- Oversee the completion of the Annual and Triennial of the Work Plans;

- Draft a cover note for the Annual and Triennial plans for SC62; and
- Facilitate a half-day workshop with all Secretariat staff to share, discuss and seek feedback on the Annual and Triennial Plans;
- Discussions with respective Secretariat staff to ensure complete and timeline delivery of the Objectives of the TOR.

Consultancy Timeline

Phase 1 of the Consultancy is to commence 23 January. The exact timeline for Phase 2 and 3 will be confirmed following discussion with the Secretariat in Phase 1. A large share of the consultancy work will take place during the first quarter of 2023 but could require some follow-up activities before and immediately following SC62 schedule to take place in September 2023.

How to apply

Consultancy Proposals

Consultants should submit an Expression of Interest addressing the Terms of Reference that includes:

- Demonstrated understanding of the project and the required outcomes;
- Details of the proposed approach to the project;
- CV and examples of previous experience and relevant projects, and experience and roles of team members, and contact details of at least two referees;
- Evidence of capacity to complete the project as specified within the indicative timeline;
- A fixed-priced quotation for each phase of the project, inclusive of all costs (including travel and materials), and fees itemised for core tasks;
- A statement regarding pecuniary, actual or potential conflict of interest.

The closing date for Expressions of Interest is **4 January 2023**. Please submit your written proposal (in one PDF document) to yoo@ramsar.org