

# Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

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<b>Civil Society and Stakeholder Engagement Lead (CSO Lead), Academia and Science Engagement Lead– CBD COP17</b>	<b>Project number/ cost centre:</b> G-018126-002 G-012316-003 <b>Tender number</b>
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## **0. List of abbreviations**

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

## 1. Context

The Government of the Republic of Armenia will host the 17th Conference of the Parties to the Convention on Biological Diversity (CBD COP17) from 19–30 October 2026 in Yerevan. The conference will bring together thousands of delegates representing governments, international organizations, civil society organizations, academia, youth networks, Indigenous peoples and local communities, and the private sector.

CBD COP17 represents a critical global milestone for advancing the implementation of the Kunming–Montreal Global Biodiversity Framework (GBF), which sets ambitious global targets to halt and reverse biodiversity loss by 2030. Beyond biodiversity conservation alone, the Global Biodiversity Framework explicitly recognizes the interconnected nature of biodiversity, climate change mitigation and adaptation, sustainable water management, and sustainable development pathways. Healthy ecosystems play a central role in climate resilience, water regulation, disaster risk reduction, and sustainable livelihoods. As such, biodiversity policies are increasingly understood as a foundational element for achieving climate objectives, sustainable resource management, and resilient community development.

Civil society organizations (CSOs), scientific institutions and academia, youth movements, women’s groups, and local communities play a critical role in advancing these interconnected agendas. They contribute to biodiversity conservation, climate action, sustainable water management, and community resilience through advocacy, local implementation, knowledge generation, and multi-stakeholder dialogue. Ensuring inclusive and structured participation of civil society and scientific institutions is a key element of both CBD processes and the effective implementation of the Global Biodiversity Framework.

Given the scale of the event and the compressed preparation timeline, the Ministry of Environment has requested support from Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH to provide specialized technical expertise within the COP17 coordination structure. The respective support to be provided by the GIZ-implemented projects co-funded by BMZ and EU - Sustainable Water Management for Resilient Community Development in Armenia (EU4Sevan+), Sustainable Energy for Climate Resilient Municipal Development in Armenia (SE4R).

Within this framework, a Civil Society and Stakeholder Engagement Lead will be engaged to coordinate civil society participation and ensure inclusive stakeholder engagement in the preparation and implementation of CBD COP17, and an Academia and Science Engagement Lead will be engaged to strengthen cooperation between scientific institutions and policymakers, engagement of scientific institutions and ensure that scientific knowledge effectively informs COP17 discussions and outcomes.

The consultants are expected to provide regular in-person support to the COP17 coordination structure and be fully available during the COP17 event period.

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

### **Civil Society and Stakeholder Engagement Lead (CSO Lead)– CBD COP17**

The objective of the assignment is to ensure inclusive, well-coordinated, and meaningful participation of civil society and non-governmental stakeholders in the preparation and implementation of CBD COP17, thereby strengthening Armenia’s international leadership and promoting broad stakeholder ownership of biodiversity priorities.

The Civil Society and Stakeholder Engagement Lead will perform the following tasks in close cooperation with the COP17 National Coordination Team of the RA Ministry of Environment.

### **Task 1: Inception note**

- Prepare and share the workplan, methodology, and stakeholder engagement approach, etc.

### **Task 2: Development of Civil Society Engagement Framework**

- Develop a comprehensive Civil Society Engagement Framework for COP17.
- Conduct mapping of relevant national and international civil society stakeholders.
- Establish participation mechanisms for CSOs in COP preparation processes.
- Ensure alignment with CBD participation modalities and international good practices.

### **Task 3: Coordination of Civil Society Organizations**

- Facilitate structured engagement between the Ministry of Environment and national civil society organizations.
- Coordinate with international NGOs and global civil society networks expected to participate in COP17.
- Organize or contribute to the consultation meetings, thematic dialogues, and coordination platforms for CSOs.

### **Task 4: Side Events and Civil Society Programming**

- Develop and manage a transparent process for allocation and coordination of CSO-led side events.
- Coordinate civil society programming within the COP17 event structure.

### **Task 5: Capacity Building and Outreach**

- Support and contribute to the capacity-building activities for national CSOs on CBD processes and COP participation.
- Promote participation of youth, women's groups, and local communities in COP17 activities.

### **Task 6: Communication and Visibility**

- Support communication activities related to civil society engagement in COP17.
- Contribute to the visibility of Armenian civil society initiatives within the COP program.

### **Task 7: Other**

- Prepare a Good practices and lessons learned document on COP17 Civil Society and Stakeholder Engagement.
- Implement other tasks assigned by the RA Ministry of Environment and the COP17 National Coordination Structure related to the Civil Society and Stakeholder Engagement for the COP17.
- Contribute to the GIZ COP17 engagement.

## **Academia and Science Engagement Lead – CBD COP17**

### **2. Objective of the Assignment**

The objective of the assignment is to strengthen the science–policy interface for CBD COP17 and ensure structured engagement of academia, research institutions, and scientific networks in COP preparation, programming and participation.

### **3. Scope of Work**

The Academia and Science Engagement Lead will perform the following tasks in close cooperation with the COP17 National Coordination Team of the RA Ministry of Environment.

**Task 1: Inception note**

- Prepare and share the workplan, methodology, and stakeholder engagement approach, etc.

**Task 2: Coordination of Scientific Institutions and Research Networks**

- Map and engage relevant national, regional, and international research institutions, universities, and scientific networks involved in biodiversity, climate, water, and environmental research.
- Establish coordination mechanisms for participation of scientific institutions in COP17 preparation and participation processes.
- Facilitate collaboration between academic institutions and policy stakeholders involved in COP17.

**Task 3: Strengthening the Science–Policy Interface**

- Support structured dialogue between scientists, policymakers, and practitioners on biodiversity-related policy challenges.
- Support integrating scientific findings into COP17 discussions and policy messages.

**Task 4: Design of Science–Policy Sessions**

- Design and coordinate science-policy dialogue sessions, knowledge forums, and expert panels during COP17.
- Support development of thematic discussions addressing cross-cutting topics such as biodiversity–climate linkages, ecosystem-based adaptation, sustainable water management, and nature-based solutions.
- Facilitate engagement of leading scientists and knowledge institutions in COP17 program activities.

**Task 5: Knowledge Management and Legacy Mechanisms**

- Contribute to the development of knowledge legacy mechanisms ensuring that scientific contributions to COP17 remain accessible beyond the event.
- Support documentation of key scientific discussions and outcomes.
- Identify opportunities for establishing long-term research collaborations and knowledge platforms supporting biodiversity governance in Armenia.

**Task 6: Design and organisation of scientific pre-COP event**

- Design and coordinate science-policy dialogue sessions, knowledge forums, and expert panels in preparation of the COP17 event and in a scientific COP side-event.

**Task 7: Other**

- Monthly and Final Assignment Report
- Prepare a good practices and lessons learned document on COP17 academia and science engagement.
- Implement other tasks assigned by the RA Ministry of Environment and the COP17 National Coordination Structure related to the Academia and Science Engagement for the COP17.

- Contribute to the GIZ COP17 engagement.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

### **Civil Society and Stakeholder Engagement Lead (CSO Lead)**

<b>Milestones/process steps/partial services</b>	<b>Deadline/place/person responsible</b>
Inception note (workplan, methodology, and stakeholder engagement approach) (Task 1)	Within 2 weeks of contract start
Civil society engagement framework (Task 2, 3)	July 2026
Side event coordination plan (Task 4)	August 2026
Capacity building activities (Task 5)	September 2026
Monthly and Final Assignment Report Communication and Visibility activities (Task 6)	July-November 2026
Good practices and lessons learned document on COP17 Civil Society and Stakeholder Engagement (Task 7)	November 2026

### **Academia and Science Engagement Lead (Academia Lead)**

<b>Milestones/process steps/partial services</b>	<b>Deadline/place/person responsible</b>
Inception Note (workplan, methodology, methodology, academia and science engagement approach) (Task 1)	Within 2 weeks of contract start
Science–Policy Engagement Framework (Task 2)	July 2026
Science-Policy Sessions Plan & events (Task 3, 6)	August 2026
Side event coordination plan (Task 4)	September 2026
Knowledge Legacy Mechanism (Task 5)	October 2026
Monthly and Final Assignment Report (Task 7)	July-November 2026
Good practices and lessons learned document on COP17 Academia and Science Engagement (Task 7)	November 2026

Period of assignment: from June 30 2026 until December 30 2026.

The Civil Society and Stakeholder Engagement Lead and Academia Lead will:

- Work under the overall guidance of the RA Ministry of Environment and the COP17 National Coordination Structure.
- Coordinate closely with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, COP17 secretariat and relevant working groups.
- Be contracted through and supported by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

### 3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

#### Technical-methodological concept

**Strategy (1.1):** The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps.

### 4. Personnel concept

Key expert 1 - Civil Society and Stakeholder Engagement Lead (CSO Lead)– CBD COP17

#### Tasks of key expert 1 (National)

- See chapter 2

#### Qualifications of key expert 1

- Education/training (2.2.1): Master's degree in environmental policy (including biodiversity conservation, international relations, social sciences, or related fields).
- Language (2.2.2): C1 -level language proficiency in Armenian and English is required
- General professional experience (2.2.3): 8 years of relevant professional experience in stakeholder engagement (4), environmental governance (3) and policy (3).
- Specific professional experience (2.2.4): 4 years of Demonstrated experience working with civil society organizations.
- Leadership/management experience (2.2.5): 4 years of leadership experience in international conferences and/or multi-stakeholder events.
- Development Cooperation (DC) experience (2.2.7): 4 years of experience working with international development organizations or donor-funded projects.

### Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

### **Key expert 2 - Academia and Science Engagement Lead – CBD COP17**

#### Tasks of key expert 2 (National)

- See chapter 2

#### Qualifications of key expert 2

- Education/training (2.3.1): Advanced university degree (PhD) in biodiversity, ecology, environmental science, climate science, environmental policy, or a related field.
- Language (2.3.2): C1 -level language proficiency in Armenian and English is required.
- General professional experience (2.3.3): 8 years of relevant professional experience in scientific research coordination (6), and environmental knowledge management (4).
- Specific professional experience (2.3.4): 4 years of experience working with academic institutions (5), and scientific advisory bodies (5).
- Leadership/management experience (2.3.5): 2 years of leadership experience in international multi-stakeholder events.
- Development Cooperation (DC) experience (2.3.7): 4 years of experience working with international development organizations or donor-funded projects.

### Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

## **5. Costing requirements**

### **Assignment of personnel**

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total
<b>Designation of key expert 1 -</b> Civil Society and Stakeholder Engagement Lead	1	100	100
<b>Designation of key expert 2 -</b> Academia and Science Engagement Lead – CBD COP17	1	100	100
<b>Total expert days</b>			200

## 6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Guidance and respective information on assignment from the RA Ministry of Environment.
- Workstations on the Ministry of Environment premises.
- Logistics for workshops, conferences and task assignment of the contractor.

## 7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.