2nd Regional Programme Steering Committee Meeting for the GEF/SPC/UNDP Project Entitled: "*Ridge to Reef – Testing the Integration of Water, Land, Forest & Coastal Management to Preserve Ecosystem Services, Store Carbon, Improve Climate Resilience and Sustain Livelihoods in Pacific Island Countries*"

Nuku'alofa, Tonga, 31st July – 4th August, 2017

DRAFT GUIDE FOR ONLINE REGISTER OF R2R EXPERTS AND PRACTITIONERS

This document presents a guide for the development of an online roster of R2R experts and practitioners. This document outlines the role and operational procedures for the roster, specifically, among other things, the minimum requirements for an expert to be nominated to the roster, the process for nomination, searching and engaging experts from the roster. This paper also outlines the responsibilities of the experts, the nominating parties and the SPC-based Regional Programme Coordinating Unit (RPCU).

The Regional Programme Steering Committee is invited to review and endorse the guide for the development of an online roster of R2R experts and practitioners, and consider the needs of this aspect of the programme.

1. Introduction

The roster of experts[1] is to provide advice and other support, as appropriate and upon request, to participating GEF Pacific R2R programme countries, to undertake the following tasks:

- Conduct technical assessments,
- Make informed decisions,
- Develop national human resources, and promote institutional strengthening.

2. Administration of the roster

The roster of experts and practitioners is administered and maintained by GEF/UNDP/SPC Pacific IW R2R project. GEF national operational focal points and the Pacific IW R2R regional project and national project focal points, hereinafter nominating parties, are responsible for nominating experts to the roster and for ensuring that the information for each expert is accurate and up to date.

The Secretariat provides the following administrative services:

- Establishing and reviewing, as necessary, the nomination form;
- Maintaining a searchable database of the roster through the GEF/UNDP/SPC Pacific IW R2R project website to allow easy access;
- Establishing and reviewing, as necessary, the nomination form;
- Assisting parties, on request, in identifying appropriate experts from the roster.

3. Operational procedures for the roster of experts

3.1 Nominating individuals to the roster of experts

Experts are nominated to the roster by nominating parties. Nominees must possess the highest professional qualifications and expertise in the fields for which they are nominated. The nominating parties bear the responsibility of ensuring that nominees meet the established requirements and for verifying the validity of information provided by the experts in the nomination form.

Each party can nominate up to 30 experts but no more than five experts per area of specialization. Parties are encouraged to nominate experts from a wide range of professional backgrounds, taking into account also the need for gender balance.

3.2 Requirements for nomination to the roster

To be nominated to the roster, experts must meet the criteria and minimum requirements set out below. Parties are urged to nominate experts that possess the highest professional qualifications and expertise in the fields for which they are nominated.

Criteria for scientific and technical experts:

- A postgraduate degree and five years of demonstrated experience in the scientific and technical area;
- Peer-reviewed publications, including articles in internationally recognized journals;
- Non peer-reviewed publications and reports;
- Presentations at conferences, workshops and scientific/ technical symposia;
- Participation in relevant scientific and technical committees, expert panels or advisory bodies; and
- Systems and implementation expertise.

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[1] This guide to the development of an online R2R Roster of Experts and Practitioners has been adapted from: Secretariat of the Convention on Biological Diversity (2011). *A Guide to the Roster of Biosafety Experts*. Montreal, Canada.

3.3 Scientific and Technical areas[2]:

Natural sciences:

- Marine ecosystems
- Terrestrial ecosystems
- Coastal ecosystems
- Freshwater ecosystems
- Water assessment
- Water Resource Management
- Marine spatial planning
- Coastal zone management
- Fisheries

Social Sciences:

- Governance
- Natural resource policy and planning
- Natural resource economics
- Social impact assessment
- Communications, Education and Public Awareness
- Gender mainstreaming

Information Sciences:

- GIS
- Information Management/Database design

Project Management

3.4 Nomination process

Experts may be nominated to the roster by the GEF Operational Focal Point of a national government, the Regional Programme Coordinating Unit (RPCU)/GEF/UNDP/SPC IW R2R Regional Project and its national focal points using a standard nomination form in Annex 1.

The candidate should specify his/her areas of expertise, qualifications, professional experience and other relevant information. The nominating party must then verify that the information provided on the nomination form is complete and accurate before submitting this form to the RPCU.

3.4.1 Proposed search categories
- Experts filtered by name, nominating country
- Date of record

3.4.2 Expert search results

After searching the database using any filter options, a list of expert names will appear and the individual is then able to select the desired expert's name.

An expert's profile may include the following information:

- Brief resume;
- Personal information, including: the name, title, gender, nationality(ies) and contact information: mailing address, phone number, and email address;

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[2] The scientific and technical areas identified here will be consistent with the review and approval of the Regional Scientific and Technical Committee. These areas may be reviewed at the discretion of the RSTC.

- Current employer as well as the previous employment record. This information includes: the dates of employment, employer's name and contacts, the job title, main areas of responsibility, and notable accomplishments;
- Educational history including: the degree(s) earned and the granting institutions, and the dates;
- Broad area of expertise and the specific disciplines/field(s) of specialization;
- Professional achievements: publications, awards, professional memberships or participation in advisory bodies or technical processes;
- Language skills;
- Professional referees.

3.5 Responsibilities and liabilities

3.5.1 Responsibilities of experts on the roster

An expert nominated to the roster is required to ensure that the information provided on his/her nomination form is both complete and accurate. He/she must also agree to have the information provided publicly available through the Regional R2R website after the nomination is completed.

Accepting or rejecting assignments:

An expert on the roster has the right to accept or reject any proposed assignment. He/she is required to decline any assignment that may give rise to a real or perceived conflict of interest. Before commencing an assignment, experts must fill out a form in which they must divulge any real or potential personal, institutional or professional conflict of interest. Experts should also be willing to help with training and capacity-building at the local level when there is a need.

Acting in a personal capacity:

Each expert must act solely in his/her personal capacity, regardless of any institutional affiliation(s), whether government, industry, civil society or academic.

Maintaining strict confidentiality:

An expert engaged to carry out an assignment is under obligation not to divulge confidential information obtained through or as a result of undertaking the assignment.

Acting in a professional manner:

An expert selected from the roster is expected to comply with all applicable professional standards in an objective and neutral way and to demonstrate a high degree of professionalism in undertaking an assignment, including completion of the assignment in a timely fashion.

Ensuring prior consent to the terms of reference:

Before embarking on an assignment, both the expert and the contracting Party must ensure that the terms of reference and the expected outputs are clearly stipulated, understood and agreed upon.

Producing an end-of-assignment report:

Upon completion of an assignment the expert must produce and submit a report to the contracting Party. The report should include an overall assessment of the process, the results achieved, any obstacles encountered during the process and suggestions for future consideration on similar assignments.

3.5.2   Responsibilities of the nominating parties

Ensuring nomination of qualified experts:

Nominating parties are required to ensure that their nominees meet the above-mentioned criteria and minimum requirements as set by RPSC, and possess the highest professional qualities and expertise in the fields for which they are nominated.

Verifying accuracy of information on the nomination form:

Nominating parties are also responsible for verifying that the information provided by the experts on the nomination forms is complete and accurate before submitting them to the Secretariat.

Ensuring regular update of their experts' profiles:

Nominating parties are required to ensure that the records of their nominated experts in the roster are kept up-to-date. They have to undertake a general review of the expert's profile at least every two years.

3.5.3   Responsibilities of the RPCU

Ensuring the completeness of the nomination forms:

The RPCU is responsible for ensuring that the nomination forms it receives from the nominating parties are complete and that the experts nominated meet the criteria and minimum requirements.

Maintaining the roster:

The RPCU is responsible for administering the roster. This includes maintaining the roster database.

Facilitating access to experts by nominating parties:

The RPCU may, upon request, assist nominating parties seeking experts from the roster to identify suitable candidates in a specific area(s) of expertise and facilitate initial contact between a Party seeking assistance and the expert identified from the roster.

3.5.4   Payment of roster members

All arrangements concerning fees and expenses associated with the assignment should be addressed in a contractual agreement between the parties prior to undertaking the project. Experts may choose to embark on an assignment on a pro bono basis or they may receive a payment from the Party who has hired them.

3.6 Eligible countries for GEF/UNDP/SPC Regional IW R2R funding

GEF/UNDP/SPC IW R2R national project are eligible to engage consultants for funding by the regional IW R2R project through the quarterly planning process and request for new funds. Details for requesting engagement of experts are outline in Annex 2.

3.6.1   Eligible costs

Eligible costs include professional fees, travel expenses, and other costs related to the use of experts. Regional IW R2R funding cannot be used to support broader activities or projects not directly associated with the use of experts selected from the roster. The travel expenses, including per diem should be consistent with SPC Travel Policy. Travel by air must be by the most direct and economical route.

ANNEXES

Annex 1: Nomination Form for the Roster of Experts

Fields/sections marked with an asterisk (*) are mandatory.

I.   BRIEF PROFILE (150 words)*

II. BASIC PERSONAL INFORMATION*
Please provide full names rather than only acronyms or initials.

Title:	Ms. Mr. Professor Dr. Other
Name:	
Employer / Organization:	
Job Title:	
Address:	
Telephone:	
Facsimile:	
Email:	
Web Site:	
Year and Place of Birth:	
Gender:	Male Female
Nationality:	
Second Nationality:	

III. DETAILS OF CURRENT EMPLOYMENT*

Start Date of Employment (year):	
Organization Type:	
Academic	

Government
Industry
Non-governmental
Organization
Other

Name of organization:

Name   of
Department/Division/Unit:

IV.   EMPLOYMENT HISTORY*

Main countries or regions worked:

Please give details of previous employment beginning with the most recent previous employer.
- Name, address and contact details of the employer
- Name and title of supervisor
- Job title
- Duration employed
- Main areas of responsibility to your area(s) of expertise)

Main relevant accomplishments:
(Briefly describe how your work related to your main area of expertise)

Other relevant work experience
(Volunteer work experience)

Description of work done: (Briefly describe how your work related to your main area of expertise)

Responsibilities:
(Briefly describe how your work relates to your main area of expertise)

Main relevant accomplishments:

EDUCATION

Formal education*
Name of qualification
Name of academic institution
Date attended

Other professional qualifications

(List 3 other relevant specialized training and certifications obtained)
AREAS OF EXPERTISE*
Specify your main area(s) of expertise:

_____

_____

Natural sciences:
- Marine, terrestrial, coastal freshwater ecosystems
- Water assessment
- Water Resource Management
- Marine spatial planning
- Coastal zone management
- Fisheries
- Other

Social Sciences
- Governance
- Natural resource policy and planning
- Natural resource economics
- Social impact assessment
- Communications, Education and Public Awareness
- Gender mainstreaming
- Other

Information Sciences:
- GIS
- Information Management/Database design
- Other

Project Management

Implementation expertise

VII. PUBLICATIONS*

List your three most important and relevant publications (in particular those related to your main field of expertise):	1. 2. 3.
List other publications (please list complete citations of all peer-reviewed articles, books, book chapters, conference papers and other publications; you may send a file if the list is long):	1. 2. 3.

VIII. AWARDS AND PROFESSIONAL MEMBERSHIPS

List up to 3 most relevant scientific/ professional awards received:	

List relevant professional societies or organizations in which you have membership

List relevant technical committees, expert panels or advisory bodies on which you have served and briefly describe your specific responsibilities:

IX. KNOWLEDGE OF LANGUAGES*

Mother tongue:
English/French/Chinese
Other

REFERENCES*
Please give name and detailed contact information for key professional references.

Reference 1:

Reference 2:

Reference 3:

ANY OTHER RELEVANT INFORMATION
Please list any other information relevant to your role as an expert.

Annex 2: Request form for funding for consultants

Experts Name:

Organization:

Area of expertise:

Specific activities of the assignment:

Start/End dates:

Expected costs (US dollars) (attach more details if necessary):

item	Rate and # units	total
Professional fees[1]	_____ days @ $ _____ /day	
Travel		
Accommodation and subsistence[2]	_____ nights @ $ _____ /day	
Other (specify):		
Other (specify):		
TOTAL		