

Template for offer to host the technical support unit for the IPBES spatial planning assessment

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 technical support unit (TSU), in particular.

III. Presentation of the technical support unit

This section describes how the TSU would be organized, taking into account the terms of reference set out in annex I to this document, including:

- Institutional arrangements (name(s) of Government and/or organization 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 United Nations by 2 FTE of professional level staff members (at the P-3 or P-2 level) and a 0.5 FTE of a general service level staff member.

- Terms of reference/description of duties of proposed staff members
- Available support from Government and/or other institutions, 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 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 spatial planning assessment.

The overall budget for the spatial planning 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 host 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 spatial planning assessment (e.g., venue costs for the first author meeting). The host institution is expected to provide in-kind contribution of USD 150,000 per calendar year, to match the contribution from the IPBES trust fund.

The host institution may also wish to offer a larger contribution which could be used for organizing additional activities in support of the assessment, which are not included in the IPBES budget (e.g., support for organizing meetings of the authors of separate chapters).

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

I. Purpose and scope of the technical support unit

The purpose of the technical support unit is to support the production of the methodological assessment of integrated biodiversity-inclusive spatial planning and ecological connectivity (spatial planning 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 II to decision IPBES-10/1](#)), 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;
- 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 spatial planning 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, on data and knowledge management, on Indigenous and local knowledge, and on scenarios and models, as well as the technical support units for knowledge generation catalysis and for policy tools and methodologies, 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 will be established following the selection and acceptance of the offer.

Annex II – Detailed overall budget for the spatial planning assessment

The spatial planning assessment will be considered by the IPBES Plenary at its 14th session, tentatively planned for the fourth quarter of 2027. 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 in the second quarter of 2028, tentatively planned at the end of May 2028.

The table below reproduces the budget for the spatial planning assessment included in the provisional budgets for 2025 as approved by decision IPBES-10/3, and indicative budgets for 2026, 2027 and 2028 as presented at IPBES 10. (N.B., budgets for 2026, 2027 and 2028 are subject to approval by the IPBES Plenary)

<i>Year</i>	<i>Cost items</i>	<i>Assumptions</i>	<i>Maximum amounts expected to be available from the IPBES trust fund</i>
2025	First author meeting (3 co-chairs, 12 coordinating lead authors, 48 lead authors, 12 review editors and 4 Multidisciplinary Expert Panel and Bureau members)	Venue costs	15 000
		Total number of participants: 79, including 60 supported participants Cost per participant: \$3,750	225 000
	Technical support unit for 9 months		112 500
	Total 2025		352 500
2026	First meeting to develop the summary for policymakers (3 co-chairs, 12 coordinating lead authors and 2 Multidisciplinary Expert Panel and Bureau members)	Venue costs	5 000
		Total number of participants: 17 including 13 supported participants Cost per participant: \$3,000	39 000
	Second author meeting (3 co-chairs, 12 coordinating lead authors, 48 lead authors, 12 review editors and 5 Multidisciplinary Expert Panel and Bureau members)	Venue costs	15 000
		Total number of participants: 80, including 60 supported participants Cost per participant: \$3,750	225 000
	Second meeting to develop the summary for policymakers back-to-back with second author meeting	Venue costs	5 000
		Total number of participants: 17, including 13 supported participants Cost per participant: \$750 (daily subsistence allowance at \$375 per day for two days)	9 750
	Technical support unit		150 000
	Total 2026		448 750
2027	Participation in the fourteenth session of the Plenary (November 2027) of 3 co-chairs and 12 coordinating lead authors or lead authors	Total number of participants: 15, including 11 supported participants Cost per participant: \$3,750	41 250
	Technical support unit		150 000
	Total 2027		191 250
2028	Technical support unit for 5 months (6 months after launch of the assessment report at the fourteenth session of the Plenary)		62 500
	Total 2028		62 500