



Multi-stakeholder Platform for Protecting Biodiversity

Working Group Convenors

Roles, Responsibilities and Eligibility Criteria

The current document outlines the roles, responsibilities and eligibility criteria to serve as of a working group convener for one of three working groups being established under the multi-stakeholder biodiversity platform on: (a) nature-based solutions for climate resilience; (b) land degradation in arid agricultural ecosystems; and (c) renewable energy and biodiversity. The platform is coordinated by the United Nations Economic and Social Commission for Western Asia (ESCWA) with the support of the Government of Sweden.

Convener Roles and Responsibilities

A convener is the designated institution responsible for coordinating the activities of a working group from the time of contracting through October 2025. The convener's roles and responsibilities encompass:

- Designating a coordinator who is responsible for overseeing the activities of the working group and for serving as the point of contact with ESCWA;
- Coordinating the activities of the working group;
- Organizing at least four virtual and two in-person working group meetings;
- Reporting on meeting outcomes and participation;
- Participating in platform-related consultations and training activities organized by ESCWA;
- Facilitating exchange on possible project topics and draft concept notes among working group members, including inviting external experts to contribute to the discussions as may be needed;
- Fostering consensus on two to four project concept notes on which the working group would focus;
- Coordinating the preparation of the project proposals based on selected concept notes;
- Reviewing the quality of all the draft project proposals prepared by the working group based on the guidance provided and submitting the final draft project proposals to ESCWA;
- Representing the working group in meetings and relevant events, including meetings with potential donors or investors;
- Reporting on progress to ESCWA, including through bi-annual progress reports and a final report;
- Disseminating information about the platform and the working group.

Financial resources will be provided to the working group convener to organize and cover the cost of two in-person working group meetings. Any ad-hoc travel associated with the representational responsibilities of the convener will be covered by ESCWA. An institution can only be the convener of one working group but may apply to be considered for several.

A convener that is actively involved in the formulation of a project proposal can become part of the institutional consortium proposing that project. Any member of a consortium can serve as the lead agency responsible for the proposal, including the convener of the working group.

Eligibility

The convener is expected to:

- Possess in-house expertise and at least five years of demonstrated knowledge and experience in the thematic area of the working group they would like to oversee;
- Have experience in the organization of meetings, including administrative arrangements (e.g., invitations, travel reservations, ticketing, hotel bookings, logistics and payments) and technical aspects (e.g., preparation of concept notes, agendas and reports) arrangements.

The application to become a convener is open to the following types of institutions with demonstrated experience in formulating biodiversity projects in one or more Arab State:

- Civil society organizations and non-governmental organizations;
- International and regional institutions;
- Academic institutions
- Research centers;
- Not-for-profit private sector organizations, foundations, and associations.

Preference is given to institutions with demonstrated experience working on biodiversity conservation and climate resilience in one or more of the following Arab States: Algeria, Egypt, Iraq, Jordan, Lebanon, Libya, Morocco, State of Palestine, Syrian Arab Republic, Tunisia and Yemen. Preference will also be given to institutions with an established office in one of these countries.

Applicants interested to serve as a convener of a working group must be prepared to submit to ESCWA the following documentation to be eligible for consideration as an institutional partner with the United Nations:

- Institutional description demonstrating at least five years of work and experience in the thematic areas of the working group they petition to oversee in line with the eligibility criteria above;
- Official documentation demonstrating independent legal standing as a not-for-profit organization or entity;
- Name, contact information and curriculum vitae of the designated coordinator, who must have demonstrated oral and written fluency in the Arabic and English languages;
- Institutional organigram;
- Institutional bank account;
- Institutional website and social media handles,

ESCWA retains the right to review and select convenors based on United Nations rules, regulations, and procedures.