IABIN Mid-Term Review Consultant
Terms of Reference, October 2008
John Waugh

A) Objectives

1. Perform IABIN Mid-Term Review

The incumbent will, in coordination with IABIN personnel, perform an in-depth review, analysis, and evaluation of the execution of the IABIN-GEF Project, with a view to both the effectiveness of the project in meeting the original objective and the changing context in which the project has been implemented to date.

This MTR has three main goals. It seeks to: a) determine aspects related to the overall design, implementation, and management of the IABIN-GEF Project that contribute to obtaining major achievements and strengths, b) identify those aspects that are considered weaknesses in the implementation of the project and that would benefit from actions that will improve its functioning, and c) provide forward-looking recommendations to further consolidate successful aspects of the project and those that need to be improved in order to achieve project goals and objectives. The Mid-Term Review and its outputs will be a key input to the visioning exercise, described below, as well as 2009 IABIN fundraising efforts.

The products of this objective are:

1.1 An evaluation document (Mid-term review) building upon the existing evaluation work undertaken for the mid-term review, and examining the IABIN GEF Project with respect to the following;
   a. Governance issues (Roles and Responsibilities) with a revised Organizational chart that can be approved at the visioning exercise
   b. Implementation of the Thematic Networks (TNs) and other technical and administrative components of the project
   c. The roles and participation of key players, suitability of institutional arrangements
   d. Achievements of overall goals and delivery of expected outputs
   e. Project expenditures to date
   f. Major accomplishments of the "Building IABIN" project
   g. Evaluation of project without Secretariat Director
      i. Need for measures to remedy any possible gaps?
   h. Extended version of progress to date, expenditures, etc.
   i. Comments from FPs, other participants can be compiled at Vision meeting for inclusion in final report
   j. Most significant findings/outcomes/effects about the training that IABIN and the CIs are conducting, and provide recommendations, where necessary, to improve and contribute to a successful implementation on future trainings.

2. Situation Analysis and Visioning Exercise

The consultant will assist with an assessment of the IABIN concept and approach, including IABIN's founding and history, the network's development, the contemporary context in which IABIN operates (including advances in biodiversity science, bioinformatics, and information technology for monitoring and information management), and the evolving socioeconomic context in which IABIN will act. The consultant will also help delineate the changing biological and technological context in the scientific community and the possible IABIN responses, and identify further progress of the concept in a new iteration of IABIN post-GEF. This will involve assisting with the facilitation of the IABIN Visioning meeting (tentatively the week of October 27, 2008, in Washington, DC), where key IABIN stakeholders will identify scenarios for the organization and priorities of IABIN from 2010-2015, with a view to identifying the future goals and priorities of biodiversity conservation in the Western Hemisphere, and the role of knowledge management in that future.

The product of this objective is:

2.1 Document outlining the results of the visioning meeting and reviewing plausible alternate futures including the role of IABIN in each of them. The situation analysis and visioning exercise provide an evaluation and a forecast in support of priority setting by IABIN stakeholders.

3. Fundraising Strategy

With the guidance and assistance of the IABIN Council and Executive Committee (IEC), the incumbent will identify and advise in the implementation of a funding strategy for IABIN, based upon key deliverables and value added products. This will include a review of strategic partnerships between the IABIN Secretariat, the Coordinating Institutions of IABIN's Thematic Networks, specialized intergovernmental agencies, NGOs, and civil society organizations, including the private sector.

The consultant will identify key benefits of IABIN to stakeholders, including, e.g., the unique ability of IABIN to offer multi-country NGO managed biodiversity informatics projects/programs under the political support of the IABIN Council.

The incumbent will also advise on options to achieve the sustainability of IABIN and limiting factors to obtain it, including IABIN legal status and the relationship between IABIN and other biodiversity knowledge management processes and programs (e.g., the IUCN Red List consortium, the World Commission on Protected Areas, the World Conservation Monitoring Centre, GBIF, GISP, etc.). Integral to this analysis will be the identification of resources necessary to sustain IABIN's core activities and associated networks.

The products of this objective are:

3.1 **Fundraising strategy** for IABIN based upon mid-term review findings. For this purpose, the incumbent will initiate implementation of fundraising strategy in collaboration with

Coordinating Institutions (CIs) toward implementing their commitments to secure TN and IABIN sustainability; collaborate with partner organizations in fundraising, including development of proposals. In particular, close collaboration with City of Knowledge Foundation (CoKF) in the development of the debt swab for knowledge management proposal CoKF has been coordinating, and in which IABIN has been identified as the agency to manage biodiversity and conservation aspects, will be a key partnership priority

3.2 Following donor guidelines **6 pre-proposals** must be sent to donor agencies in the first six months following signature of these ToRs in collaboration with IABIN Council, IEC, IABIN Secretariat, GS/OAS, CIs. For this purpose, the incumbent will research, identify and liaise with institutional donors, such as trusts, foundations, government agencies, others, including communicate with them, invite them to IABIN activities, visit donors to present IABIN concept or full proposals. Little travel outside the Washington, DC region is expected for this contract, but if needed additional travel funds will be made available to the consultant, in accordance with OAS travel policy,

3.3 Based on approved pre-proposals, and following donor guidelines, prepare **3 full grant proposals** in consultation with relevant Coordinating Institutions and Eligible Institutions (data content grant recipients and other IABIN partners) and submit them according to donor agencies' grant making calendars.

4. Next generation implementation plan

The identification of priorities for a further iteration of IABIN is the exclusive domain of IABIN's governance.

The product of this objective is:

4.1 Complete strategic planning document for network development and sustainability. The incumbent will provide a report to IABIN's governing council outlining options based upon the products of objectives 1 and 2 above. This may include the creation of new thematic networks or evolution of the basic premises of IABIN, transitioning, e.g., from technical networks based upon standards to learning networks based upon the application of standards. The incumbent will address ways to improve country ownership of IABIN and provide recommendations, where necessary, to improve and contribute to a successful implementation of the Project, such as actions or aspects within (i) execution and achievement of Project goals and objectives and (ii) Project components that may need modifications