



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

INVITATION FOR EXPRESSION OF INTEREST (EOI)

COMPONENT 1

CONSULTANCY FOR THE SEVENTH NATIONAL REPORT(7NR) COORDINATION, INSTITUTIONAL REVIEW, AND STAKEHOLDER ENGAGEMENT

The Ministry of Environment seeks an Expression of Interest from a suitably experienced Consultant to **coordinate the national 7NR process**, undertake an **institutional review**, and facilitate **stakeholder consultations and workshops** to support the preparation of a credible and participatory Seventh National Report.

SCOPE OF WORK

OBJECTIVES OF THE CONSULTANCY

The consultant shall apply a participatory and consultative methodology, combining desk-based reviews with in-person and virtual engagements. The methodology will include:

- i. Review of relevant national policies, strategies, plans, and reports, including the NBSAP and sectoral strategies;
- ii. Institutional mapping and stakeholder analysis;
- iii. Structured consultations through workshops, meetings, and interviews;
- iv. Documentation and validation of stakeholder inputs; and
- v. Continuous coordination with the Ministry and the technical writing consultant to ensure coherence and timeliness

The Consultant(s) are expected to submit a workplan with timelines to achieve the expected objectives and outline the methodology to achieve the expected output of the project. The timeline is three (3) months from the date of signing of the contract.

CONDITIONS

The applicant should have the following attributes:

- i. Post-graduate degree in environmental studies (science and/or management), environmental economics, environmental law or policy, natural resources management, biodiversity conservation & management, Environmental Governance, natural resource data and information management, or other related fields;
- ii. Extensive knowledge of biodiversity and ecosystems management in Fiji and related fields;
- iii. Familiar with reporting requirements under the Convention on Biological Diversity (CBD), its protocols, and other biodiversity-related conventions;
- iv. Knowledge and understanding of relevant UN Conventions, including the Convention on Biological Diversity and other Multilateral Environmental Agreements (MEAs);

- v. Knowledge and understanding of existing national policies, plans, and strategies;
- vi. Have a track record in meeting deadlines and delivering reports as scheduled;
- vii. Excellent verbal and written communication and interpersonal skills in a multicultural environment; and
- viii. Excellent computer skills (key MS applications and knowledge of Adobe in Design) and ability to use information technology as a tool and resource.

APPLICATION SUBMISSION

The application must include a Curriculum Vitae with full contact details of three referees, a cover letter summarizing your experience and qualification for this consultancy (should not exceed 2 pages), accompanied by a proposal, a budget, and a work plan with timelines to undertake this assignment. Applications to be marked “CONFIDENTIAL – “National Consultancy – 7NR Coordination, Institutional Review, and Stakeholder Engagement” and submitted by 17 January 2026 in a hardcopy or electronically to:

**The Permanent Secretary
Ministry of Environment and Climate Change
318 Toorak Rd,
Bali Tower,
P. O. Box 2109, Government Buildings
Suva**

Incomplete applications will not be considered, and only candidates for whom there is further interest will be contacted.

An electronic copy can be forwarded to Rosy Yashmin Lata via email at rosy.lata@environment.gov.fj or Krishneel.nand02@environment.gov.fj.