



MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

INVITATION FOR EXPRESSION OF INTEREST (EOI)

COMPONENT 2

CONSULTANCY FOR TECHNICAL WRITING, COMPILATION, AND LAYOUT OF THE SEVENTH NATIONAL REPORT (7NR) TO THE CONVENTION ON BIOLOGICAL DIVERSITY

The Ministry of Environment and Climate Change hereby invites Expressions of Interest (EOI) from suitably qualified and experienced individual consultants or consulting firms to undertake the **Technical Writing, Compilation, and Layout of Fiji's Seventh National Report (7NR)** to the Convention on Biological Diversity (CBD).

This consultancy forms part of Fiji's national obligations under the CBD and aims to ensure the timely preparation and submission of a high-quality Seventh National Report, in accordance with CBD reporting guidelines and national timelines.

SCOPE OF WORK

OBJECTIVES OF THE CONSULTANCY

The overall objective of this consultancy is to compile, analyse, draft, format, and finalize Fiji's Seventh National Report to the Convention on Biological Diversity, ensuring consistency with CBD guidance, national policies, and international commitments.

Specific objectives of the consultancy include, but are not limited to, the following:

- i. Prepare an inception report and detailed outline of the Seventh National Report;
- ii. Compile and synthesize data and information from institutions and consultation outputs;
- iii. Analyze progress in implementing the NBSAP, national biodiversity targets, and the KM-GBF;
- iv. Draft all sections of the Seventh National Report in line with CBD guidance;
- v. Identify key findings, challenges, gaps, lessons learned, and recommendations;
- vi. Integrate spatial data, indicators, and supporting evidence;
- vii. Prepare the executive summary and policy-relevant messages;
- viii. Design and finalize the layout and formatting of the report;
- ix. Present draft findings at validation workshops and incorporate feedback;
- x. Enter validated information into the CBD CHM online reporting tool; and
Submit the final Seventh National Report by the agreed deadline

The Consultant will be required to submit a detailed work plan with timelines and a clear methodology outlining how the expected outputs will be achieved. The duration of the consultancy is **three (3) months** from the date of contract signing.

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 – **Technical Writing, Compilation and Layout of the Seventh National Report (7NR)**” 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.