**Template for offer of a technical support unit for an IPBES assessment**

1. **Introduction**

Short introduction summarizing key aspects of the proposal.

1. **Proposal**
	1. **Presentation of the host institution**

Presentation of the host institution including relevance to IPBES and to the assessment to be hosted.

* 1. **Presentation of the technical support unit (TSU)**

Description of how the TSU would be operationalized:

 Institutional arrangements (name(s) of organization(s) involved in hosting the TSU);

Number and role of staff members;

Reporting and recruitment processes for staff members;

 Available support from other institutions and/or networks.

* 1. **Funding arrangements**

Within the agreed budget, there are $ 150,000 from the IPBES trust fund to cover two professional (i.e. technical/programmatic staff member), and one half-time administrative staff members. These funds have to be matched by an in-kind offer of an equivalent value, to reach a total number of staff members of a minimum of three. The agreed estimated budget for the assessments is presented in the annex.

* + 1. **Contribution expected from the IPBES trust fund**

Presentation of a budget detailing how much of the available funding from the IPBES trust fund would be requested, and to do what.

NB: the maximum amount available from IPBES is $ 150,000; organizations, however, may choose, as it is the case for some of the established TSUs, to not use these funds from the IPBES trust fund.

* + 1. **Contribution from the offering institution**

Presentation, as part of that same budget, of the in-kind matching contribution from the offering.

* 1. **Additional activities**

Description of any other relevant initiative (for example relevant IPBES activities coordinated by the same institution or by partners) that could facilitate the work of the TSU.

Annex: Approved budget per assessment

| ***Year*** | ***Cost item*** | ***Assumptions*** | ***Estimated costs (United States dollars)*** |
| --- | --- | --- | --- |
| Year 1 | Management committee meeting (2 co-chairs, members of the secretariat, including technical support unit, Multidisciplinary Expert Panel and Bureau) | Cost of venue (half a week, for 6 participants, in Bonn) | 0 |
| Travel and daily subsistence allowance for 4 supported participants (4 × $3,750) | 15 000 |
| First author meeting (2 co‑chairs, 12 coordinating lead authors, 48 lead authors and 6 Multidisciplinary Expert Panel and Bureau members) | Cost of venue (corresponding to 75 per cent, to be complemented with 25 per cent in kind; for 68 participants)  | 18 750 |
| Travel and DSA for 51 supported participants (51 × $3,750) | 191 250 |
| Technical support unit | Corresponding to the costs of two full-time equivalent professional position and one half-time administrative assistant, including travel and overheads (to be matched by an in-kind offer of an equivalent value) | 150 000 |
|  | **Total year 1:** |  | **375 000** |
| Year 2 | Second author meeting (2 co‑chairs, 12 coordinating lead authors, 48 lead authors, 12 review editors and 6 Multidisciplinary Expert Panel and Bureau members) | Cost of venue (corresponding to 75 per cent, to be complemented with 25 per cent in kind; for 80 participants) | 20 000 |
| Travel and daily subsistence allowance for 60 supported participants (60 × $3,750) | 225 000 |
| Technical support unit | Corresponding to the costs of two full-time equivalent professional position and one half-time administrative assistant, including travel and overheads (to be matched by an in-kind offer of an equivalent value) | 150 000 |
| **Total year 2:** |  | **395 000** |
| Year 3 | Third author meeting (2 co‑chairs, 12 coordinating lead authors, 48 lead authors, 12 review editors and 6 Multidisciplinary Expert Panel and Bureau members) | Cost of venue (corresponding to 75 per cent, to be complemented with 25 per cent in kind; for 80 participants) | 20 000 |
| Travel and daily subsistence allowance for 60 supported participants (60 × $3,750) | 225 000 |
| Technical support unit (including 3 months after launch of the assessment report at Plenary) | Corresponding to the costs of two full-time equivalent professional position and one half-time administrative assistant, including travel and overheads (to be matched by an in-kind offer of an equivalent value) | 187 500 |
| Participation of 8 experts, including 2 co‑chairs and 6 coordinating lead authors or lead authors in the eighth session of the Plenary  | Travel and daily subsistence allowance for 6 supported participants (6 × $3,750) | 22 500 |
| Design, layout, dissemination and outreach | Including the following activities: design and layout of the assessment report including its technical graphics, production of a promotional outreach video, public relations support, launch events, printing of the summary for policymakers as well as the assessment reports and the subsequent distribution | 220 000 |
| **Total year 3:** |  | **675 000** |
|  | **Total:** |  | **1 445 000** |