



**DEVELOPING A COMPREHENSIVE FRAMEWORK FOR
PRACTICAL IMPLEMENTATION OF THE NAGOYA
PROTOCOL-ABS
JOB DESCRIPTION**

I. Position Information

Job Title: **Project Coordinator**
Reports to: **Project Director**
Contract Type: **Contract staff**
Classified Level: **L-9**
Duration: **One year with possibility of renewal**

II. Background

Cambodia's specific geographical location and long history and complicated topographical, ecological and social features has resulted in it becoming a prosperous, rich and diverse plants genetic resource country. While diverse climatic conditions diversified the country's flora with both tropical and temperate plants, thousands of years of agricultural practice by ethnic groups enriched its crop genetic resources with great numbers of local cultivars and land race. In term of medicinal plants, the high level of genetic diversity make Cambodia an attractive country for bio-prospecting, especially given that there are approximately 800 known medicinal plants, many of which have associated knowledge.

However, Cambodia faces a wide range of issues that threaten its biological diversity and ecological security. These threats emanate from the transition from a subsistence-based agrarian economy to a consumption-based cash economy, competing land-use from urbanization and infrastructure development, poaching of wild plants and animals, localized overharvesting for timber, fuel wood and non-wood forest products, human-wildlife conflicts, and climate change. Because of the threat to biological resources, the traditional knowledge of local communities that is associated with genetic resources, the traditional knowledge of local communities that is associated with genetic resources is disappearing rapidly, due to the change of traditional lifestyles. A large volume of traditional knowledge, such as medicinal use of biological resources, is being replaced by modern technology.

To counter the various threats to biodiversity, the country has planned various strategies for the conservation and sustainable use of biological resources for socio-economic development. However, making use of its biodiversity and traditional knowledge for the promotion of bio-prospecting and of an access and benefits-sharing (ABS) national regime that is constrained by several factors. The country currently does not have a fully functional regulatory and institutional framework for ABS, and the institutional and personnel capacity to carry out bio-prospecting beyond basic level and develop and manage ABS schemes that are compliant with Nagoya Protocol. The project is intended to strengthen national capacities on access and benefit sharing of genetic resource to facilitate the implementation of the Nagoya Protocol on Access and Benefit Sharing. The above objective would be achieved through two components, namely: (i) Creating and enabling national policy, legal and institutional framework for ABS consistent with the CBD and its Nagoya Protocol, and (ii) Developing Capacity and administrative measure for implementation of national ABS legal framework.

III. Functions / Key Results Expected

The Project Coordinator (PC) will be responsible for the day-to-day management of project activities and the delivery of its outputs, under the direct guidance of the National Project Director (NPC) and

work closely with UNDP Programme Analyst. The PC will support and coordinate the activities of all partners, staff, and consultants as they related to the implementation of the project. The PC will be responsible for the following specific tasks:

1. Prepare detailed work plan and budget under the guidance of the NPC;
2. Make recommendations for modifications to the project budget and, where relevant, submit proposals for budget revisions to the NPC for review and Project Board for approval;
3. Facilitate project planning and decision-making sessions;
4. Facilitate relevant agreements with stakeholders and the day to day liaison with them;
5. Organize the contracting of consultants and experts for the project, including preparing TORs for all technical assistance required, preparation of an action plan for each consultant and expert, supervising their work, and reporting to the NPC and Project Board;
6. Provide Technical guidance and oversight for all project activities;
7. Oversee the progress of the project components conducted by local and international experts, consultants, and cooperating partners,
8. Coordinate and oversee the preparation of all outputs of the project;
9. Organize Project Board and other meeting as well as annual and final review meeting;
10. Coordinate and report the work of all stakeholders under the guidance of NPC;
11. Prepare PIRs/APRs in the language required by the GEF and the UNDP's CO and attend annual review meeting;
12. Ensure that all relevant information is made available in the timely fashion regarding activities carried out nationally;
13. Prepare and submit quarterly progress and financial report as required, following all GSSD's guideline, quality management system, and internal administrative process;
14. Coordinate and participate in M&E exercise to appraise project success and make recommendations for modifications to the project;
15. Perform other duties related to the project in order to achieve its strategic objectives;
16. Ensure the project utilizes best practices and experiences from similar projects;
17. Ensure the project utilizes the available financial resources in an efficient and transparent manner;
18. Ensure that all project activities are carried out on schedule and within budget to achieve the project outputs;
19. Solve all scientific and administrative issues that might arise during the project.

IV. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • At least Master Degree in Natural Resources and related to Access and Benefits Sharing, management and administration fields or equivalent .
Experiences:	<ul style="list-style-type: none"> • Minimum 5 years of experiences in project management; • Experience on ABS legislation, natural product, research and development, knowledge on the institutional framework on ABS and related issues; • Experience facilitating consultative processes, preferably in the field of the natural resource management; • Previous experience working with a GEF-supported project is considered an asset.
Competencies	<ul style="list-style-type: none"> • Proven ability to promote cooperation between and negotiate with a range of stakeholders, and to organize and coordinate

	<p>multi-disciplinary teams;</p> <ul style="list-style-type: none">• Strong leadership and team building skills;• Self-motivated and ability to work under pressure;• Demonstrable ability to organize, facilitate, and mediate; technical teams to achieve stated project objectives;• Familiarity with logical frameworks and strategies planning;• Strong computer skills;• Flexible and willing to travel as required.
Language Requirements:	<ul style="list-style-type: none">• Excellent communication and writing skills in English and Khmer.

Interested individuals should submit a cover letter, CV and support reference no later than 12 June 2019 (5:00 PM) to the Department of Biodiversity, Ministry of Environment: Third floor, Morodok Techo Building (Lot 503) Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and / or email to: preangk@gmail.com. Only short-listed candidates will be contacted for interview.