



Developing a Comprehensive Framework for Practical Implementation of the Nagoya Protocol (ABS)



TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	Expand and Develop Central Portal, And Support the Maintenances of ABS Clearing House Mechanism (ABS-CHM)
Cluster/Project:	Programme Unit
Post Level:	Senior Specialist (National Consultant)
Contract Type:	Individual Contractor (IC)
Duty Station:	Home-based or be based in MoE with target areas in-country missions within Cambodia
Expected Place of Travel:	Phnom Penh, Cambodia
Contract Duration:	From March to July 2021

2. Project Description

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 plant 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 races. In terms of medicinal plants, the high level of genetic diversity makes Cambodia an attractive country for bio-prospecting, especially given that there are approximately 800 known medicinal plants, many of which have associated traditional 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 of 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 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. The National Biodiversity Strategy and Action Plan (NBSAP) of Cambodia was adopted in 2002. The NBSAP identified equity as the most important thing biological resources sustainably in the long run and calls for consideration of poor and economically disadvantage group to secure their access to common resources.

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 access and benefit-sharing (ABS) national regime that is constrained by several factors. Cambodia has no existing policy or legislation on ABS, the government recognizes the importance of establishing innovative schemes to derive equitable benefits through economic activities that are linked to sustainable utilization of natural resources and the institutional and personal capacity to carry out bio-prospecting beyond basic level and develop and manage ABS schemes that are compliant with Nagoya Protocol.

The project aims at strengthening human resources, legal frameworks and institutional capacities on access and benefit sharing of genetic resources to facilitate the implementation of the Nagoya Protocol on Access and Benefit Sharing. The above objective would be achieved through two components, namely:

- Component 1:** Creating an enabling national policy, legal and institutional framework for ABS consistent with the CBD and its Nagoya Protocol
- Component 2:** Developing capacity and administrative measures for the implementation of the national ABS legal framework.

The specific problem that this project will seek to address is the lack of a functioning national legal, policy, and institutional framework that will enable the equitable sharing of benefits from the use of genetic resources and traditional knowledge (TK) between the state (national and state governments), commercial interests, and the owners and custodians of these resources and TK (such as Indigenous and Local Communities [ILCs]). This issue is compounded by the lack of trust between users and providers of genetic resources that prevents unleashing the potential of genetic resources as a source of innovation, biodiversity conservation, market development, and poverty alleviation.

Following an inception workshop organized in June 2019 and project workplan, and in order to take the project implementation forward, Cambodia is looking for an experienced national consultant to expand and adapt the existing CBD-CHM to the ABS information coordination and sharing mechanism including the developing and providing awareness raising on ABS-CHM to relevant stakeholders.

3. Scope of Work and objective

Under the overall guidance and supervision of the National Project Director, the selected National Consultant Specialist will work closely with Project Coordinator, UNDP Programme Analyst, MoE and relevant institutions/stakeholders to complete the assignments.

Tasks and responsibilities of consultant include but are not limited to:

- a) Review and Conduct analyze on international best practices with regards to accessibility, user-friendliness, attractiveness, advantages, disadvantages of the existing ABS-CHM website and list the most performant ones
- b) Review the requirements for expansion of central port of CBD-CHM to develop ABS interface ;
- c) Provide information request templates (excel) that can be filled by data managers of other organisations and stakeholders within the clearing-house mechanism network;

- d) Establish and function ABS-CHM to promote ABS information sharing and international cooperation to complies with national legislation and Nagoya protocol on ABS.
- e) Design and/or adapt the Cambodia ABS-CHM with the necessary interfaces to CBD-CHM and other existing portal.
- f) Updating, monitoring and maintenance of the existing databases within CHM for one year period.
- g) Identifying institutions and agencies (research, university, practitioners, etc.) that will contribute the information flow to CHM (nationally and regionally) for development a viable ABS related information sharing system, establishing communication with national and international programs, etc. Ensure the inclusion of procedure on data about the community protocols, registering the related GR/aTK, ABS agreements, contracts, permissions etc.
- h) Support for updating central portal to include formats and protocols for incorporating ABS related information.
- i) Prepare a practical tool-kit to describe the structure and functions of the ABS-CHM, data categories, sources, procedures of collecting and entering the data.
- j) Conduct training and capacity development for relevant staff members for using, updating, monitoring and maintenance of the expanded CHM.
- k) Provide regular updates and drafts to the NPC;
- l) Finalize activity report including supporting documents and files drive in original soft copy and submit to PMU and UNDP for review and approval; and
- m) Other task may require.

Specific tasks and responsibilities:

Stage 1: Review, Consult and Recommend

- Make recommendations for design, usability and technical requirements;
- Make recommendations on existing ABS-CHM website already used in the region
- Make recommendations on an interface mechanism to the Clearing House Mechanism;
- Make recommendations/proposal in relation to standards compliant, functional, and usable
- Reviewing and validating mechanism for content contributions, this should par with the rest of environment;
- Provide and install a tool for easy collection and manage of data from other data managers, preferably an automatic system, if not available or possible, data input templates that can be dispersed and collected; and
- Come up with the layout of the proposed Cambodia ABS-CHM, including linking to Cambodia CHM (CBD).

Stage 2: Design

- Make a presentation on the proposal including template design options;
- Create templates necessary for the site using the actual corporate design and the activities underway in other projects;
- Maintain cross-platform, cross-browser compatibility so that the portal is accessible from a variety of different environments and electronic devices (pocket pc, wireless etc.);

- Maintain adherence to standards and accessibility;
- Ensure a consistent visual image on the Portal by introducing fixed styles in templates; ensuring consistency in fonts, formatting, icons, images, layout techniques; and
-
- Design ABS-CHM portal

Stage 3: Test

- Check bugs and problems, diagnose and fix them;
- Check compatibility and scripts of the entire site; and
- Present the draft layout for the concerned stakeholders for feedbacks, comments, suggestions

Stage 4: Follow-up and Continuity

- Assist/advise on the development of various web-based interfaces to other data management systems we may wish to develop;
- Provide complete technical documentation related to site and its components;
- Elaborate a training manual for the use of the CHM;
- Provide a schematic representation of ABS-CHM and its connection to other data sites and the CHM-CBD to be used in presentations; and
- Train selected staff in all software and technical requirements related to EMIS renovation

4. Expected Outputs and Deliverables

No.	Deliverables/Outputs	Target Due Dates	Review and Approvals Required
1	Deliverable 1: Submit and present to ABS PMU and MoE as follow: <ul style="list-style-type: none"> - Inception Report (Methodology and Work plan) 	1 st week of assignment	Reviewed by Project Coordinator and approved by Project Director
2	Deliverable 2: Submit to ABS PMU and MoE as follow: <ul style="list-style-type: none"> - Functioning CHM tool for ABS mechanism, first data sets entered and stored. - Practical tool-kit to describe the structure and functions of the ABS-CHM, data categories, sources, procedures of collecting and entering the data. 	8 th week of assignment	
3	Deliverable 3: Submit to ABS PMU and MoE as follow: <ul style="list-style-type: none"> - Activity report including supporting documents and files drive in original soft copy. - Conducted training and capacity development for relevant staff members for use of the 	12 th week of assignment	

	expanded CHM.		
--	---------------	--	--

5. Institutional Arrangement

The Consultant will be performed under the supervision of the Project Director. The consultant will liaise on a day-to-day issue with the ABS PMU and UNDP Programme Analyst for ABS project in Cambodia. S/he will also work closely with the relevant institutions, development partners and academic/research institutions to ensure full cooperation and collaboration from all stakeholders.

6. Duration of the Work

The assignment is expected to be performed from March to June 2021. It is expected that the final documents will be submitted by the 4rd week of June 2021.

7. Duty Station

The duty station of this assignment is a combination of home-based and/or be based in Ministry of Environment in Phnom Penh. If any travel to the provinces for stakeholder consultations, the Daily Substantive Allowance (DSA) and transportation will be covered by the project and will be arranged by ABS PMU.

8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> • M.Sc. degree in IT and data management and/or related field.
Experience:	<ul style="list-style-type: none"> • Proven experience in database creation and maintenance; • Experience in webpage design, installing/repairing and networking; • Experience and knowledge of the ABS procedures, GR/aTK, community protocols; • Experience in developing and awareness raising to relevant stakeholders; and • Demonstrated experience in conducting stakeholders' engagement where the government ministries, IOs, NGOs, community-based Organization (CBOs) and nonaffiliated community members who contribute to decision-making.
Competencies:	<ul style="list-style-type: none"> • Excellent English written, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports; • Ability to speak, read and write technical and conversational in English; • Skill in achieving results through persuading, influencing and working with others; • Analytical skills and ability in development of report finding; • Ability to understand ABS terminology and its concepts and to analysis/synthesize information from different sources into project report; • Displays sensitivity and adaptability to different cultures, genders, religions, races, nationalities and age groups; • Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships.

Language:	Fluency in Khmer and English required;
------------------	--

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
At least 3 years relevant work experience in the of projects, preferably financed by the GEF (Stock-taking, analysis, report writing, policy development, biodiversity conservation, TK, familiar with Nagoya Protocol).	60
Relevant educational background	10
Experience in UNDP Programming cycle, applied rule and regulation	15
Experience in project design and planning	15
Total Obtainable Score:	100

10. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments.

No	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of Deliverable 1		30%
2	Upon satisfactory completion of Deliverable 2		40%
3	Upon satisfactory completion of Deliverable 3		30%

Interested candidates should submit a letter of interest and CV with support references no later than 08th April 2021 to Ministry of Environment (MoE), Morodok Techo Building, Lot 503, Sangkat Tonle Bassac, Chamkarmon, Phnom Penh, Cambodia.

And/or email to: keosamnang.tiep@gmail.com.

For further information, please contact at: 069 393 666. Only short-listed candidates will be contact for interview.