

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: National Consultant for Project Concept Development

Project Name: Promoting Recognition on Indigenous Knowledge for Distribution of Equal Benefits (PRIDE) in Cosmetic and Pharmaceutical Industry

Reports to: Programme Manager for NRM, Environment Unit, UNDP Indonesia

Duty Station: Home Based

Expected Places of Travel (if applicable): Jakarta and Bogor

Duration of Assignment: 30 working days in 4 months

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
5	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select:
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV or P11
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (at least three days for update presentation & consultation)

☐ intermittent (explain)

☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc.): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: N/A

I. BACKGROUND

Indonesia with other like-minded mega biodiversity countries play important roles on the process of negotiation and adoption of the Nagoya Protocol. The protocol will serve as instrument to prevent commercially exploiting of indigenous knowledge on genetic resources without pay fair compensation to the community from which it originates. Protection of genetic resources and

national biodiversity are important to secure nation's sovereignty. However, understanding of the importance of genetic resources as a source of innovation in the national economy is still inadequate to influence sufficient resources in programme development of the line ministries. There is a need to support research and development for the valuation of genetic resources that will be useful as decision making support system.

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 between the state (national and state governments), commercial interests, and the owners and custodians of these resources and traditional knowledge (ILCs). This issue is compounded by the lack of trust between users and providers of genetic resources that prevent unleashing the potential of genetic resources as a source of innovation, biodiversity conservation, market development and poverty alleviation.

At community level, there is lack of awareness among indigenous and local communities about the potential and availability of biological/genetic resources and associated traditional knowledge. The absence of such understanding contributes towards the loss and degradation of bio-resources through unsustainable patterns of land use, which also leads to the loss of associated traditional knowledge. Indigenous groups and local communities have limited understanding on how to respond to requests for access to their genetic resources and traditional knowledge including their rights and responsibilities within national ABS frameworks.

UNDP will initiate a project with overarching aim to increase national capacity to implement Nagoya Protocol on ABS through development of policy recommendations for development of legal and regulatory frameworks, and administrative procedures that enable access to genetic resources and benefit sharing in accordance with the provisions of the Nagoya Protocol.

The development/strengthening of the national law and regulations will be conducted through a transparent and consultative process ensuring full participation of all relevant stakeholders including the indigenous and local communities and NGOs. The development/strengthening of the national law and regulations will be conducted through a transparent and consultative process ensuring full participation of all relevant stakeholders including the indigenous and local communities and NGOs.

A partnership model between private company and NGO/farmer group will be tested to generate good practices and make the market work for local knowledge owners on genetic resources. In addition, anti bio piracy model/approach will be formulated to promote benefit sharing among market supply chain's actors.

Further, the proposed project will develop and ensure operational of National ABS knowledge management/sharing to facilitate the identification and implementation of bioprospecting projects for the development of products for the pharmaceutical, cosmetics, biotechnology and agriculture industries, among others.

The Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (the Nagoya Protocol) was adopted by the Conference of the Parties to the Convention on Biological Diversity at its tenth meeting in Nagoya, Japan, 2010. As a follow, up commitment, the Government of Indonesia has enacted Law No 11/2013 Ratification of the Nagoya Protocol on Access to Genetic Resources and Benefit Sharing. There is lack of understanding and socialization efforts to fully implementation of the law. Technical guidelines and development of national strategy are identified gaps hindering effective bio piracy control. Bio piracy is a practice in which indigenous knowledge of nature, originating with indigenous peoples, is used by others for

profit, without permission from and with little or no compensation or recognition to the indigenous people themselves.

The initiative is also in line with achievement national biodiversity target and Aichi's target which require financial support as well as good practices. It will benefit to protect local knowledge on genetic resources and promote equal benefits sharing between owner of the resources (growers) and company/industry that use the resources for input material. It will be pilot experience to avoid bio piracy. Therefore, the proposed project will strengthen the economic case and political motivation as well as the financing required for the conservation and sustainable use of the biological diversity/resources containing the genetic material.

II. SCOPE OF WORKS, ACTIVITIES, AND DELIVERABLES

Scope of Works

The National Consultant is responsible for developing project proposal per specific donor template. He/she will ensure the quality and timely preparation of all reports and documentation as relevant. The consultant will carry out the following tasks:

- Engage closely with the UNDP Programme Manager of NRM Cluster to ensure the programmatic coherence and contribution of this project to the national priorities and UNDP strategic plan.
- Undertake desk review and field work (as necessary) on the issues related to:
 1. Status on national effort to implement Law No 11/2013 Ratification of the Nagoya Protocol on Access to Genetic Resources and Benefit Sharing.
 2. The potential and challenges on implementing the above law in Indonesia.
- In coordination with UNDP Environment Unit, organize Focus Group Discussions and/or any other stakeholder consultations process as required to obtain needed information in developing the project logical framework and stakeholders mapping.
- Develop baseline/situational analysis of the project proposal by using guidelines and format as provided by UNDP Programme Manager. This will include a precise definition of baseline projects, proposed project components, project outcomes, project outputs, proposed innovations approach to address the problems/barriers as well as required resources.

The key deliverable of the National Consultant will be a final Project Proposal to be submitted to prospective donor(s) and in a style, that is accessible to senior policy makers.

These sections are indicative; as templates, may be subject to donor requirements, the national consultant will be required to obtain guidance from the UNDP Programme Manager and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements.

Expected Outputs and deliverables

The assignment will be delivered within 4 months (covering May 2017 – Sept 2017), with approximately no later than 30 working days including travel as described in further section. Schedule of payment will be in accordance with the timetable noted below:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
1 st Payment will be made upon submission of following outputs: 1. Desk review and analysis reports on ABS Implementation in Indonesia including example of case studies. 2. Minutes of technical meeting with experts and national stakeholders 3. Draft of Project Logical Framework.	10	30 Jun 2017	UNDP Programme Manager of Environment Unit
2 nd Payment will be made upon submission of following outputs: 1. Development of draft project situational analysis (including proposal sections on context, threats/root causes/barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, gender issue analysis, indigenous groups, business-with-donor resources-analysis). 2. Proposed draft alternative scenario to remove the barriers in ABS implementation with brief description of expected outcomes, outputs and components of the project.	12	31 Aug 2017	
3 rd Payment will be made upon submission of following outputs: 1. Final Project Proposal per donor template. 2. Minutes of stakeholder's consultations and contacts information.	8	31 Sept 2017	

Travel costs for home-based to Jakarta will be included in the financial proposal and arranged by the consultant. While domestic travel costs for field visits and stakeholder consultations will be arranged by UNDP or can be reimbursed upon in advance approval of UNDP Programme Manager.

III. WORKING ARRANGEMENTS

The National Consultant will be required to obtain guidance from the UNDP Programme Manager applicable formats and templates and ensure that his/her work is compliant with UNDP policies and procedures.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Jakarta	5 times	10 days
2	Bogor	3 times	6 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Master degree in areas of Natural Sciences, Biodiversity Conservation, Biology, Ecology Study, Science in Forestry, Environmental Engineering, Marketing, Social Studies.

- Eight years of demonstrable experience in preparing high quality project proposal or documents for international donor funded projects.
- Have knowledge of and experience in biodiversity conservation and its sustainable use or indigenous knowledge management.
- Knowledge on and work experience with government institutions is preferred.
- Involve in biodiversity related-projects implementation and management would be an advantage.
- Excellent coordination and leadership skills, as well as relationship management skills.

- Understand biodiversity management and ABS related policies and regulations.
- Have good interpersonal and communications skills.
- Good coordination ability and team working spirit.
- Proficient with the usage of Microsoft Office applications, such as MS Words, MS Excel, MS and Power Point.
- Ability to work independently and in a group.
- Excellent public speaking and presentation skills.
- Fluency in English with excellent written communication skills, and strong experience writing reports.

Individual consultants will be evaluated based on the following methodologies:

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation:
- * Technical Criteria weight (70%)
 - * Financial Criteria weight (30%)

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		40
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <ol style="list-style-type: none"> 1. Master degree in areas Natural Sciences, Biodiversity Conservation, Biology, Ecology Study, Science in Forestry, Environmental Engineering, Marketing, Social Studies. 2. Eight years of demonstrable experience in preparing high quality project proposal or documents for international donor funded projects. 3. Have knowledge of and experience in biodiversity conservation and its sustainable use or indigenous knowledge management. 4. Knowledge on and work experience with government institutions is preferred. 5. Involve in biodiversity related-projects implementation and management would be an advantage. 6. Excellent coordination and leadership skills, as well as relationship management skills 	40%	<p>10</p> <p>10</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p>
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment:</i> 	60%	

1. Understands the task and applies a methodology appropriate for the task?		20	
2. Important aspects of the task addressed clearly and in sufficient detail?		20	
3. Is planning logical, realistic for efficient project implementation?		20	