



REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

MINISTRE DE L'ENVIRONNEMENT,  
DE LA PROTECTION DE LA NATURE,  
ET DU DEVELOPPEMENT DURABLE

CONVENTION SUR LA DIVERSITE  
BIOLOGIQUE

PROTOCOLE DE NAGOYA SUR APA

REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

MINISTRY OF ENVIRONMENT,  
PROTECTION OF NATURE AND  
SUSTAINABLE DEVELOPMENT

CONVENTION ON BIOLOGICAL  
DIVERSITY

NAGOYA PROTOCOL ON ABS



**"A Bottom-up Approach to ABS: Community level capacity development for successful engagement in ABS value chains in Cameroon (*Echinops giganteus* and *Mondia whitei*)" AWARD  
N° 00090258**

## TERMS OF REFERENCE

**FOR THE RECRUITMENT OF A CONSULTANT IN VIEW OF THE  
ELABORATION OF A SUBSTANTIVE REPORT TO SET UP A  
NATIONAL SYSTEM TO DOCUMENT, MAINTAIN, PROTECT, AND  
PROMOTE TRADITIONAL KNOWLEDGE ASSOCIATED WITH  
GENETIC RESOURCES**



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## I. BACKGROUND

The Convention on Biological Diversity (CBD) was adopted on 5 June 1992 at the Earth Summit in Rio de Janeiro and it entered into force in 1993. Its objectives are biodiversity conservation, sustainable use of its components and access to genetic resources and the fair and equitable sharing of benefits arising from the use of genetic resources (ABS). To effectively implement the third objective, there was need to negotiate an international regime that will promote and safeguard the fair and equitable sharing of benefits arising from the utilization of genetic resources. This need was further accentuated by developing countries who have for a long time been complaining of misappropriation of their genetic resources by developed countries.

In response to this situation, at the 7th meeting of the Conference of the Parties in 2004, an Ad Hoc Committee was established with the mandate to develop and negotiate an international regime on access to genetic resources and fair and equitable sharing of benefits specially to implement Article 15 (access to genetic resources) and 8 (j) (traditional knowledge) of the Convention. After 6 years of negotiations, the Nagoya Protocol on ABS was adopted in the city of Nagoya, Japan on 29 October 2010. It establishes legal certainty and transparency for both providers and users of genetic resources.

Cameroon Country, Party to this Convention has been an active member in all the negotiating processes of the protocol and thanks to its enormous biological and cultural potential it benefited from GEF / UNEP funds to develop its policy on ABS. It is in this light that an ABS Strategy was elaborated and validated in 2012 and an action plan validated in 2016. Subsequently, partnership agreements were signed between Magha-Bamumbu and Lewoh local communities in the Southwest Region with a French company V MANE FILS on the exploitation of two genetic resources (*Echinops giganteus* and *Mondia whitei*).

In 2016, Cameroon benefitted through the Ministry of the Environment, Nature Conservation and Sustainable Development benefited from GEF / UNDP funding, a medium sized project whose aim is to build capacities at the national and local levels to develop value chains for *Echinops giganteus* and *Mondia whitei* that are compliant with ABS principles enshrined in the Nagoya Protocol.

## II. GENERAL OBJECTIVE

The main objective of this mission is to elaborate a substantive report to set up a national system to document, maintain, protect and promote traditional knowledge associated to genetic resources.

## III. SPECIFIC OBJECTIVES

- ✓ Develop an inclusive methodology to set up a national system to document, maintain and protect traditional knowledge associated to genetic resources;
- ✓ Design the content of a conceptual frame for a national system to document, maintain, protect and promote traditional knowledge associated to genetic resources.

## IV. DELIVERABLES

- ✓ **Deliverable to specific objective 1 (SO1):** Document containing methodology to set up a national system to document, maintain and protect traditional knowledge associated to genetic resources.
- ✓ **Deliverable to specific objective 2 (SO2):** Document describing the design of a conceptual frame of a national system to be set up to document, maintain, protect and promote traditional knowledge associated to genetic.

## V. ACTIVITIES/METHODOLOGY

### 1. General requirements

The consultant should provide a methodology for this work that will include questionnaires and other instruments as well as a work plan that contains at least one field visit. The methodology

should demonstrate how specific objectives will be achieved. All this will be validated by the project team.

## **2. Activities/specific methodology**

The work sequence may be broken down as follows:

- Elaboration and validation of work plan and methodology;
- Production of midterm reports and participation in working session to examine reports;
- Participation in validation workshop.

The deliverables will be examined during a midterm working session.

## **VI. VALIDATION OF DELIVERABLES**

\*[=date of signature of contract (calendar days).



Monitoring table for deliverables and deadlines

Steps	Deliverables	Quality criterion	Delivery date	Means of verification	Date de verification
1. Develop an inclusive methodology that will set up a national system to document, maintain and protect traditional knowledge associated to genetic resources	Document containing methodology to set up a national system to document, maintain and protect traditional knowledge associated to genetic resources	<p><b>Criteria of approach</b> The consultant will have to review documentation and conduct surveys with holders of traditional knowledge and traditional rulers in an around Magha-Bamumbu, Bagang, Lewoh and the the Lebialelem highlands. Lessons should be learnt from Echinops and Mondia value chains.</p> <p><b>Criteria of form</b> Results should be presented in text and tabular forms</p> <p><b>Criteria of contents</b> Indicate steps and relevant actions to be taken, indicators to measure success of document, key institutions to be involved, estimate costs, programmatic milestones, confidential and non-confidential registries to protect TK</p>	J+12	Examination of draft document during a working session with Project team and UNDP	
2. Design a national system to document, maintain, protect and promote traditional knowledge associated to genetic resources.	Document describing the design of a conceptual frame of a national system to be set up to document, maintain, protect and promote traditional knowledge associated to genetic	<p><b>Criteria of approach</b> The consultant will have to review documentation and conduct surveys with holders of traditional knowledge and traditional rulers in an around Magha-Bamumbu, Bagang, Lewoh and the the Lebialelem highlands.</p> <p><b>Criteria of form</b> Results should be presented in text and tabular forms</p> <p><b>Criteria of contents</b> A complete design conceptual frame describing the architecture and the content of each block of the system aligned to this architecture, to maintain, document, protect and promote traditional knowledge associated to genetic. The architecture will take into consideration: Confidential and non-confidential registry to protect TK, establishment of MOU between institutions, biocultural community protocols, ethical codes of conduct and</p>	J+15	Examination of draft document during a working session with Project team and UNDP	

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### 3. SUPERVISION

The consultant will work closely with the project team (National Project Director, Project Manager and Project Assistant) to whom he will report regularly on the progress of the mission. In carrying out his mission, he will be accompanied by a technical team composed of the Taskforce of the Nagoya Protocol of the Department of Standards and Control of MINEPDED.

### 4. CONSULTANT'S PROFILE/QUALIFICATION OR REQUIRED EXPERTISE

The consultant in charge of the mission must meet the following requirements:

- Holder of a Master's Degree in Law, Social Sciences, Environmental and Natural Resources Management;
- At least 03 years working experience in the domain of natural resource management;
- Have a good mastery of biological diversity conservation and protected area management;
- Must have conducted a similar study;
- Mastery of pidgin and English languages as well as good writing skills;
- Availability to execute the contract.

#### 4.1 TECHNICAL EVALUATION TABLE

#### VALUATION OF TECHNICAL OFFER FOR THE RECRUITMENT OF A CONSULTANT IN VIEW OF THE ELABORATION OF SUBSTANTIVE REPORT TO SET UP A NATIONAL SYSTEM TO DOCUMENT, MAINTAIN, PROTECT AND PROMOTE TRADITIONAL KNOWLEDGE ASSOCIATED TO GENETIC RESOURCES

Main of evaluation	Highest mark						
		01	02	03	04	05	(
Level and pertinence of training (20 pts)	20 pts						
Holder of a Master's Degree in Law, Social Sciences, Environmental and Natural Resources Management							
Experience in the domain (20pts)	20pts						
At least 03 years working experience in the domain of natural resource management							
Additional knowledge in the domain (20 pts)	20 pts						
Good mastery of biological diversity conservation and protected area management							
Conduction of similar study (15 pts)	15 pts						
Mastery of pidgin and English languages as well as good writing skills (15 pts)	15 pts						
Availability to execute contract (10pts)	10pts						

### 5. CHRONOGRAM OF ACTIVITIES

The consultant will present a timetable of activities taking into account deadlines indicated in the evaluation table.

### 6. DURATION

The mission is scheduled for a period of 23 days from the date of signing of contract by consultant.

### 7. TERMS OF SUBMISSION

The consultant will be required to submit a technical bid and financial offer to be reviewed and validated by UNDP.

#### Technical Bid

- ❖ Observations on terms of reference;

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- ❖ The proposed methodology should be accompanied with specific or appropriate tools for collecting, processing and analyzing data which will result to valid scientific, social and economic conclusions;
- ❖ Details of the activities;
- ❖ A schedule and deadlines for carrying out the various activities;
- ❖ CV + photocopy of national identity card + legalized copy of diploma;
- ❖ Confirmation that the consultant is free from any engagement during the mission period and two relevant references in the area of competence;
- ❖ A list of similar missions carried out with references by the consultant.

#### Financial Bid

- ❖ The Submission letter signed, dated should indicate the amount of the tender;
- ❖ The list of unit prices with detailed costs.

The financial and technical offers, written in French or English, will be placed in two separate envelopes marked "technical offer" and "financial offer". These two envelopes shall be enclosed in a single envelope bearing, to the exclusion of any other distinctive emblem, the address of the Awarder of the bid with the following:

“To be opened only in session” and **“ELOBORATION OF A SUBSTANTIVE REPORT TO SET UP A NATIONAL SYSTEM TO DOCUMENT, MAINTAIN, PROTECT, AND PROMOTE TK ASSOCIATED WITH GENETIC RESOURCES”**

#### **9. REPORT**

At the end of the mission the consultant will have to submit an interim report to be validated during a validation workshop and a final report which will take into account all the observations made during the national validation workshop.

The final version of the products of the study will be delivered in five (05) hard copies and an electronic file on DVD / CDROM. All data acquired remains the property of the sponsor and must be submitted at the end of the study in electronic format (.docx, .xlsx, .pptx, .pdf, .shp). However, the map data must be provided in shapefile (.shp) format.



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