

REQUEST FOR PROPOSAL FOR- “ BIODISCOVERY CONSULTANCY”

A. Project Title:

GEF ABS Project “Strengthening human resources, legal frameworks, and institutional capacities to implement the Nagoya Protocol”.

B. Project Description or Context and Background:

The Nagoya Protocol on Access to Genetic Resources and the Fair and equitable sharing of Benefits arising from their utilization (ABS), an agreement under the Convention on Biological Diversity (CBD), was adopted on 29 October 2010 in Nagoya (Japan) and entered into force on 12 October 2014, it provides a transparent legal framework for the effective implementation of the 3rd objective of the CBD. The protocol applies to genetic resources that are covered by the CBD and to the benefits arising from their utilization, it also covers traditional knowledge associated with genetic resources (TKAGR) held by local communities (LC). Parties to the Nagoya Protocol need to fulfill core obligations to take measures in relation to access to genetic resources, benefit-sharing and compliance.

A global GEF project “Strengthening Human Resources, Legal Frameworks, and Institutional Capacities to Implement the Nagoya Protocol” was formulated by UNDP with the participation of 24 countries from Eastern/Central Europe, Arab countries, Africa and the Asia-Pacific Regions. Samoa is one of the participating countries in this project. The project has the objective of assisting countries in the development and strengthening of the national access to genetic resources and benefits-sharing (ABS) frameworks, human resources and administrative capacities to implement the Nagoya Protocol. The project duration will be for three years starting from mid of 2017 and three components will be implemented:

- I. Strengthening the legal, policy, and institutional capacity to develop national ABS frameworks;
- II. Building trust between users and providers of genetic resources to facilitate the identification of bio-discovery efforts;
- III. Strengthening the capacity of indigenous and local communities to contribute the implementation of the Nagoya Protocol.

UNDP is providing technical advice and assistance to the Government of Samoa to meet its commitments under this project. The Division of Environment and Conservation (DEC) under the Ministry of Natural Resources and Environment (MNRE) is the ‘national focal point’ responsible for leading this project on behalf of the Government of Samoa.

Samoa became a party to the Convention on Biological Diversity (CBD) in 1993 and the Nagoya Protocol was ratified in 2014. There is no specific ABS regulation in place however the draft Environment Management and Conservation (EMC) Bill which has provisions for bio-prospecting.

C. Scope of Work:

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Under the close supervision of the ABS Project Manager-Samoa (ACEO-DEC) and the Regional Project Advisor, the consultant will be responsible for technical contributions to the required analysis and consultations with the key stakeholders to ensure that their contribution is provided with a view to achieving the projects objectives.

1. Objective

The Consultant will in particular play a central role for the following activities, with the support from the regional project advisor and ABS Project Manager/Coordinator in implementing activities outlined under this project.

- Participate and facilitate the coordination meetings with the Project stakeholders (Relevant Government Ministries, Private Sector, NGOs and local communities) to scope existing biodiscovery projects specifically on Samoan and non-Samoan genetic resources (GRs) and associated traditional knowledge (ATK), identify main users and providers of GRs and ATK in Samoa;
- Conduct the review, gap assessment and analysis on the current biodiscovery partnership of GRs and ATK in Samoa, main users and providers of GRs and ATK, elements for a successful biodiscovery, as well as make specific and appropriate recommendations required to build successful biodiscovery partnership leading towards fair and equitable sharing of benefits.
- Produce outputs as detailed below.
- Conduct the validation workshop on the analysis and recommendations with the participation of relevant stakeholders, including IPLC and women association, as advised by the Project Coordinator.

2. OUTPUTS

- A concise methodology to conduct the analysis on the current biodiscovery partnership of GRs and ATK in Samoa, main users and providers of GRs and ATK, elements for a successful biodiscovery, as well as make specific and appropriate recommendations required to build successful biodiscovery partnership leading towards fair and equitable sharing of benefits including identification of potential biodiscovery partnership to be supported by the Global ABS Project;
- Comprehensive analysis report on the current biodiscovery partnership of GRs and ATK in Samoa, main users and providers of GRs and ATK, elements for a successful biodiscovery, as well as make specific and appropriate recommendations required to build successful biodiscovery partnership leading towards fair and equitable sharing of benefits including identification of potential biodiscovery partnership to be supported by the Global ABS Project;
- Process and procedures handbook for CNAs on ABS applications, ABS contract models for 3 sectors (agricultural, pharmaceutical, and biotechnology), list of potential biodiscovery projects, Draft Ethical Codes of Conduct or guidelines for research on TK and GRs, sectoral (agricultural, pharmaceutical, and biotechnological) guidelines for research and development models, and IPR Manual (list of documented IPR links to biodiversity and ABS for use by stakeholders, including local communities);
- Report on direct support provided in the development TK Database/Registry, ABS CH, TK Guidelines, and Biocultural Community Protocol, procedural manuals for Competent National

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Authority/ies, sectoral model contracts, Ethical Codes of Conduct, awareness raising publications, and KAP (Knowledge, Attitude, and Practice) Assessment.

D. Expected Deliverables:

The key products to be delivered are as follows;

Deliverable	Duration (estimated no. of days)	Estimated Timing and deadline
1. MNRE-UNDP approved concise methodology the analysis on the current biodiscovery partnership of GRs and ATK in Samoa, main users and providers of GRs and ATK, elements for a successful biodiscovery, as well as make specific and appropriate recommendations required to build successful biodiscovery partnership	2	14 June 2018
2. Analyses report on current on the current biodiscovery partnership of GRs and ATK in Samoa including identification of potential biodiscovery partnership to be supported by the Global ABS Project.	8	28 June 2018
3. Final Process and procedures handbook for CNAs on ABS applications, ABS contract models for 3 sectors (agricultural, pharmaceutical, and biotechnology), list of potential biodiscovery projects, Draft Ethical Codes of Conduct or guidelines for research on TK and GRs, sectoral (agricultural, pharmaceutical, and biotechnological) guidelines for research and development models, and IPR Manual (list of documented IPR links to biodiversity and ABS for use by stakeholders, including local communities	15	13 July 2018

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	<p>4. Final Report on direct support provided in the development TK Database/Registry, ABS CH, TK Guidelines, and Biocultural Community Protocol, procedural manuals for Competent National Authority/ies, sectoral model contracts, Ethical Codes of Conduct, awareness raising publications, and KAP (Knowledge, Attitude, and Practice) Assessment.</p>	5	27 July 2018
	TOTAL Working Days	30	
<p>E. Institutional Arrangement:</p> <ul style="list-style-type: none"> • The Consultant will report to the National ABS Project Manager and the coordinator-Samoa with the UNDP MCO copied. The consultant is responsible for providing his or her own laptop computer and mobile phone for use during this assignment; the consultant must have access to reliable Internet connection. • The National ABS Project Coordinator and UNDP MCO will process payments upon the approval of the submission of deliverables. • The consultant will be housed by the MNRE-DEC for the duration of the consultancy service. 			
<p>F. Duration of the Work:</p> <p>The consultancy shall be conducted during the period May- June 2018 with a total of 30 person days. Any necessary missions must be approved in advance and in writing to the National ABS Project Manager copying the UNDP MCO.</p>			
<p>G. Duty Station:</p> <p>Home-based with one (1) travel (if international) to Apia, SAMOA. 15 working days in Apia Samoa, exclusive of weekends</p>			
<p>H. Competencies:</p> <p>Corporate:</p> <ul style="list-style-type: none"> • Demonstrates integrity by modeling UN' values and ethical standards; • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; • Treats all people fairly with respect without favoritism; • Promotes the vision, mission and strategic goals of UNDP. <p>Technical</p>			

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- Ability to provide guidance on implementation of the Nagoya Protocol on Access to Genetic Resources and the fair and equitable sharing of benefits arising from their utilization (ABS), including design and implementation of ABS and TK policy and bioprospecting projects;
- Knowledge of environmental issues, policies and ability to apply to strategic and/or situations;
- Ability to work with multiple stakeholders across a wide range of disciplines.

Functional

Knowledge Management and Learning

- Demonstrates practical knowledge of inter-disciplinary development issues;
- Seeks and applies knowledge, information, and best practices from within and outside of UNDP.

Client Orientation:

- Maintains relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Proven networking, team building, organizational and communication skills.

Professionalism:

- Demonstrates openness to change and ability to manage complexities;
- Demonstrates strong oral and written communication skills;
- Remains calm, in control and good humored even under pressure;
- Excellent reporting skills.

Qualifications and Experience of the Successful Contractor:

The following are the qualifications or attributes for individuals, group of individuals, or entities that may bid for the consultancy assignment:

- Master's degree in Biodiversity, Environmental Law, Policy or related field;
- A proven expertise and understanding of the Nagoya Protocol, technical negotiations, the ABS processes, CBD, expertise in designing and drafting manuals and guidelines;
- A sound understanding of the main challenges facing the implementation of the NP and ABS in Samoa and the Pacific Region.
- Excellent drafting, communication, facilitation and reporting skills to lead national discussions involving key experts and stakeholders from relevant national institutions;
- Highly developed inter-personal, negotiation and teamwork skills, networking aptitude;
- Good command of English both written and oral, knowledge of the Samoan language will be an asset.

Evaluation criteria: 70% Technical, 30% financial combined weight

- Master's degree in biodiversity, environmental law, policy or related field (15%)
- Years of experience and understanding of the Nagoya Protocol, technical negotiations, the ABS processes, CBD expertise in designing and drafting manuals and guidelines (20%)
- Experience with the development and/or implementation of ABS measures in Asia-Pacific region (20%)
- Experience in facilitation to lead discussions involving local communities and other stakeholders (15%)

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<ul style="list-style-type: none"> • Inter-personal, negotiation and teamwork skills, networking aptitude (10%) • Regional and national knowledge on TK (10%) • Writing, editing and oral communications skills in English (5%) • Communications skills in Samoa (5%) 		
I. <u>Scope of Bid Price & Schedule of Payments:</u>		
DELIVERABLES	DUE DATE AND WEIGHTING (%)	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP AND VERIFICATION BY MNRE-DEC OF SATISFACTORY PERFORMANCE OF DELIVERABLES
<p>First payment will be made upon submission and clearance of the following</p> <ul style="list-style-type: none"> • A concise methodology to conduct the analysis on the current biodiscovery partnership of GRs and ATK in Samoa, main users and providers of GRs and ATK, elements for a successful biodiscovery, as well as make specific and appropriate recommendations required to build successful biodiscovery partnership leading towards fair and equitable sharing of benefits including identification of potential biodiscovery partnership to be supported by the Global ABS Project 	<p>Due Date (dates will be revised accordingly)</p> <p>10%</p>	\$xxx
<p>Deliverable 2: approved and cleared by the ABS Project Coordinator and UNDP of the following;</p> <ul style="list-style-type: none"> • Comprehensive analysis report on the current biodiscovery partnership of GRs and ATK in Samoa, main users and providers of GRs and ATK, elements for a successful biodiscovery, as well as make specific and 		\$xxx

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appropriate recommendations required to build successful biodiscovery partnership leading towards fair and equitable sharing of benefits including identification of potential biodiscovery partnership to be supported by the Global ABS Project;		
<p>Deliverable 3: approved and cleared by the ABS Project Coordinator and UNDP of the following;</p> <ul style="list-style-type: none"> Process and procedures handbook for CNAs on ABS applications, ABS contract models for 3 sectors (agricultural, pharmaceutical, and biotechnology), list of potential biodiscovery projects, Draft Ethical Codes of Conduct or guidelines for research on TK and GRs, sectoral (agricultural, pharmaceutical, and biotechnological) guidelines for research and development models, and IPR Manual (list of documented IPR links to biodiversity and ABS for use by stakeholders, including local communities) 		\$xxx
<p>Deliverable 4: approved and cleared by the ABS Project Coordinator and UNDP of the following;</p> <ul style="list-style-type: none"> Report on direct support provided in the development TK Database/Registry, ABS CH, TK Guidelines, and Biocultural Community Protocol, procedural manuals for Competent National Authority/ies, sectoral model contracts, Ethical Codes of Conduct, awareness raising 		\$xxx

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publications, and KAP (Knowledge, Attitude, and Practice) Assessment.		
	100%	

• **Recommended Presentation of Proposal:**

Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the template available (Letter of Offer to complete financial proposal)

P11s with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **Friday 25th May, 2018** electronically via email: procurement.ws@undp.org. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **Cover letter that includes**
 - a concise explanation as to why the bidder is the most suitable candidate for the consultancy assignment;
 - a concise description of the bidder's understanding of the consultancy assignment;
 - a summary of the comments on the TOR; and,
 - a brief description of the proposed methodology and approach in carrying out the required tasks, specifying the number of days it will take complete each task.
- **Updated and signed P-11** that includes description of qualifications/competencies and relevant past experiences in similar projects – **(using the attached template).**
- **Financial Proposal** specifying the daily rates inclusive of other expenses. Candidates have the option to choose daily rate or lump sum **(using the attached template).**
 - **Refer to <https://icsc.un.org/map/> fo the latest UN per diem rates for Samoa. Per diem rate cannot be more than the Samoa rate for the month.**
- **Letter of interest and availability of the firm/consortium specifying the available date to start and other details – (using the attached template).**
- **Reference Checks Templates to be completed by referees. Please include at least 3 completed and signed referee letters (using the attached template).** UNDP staff may contact referees to verify details of the reference provided if required.
- **The abovementioned documents, information and requirements are mandatory and as such are required to form a complete tender. A proposal will be rejected if it is not substantially responsive to the abovementioned requirements;**
- The final working plan will be determined through negotiation between the successful bidder and the UNDP Samoa Multi-country Office (MCO);
- Electronic copy of the GEF Secretariat approved Project document is available: [https://www.thegef.org/sites/default/files/project_documents/PIMS_5381_ProDoc - Global ABS Project 15MAR16 - Submission1.pdf](https://www.thegef.org/sites/default/files/project_documents/PIMS_5381_ProDoc_-_Global_ABS_Project_15MAR16_-_Submission1.pdf)
- Successful as well as unsuccessful bidders will be informed by e-mail as soon as possible after the submission date. Unsuccessful bidders will not be debriefed.

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Queries about the consultancy can be directed to the UNDP Procurement Unit procurement.ws@undp.org,
tessa.tafua@undp.org