



**"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 AND DOCUMENTATION OF GOOD PRACTICES,  
SUCCESS STORIES AND LESSONS LEARNED OF PROJECT AWARD  
N°00090258 ON ACCESS AND BENEFIT SHARING OF GENETIC  
RESOURCES**



*Echinops giganteus*



*Mondia whitei*



## 1. BACKGROUND

The project “A Bottom-up Approach to ABS: Community level capacity development for successful engagement in ABS value chains in Cameroon (*Echinops giganteus* and *Mondia whitei*)” is being implemented by the United Nations Development Programme (UNDP) through the Inspector N°2 of the Ministry of Environment, Protection of Nature and Sustainable Development with funding provided by the Global Environment Facility (the GEF). This three-year medium-sized project which uses two key resources in the Lebialem landscape seeks to address issues of access and benefit sharing thereby facilitating the implementation of the Nagoya Protocol on Access and Benefit Sharing of genetic resources and associated traditional knowledge by the government of Cameroon.

The overarching objective of this project is to build capacities both at the national and local levels through the development of the value chains of *Echinops giganteus* and *Mondia whitei* that are compliant with ABS principles enshrined in the Nagoya Protocol, as well as building on these value chains and customary practices to inform on a legal and regulatory framework on ABS. This project targets government, private sector, civil society, the local and indigenous people most especially local communities of Magha-Bamumbu and Lewoh who are the target population and the primary beneficiaries. It should be recalled that at the time of elaboration of the project document, partnership agreements were signed between French company V MANE FILS and Magha-Bamumbu and Lewoh (local communities of the Southwest Region) for the extraction of essential oils from the roots of these two genetic resources (*Echinops giganteus* and *Mondia whitei*), for use in the cosmetic industry.

The project was adopted in October 2016, launched in January 2017 and implementation is ongoing and will run through October 2019. It uses a bottom-up approach working closely on a daily basis with the community representatives of Magha-Bamumbu and Lewoh. This project is the first of its kind in the sub region and an adequate opportunity to practically translate the articles and decisions of the Nagoya Protocol into concrete and tangible actions which can create impact in the lives of local and indigenous people. To this effect, the approach can be qualified as the “learning by doing approach”. It has 2 main components:

- **Component 1:** Facilitating the engagement of the local community in ABS value chains and strengthening capacity.
- **Component 2:** Integrating lessons learnt into national laws and/or implementation processes with the aim of harmonizing customary practices with national ABS regulation.

These lessons learned, and best practices will feed into the development of diverse knowledge products for dissemination at the local, regional and international





levels. It will also serve to build the capacity of the various stakeholders in the implementation process most especially holders of traditional knowledge.

## **2. GENERAL OBJECTIVE**

The overall objective of this consultancy is to take stock of achievements made by this project with particular emphasis on best practices, lessons learned from project inception till date, in order to improve on performance and to inform future projects and programmes.

### **2.1 SPECIFIC OBJECTIVES**

- ✓ Develop thematic reports from component 1 and 2 summarizing techniques, good practices and lessons learnt;
- ✓ Provide a set of case studies (community protocols, access to genetic resources and traditional knowledge, negotiating MATs and signing of PIC) focusing on good practices from project activities;
- ✓ Provide other knowledge products from assessing the project initiatives and interventions (what is special about it, how can it inform improve present performance and inform future projects, what are success factors, selection process, M&E, institutionalization, community awareness campaigns products and activities).

## **3. DELIVRABLES**

- ✓ **Deliverable to specific objective 1 (SO1):** Document containing thematic reports of Component 1 and 2 summarizing techniques, good practices and lessons learnt.
- ✓ **Deliverable to specific objective 2 (SO2):** Document describing a set of case studies (community protocols, access to genetic resources and traditional knowledge, negotiating MATs and signing of PIC) focusing on good practices from project activities.
- ✓ **Deliverable to specific objective 3 (SO3):** Document describing other knowledge products from assessing the project initiatives and interventions (what is special about it, how can it inform improve present performance and inform future projects, what are success factors, selection process, M&E, institutionalization, community awareness campaigns products and activities).

## **4. SCOPE OF WORK**

**The consultant will carry out the following:**

- ✓ Design mechanisms for gathering lessons learned, compile and systematize these lessons learned into knowledge reports and studies in order for project team to disseminate them as knowledge products for different media. summary project achievements since 2017 to date including a timeline:



- ✓ Review of existing literature (project document, meeting/mission reports, studies, etc.);
- ✓ Carry out key informant interviews to draw lessons learned in the implementation of the project;
- ✓ Organize an internal dissemination workshop to present the draft report to Project Team. The draft report should be presented in soft and hard.
- ✓ Participate in validation workshop and produce final report with comments integrated.

## **5. 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.

## **6. VALIDATION OF DELIVERABLES**

\*J=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 thematic reports from component 1 and 2 summarizing techniques, good practices and lessons learnt	Document containing thematic reports of Component 1 and 2 summarizing techniques, good practices and lessons learnt	<p><b>Criteria of approach</b> The consultant will have to conduct</p> <p><b>Desk Review:</b> Conduct desk review over the existing documentation that provide information on the current project status. Documents to be reviewed might include but not limited to PRODOC, meeting/mission reports/minutes, studies, articles, etc.</p> <p><b>Interviews:</b> To obtain more detailed information in order to generate lessons learned and best practices, conduct focus interviews and hold meetings with a wider cross section of stakeholders, including with Government Officials (members of ABS committee), key individuals/community groups involved (Magha-Bamumbu and Lewoh communities), ERUDEF, Project team, taskforce, UNDP, consultants, etc.:</p> <p><b>Compilation of results:</b> The results of the lessons learned, and best practices generated based on the information gathered from desk review, interviews and community interaction will then be presented in a meeting/workshop of key stakeholders to facilitate the selection/determination of the case studies and thematic reports as knowledge products</p> <p><b>Reports:</b> A) Produce a range of lessons learned and best practices write up using a standard format generated and agreed upon. B) Produce the case studies and thematic reports as knowledge products for dissemination for local, regional and international audiences.</p> <p><b>Criteria of form</b> Results should be presented in text and tabular forms</p>	J+10	Examination of draft document during a working session with Project team and UNDP	



<p><b>Criteria of contents</b></p> <p>Indicate amongst others the following in the report: brief description of country context, challenges faced at the start of the project, issues project is trying to address, solutions project tried to offer, major outputs, key successes, factors of success, shortcomings/unforeseen circumstances, how they were overcome, achievement of project results, mistakes that could have been avoided, recommendations, replication of results, other information, etc.</p>				
<p>2. Provide a set of case studies (community protocols, access to genetic resources and traditional knowledge, negotiating MATs and signing of PIC) focusing on good practices from project activities</p>	<p>Document describing a set of case studies (community protocols, access to genetic resources and traditional knowledge, negotiating MATs and signing of PIC) focusing on good practices from project activities.</p>	<p><b>Criteria of approach</b></p> <p>The consultant will have to conduct</p> <p><b>Desk Review:</b> Conduct desk review over the existing documentation that provide information on the current project status. Documents to be reviewed might include but not limited to PRODOC, meeting/mission reports/minutes, studies, articles, etc.</p> <p><b>Interviews:</b> To obtain more detailed information in order to generate lessons learned and best practices, conduct focus interviews and hold meetings with a wider cross section of stakeholders, including with Government Officials (members of ABS committee), key individuals/community groups involved (Magha-Bamumbu and Lewoh communities), ERUDEP, Project team, taskforce, UNDP, consultants, etc.:</p> <p><b>Compilation of results:</b> The results of the lessons learned, and best practices generated based on the information gathered from desk review, interviews and community interaction will then be presented in a meeting/workshop of key stakeholders to facilitate the selection/determination of the case studies and thematic reports as knowledge products</p> <p><b>Reports:</b> A) Produce a range of lessons learned and best practices write up using a standard format generated and agreed upon. B) Produce the case studies and thematic reports as knowledge</p>	<p>J+30</p>	<p>Examination of draft document during a working session with Project team and UNDP</p>





		products for dissemination for local, regional and international audiences. <b>Criteria of form</b> Results should be presented in text and tabular forms <b>Criteria of contents</b> Indicate amongst others the following in the report: brief description of country context, challenges faced at the start of the project, issues project is trying to address, solutions project tried to offer, major outputs, key successes, factors of success, shortcomings/unforeseen circumstances, how they were overcome, achievement of project results, mistakes that could have been avoided, recommendations, replication of results, other information, etc.			
3. Provide other knowledge from the assessing project initiatives and interventions (what is special about it, how can it inform improve present performance and inform future projects, what are success factors, selection process, M&E,	Document describing other knowledge products from the assessing project initiatives and interventions (what is special about it, how can it inform improve present performance and inform future projects, what are success factors, selection process,	<p>The consultant will have to conduct</p> <p><b>Desk Review:</b> Conduct desk review over the existing documentation that provide information on the current project status. Documents to be reviewed might include but not limited to PRODOC, meeting/mission reports/minutes, studies, articles, etc.</p> <p>Interviews: To obtain more detailed information in order to generate lessons learned and best practices, conduct focus interviews and hold meetings with a wider cross section of stakeholders, including with Government Officials (members of ABS committee), key individuals/community groups involved (Magha-Bamumbu and Lewoh communities), ERUDEF, Project team, taskforce, UNDP, consultants, etc.:</p> <p><b>Compilation of results:</b> The results of the lessons learned, and best practices generated based on the information gathered from desk review, interviews and community interaction will then be presented in a meeting/workshop of key stakeholders to facilitate the selection/determination of the case studies and thematic reports as knowledge products</p>	J+30	Examination of draft document during a working session with Project team and UNDP	



institutionalization, community awareness campaigns and products activities)	M&E, institutionalization, community awareness campaigns and products activities).	<p><b>Reports:</b> A) Produce a range of lessons learned and best practices write up using a standard format generated and agreed upon. B) Produce the case studies and thematic reports as knowledge products for dissemination for local, regional and international audiences.</p> <p><b>Criteria of form</b></p> <p>Results should be presented in text and tabular forms</p> <p><b>Criteria of contents</b></p> <p>Indicate amongst others the following in the report: brief description of country context, challenges faced at the start of the project, issues project is trying to address, solutions project tried to offer, major outputs, key successes, factors of success, shortcomings/unforeseen circumstances, how they were overcome, achievement of project results, mistakes that could have been avoided, recommendations, replication of results, other information, etc.</p>		
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## **7. 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 also be accompanied by a technical team composed of the Taskforce of the Nagoya Protocol of MINEPDED.

## **8. 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 public administration, public policy/law, Social Sciences, related Environmental and Natural Resources Management or other relevant field;
- Minimum 05 years of experience in preparation of technical reports and studies, or other knowledge products, related to projects and their management;
- Familiarity with in-depth interview techniques, good ability to write, review and edit reports, prepare and conduct presentations;
- Must have conducted a similar study and experience in working with government agencies, civil society organizations and international organization is an asset;
- Ability to work efficiently and independently under pressure, handle multi-tasking situations with strong delivery orientation;
- Mastery of pidgin and English languages;
- Availability to execute the contract with excellent time management skills and ability to deliver high-quality outputs on time.

### **8.1 EVALUATION OF PROPOSALS**

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) based on the below evaluation criteria.

### **8.2 EVALUATION CRITERIA**

The price proposal of all consultants, who have attained minimum 70% of the total score (i.e. 70 points) in the technical evaluation, will be compared. The contract will be awarded to the individual offering the lowest financial technically responsive offer.

### **8.3 TECHNICAL EVALUATION TABLE**



**EVALUATION OF TECHNICAL OFFER FOR THE RECRUITMENT OF A CONSULTANT IN VIEW OF THE  
ELABORATION AND DOCUMENTATION OF GOOD PRACTICES, SUCCESS STORIES AND LESSONS  
LEARNED OF PROJECT AWARD N°00090258 ON ACCESS AND BENEFIT SHARING OF GENETIC  
RESOURCES**

Domain of evaluation	Highest mark	01	02	03	04	05	06
<b>1.Level and pertinence of training (10 pts)</b> Holder of a master's degree in public administration, public policy/law, Social Sciences, related Environmental and Natural Resources Management or other relevant field	10 pts						
<b>2.Experience in the domain</b> Minimum 05 years of experience in preparation of technical reports and studies, or other knowledge products, related to projects and their management	20pts						
<b>3. Additional knowledge in the domain</b> Familiarity with in-depth interview techniques, good ability to write, review and edit reports, prepare and conduct presentations	20 pts						
<b>4.Conduction of similar study</b> Must have conducted a similar study and experience in working with government agencies, civil society organizations and international organization is an asset	15 pts						
<b>5. Ability to work efficiently and independently under pressure, handle multi-tasking situations with strong delivery orientation</b>	10						
<b>6. Mastery of pidgin and English languages</b>	15 pts						
<b>7. Availability to execute contract with excellent time management skills and ability to deliver high-quality outputs on time</b>	10pts						

## 9. CHRONOGRAM OF ACTIVITIES

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





## 10. DURATION

The mission is scheduled for a period of 23 days that will span through 60 days from date of signature of contract by consultant.

## 11. 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;
- ❖ 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 during session, **"ELABORATION AND DOCUMENTATION OF GOOD PRACTICES, SUCCESS STORIES AND LESSONS LEARNED OF PROJECT AWARD N°00090258 ON ACCESS AND BENEFIT SHARING OF GENETIC RESOURCES"**.

## 12. 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 or USB flash. 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.

24 JUL 2019  
Dr. Dingom Aurélie  
Taylor Patience