

## TERMS OF REFERENCE

Assignment Title	KAP Adviser-Nagoya Protocol on ABS
Project	GEF ABS Project “Strengthening human resources, legal frameworks, and institutional capacities to implement the Nagoya Protocol”
Type of Contract	Individual Contract (International)
Contract Period	20 days
Supervisor	Governance for Resilience and Sustainability (GRSP) Project Manager
Location	Home-based with travels to Nay Pyi Taw and Yangon
Country	Myanmar

### A. BACKGROUND AND CONTEXT

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, 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 3<sup>rd</sup> objective of the Convention on Biological Diversity (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 (TK) associated with genetic resources held by indigenous and local communities. 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. Myanmar is one of 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 Myanmar to meet its commitments under this project. The Environmental Conservation Department (ECD) under the Ministry of Natural Resources and Environmental Conservation is the “National Focal Point” responsible for leading this project on behalf of the Government of Myanmar.

The ABS instruments should be based on the findings and recommendations of the national assessments, gap analyses and consultations with key national and local stakeholders as indicated in the Project Document of the Global ABS Project. 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.

The inception workshop organized in August 2017 and a draft analysis report on Traditional Knowledge in Myanmar has been prepared and presented to selected stakeholders in February 2018. Following the activities of formation of Competent National Authorities (CNAs), training workshop for the government officials and knowledge sharing sessions for researchers and local communities were conducted in January, June and September 2019.

The first draft of ABS National Policy Framework and associated guidelines were produced and consulted with multi-stakeholders in September 2019. As part of the project’s monitoring and evaluation system, knowledge, attitude, and practice (KAP) assessment surveys will be conducted targeting specific groups (ILCs, researchers, and relevant industries) that may use or benefit from ABS transactions to determine the project’s impact on awareness levels. In order to fulfil the important step of project implementation, UNDP Myanmar is looking for a specialist company to support ECD’s ability to oversee KAP surveys targeting specific groups (e.g., researchers, local communities, and relevant industry) that may use or benefit from ABS transactions in Myanmar.

## **B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES**

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Under the close supervision of the Governance for Resilience and Sustainability (GRSP) Project Manager in Myanmar and in consultation with the International Technical Specialist for ABS National Policy Framework, the focal persons from Environmental Conservation Department, the project partner (POINT) and Regional Project Advisor, the selected Adviser will be responsible to provide training to support the institutionalization of KAP practices to assess awareness about the national ABS framework, the CBD, and Nagoya Protocol.

The objectives are;

- (a) To define KAP assessment methods in consultation with ECD.
- (b) To provide training to relevant agencies for conducting KAP assessments and analyzing results.

The Adviser will undertake the following activities, in coordination with the international technical specialist, the government implementing partner, regional project advisor and GRSP Project Manager in implementing activities outlined under this project.

- (a) Identify target populations of KAP Survey;
- (b) Define KAP assessment methods (both for survey and for future understanding and reference)
- (c) Provide training to relevant agencies for conducting KAP assessments and analysing results, using a training of trainers approach (TOT)
- (d) Produce outputs as detailed below;
  - Analysis report on identified target populations of KAP Survey;
  - KAP assessment methods (Survey methodology, tools for data collection and analysis methods);
  - Materials for training and knowledge product for training on relevant agencies for conducting KAP assessments to to assess awareness about the national ABS framework, the CBD, and Nagoya Protocol
  - Report on training to relevant agencies for conducting KAP assessments and analysing results to institutionalize KAP practice to assess awareness about the national ABS framework, the CBD, and Nagoya Protocol

#### Final Deliverables:

- (a) A concise methodology to conduct the analysis on target populations of KAP Survey, to develop assessment methods (Survey methodology, tools for data collection and analysis methods) and to develop training and knowledge product for training on relevant agencies for conducting KAP assessments and analysing results to institutionalize KAP practice to assess awareness about the national ABS framework, the CBD, and Nagoya Protocol
- (b) KAP assessment methods (Survey methodology, tools for data collection and analysis methods);
- (c) Materials for training and knowledge product for training on relevant agencies for conducting KAP assessments to assess awareness about the national ABS framework, the CBD, and Nagoya Protocol
- (d) Report on training provided (at least 3 days) to relevant agencies for conducting KAP assessments and analysing results to institutionalize KAP practice to assess awareness about the national ABS framework, the CBD, and Nagoya Protocol (TOT)

### **C. EXPERTISE AND QUALIFICATIONS REQUIRED**

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#### **Academic Qualifications/Education and Experience:**

- At least a master's degree in development studies, environmental studies, social science, and any other related field.
- Minimum 7 years working experiences in data analysis, similar surveys and research
- Experienced in conducting/managing the KAP survey or similar survey process
- Good facilitation skills and ability to write analytical report and communicate key messages
- Demonstrated ability to work under pressure, multi-task and meet deadlines
- Good communication and interpersonal skills, team-oriented work style
- A good understanding of the Nagoya Protocol on ABS would be an advantage
- Experience in training of trainers
- Must be an international expert

**Language skills:**

- Excellent language proficiency (written and spoken) in English

**D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS**

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- Under the overall supervision of Chief of Unit, the Specialist will report to the Chief Technical Adviser and Project Manager of the UNDP Country Office in Myanmar as necessary for administrative purpose and to the Regional UNDP-GEF Advisor for the technical matters.
- The specialist is also required to comply with the UN security directives set forth under <http://dss.un.org>
- The specialist will be given access to relevant information necessary for execution of the tasks under this assignment;
- The specialist will be responsible to bring his/her own laptop computer for use during this assignment; the consultant must have access to reliable internet connection
- Payments will be made upon submission/completion of prescribed deliverables and certification of payment form, and acceptance and confirmation by the supervisor

**E. DUTY STATION AND DURATION OF ASSIGNMENT**

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This consultancy will be home-based and with travels to Nay Pyi Taw and Yangon; any necessary missions must be approved in advance and in writing by the supervisor. The service will be carried out for 20 days between October and December 2019.

**F. PAYMENT ARRANGMENT**

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Interested persons are requested to submit their financial proposals quoting their *daily fees* noting the following conditions:

- a) The contract price is fixed regardless of changes in the cost components
- b) Payments will be made upon submission of timely deliverables and certification of payment form, and acceptance and confirmation by the supervisor

<b>Deliverable No.</b>	<b>Description of deliverables</b>	<b>Timeline</b>	<b>Payment</b>
Deliverable 1	Upon satisfactory submission of: <ul style="list-style-type: none"><li>- A concise methodology to conduct the analysis on target populations of KAP Survey, to develop assessment methods (Survey methodology, tools for data collection and analysis methods) and to develop training and knowledge product for training on relevant agencies for conducting KAP assessments and analysing results to institutionalize KAP practice to assess awareness about the national ABS</li></ul>	10 November 2019	40 %

	framework, the CBD, and Nagoya Protocol - Materials for training and knowledge product for training on relevant agencies for conducting KAP assessments to assess awareness about the national ABS framework, the CBD, and Nagoya Protocol		
Deliverable 2	Upon satisfactory submission of: - KAP assessment methods (Survey methodology, tools for data collection and analysis methods); - Report on training to relevant agencies for conducting KAP assessments and analysing results to institutionalize KAP practice to assess awareness about the national ABS framework, the CBD, and Nagoya Protocol	20 December 2019	60 %

#### G. RECOMMENDED PRESENTATION OF OFFER

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Interested persons are requested to submit the following documents as part of their application:

- 1) **Brief description/ cover letter** of why the individual considers him/herself as the most suitable for the assignment. Please paste the letter into the 'Resume and Motivation' section of the electronic application
- 2) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
- 3) **P11 Form** indicating all relevant experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references. Please use the P11 form provided by UNDP
- 4) **Financial Proposal** that indicates the daily fees as per the template provided by UNDP

#### H. CRITERIA FOR SELECTION OF THE BEST OFFER

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The following criteria shall serve as basis for evaluating offers:

##### **Combined Scoring Method:**

Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

##### **Technical Evaluation of Proposals:**

All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown

(Total 70 points):

Educational background: 10 points

- At least a master's degree in development studies, environmental studies, social science, and any other related field;

Relevant Experience: 55 points

- Minimum 7 years working experiences in data analysis, similar surveys and research
- Experienced in conducting/managing the KAP survey or similar survey process
- Good facilitation skills and ability to write analytical report and communicate key messages
- Demonstrated ability to work under pressure, multi-task and meet deadlines
- Good communication and interpersonal skills, team-oriented work style
- A good understanding of the Nagoya Protocol on ABS would be an advantage
- Experience in training of trainers

English language skills: 5 points

- Excellent language proficiency (written and spoken) in English

**Financial Evaluation of Proposals:**

The financial proposals of all the applicants who pass the technical evaluation will be scored.

The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g.  $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points}$  for other proposer's fees

The contract shall be awarded to the applicant who receives the highest cumulative score.