



TERMS OF REFERENCE

Assignment Title	ABS Information Technology Specialist
Project	GEF ABS Project “Strengthening human resources, legal frameworks, and institutional capacities to implement the Nagoya Protocol”
Type of Contract	Individual Contract (National)
Contract Period	30 days (October 2019 – December 2019)
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 3rd 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. In order to take the project implementation forward, UNDP Myanmar is looking for a reputable National Consultant as a Technical Specialist to support the development of a web platform with relevant ABS information, or a national biodiversity clearing house mechanism (CHM) with ABS-related information for implementation of the project in Myanmar while working closely with counterparts at the Ministry of Natural Resources, and Environment Conservation and UNDP.

B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

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 Specialist will be responsible for development of new website or web portal for ABS Clearing House Mechanism (potentially building on the existing website of the Environmental Conservation Development), design of a TK database, and delivering trainings to the relevant stakeholders on the use of the developed platforms.

In particular, the specialist will:

- (a) Participate in coordination meetings with the Project stakeholders (Relevant Government Ministries, Private Sector, NGOs and local communities) to scope existing system, information and database on Genetic Resources (GRs) and Associated Traditional Knowledge (ATK) in Myanmar;
- (b) Identify potential users of TK database/registry and ABS CHM, determine needs of potential users, design TK database/registry and ABS CHM to be used by identified users in close coordination with international technical specialist and government focal persons;
- (c) Review the current information system related to TK and ABS CHM in Myanmar, needs of potential users to protect TK of Myanmar, and appropriate recommendations required to put in

place a TK Database/Registry and ABS CHM for Myanmar (an initial excel structure has been developed for the database, which needs to be transformed into a secure structure);

- (d) Design and develop an appropriate TK database/registry for protection of Myanmar TK and a secure platform for Myanmar ABS CHM; and
- (e) Conduct the training, in cooperation with the other project specialists, on the use of TK database/registry and ABS CHM with the participation of relevant stakeholders, including ILCs and women's associations, as advised by the Project Manager.

Final Deliverables:

- (a) A website/portal with relevant ABS information designed for Traditional Knowledge database/registry for protection of Myanmar TK and National ABS Clearing House;
- (b) Population of the database (with data to be provided)
- (c) Report on completion of the development of TK Database/Registry and national ABS CHM including:
 - Documentation of program access rights/codes for the TK database/registry and ABS CHM
 - Manuals on how to use the system tools
 - Training provided on the use of the database and CHM

C. EXPERTISE AND QUALIFICATIONS REQUIRED

Academic Qualifications/Education:

- At least a Bachelor's degree in Computer Studies, Information Systems or related field;

Experience:

- At least 5 years of experience in designing and implementing information management systems and websites
- Experience in training diverse stakeholders on the use of information management systems and information technology
- A good understanding of the concept of clearing house mechanisms would be an advantage

Language skills:

- Excellent English language skills with strong technical writing skills, effective oral and communication skills
- Excellent command of written and spoken Myanmar language

D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- 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

- 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 30 days between October and December 2019.

F. PAYMENT ARRANGMENT

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

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

Deliverable No.	Description of deliverables	Timeline	Payment
Deliverable 1	<p>A methodology to develop a website/portal for ABS Clearing House Mechanism designed for TK database/registry for protection of Myanmar TKGR</p> <p>Upon satisfactory submission of;</p> <ol style="list-style-type: none"> A website/portal with relevant ABS information designed for Traditional Knowledge database/registry for protection of Myanmar TKGR and National ABS Clearing House; the TK database (building off initial excel structure that has been designed), with initial population with available data 	20 November 2019	60 %
Deliverable 2	<p>Upon satisfactory submission of a report on completion of the development of TK Database/Registry and national ABS CHM including:</p> <ul style="list-style-type: none"> ▪ Documentation of program access rights/codes for the TK database/registry and ABS CHM ▪ Manuals on how to use the system tools ▪ Training provided on the use of the database and CHM 	20 December 2019	40%

G. RECOMMENDED PRESENTATION OF OFFER

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

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 Bachelor's degree in Computer Studies, Information Systems or related field with 5 years relevant experience

Relevant Experience: 55 points

- A good understanding of the ABS CH would be an advantage
- Experience in designing and implementing information management systems
- Experience in training diverse stakeholders on the use of information management systems and information technology

Language skills: 5 points

- Excellent English language skills with strong technical writing skills
- Excellent command of written and spoken Myanmar language

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.