

# Terms of reference



## GENERAL INFORMATION

Title: Project Document Editor – Nagoya Protocol  
 Project Name: Engagement Facility  
 Reports to: UNDP Officer-in-Charge, Programmes Unit  
 Duty Station: Jamaica  
 Duration of Assignment: 20 working days over a four-month period

## REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR
X	CV or P11 form
X	Copy of education certificate
x	Completed financial proposal
x	Sample of Work

## I. BACKGROUND

UNDP is developing the “Strengthening the Policy, legislative and institutional frameworks in Jamaica to effectively implement the Nagoya Protocol” project to support the Government of Jamaica with ratifying the Nagoya Protocol. The project is in direct response to the decision at the Second meeting of the Intergovernmental Committee for the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ICNP-2) held in Delhi, July 2012, where the Conference of the Parties “Reiterates its invitation to the Global Environment Facility to provide financial support to Parties to assist with the early ratification of the Nagoya Protocol and its implementation.”

The project aims to improve the capacities of the relevant national authorities <sup>1</sup>in Jamaica, in a participatory manner, as well as strengthen the policy and legal framework associated with access to genetic resources. The project will further seek to enhance traditional knowledge associated with genetic resources and benefit-sharing derived from their utilization for the implementation of the Nagoya Protocol on Access to Genetic Resources and Fair and Equitable Sharing of Benefits Arising from their Utilization to the Convention on Biological Diversity.

<sup>1</sup> The establishment and strengthening of national focal points and competent national authorities to serve as contact points for information, grant access or cooperate on issues of compliance; develop the domestic research capacities and institution on Access and Benefit Sharing (ABS)

The consultant will be responsible for the review and finalization of the Project Document and associated annexes, addressing feedback received from the UNDP Regional Bureau, Government Officials and the GEF Secretariat. The main deliverable for this consultancy is the finalized Project Document package approved for implementation.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

**In consultation with the UNDP Jamaica Multi-Country Office and the Government of Jamaica, the consultant will be expected to under the following tasks:**

- Review UNDP RBLAC & Government comments on the Project Document and associated annexes including the Social & Environmental Screening related annexes;
- Provide recommendations for the strengthening of the Project Document for approval by the UNDP Multi-Country Office, the Government and ABS Global Specialist;
- Ensure all the requisite comments and Project Document gaps are addressed and the documents are improved for re-submission to RBLAC and GEF Secretariat;
- Finalize Project Document and associated annexes including the Social & Environmental Screening related annexes; and CEO Endorsement Request

***The draft ProDoc Package and comments to be addressed have been annexed to this TOR.***

<b>Deliverables/ Outputs</b>	<b>Estimated # days</b>	<b>Proposed Completion deadline</b>	<b>Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)</b>
Deliverable 1: Revised draft of Project Document Package including all required annexes and CEO Endorsement Request.	10	11 January 2021	UNDP Programme Specialist Government Focal Point
Deliverable 2: Additional Comments from RBLAC incorporated into ProDoc package to ensure submission to GEF Secretariat	5	18 February 2021	UNDP Programme Specialist Government Focal Point
Deliverable 3: Finalized Project Document	5	11 March 2021	UNDP Programme Specialist Government Focal Point

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

- a) Consultant will report directly to the Officer-in-Charge, Programmes Unit under the overall guidance of the Resident Representative;
- b) Consultations with the UNDP Programme Team, the GEF Operational Focal Point and relevant Ministry representatives will be required to complete the scope of work.

#### Duration of the Work

- a) Consultant is expected to be engaged for 20 working days over a three-month period with the final deliverable submitted on or before 31 March 2021;
- b) The anticipated start date for the consultancy is December 2020;
- c) UNDP and relevant partners will review and provide comments on deliverables within 10 business days of receipt of the deliverable.

#### Duty Station

Kingston

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic qualifications:

- Masters' degree or higher in Ecology, Environmental Sciences, Environmental Law, Environmental Management, or related field

#### Years of experience:

- 3-5 years of experience supporting the development of projects related to Access and Benefit Sharing;
- At least 5 years of experience working with developing countries and especially Small Island Developing States (SIDS) on ecosystems and biodiversity issues;
- Good understanding of the GEF rationale and procedures and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches. Minimum 3 years.
- Experience in the policy development processes associated with environment and sustainable development issues.

#### Competencies and special skills requirements:

- Project formulation and management
- Strong research and analytical skills
- Strong interpersonal and communication skills; commitment to teamwork and to working across disciplines;
- Good understanding of the Nagoya Protocol would be an asset
- Excellent drafting ability and presentation and communication skills, both oral and written in English
- Experience engaging with diverse stakeholders at multiple levels (grassroots/community, national, regional)
- Ability to explain complex issues to UNDP staff and external partners;
- Ability to deliver in a high-pressure environment
- Ability to collaborate with and achieve actionable results

- Is action-oriented and focused on deliverables and timeframes

## V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

### Cumulative analysis

*Using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:*

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation*


<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>	70	70
<ul style="list-style-type: none"> <li>• <b><u>Criteria A: qualification requirements as per TOR:</u></b></li> </ul>		
Relevance of Education/ Degree	5	
<ul style="list-style-type: none"> <li>• Masters' degree or higher in Ecology, Environmental Sciences, Environmental Law, Environmental Management, or related field</li> </ul>	20	
Years of Relevant Experience		
<ul style="list-style-type: none"> <li>• 3-5 years of experience supporting the development of projects related to Access and Benefit Sharing;</li> </ul>	5	
<ul style="list-style-type: none"> <li>• At least 5 years of experience working with developing countries and especially Small Island Developing States (SIDS) on ecosystems and biodiversity issues;</li> </ul>	10	
<ul style="list-style-type: none"> <li>• Good understanding of the GEF rationale and procedures and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches. Minimum 3 years.</li> </ul>	10	
<ul style="list-style-type: none"> <li>• Experience in the policy development processes associated with environment and sustainable development issues.</li> </ul>		

<ul style="list-style-type: none"> <li>• <b><u>Criteria B: Assessment of Sample work submitted</u></b> (previously developed ABS related project)</li> </ul>	20		
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UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Approval

Signature   
 Name Denise Antonio, Resident Representative, UNDP  
 Date 25-Nov-2020