

## Annex I - Terms of Reference

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**National or International consultant:** National Consultant

**Description of the assignment (Title of consultancy):** Biosafety Expert

**Project Title:** Preparation of the Fourth National Biosafety Report to the Cartagena Protocol on Biosafety

**Period of assignment/services:** 40 days since contract signature until December 2021

**Is this a LTA (yes/no):** No

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### I. Background

The Government of Lebanon (GoL) ratified the Convention on Biological Diversity (CBD) in 1994 and is therefore committed to implementing the requirements of the Convention. The Government of Lebanon (GoL) later ratified the Cartagena Protocol on Biosafety in 2008; a Protocol issued by the CBD. Article 33 of the Cartagena Protocol states that each Party shall monitor the implementation of its obligations under this Protocol, and shall, at intervals to be determined report to the Conference of the Parties serving as the meeting of the Parties to this Protocol on measures that it has taken to implement the Protocol.

In order to support countries to undertake this mandatory reporting to the Protocol, the Global Environment Facility through the United Nations Environment (UNE) has set up a project to assist the Parties (in this case Lebanon) in the preparation of the national reports and to provide the necessary technical advisory support in data collection, consultations with the relevant stakeholders, interpretation of Protocol related issues and in the compilation, review and submission of the report in the required format. For Lebanon, this assistance is being channeled through the United Nations Development Programme that will be responsible for this assignment.

The status of the national reports can be found at <https://beta.bch.cbd.int/reports>. The CBD has also developed a report analyzer which allows for comparative analysis of the national reports. In compiling the national reports, a stepwise approach is recommended to allow for data gathering, national consultative meetings and submission of reports as outlined under the FAQs <https://beta.bch.cbd.int/en/articles/5d2cdcd0620471000183573f>.

Once the reports have been uploaded to the Biosafety Clearing House (BCH), the results will be analysed and these will provide a simultaneous and comparable snapshot of how Parties are implementing CPB. It will also provide and give guidance on potential areas for capacity building interventions which can be used for an updated action plan for the implementation of the Cartagena Protocol on Biosafety under the Post 2020 Biodiversity Framework.

### II. Scope of work

The objective of the assignment is to provide technical assistance to the Lebanese Ministry of Environment (MOE), in preparing the Fourth National Biosafety Report to the Cartagena Protocol on Biosafety, in order to enable the Republic of Lebanon to fulfil its obligations under the Protocol and to respond to the requirements of Article 33 of the Protocol.

### **III. Key Tasks and Responsibilities**

Under the overall guidance of the CBD National Focal Point at the Ministry of the Environment and under the supervision of the UNDP Project Manager of the Land Degradation Neutrality Project in Mountain Areas, the Consultant will assume the responsibility of preparing the outputs mentioned herewith as a minimum:

#### **1. Desk Review and Analysis**

- Review existing biosafety related national plans, policies, legislation and practices in Lebanon
- Review existing reports and studies about biosafety in Lebanon and consider international practices in the same field of work
- Undertake an analysis of data gathered

#### **2. Consultation Meetings**

- Carry out consultative meetings and interviews with national concerned government officials, research and academic professionals, and other stakeholders to collect necessary information requested for the development of the report
- Organise and schedule the meetings as necessary to collect information and maintain written records of all discussion

#### **3. Drafting of the Report**

- Submit the first draft of the report. The report shall be prepared according to the guidelines provided by the CBD and as per the template adopted by the Convention and available on its website on the following link: [http://bch.cbd.int/protocol/cpb\\_natreports.shtml](http://bch.cbd.int/protocol/cpb_natreports.shtml)
- Update the draft report according to the review and comments of the CBD National Focal Point at the Ministry of the Environment.

#### **4. Validation of the report**

- Organize the final validation workshop (online or in person – if the latter, workshop fees shall be borne by the projectworkshop) to present the draft report, collect further comments from the stakeholders and validate the information, and work as resource person in the workshop. Document the workshop discussions and results, and submit the final draft of the Fourth National Biosafety Report after including the workshop's results.

### **IV. Methodology**

The methodology of work shall consist of desk review of relevant reports, project documentation, CBD guidelines, national and international reports, scientific publications and

other resource tools in addition to direct consultations with key local stakeholders and data providers.

## **V. Expected Outputs and deliverables**

During this assignment, the Consultant will ensure regular communication with the project team and will ensure a timely delivery of the expected outputs and will regularly inform the project team of the progress as well as any obstacles that might occur.

All deliverables should be handed out in two hard copies as well as one soft copy (Word format and Excel format for tables) and a PDF format for web publishing. If relevant, copies of high-resolution maps and graphics should also be handed out to the project management team.

<b>Deliverable</b>	<b>Description</b>	<b>Expected Timeframe</b>
Deliverable 1	Report on the consultation meetings (Questionnaire, list of interviewed people)	10 weeks
Deliverable 2	First draft of the report	13 weeks
Deliverable 3	Final draft of the report	16 weeks but no later than 31 December 2021

## **VI. Institutional arrangements**

The Consultant shall report to UNDP on the tasks mentioned in section III above and coordinate closely with UNDP and the MoE.

## **VII. Duration of work**

- The contract will be for the period between contract signature (expected in September 2021 or earlier) and December 2021 with a maximum of 40 working days.
- The workload might be distributed unequally over time with more and less intense periods of work.

## **VIII. Duty station**

The assignment requires deskwork, meetings, as well as coordination between the different related entities in Lebanon. The Consultant will perform the needed using his/her own property and technology and will hold direct responsibility for the quality of delivered outputs.

## **IX. Requirements for experience and qualifications**

- Academic Qualifications

Master's degree in environmental or natural sciences or genetic resources, preferably with professional exposure to biodiversity conservation issues or closely related field.

- Years of experience

At least 7 years' expertise in preparation of planning frameworks, assessment of biodiversity data and information, analysis of biodiversity and biosafety issues, etc.

- Technical experience

- Proven track record of drafting relevant materials (publications, reports and related documentation).
- Proven ability to collect, verify and analyze information, and to finish and present work with a high degree of accuracy and technical quality.
- Solid knowledge and understanding of the CBD decisions and processes and the Provisions of the Cartagena Protocol on Biosafety.
- Previous experience in the development of national reports to International Conventions is preferable.
- Experience with UN or international donor project(s) is an asset.

- Competencies

- Advanced writing and editing skills in English.
- Computer literacy
- Ability work with teams and to achieve quality outputs under tight timelines.
- Good facilitation skills and knowledge of environmental issues in Lebanon specifically those related to biodiversity.

## **X. Scope of Price Proposal and Schedule of Payments**

Payment will be made against each deliverable/output (or a package of deliverables/outputs) as per below table. Payment will be made based on the approval of the submitted deliverable, and submission of the certificate of payment.

<b>Deliverable</b>	<b>Description</b>	<b>Expected Timeframe</b>	<b>Payment</b>	<b>Estimated Number pf Working Days</b>
Deliverable 1	Report on the consultation meetings (Questionnaire, list of interviewed people)	10 weeks from contract signature	20% of contract value	20

Deliverable 2	First draft of the report	13 weeks	40% of contract value	10
Deliverable 3	Final draft of the report	16 weeks (but not later than 31 December 2021)	40% of contract value	10