



RÉPUBLIQUE ALGÉRIENNE DÉMOCRATIQUE ET
POPULAIRE



*Au service
des peuples
et des nations*

TERMS OF REFERENCE / VACANCY ANNOUNCEMENT Individual contract (IC)

1 Information	
Position Title	International Specialist for GEF Project Development (Team Leader)
Post level	International consultant
Project	Developing a national strategy and legal and institutional framework on access to genetic resources and related benefit sharing and traditional knowledge in line with the CBD and its Nagoya Protocol in Algeria
Location	Home-based with missions to Algeria
Languages required	English, with verbal and reading proficiency in French an important asset
Expected duration of assignment	Estimated 30 working days spread over the period 01 st February 2014 to submission of the CEO Endorsement Request to GEF (due by 21 May 2015)
Reference	IC/002/2015

2 Background
<p>The Nagoya ABS Protocol was adopted in October 2010 in Japan by the 10th Conference of the Parties to the Convention on Biological Diversity (CBD). It entered into force on October 2014 at CBD COP-12. The Nagoya Protocol is of strategic importance because it provides a transparency mechanism but also a legal certainty for providers and users of genetic resources and associated traditional knowledge, while strengthening the opportunities for equitable sharing of benefits arising from their use. Parties to the CBD have been asked to determine the best approach for implementing the Protocol in order to achieve common goals, while taking into account national interests. In Algeria, a law on biological resources was adopted by the Council of the Nation on 9 July 2014 to preserve national biological wealth and fight against its uncontrolled exploitation. The creation of a "national body of biological resources" responsible for the rational and organized exploitation of these resources was also announced by the Minister of Planning and Environment.</p>

The Government of Algeria has sought UNDP support to implement the Project Preparation Grant (PPG) for the UNDP-GEF medium-sized project “Developing a national strategy and legal and institutional framework on access to genetic resources and related benefit sharing and traditional knowledge in line with the CBD and its Nagoya Protocol in Algeria”. The project seeks to consolidate actions to conserve and sustainably use genetic resources and related traditional knowledge in Algeria through the development and implementation of a national strategy and legal and institutional framework on access and benefit sharing (ABS) in line with the CBD and the Nagoya Protocol, and has two components: 1) Developing a national policy, legal and institutional framework to enable the implementation of the Nagoya Protocol and the conservation and valuation of genetic resources, and 2) Building and strengthening the capacity of national research and regulatory institutions to apply ABS rules and principles.

On 21 May 2014, the GEF CEO approved the project concept (the Project Identification Form). Project development now will include a preparatory phase in the form of a Project Preparatory Grant (PPG). During the PPG, a team of national and international consultants together with the UNDP Country Office in Algeria and the responsible UNDP-GEF Regional Technical Advisor – and working in close collaboration with key government officials, donors, NGOs, CBOs, and the private sector – will undertake a number of literature reviews, studies, stakeholder consultations and field visits, with the view to further develop the approved PIF into a fully formulated project ready to start full-fledged implementation. The UNDP Country Office in Algeria will lead the PPG in close coordination with the Ministry of Agriculture and Rural Development of Algeria.

The Key Expected Outputs of the PPG will be a technically robust UNDP Project Document (PRODOC) and a Request for GEF-CEO Endorsement package ready for submission to the GEF Secretariat. The preparatory phase will moreover confirm the lead national implementing agency, identify further responsible parties and implementing partners, and negotiate and define implementation arrangements. Consultation with stakeholders relevant for project activities will put emphasis on building the partnerships required for realizing the project’s objectives and the mobilization of co-financing.

Considering the above PIF approval date, the GEF CEO Endorsement Request package and PRODOC must be submitted to the GEF CEO by 21 May 2015, in respect of the GEF 12-month milestone. To meet this milestone, the CEO Endorsement Request package and PRODOC will be submitted in final draft versions for internal clearance to UNDP at the latest six weeks before this deadline. Subsequent revisions addressing UNDP-GEF or GEF Secretariat queries may be required and are part of the contract. The final submissions to the GEF will require prior government validation and clearance. Submission to the GEF will only be effected after all due clearances have been obtained. Consultation with stakeholders relevant for the project activities will put emphasis on building the partnerships required for realizing the project’s objectives and the mobilization of co-financing. The national consultation process will also include the local communities that are expected to benefit from the Project.

The UNDP Country Office (CO) in Algeria is seeking the services of an International Specialist for GEF Biodiversity Project Development (Team Leader) to lead the implementation of the Project Preparation Grant (PPG).

The International Specialist for GEF Biodiversity Project Development (Team Leader) will be part of a team of consultants to work closely with, and under the overall guidance of, the UNDP Country Office, the UNDP-GEF Regional Technical Advisor and the project counterparts in the Algerian Government. In addition to the International Specialist for GEF Biodiversity Project Development (Team Leader), the team is expected to consist of:

- An International Specialist on ABS and Nagoya Protocol
- A National ABS and Genetic Resources Specialist
- A National Policy, Legal and Institutional Specialist

3 Duties and responsibilities

The International Specialist for GEF Biodiversity Project Development (Team Leader) will be responsible for the timely development of the UNDP Project Document and the GEF-CEO Endorsement Request package for submission to the GEF. He/She will work closely with UNDP and government specialists and other key stakeholders at the country level as well as with the UNDP-GEF regional staff providing technical and administrative support to this project. Two extended missions to Algeria are proposed (of altogether c. 20 days).

Under the above overall responsibilities and with support from the team of further PPG consultants, the tasks of the International Specialist/Team Leader are expected to include, but may not be limited to:

Component A: Technical review and stakeholder consultations

Together with the UNDP-GEF RTA and the International Specialist on ABS and Nagoya Protocol, help scope PPG activities & work plan and provide overall orientation and leadership to the PPG team in relation to GEF requirements for project design and monitoring.

Together with the UNDP-GEF RTA and the International Specialist on ABS and Nagoya Protocol, provide guidance to the PPG team on primary vs. secondary data collection needs and methodologies, and the content, format and quality of deliverables.

Participate in regular exchanges between the UNDP Country Office, UNDP-GEF RTA, Government Partners and further stakeholders on the development and finalization of the PRODOC and CEO Endorsement Request package.

Participate in PPG inception at the onset of the PPG, bringing together the leading stakeholders from government, partners and UNDP (country office and RTA), as well as the team of PPG consultants to agree on process and roles and quality assurance; depending on timelines and availability, this may involve participants participating online. Lead the preparation of a key-point inception report.

Stakeholder analysis and engagement:

Contribute to the analysis of relevant stakeholders, including from national government (sector administrations/ ministries/ agencies), local administrations (wilaya, dairas and municipalities), civil society/NGOs, local populations, the private sector, and universities and research institutes, especially with regard to their responsibilities pertaining to ABS (including providers and users of genetic resources and traditional knowledge) and their roles in the project;

Contribute to the stakeholder participation/ engagement plan for PPG and especially FSP;

Contribute to reaching out, engaging and sensitising stakeholders about the project and secure their input to its design, including through national and regional/local workshops;

Contribute to partnership negotiations with relevant on-going projects to align their activities and to build synergies.

Together with the International Specialist on ABS and Nagoya Protocol, provide overall coordination and technical leadership for desktop studies, field-based research and stakeholder consultations, to validate and further elaborate on the on the ABS & TK-related situation analysis underpinning project design (building on the PIF). This will include inter alia:

Review a quick assessment of the status of knowledge on genetic resources and traditional knowledge in Algeria and their utilisation, as well as of threats to them and of related opportunities resulting from the adoption and implementation of the ABS Protocol;

Guide research and review study reports prepared by the national team on further details regarding the problem, baseline investment and barrier analyses,

Assess and define the adequacy, technical feasibility, additionality, incrementality and cost-effectiveness of the project's interventions;

Guide and review assessments prepared by the national team of existing policies and plans (national strategies, policies, territorial and sector plans, etc.), institutional set up and decision making processes (evolution, main actors, roles and responsibilities, coordination, partnership, decentralization and local

governance, level of participation of actors, procedures and operational mechanisms), legal and regulatory frameworks, planning and approval systems, relevant to ABS and related bio-prospecting as well as to traditional knowledge; with an assessment of their strengths, weaknesses, opportunities and threats;

Lead an assessment of opportunities/risks identified during the environmental and social pre-screening of the PIF through application and completion of the UNDP Social and Environmental Screening; prepare risk mitigation measures to be incorporated into project design and costs.

Review an assessment of existing capacity on ABS & TK and definition of related capacity development / training needs.

Review an assessment of options for the financial mechanism to be developed for collecting and distributing benefits from ABS;

Building on the PIF and the above background research

with significant input from the International Specialist on ABS and Nagoya Protocol and national consultants, lead the summary formulation of problem, baseline investment and barrier analyses, and of the assessment and definition of the adequacy, technical feasibility, additionality, incrementality and cost-effectiveness of the project's interventions;

contribute to the choice of specific sites for intervention, as required;

with significant input from the International Specialist on ABS and Nagoya Protocol and national consultants, lead the elaboration of project interventions in detail and of the strategic results framework and costed actions, including suitable objective-level and outcome-level quantitative and qualitative SMART indicators and the related baselines and end-of-project targets, including socio-economic and sex disaggregated indicators.

Reflect in the project strategy/PRODOC the integration of the project with the goals and priorities of relevant national and sector development plans, policies and budgets

Reflect relevant existing and planned initiatives on ABS, bio-prospecting and TK in the project strategy/PRODOC

Together with the International Specialist on ABS and Nagoya Protocol, lead the development of a detailed monitoring and evaluation (M&E) work plan, to include clear identification of responsibilities and accountabilities as well as an appropriate M&E budget. The plan will be based on the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy, but add further elements allowing continuing in-depth M&E throughout the project in line with the need for increased attention on M&E.

Guide and review the completion of the UNDP and GEF Tracking Tools required for the project:

GEF ABS TT (synonymous with ABS Capacity Scorecard) – a baseline survey will be led with the national agencies with competency on ABS and other relevant stakeholder groups/institutions to enable measurement of capacity and capacity development activities with the ABS Tracking Tool. The related targets will be defined during PPG;

UNDP Capacity Development Scorecard.

Lead the formulation of a sustainability plan, outlining the principles and guidelines for ensuring the long-term sustainability of project achievements.

Component B: Institutional and management arrangements, co-financing investments and financial planning

Contribute to consultations with partners to secure a coherent and sustainable financing package for the project including post-GEF grant phase, exploring multilateral and bilateral co-financing opportunities as required.

Coordinate the pursuit of co-financing letters/guarantees to be collected from participating government institutions, bilateral development partners, multilateral development partners and NGOs who wish and/or committed to provide cash or in kind contributions to the project.

Together with the International Specialist on ABS and Nagoya Protocol, lead the preparation of a detailed multi-year budget and work plan for the project (following the standard template provided in the UNDP-

GEF project document template), indicating the inputs needed (consultants, contractual services, travel, etc.) in the applicable format.

Review and comment as required on the institutional, implementation and management arrangements agreed between UNDP and key government representatives and other stakeholders (including roles, responsibilities and accountabilities of lead and partner agencies, and the organisational structure and board governing the project); document the related consultations.

Component C: Finalisation and Validation of Key Outputs

Building on the above, critically review and validate the results of the studies undertaken and lead the formulation/consolidation and completion of the PRODOC and Request for CEO Endorsement Package, together with the International Specialist on ABS and Nagoya Protocol.

Participate (electronically if required) in a validation workshop gathering key stakeholders to present, discuss and validate the final draft project document in all its aspects.

4 Key UNDP/GEF references for this Project/PPG

- GEF-5 Focal Area Strategy for Biodiversity;
- PIF for “Developing a national strategy and legal and institutional framework on access to genetic resources and related benefit sharing and traditional knowledge in line with the CBD and its Nagoya Protocol in Algeria”;
- GEF Secretariat Review Sheet of the PIF/Project;
- UNDP Project Document and GEF CEO Endorsement Request package guidelines and templates;
- UNDP & GEF M&E Guidance;
- GEF ABS Tracking Tool and UNDP Capacity Development Scorecard;
- UNDP Environmental and Social Screening Procedure - Guidance Note and PIF pre-screening;
- Relevant UNDP Programme and Operations Policies and Procedures;
- Documentation of relevant other endeavours, most notably projects of the Government and GIZ and of the private sector

5 Key deliverables and terms and conditions for provision of services

The International Specialist for GEF Biodiversity Project Development (Team Leader) assumes the overall coordination and responsibility for the timely completion of the full GEF CEO Endorsement Request Package and PRODOC in appropriate quality. This will involve writing the largest share of these documents as well as editing, reconciling and merging sections prepared by the team of supporting consultants. The key deliverables under this contract are therefore:

- The completed and cleared GEF CEO Endorsement Request and UNDP-GEF Project Document, using updated templates following guidance by the UNDP/GEF Regional Technical Advisor.
- The UNDP Environmental and Social Screening.
- The required UNDP and GEF Tracking Tools.
- The required co-financing letters.
- Studies identified under *Duties and responsibilities* above to be led by the Team Leader, which may be written for direct integration into the PRODOC and CEO Endorsement Request.

UNDP may contact the contractor at any time during working hours and request the contractor’s expert support and guidance, technical inputs, participation in meetings and elaboration of a document pertaining to the execution of the PPG/Initiation Plan outlined above.

Payment is based upon output and will be made upon confirmation by UNDP that contract obligations have been met in a satisfactory manner in accordance with milestones, i.e. delivery of the services specified in the ToR to be approved by UNDP and meeting agreed deadlines. The tentative payment schedule is as follows: Upon contract signature: 20% of the total amount. Upon submission of a complete draft CEO Endorsement Request Package and a complete draft PRODOC and clearance for submission by UNDP: 40% of the total. Upon subsequent review and final approval by the GEF Secretariat of the PRODOC and issuance of CEO Endorsement: 40% of the total.

Approval: Review of the deliverables regarding quality and timeliness will be undertaken by the UNDP Country Office and the Algeria Government counterpart, then the UNDP/GEF Regional Technical Advisor and eventually the UNDP/GEF Principal Technical Advisor to ensure alignment and compliance with UNDP and GEF requirements.

6 Competencies

- Excellent technical, analytical and editing skills, allowing effective communication of complex technical information
 - Strong strategic planning, results-based management and reporting capabilities
 - Excellent team player with good interpersonal skills
 - Ability to manage workload with minimum supervision
 - Ability to work under pressure and tight deadlines
 - Ability to accommodate additional demands at short notice
 - Ability to work in a multi-cultural environment
 - Displays cultural, gender, religion, nationality and age sensitivity and adaptability;
 - Skills in achieving results through persuading, influencing, & working with others;
 - Skills in negotiating effectively in sensitive situations;
- Skills in facilitating meetings effectively and efficiently and to resolve conflicts as they arise

7 Required skills and experience

Education	Graduate or advanced degree in a field relevant to biodiversity (biology, ecology, environmental sciences, geography, natural resources management, environmental policy, environmental economics, rural development, etc.), preferably with a professional specialization in project development/ implementation.
Experience	<ul style="list-style-type: none"> • Significant experience in designing GEF projects and leading PPGs on biodiversity, preferably with UNDP as an implementing agency, and ideally with elements on ABS, genetic resources and traditional knowledge; • Experience in writing UNDP-GEF Project Documents and CEO Endorsement Request packages; • Knowledge of international conventions on biodiversity, the Nagoya Protocol and its implementation, genetic resources and related traditional knowledge; • Experience in working and collaborating with governments an asset; • Experience with using IT and related communication tools; • Experience working within the UN system an asset; • Extensive working experience in North Africa or Algeria an asset.
Language Requirements	<ul style="list-style-type: none"> • Excellent knowledge of English including full writing proficiency; working knowledge of French highly desirable; knowledge in Arabic an advantage.

8 Implementation arrangements

To guide and assist the team of consultants, a joint project development and facilitation team will be established to include the UNDP-GEF Regional Technical Advisor as well as a national technical working

group including the Environment Programme Analyst of the UNDP Country Office, as well as project focal points at the Algerian Ministry of Agriculture and Rural Development. The team will be responsible for guiding, coordinating, organizing, and managing the PPG preparatory process. The main responsibilities will be to provide the required data/information and feedback to the team of consultants; backstopping and providing relevant templates; organising and supporting stakeholder consultations and ensuring their participation; supporting problem analysis; liaising with partners and leading national stakeholder involvement on project strategy and institutional and management arrangements and on co-financing matters; and supporting alignment with national priorities and understanding of the local and national contexts.

9 Further aspects

Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.org and should have concluded the UNDP Basic Security in the Field course prior to travelling.

10 Submission of applications

Interested candidates should send an application in French preferably to procurement.project.dz@undp.org indicating “ABS PPG International ABS Specialist” in the subject field. with :

- a- **Technical Proposal** with
 - a cover letter indicating their earliest availability to start the assignment
 - an updated CV/P11
 - Methodological note explaining the proposed approach to the execution of the mission as indicated in ToRs
 - Work plan and / or implementation schedule to get deliverables

- b- **Financial proposal** in US Dollars: without travel costs; or with separately listed travel costs

Deliverable expected	Amount of the proposal	Date \ time delivery
Deliverable 1		
Deliverable 2		

11 Evaluation Criteria of Proposals

Offers will be evaluated in two steps according to

1- Technical evaluation

Evaluation Technique*		Note maximum
1.	Academic qualification	10
2	Significant experience in designing GEF projects and leading PPGs on biodiversity, preferably with UNDP as an implementing agency, and ideally with elements on ABS, genetic resources and traditional knowledge; Experience in writing UNDP-GEF Project Documents and CEO Endorsement Request packages;	20
3.	Experience in conducting similar mission	15
4.	Work plan / Completion Time	10
5.	Methodology note and Approach proposed	15
Total		70

Qualified proposals that have obtained 70% in the technical evaluation will pass the financial evaluation.

2- Financial Evaluation :

Each financial offer (F) will receive a financial score (FS) calculated by comparison with the financial lowest offer (Fm) as follows: $FS = 100 \times F_m / F$ (F being the price of the financial offer).

Finally, proposals will be ranked according to their technical notes (Nt) and financial (Nf) combined as follow (70% for the technical proposal; 30% for the financial proposal) to arrive at an overall score.

The contract will be attribute to the offer with the highest overall score while taking into account the general principles of UNDP (cost and effectiveness).