

APPENDIX 7: TERMS OF REFERENCE

Terms of Reference Project Manager

Project: *ABS Guatemala*

Post title: *“Access To and Benefit Sharing and Protection of Traditional Knowledge To Promote Biodiversity Conservation And Sustainable Use”*

Duration: 4 years

Date Required:

Duty station: Project coordination will take place at CONAP offices (5^a Av. 6-06, Zona 1, Edificio IPM, 7mo., 6to. y 5to. Nivel, Ciudad de Guatemala, Guatemala, C.A.).

Counterpart: National Council for Protected Areas (CONAP); National Conservation Fund (FONACON); Ministry of Culture and Sport (MICUDE); San Carlos University of Guatemala, Faculty of Agronomy (FAUSAC); Center for Conservation Studies (CECON); Institute for Ethnic Studies, San Carlos University (IDEI); Sotzil; JunejTinam; UNEP; HELVETAS Guatemala.

Duties:

	Main Duty	Output	Timing
1	Prepare a specific work plan and time table that includes the methodology to achieve the expected results (outcomes) and products (outputs) of the current Project, under the supervision of OTECBIO. This work plan must be based on the project work plan and time table.	Detailed work plan and time table	
2	Adhere to and respect established timeframes and requirements detailed in the work plan, which is subject to supervision by OTECBIO. Annually update the workplan.	Work plan executed according to timeframes and requested details	
3	Maintain close communication and coordination directly with OTECBIO's project technician, all subcontracted consultants, and OTECBIO's director. Provide technical advice and supervision to consultants.	Coordinated and well communicated actions and efforts. Revision of products of consultancies and submission of final products to UNEP-	
4	Establish, coordinate and maintain effective communication with different sectors, stakeholders and National Competent authorities (Governmental entities, non-governmental entities, academic sectors, private sector, and civil society) to facilitate the achievement of project objectives and outcomes and create synergy among sectors.	Ordinary and official letters and agreements with institutions representatives	

	Main Duty	Output	Timing
5	Plan and organize an Inception Workshop according to CONAP, UNEP and GEF guidelines.	Inception Workshop schedule, assistance lists and proceedings	
6	Revise Project's work plan and budget as necessary based on Inception Workshop results and then based on the results and observation made to the periodic progress reports, in line with the Project document and the respective agreements signed.	Revised Project's work plan and budget implementing results and observation suggested on the Inception Workshop	
7	Identify and propose consultants for technical coordination roles, including consultant for coordination of Policy drafting, Technical Program coordination, and others required by OTECBIO, in line with the Project document and the respective agreements signed.	Consultant proposals	
8	Present technical and financial progress reports at different stages of the Project (according to UNEP and GEF formats), based on the products specified and on the expected dates. All reports are subject to revision and are not considered final until any comments and observations are incorporated and reports approved. Reports include, but not are limited to these outputs. All financial and administrative processes, plans and reports must be coordinated with HELVETAS Guatemala in line with the Project document and the respective agreements signed with UNEP and CONAP.	Procurement plan; Inception Workshop Report; Quarterly expenditure report accompanied by explanatory notes; Quarterly cash advance request and details of anticipated disbursements; Half yearly progress report; Yearly audited report for expenditures; Yearly inventory of non-expendable equipment; Yearly co-financing report; Yearly project implementation review (PIR) report; Quarterly minutes of steering committee meetings; Final report; Final inventory of non-expendable equipment; Equipment transfer letters; Final expenditure statement; Mid-term review or Mid-term evaluation; Final audited report for expenditures of project; Independent terminal evaluation reports	

	Main Duty	Output	Timing
9	Serve as secretary for the steering committee and arrange steering committee meetings.	Meeting schedules, assistance lists and minutes when needed	
Technical duties			
10	Supervise, guide, coordinate and integrate the work of all consultants subcontracted for the project.		
11	Lobby the necessary stakeholders to procure official commitment letters or agreements supporting project implementation and its results.		
12	Contact and lobby the necessary National Authorities to promote adoption of policies, regulations, technical instruments and tools resulting from the project.		
13	Carry out all necessary activities for efficient management and evaluation of the project according to the project M&E plan.	Activities efficiently executed according to the project M&E plan	
14	Supervise and participate in the planning and executing of all workshops specified by the project.		
15	Present monthly progress reports.	Monthly progress reports	
16	Read, revise and approve all subcontracted consultant reports before their submission to OTECBIO.	Revised consultant reports	
17	Conduct and execute all activities related to the development of policy and legal and regulatory framework of the ABS in Guatemala as indicated in Outputs 1.1.1 and 1.1.2.1 Results framework and Work plan project.		
18	Manage and execute the necessary actions to achieve harmonization of traditional knowledge in the public policy of climate change, desertification and Changing Land Use (Output 1.3 Results Framework).		
19	Manage all activities related to the development of TK Protocol in Outcome 2.1 indicated in the Project Results Framework, and produce the respective output.		

Expected Outputs/ Outcomes:

The consultant will hand in monthly progress reports that document the achievement of objectives, goals and outputs outlined in the work plan and timetable. Monthly reports must include evidence that the consultant has read, revised, and approved all subcontracted consultant reports handed in that month. Additionally, he or she must prepare any reports considered reporting requirements to UNEP-GEF. These reports include, but are not limited to: Procurement plan, Inception Workshop Report, Quarterly expenditure report accompanied by explanatory notes, Quarterly cash advance request and details of anticipated disbursements, Half yearly progress report, Yearly audited report for expenditures, Yearly

inventory of non-expendable equipment, Yearly co-financing report, Yearly project implementation review (PIR) report, Quarterly minutes of steering committee meetings, Final report, Final inventory of non-expendable equipment, Equipment transfer letters, Final expenditure statement, Mid-term review or Mid-term evaluation, Final audited report for expenditures of project, Independent terminal evaluation reports.

The coordinator will also develop technical activities related to obtaining products of Component 1, specifically the coordination of all activities leading to the award of outcome 1.1.1 related to the approval by Government of a National Policy on Access to Genetic Resources and collective traditional knowledge, and related activities to obtain the result 1.1.2.1 Legal framework (Law and regulate access) access to genetic resources and traditional knowledge and its presentation to the Congress, and the management and development of a strategy for harmonizing CONAP traditional knowledge related to biodiversity with national policies of climate change, desertification and Changing land use.

Reporting:

Supervision and coordination are the responsibility of OTECBIO, so that Project activities are carried out successfully, in time, and in accordance with the Project work plan, time table and terms of reference. All reports must be approved by OTECBIO and the advisory structures created to supervise the project.

Qualifications:

- BS in Biology, Agronomy, Environmental Studies or similar areas, with post-graduate work concerning genetic resources related aspects.
- Demonstrated experience in project implementation and management preferably in Genetic Resources and Traditional Knowledge, biodiversity, including five years minimum experience involving strategic planning and project evaluation.
- Demonstrated experience or knowledge of basic elements relating to the identification of the genetic distribution of all species groups, and their associated traditional knowledge, including basic elements of the mechanisms for access, protection, taking into account the formal institutions (laws) and customary for their development.
- People skills and experience in personnel hiring and supervision as well as leadership qualities and team management skills.
- Full mastery of the English language, including conversation, reading and writing.
- Demonstrated capability for collecting, analyzing and synthesizing information in English and Spanish.
- Capacity for information documentation, objective information management, information analysis, synthesis, and redaction.
- Mastery of basic computer programs [Word, Excel, Power Point, and Access].
- Immediate and full time availability.
- Knowledge of the institutional, sectoral and policy context regarding TK and genetic resources, including contacts among stakeholders and NCAs involved with ABS and rural development
- Writing and summarizing abilities for the formulation and presentation of required reports.
- Ability to work with multicultural, multiethnic, and multilingual groups, as well as to facilitate consultation processes.
- Ability to travel internationally and locally for short periods of time.

Language: Spanish and English.

Background:

I. Institutional Project context

The project will help move Guatemala towards ratification of the Protocol. The project is also consistent with COP 9 Decision IX/26 for promoting the engagement of businesses and establishing, as a priority, the need to build a business case for biodiversity. In light of the recent adoption of Nagoya Protocol (COP 10 Decision X/1) and its signature by Guatemala in May 2011, this project will contribute to bring the country closer to both ratification and implementation of the Nagoya Protocol. There are also nuances in this project pertaining to cross-cutting capacity development for the implementation of environmental Conventions that align well with Objectives 1 to 4 of the GEF's Corporate Programs Strategy for capacity development (GEF/R.5/31/CRP.1). This project will be implemented by the National Council of Protected Areas (CONAP) through the Technical Office of Biodiversity OTECBIO. To achieve the full deployment of the project CONAP will have the support of the United Nations Environment Program-UNEP-. The dates planned for implementation are from Jun 2013 to Jun 2017.

This project is the first effort to initiate dialogue and development of political, legal, biological and social framework to ensure that access to genetic resources and traditional knowledge is develop in a collective form; also developing collective traditional knowledge as means for local development, consistent with the provisions of both the National Policy on Biological Diversity and The Protected Areas Act and its amendments (Decree Law 4 -89 and 5-95).

II. Technical Background

Since the ratification by Guatemala of the Convention on Biological Diversity, CBD, the country have developed a series of efforts that have somehow helped to promote the fulfillment of its objectives.

One of the most notable efforts in the amendment to the law creating the National Council Protected Areas allowing incorporate biodiversity conservation and sustainable use, and fair and equitable sharing of benefits arising from their use, as elements of the country's natural heritage. In this sense, several actions have been implemented and several tools and instruments have been developed that currently allow compliance to operationalize national targets for biodiversity in line with the objectives of the CBD.

III. Objectives

To assist Guatemala in implementing a GEF Medium Sized Project, meeting CONAP, GEF, UNEP and Project requirements, that permits the establishment of a well-articulated, effective and transparent national ABS system; Access To and Benefit Sharing and Protection of Traditional Knowledge To Promote Biodiversity Conservation And Sustainable Use; the development of the necessary policies, regulatory and technical instruments, and local capabilities in order to meet national and rural development needs.

IV. Salary, products and payment

All presented products must include three printed versions and an electronic version (in Word and PDF format). Both versions must be handed in simultaneously and may be subject to revisions and changes resulting from product evaluation and approval. Technical outputs and meeting summaries must have an executive summary in English.

Payment Schedule will be monthly, upon delivery of a monthly progress report documenting the achievement of that months programmed objectives and outputs, plus any additional reports required for UNEP-GEF project monitoring.

Project manager will be paid US\$ 2,000.00 monthly, to a total US\$ 24,000.00 for the yearlong duration of the contract. Exact dates for product delivery will be defined in collaboration with CONAP-OTECBIO once the contract is signed. Before any funds are disbursed, products must be authorized by CONAP's General Technical Director. Amounts outlined include taxes and authorized receipts must be turned in prior to any payment.

V. Credits and Property Rights

All products and information generated during the Project are the property of the National Council for Protected Areas, and any use of this information or products must be authorized by CONAP's executive secretary. Partial or full publication must include CONAP, UNEP and GEF credits and logos.

VI. Contact Information

Interested parties who fulfill the requirements may send a CV and cover letter in Spanish or English, indicating his or her specific expertise, and experiences to contribute to the indicated tasks, in a sealed envelope addressed to: OTECBIO Director, 5^a. Av. 6^a-06 Zona 1, Edificio IPM, 7to.Nivel, latest by 24 January 2014, 17:00 hours. The selection of candidates will be done through an inter-institutional committee under coordination of CONAP.