



Preparation of ABS Strategy and Action Plan (ABS Implementation Plan)

Terms of Reference

A. Introduction

1. The Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS) was adopted at the tenth meeting of the Conference of the Parties on 29 October 2010, in Nagoya, Japan. Its objective is the fair and equitable sharing of benefits arising from the utilization of genetic resources, thereby contributing to the conservation and sustainable use of biodiversity and implementing the three objectives of the CBD. The Nagoya Protocol provides an implementation mechanism for CBD objective 3 by providing a global legal, policy and administrative framework.
2. The Nagoya Protocol also covers traditional knowledge (TK) associated with genetic resources that are covered by the CBD and the benefits arising from its utilization. Government of Nepal, as a party to Nagoya Protocol, is committed to implement the provisions of ABS by formulating conducive national policies and programmes.
3. National legal instruments are imperative to create legal certainty with clarity and transparency that provide fair and non-arbitrary rules and procedures. Establishing clear rules and procedures ensures prior informed consent and mutually agreed terms by issuance of a permit or equivalent when access is granted. This is expected to create optimal conditions to promote research on different dimension of conservation, sustainable utilization of genetic resources and associated traditional knowledge.
4. Strengthening capacities for implementation of the Nagoya Protocol in Nepal also called ABS-GEF project is being executed by Ministry of Forests and Environment with technical support from IUCN Nepal. The objective of the project is to build capacity of key stakeholders at national, sub-national and local levels to implement ABS in Nepal. The project has three broad components and thus it has to bring synergy while implementing activities; Component 1: Policy, Rules and Regulations; Component 2: Capacity needs and training; and Component 3: Educations, public awareness and communications
5. IUCN Nepal as technical service provider of ABS-GEF project has initiated support in the preparation of ABS Strategy and Action Plan (ABS SAP) which aims to create a conducive environment for effective implementation of the ABS laws and policies in Nepal.

B. Working Modality

- **Selection of consultant:** A team of individual consultants will be selected under Quality Based Selection (QBS) to support the preparation of ABS SAP.
- **Formation of working team:** There will be a team of consultants formed which will support in organizing the central/federal and local level consultation meetings and workshops. The Project Management Unit (PMU) with the support from Project Execution Unit (PEU) will procure the consultancy services.
- The lead consultant will coordinate, facilitate and guide the overall ABS SAP preparation process.

- The PMU will closely review and guide the consultant team and will be responsible to coordinate and approve the envisioned outputs and endorse the deliverables of consultant prior to releasing their claim for completed services.

C. Objective/Purpose of the Assignment

The overall objective of this consultancy is to prepare and propose a **ten years** ABS Strategy and Action Plan.

D. Scope of Work

Over all scope of this consultancy is to prepare ten years ABS Strategy and Action Plan. This should broadly cover the following areas:

- Propose a strategy for achieving the strategic objectives and key results;
- Develop action plan for the protection of rights of local and indigenous communities, protection of traditional knowledge, capacity building of stakeholders, institutional framework, communication strategy and knowledge management, gender and social inclusion, etc.;
- Prepare a resource Framework for the plan period

E. Process /Task

- Review of relevant laws and policies related to ABS in Nepal;
- Undertake stakeholder mapping and analysis;
- Undertake a situation analysis of ABS implementation in Nepal
- Through a consultative process and application of an appropriate tool of analysis, identify focus areas and develop strategic objectives and key result areas for the same
- Review the institutional capacity, organizational set-up, financial and administrative systems and identify strategic objectives and key result areas; and make recommendations, if any;
- Conduct Consultation meetings at selected the provincial and local levels.
- Hold stakeholder meeting(s) to validate the draft ABS SAP.

F. Team of consultants

The team will include the following. The areas of expertise and planned person-months of the consultants are presented in the following table.

Area of Expertise and Planned Person Days

Experts	Person-days
Lead Consultant	55
Biodiversity Expert	25
Legal & Policy expert (PIC MAT)	20
Agro-biodiversity Expert	10
Capacity Building Expert	20
Gender expert	10
IPLC and Social Inclusion Expert	10
Communication Expert	20

G. Qualification of Consultant

Following thematic experts will carry out the process of preparation of ABS SAP:

- a. Team Leader: Lead consultant
- b. Biodiversity Expert
- c. Legal and Policy Expert
- d. Agro biodiversity Expert
- e. Capacity Building Expert
- f. Gender Expert
- g. IPLC and Social Inclusion Expert
- h. Communication Expert

The potential team of consultants shall have proven experience in national policy/strategy/action plan, and shall have the capacity to deliver the required services. The proposed consultants shall preferably have an educational qualification of at least Masters' Degree in the relevant area with at least 10 years overall professional experience.

H. Reporting Requirement

Deliverables	Timeline																				
	June				July				August				September				October				
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
Develop ToRs and procure human resources	■	■	■																		
Submit consultation and field study report				■	■	■	■														
Submit interim progress report								■	■												
Prepare final draft ABS SAP for discussion with PMU/PEU										■	■	■									
Finalize the draft ABS SAP, conduct PSC meeting, incorporate comments and submit the revised draft for peer review													■	■	■						
Conduct validation workshop, incorporate the comments from peer reviewers and validation workshop and submit the final draft for submission to PSC																■					
Incorporate the comments from PSC and submit the final draft ABS SAP for approval																		■	■	■	■

I. Period and Place of Assignment

This is a Kathmandu based assignment with travel to provinces for provincial and municipal consultations.

Period for the assignment: 28 June 2019 to 31 Oct 2019

Terms of Reference for each thematic area

ASSIGNMENT: Consultant (Team Leader/ Lead consultant) to prepare ABS Strategy and Action Plan (ABS Implementation Plan)

LOCATION: Project Execution Unit, ABS-GEF Project, IUCN Nepal

DURATION: 55 Days (Spread over the period of four months)

OBJECTIVE(S)

The overall objective of this consultancy is to prepare Access to Genetic Resources and Fair and Equitable Sharing of Benefits Arising from Utilization of Genetic Resources and Associated Traditional Knowledge (ABS) Strategy and Action Plan (2020-2030).

OUTPUTS

The outputs of the consultancy service will be as follows:

- Initial Format (content and structure) of ABS SAP prepared;
- Outline of thematic papers to be prepared by thematic experts prepared;
- Appropriate methodology developed;
- Work plan finalized;
- Inception Report consolidated and finalized;
- Checklists for national, provincial and local level consultations prepared and finalized;
- Report of consultations at different levels (national, provincial and local) consolidated and finalized;
- Final draft of ABS SAP prepared

RESPONSIBILITY(S)

The Lead Consultant will be responsible for the development of the assigned tasks as per the instruction provided by Project Management Unit (PMU) and Project Execution Unit (PEU) of ABS-GEF Project. The major responsibilities are:

- Draft and finalize initial format of ABS SAP in consultation with PMU, PEU and thematic experts;
- Draft and finalize outline of thematic papers to be prepared by thematic experts;
- Prepare overall methodology and approach for the preparation of ABS-SAP in consultation with thematic experts;
- Prepare inception report;
- Organize and facilitate the meetings during the process of finalization of inception report;
- Prepare checklists for national, provincial and local level consultations in consultation with thematic experts;
- Lead during consultations at national, provincial and local level;
- Consolidate the thematic reports received from the thematic experts;
- Review and provide inputs on thematic papers to ensure the quality;
- Lead consultations (national level write shops) on consolidated ABS-SAP;
- Coordinate to incorporate received comments and feedback from the consultations;
- Work together with Thematic Experts to prepare final draft of ABS-SAP document;
- Incorporate inputs and feedback received from the reviewers;
- Lead validation workshop;

- Prepare final draft of ABS-SAP

SPECIFIC TASKS

1. Coordination and Management

- Work closely with PMU/PEU and thematic experts
 - Consolidation of thematic papers
 - Stakeholders consultation
 - Consultation in national, provincial and local level
 - Lead the whole process of preparation of ABS SAP.

2. Structure of the Sectoral/Thematic Papers

- Provide leadership required for the development of ABS-SAP, by designing the outline and contents, and consolidating the thematic papers;
- Ensure that the thematic papers are prepared as per the provided format and guideline.

3. Consultations (National, Provincial and Local Levels)

- Lead to develop a plan of actions for consultations (e.g. date, time, sites, etc.);
- Lead to form multi-sectoral/ thematic task teams for consultations at different levels;
- Ensure that the outputs of the consultations represent the perspectives of relevant stakeholders (e.g. public and private sector, policymakers, planners, local communities, local leaders, civil society, NGOs, and CBOs);

4. Consolidation of Thematic Papers

- Review and provide inputs during the preparation of thematic papers;
- Consolidate consultation outputs and process;
- Ensure that the relevant inputs and feedback received from the consultations are duly incorporated in thematic papers;
- Incorporate feedbacks and inputs received on validation workshop and finalization;
- Submit the completed final ABS-SAP

Qualification and experience

The potential consultant (team leader) shall have proven experience in formulation of at least one national policy/strategy/action plan and shall have the capacity to deliver the required services. Preference would be given to the candidate who has prior experience of leading policy formulation process. The proposed consultant shall preferably have an educational qualification of at least Masters' Degree in the relevant subject with at least 10 years of overall professional experience.

Deliverable, Due Dates and Instalments

Deliverable	Date of Submission	Installment
Inception Report	Within 30 days of the contract	First
Draft ABS Strategy and Action Plan	Within 60 days of contract	Second
Final Strategy and Action Plan	Within 110 days of contract	Third

How to apply

The interested individual applicant should submit a cover letter explaining their interest for the consultancy service together with expected per day rate and CV. The application should be sent by email on info-np@iucn.org by Monday 24th June 2019. The subject of the email should clearly mention '**Consultant (Team Leader/Lead Consultant) - ABS Strategy and Action Plan**'

ASSIGNMENT: Consultant (Biodiversity Expert) to support preparation of ABS Strategy and Action Plan (ABS Implementation Plan)

LOCATION: Project Execution Unit, ABS-GEF Project, IUCN Nepal

DURATION: 25 Days (Spread over the period of three months)

OBJECTIVE(S)

The overall objective of this consultancy is to prepare a thematic paper on Biodiversity and Access to Genetic Resources and Fair and Equitable Sharing of Benefits Arising from Utilisation of Genetic Resources and Associated Traditional Knowledge (ABS), which will support the preparation of the ABS Strategy and Action Plan (2020-2030).

OUTPUTS

The outputs of the consultancy service will be as follows:

- A thematic paper on biodiversity prepared;
 - Context analysis
 - Overview of existing context, challenges, opportunities and major issues on biodiversity and access and benefit sharing mechanism concerning biodiversity both national and international, related to the biodiversity;
 - Analysis of issues, challenges and opportunities
- Draft final paper (strategy, priorities and action plan) on biodiversity thematic area
- A final paper (strategy, priorities and action plan) on biodiversity thematic area

RESPONSIBILITY

The Consultant will be responsible for the completion of the assigned tasks as per the instruction provided by Project Management Unit (PMU), Project Execution Unit (PEU) and Team Leader (TL) and the guidelines provided. The other responsibilities are:

- Contribute to prepare inception report;
- Support Team Leader in preparation of overall methodology and approach for the preparation of ABS-SAP, the content and structure;
- Support Team Leader to conduct the inception meeting;
- Support Team Leader to design and finalize the checklists;
- Facilitate and participate provincial as well as central level consultation meetings and workshops and gather relevant information on biodiversity theme;
- Prepare standalone thematic paper and specific sections and subsection in the area of Biodiversity for the strategy and action plan as required by team leader;
- Timely deliver the output in required quality;
- Revise or improve the deliverables by incorporating the suggestions from PMU, PEU and Team Leader;
- Work together with TL to prepare and finalize the biodiversity content on the draft of the ABS-SAP;
- Support TL to consolidate and to prepare the final draft of ABS- SAP

SPECIFIC TASKS

1. Coordination and Management

- Provide required support by preparing thematic papers/ reports;
- Provide inputs and feedback in preparation of outlines ;
- Desk review of relevant policies, strategies and action plans;
- Work in close consultation with TL and other thematic experts.

2. Consultations (National, Provincial and Local Levels)

- Support to develop a plan of actions for consultations (e.g. date, time, sites, etc.);
- Support to form multi-sectoral/thematic task teams for consultations at different levels;
- Participate in different consultation meetings and if necessary facilitate and lead the consultation process;
- Ensure that the outputs of the consultations represent the perspectives of relevant stakeholders (e.g. public and private sector, policymakers, planners, local communities, local leaders, civil society, NGOs, and CBOs).

3. Contents of the Thematic Paper, Strategy and Action Plan

- Develop an outline (Table of Contents) to prepare a thematic paper on biodiversity in consultation with Team Leader;
- Prepare and finalized assigned thematic paper as per the provided format and guidelines in consultation with Team Leader;
- Support to consolidate consultation outputs and process and incorporate the findings in thematic paper, strategy and action plan;
- Share the draft of assigned thematic paper in a national level validation workshop;
- Incorporate feedback and inputs and finalize the assigned sectoral/thematic papers received from the validation workshop;
- Prepare and submit the completed final thematic paper (sub section for the main Strategy and Action Plan document as suggested by team leader) to team leader.

Qualification and experience

The potential consultant (Biodiversity Expert) shall have proven experience in the formulation process of national policy/strategy/action plan, and shall have the capacity to deliver the required services. The proposed consultant shall preferably have an educational qualification of at least Masters' Degree in the relevant subject (for example: biodiversity/forestry/botany/natural resource management) with at least 10 years of overall professional experience.

Deliverable, Due Dates and Instalments

Deliverable	Date of Submission	Installment
Biodiversity Thematic Report	Within 20 days of the contract	First
Draft final paper (strategy, priorities and action plan) on biodiversity thematic area	Within 45 days of contract	Second
A final paper (strategy, priorities and action plan) on biodiversity thematic area	Within 90 days of contract	Third

How to apply

The interested individual applicant should submit a cover letter explaining their interest for the consultancy service together with expected per day rate and CV. The application should be sent by email on info-np@iucn.org by Monday 24th June 2019. The subject of the email should clearly mention '**Consultant (Biodiversity Expert) - ABS Strategy and Action Plan**'.

ASSIGNMENT: Consultant (Agro biodiversity Expert) to support preparation of the ABS Strategy and Action Plan

LOCATION: Project Execution Unit, ABS-GEF Project, IUCN Nepal

DURATION: 10 Days (Spread over the period of three months)

OBJECTIVE(S)

The overall objective of this consultancy is to prepare a thematic paper on Agro biodiversity which will support the preparation of the ABS Strategy and Action Plan (2020-2030).

OUTPUTS

The outputs of the consultancy service will be as follows:

- A thematic paper on ABS legal and policy instruments harmonization with Agro biodiversity Policies prepared;
 - ✓ Context analysis
 - ✓ Overview of existing policies, strategies and legal instruments, both national and international, related to Agro biodiversity;
 - ✓ Analysis of issues, challenges and opportunities
- Draft final paper (strategy, priorities and action plan) on the harmonization of ABS with agro biodiversity thematic area
- A final paper (strategy, priorities and action plan) on the harmonization of ABS with agro biodiversity thematic area

RESPONSIBILITY

The Consultant will be responsible for the completion of the assigned tasks as per the instruction provided by Team Leader (TL) and the guidelines provided by Project Management Unit (PMU), Project Execution Unit (PEU) and Team Leader and the guidelines provided. The other responsibilities are:

- Contribute to prepare inception report;
- Support TL in preparation of overall methodology and approach for the preparation of ABS-SAP, the content and structure;
- Support Team Leader to conduct the inception meeting;
- Support Team leader to design and finalize the checklists;
- Facilitate and participate at provincial as well as central level consultation meetings and workshops and gather relevant information on agro-biodiversity theme;
- Prepare standalone thematic paper and specific sections and subsection in the area of Agro-Biodiversity for the preparation of the strategy and action plan as required by team leader;
- Timely deliver the output in required quality;
- Revise or improve the deliverables by incorporating the suggestions from PMU, PEU and Team Leader;
- Work together with Team Leader to finalize the content concerning agro biodiversity to prepare the final draft of ABS-SAP
- Support Team Leader to consolidate and to prepare the final draft of ABS- SAP

SPECIFIC TASKS

1. Coordination and Management

- Provide required support by preparing thematic paper;
- Provide inputs and feedback in preparation of outlines and feedback;
- Desk review of relevant policies, strategies and action plans;
- work with TL for the preparation of ABS SAP

2. Consultations (National, Provincial and Local Levels)

- Support to develop a plan of actions for consultations (e.g. date, time, sites, etc.);
- Support to form multi-sectoral/thematic task teams for consultations at different levels;
- Participate in different consultation meetings and if necessary facilitate and lead the consultation process;
- Ensure that the outputs of the consultations represent the perspectives of relevant stakeholders (e.g. public and private sector, policymakers, planners, local communities, local leaders, civil society, NGOs, and CBOs).

3. Contents of the Thematic Paper, Strategy and Action Plan

- Develop an outline (Table of Contents) to prepare a thematic paper on agrobiodiversity in consultation with Team Leader;
- Prepare and finalize assigned thematic paper as per the provided format and guidelines in consultation with Team Leader;
- Support to consolidate consultation outputs and process and incorporate the findings in thematic paper, strategy and action plan;
- Share the draft of assigned thematic paper in a national level validation workshop;
- Incorporate feedback and inputs and finalize the assigned thematic papers received from the validation workshop;
- Prepare and submit the completed final thematic paper (sub section for the main Strategy and Action Plan document as suggested by team leader) to team leader.

Qualification

The potential consultant (Agro biodiversity Expert) shall have proven experience in the formulation process of national policy/strategy/action plan, and shall have the capacity to deliver the required services. The proposed consultant shall preferably have an educational qualification of at least Masters' Degree in the relevant area (agriculture biodiversity) with at least 10 years overall professional experience.

Deliverable, Due Dates and Instalments

Deliverable	Date of Submission	Installment
Agro biodiversity Thematic Report	Within 20 days of the contract	First
Draft final paper (strategy, priorities and action plan) on the harmonization of ABS with agro biodiversity thematic area	Within 45 days of contract	Second
A final paper (strategy, priorities and action plan) on the harmonization of ABS with agro biodiversity thematic area	Within 90 days of contract	Third

How to apply

The interested individual applicant should submit a cover letter explaining their interest for the consultancy service together with expected per day rate and CV. The application should be sent by email on info-np@iucn.org by Monday 24th June 2019. The subject of the email should clearly mention 'Consultant (Agro biodiversity Expert) - ABS Strategy and Action Plan'.

ASSIGNMENT: Consultant (Gender Expert) to support preparation of the ABS Strategy and Action Plan (ABS Implementation Plan)

LOCATION: Project Execution Unit, ABS-GEF Project, IUCN Nepal

DURATION: 10 Days (Spread over the period of three months)

OBJECTIVE(S)

The overall objective of this consultancy is to prepare a thematic paper on Gender and Access to Genetic Resources and Fair and Equitable Sharing of Benefits Arising from Utilisation of Genetic Resources and Associated Traditional Knowledge (ABS), which will support the preparation of the ABS Strategy and Action Plan (2020-2030).

OUTPUTS

The outputs of the consultancy service will be as follows:

- A thematic paper on Gender and ABS prepared;
 - Context analysis
 - Overview of existing context, issues, challenges and opportunities concerning Gender in relation to ABS at both national and international with regards to gender;
 - Analysis of issues, challenges and opportunities
- Draft final paper (strategy, priorities and action plan) on gender thematic area
- A final paper (strategy, priorities and action plan) on gender thematic area

RESPONSIBILITY

The Consultant will be responsible for the completion of the assigned tasks as per the instruction provided by Project Management Unit (PMU), Project Execution Unit (PEU) and Team Leader (TL) and the guidelines provided. The other responsibilities are:

- Contribute to prepare inception report;
- Support Team Leader in preparation of overall methodology and approach for the preparation of ABS-SAP, the content and structure;
- Support Team Leader to conduct the inception meeting;
- Support Team Leader to design and finalize the checklists;
- Facilitate and participate provincial as well as central level consultation meetings and workshops and gather relevant information on gender theme;
- Prepare standalone thematic paper and specific sections and subsection in the area of Gender for the preparation of the strategy and action plan as required by team leader;
- Timely deliver the output in required quality;
- Revise or improve the deliverables by incorporating the suggestions from PMU, PEU and Team Leader;
- Work together with Team Leader to incorporate and mainstream gender perspective in the strategy and action plan and finalise the draft ABS SAP;
- Support Team Leader to consolidate and to prepare the final draft of ABS- SAP

SPECIFIC TASKS

1. Coordination and Management

- Provide required support by preparing thematic papers/ reports;
- Provide inputs and feedback in preparation of outlines and feedback;

- Desk review of relevant policies, strategies and action plans;
- Work together with Team Leader and other thematic experts.

2. Consultations (National, Provincial and Local Levels)

- Support to develop a plan of actions for consultations (e.g. date, time, sites, etc.);
- Support thematic task team for consultations at different levels;
- Participate in different consultation meetings and if necessary facilitate and lead the consultation process;
- Ensure that the outputs of the consultations represent the perspectives of relevant stakeholders (e.g. public and private sector, policymakers, planners, local communities, local leaders, civil society, NGOs, and CBOs).

3. Contents of the Thematic Paper, Strategy and Action Plan

- Develop an outline (Table of Contents) to prepare a thematic paper on gender in consultation with Team Leader;
- Prepare and finalized assigned thematic paper as per the provided format and guidelines in consultation with Team Leader;
- Support to consolidate consultation outputs and process and incorporate the findings in thematic paper, strategy and action plan;
- Share the draft of assigned thematic paper in a national level validation workshop;
- Incorporate feedback and inputs received from PMU, PEU and team leader and finalize the assigned sectoral/thematic papers received from the validation workshop;
- Work together with Team Leader to finalize the content on gender to prepare final draft of ABS-SAP document
- Prepare and submit the completed final thematic paper (sub section for the main Strategy and Action Plan document as suggested by team leader) to team leader.

Qualification

The potential consultant (Gender Expert) shall have proven experience in the formulation process of national policy/strategy/action plan, and shall have the capacity to deliver the required services. The proposed consultant shall preferably have an educational qualification of at least Masters' Degree in biodiversity/forestry/natural resource management with proven experience in gender or Master's Degree in Gender studies with proven experience in natural resource management with at least 10 years of overall professional experience.

Deliverable, Due Dates and Instalments

Deliverable	Date of Submission	Installment
Gender Thematic Report	Within 20 days of the contract	First
Draft final paper (strategy, priorities and action plan) on gender thematic area	Within 45 days of contract	Second
A final paper (strategy, priorities and action plan) on gender thematic area	Within 90 days of contract	Third

How to apply

The interested individual applicant should submit a cover letter explaining their interest for the consultancy service together with expected per day rate and CV. The application should be sent by email on info-np@iucn.org by Monday 24th June 2019. The subject of the email should clearly mention 'Consultant (Gender Expert) - ABS Strategy and Action Plan'.

ASSIGNMENT: Consultant (IPLC and Social Inclusion Expert) to support preparation of the ABS Strategy and Action Plan (ABS Implementation Plan)

LOCATION: Project Execution Unit, ABS-GEF Project, IUCN Nepal

DURATION: 10 Days (Spread over the period of four months)

OBJECTIVE(S)

The overall objective of this consultancy is to prepare a thematic paper on IPLC and Social Inclusion in relation to Access to Genetic Resources and Fair and Equitable Sharing of Benefits Arising from Utilisation of Genetic Resources and Associated Traditional Knowledge (ABS) which will support the preparation of the ABS Strategy and Action Plan (2020-2030).

OUTPUTS

The outputs of the consultancy service will be as follows:

- A thematic paper on IPLC and Social Inclusion prepared;
 - Context analysis
 - Overview of status, challenges and opportunities in relation to the social inclusion and IPLCs in relation to ABS;
 - Analysis of issues, challenges and opportunities
- A report of consultations at different levels (national, provincial, local) ;
- A final paper (strategy, capacity building priorities and action plan) on the IPLC and Social Inclusion.

RESPONSIBILITY

The Consultant will be responsible for the completion of the assigned tasks as per the instruction provided by Project Management Unit (PMU), Project Execution Unit (PEU) and Team Leader (TL) and the guidelines provided. The other responsibilities are:

- Contribute to prepare inception report;
- Support Team Leader in preparation of overall methodology and approach for the preparation of ABS-SAP, the content and structure;
- Support Team Leader to conduct the inception meeting;
- Support Team Leader to design and finalise the checklist;
- Facilitate and participate provincial as well as central level consultation meetings and workshops and gather relevant information on IPLCs and social inclusion theme;
- Prepare standalone thematic paper and specific sections and subsection in the area of Social Inclusion and IPLCs for the preparation of the strategy and action plan as required by team leader;
- Revise or improve the deliverables as by incorporating the suggestions from PMU, PEU and Team Leader;
- Work together with team leader to finalize the Social Inclusion content to prepare final draft of ABS-SAP document
- Timely deliver the output in required quality;
- Support Team Leader to consolidate and to prepare the final draft of ABS- SAP

SPECIFIC TASKS

1. Coordination and Management

- Provide required support by preparing thematic papers/ reports;
- Provide inputs and feedback in preparation of outlines and feedback;
- Desk review of relevant policies, strategies and action plans;
- Lead the whole process of preparation of ABS SAP.

2. Consultations (National, Provincial and Local Levels)

- Support to develop a plan of actions for consultations (e.g. date, time, sites, etc.);
- Support to form multi-sectoral/thematic task teams for consultations at different levels;
- Participate in different consultation meetings and if necessary facilitate and lead the consultation process;
- Ensure that the outputs of the consultations represent the perspectives of relevant stakeholders (e.g. public and private sector, policymakers, planners, local communities, local leaders, civil society, NGOs, and CBOs).

3. Contents of the Thematic Paper, Strategy and Action Plan

- Develop an outline (Table of Contents) to prepare a thematic paper on IPLC and social inclusion in consultation with Team Leader;
- Prepare and finalized assigned thematic paper as per the provided format and guidelines in consultation with Team Leader;
- Support to consolidate consultation outputs and process and incorporate the findings in thematic paper, strategy and action plan;
- Share the draft of assigned thematic paper in a national level validation workshop;
- Incorporate feedback and inputs and finalize the assigned thematic paper received from the validation workshop;
- Prepare and submit the completed final thematic paper (sub section for the main Strategy and Action Plan document as suggested by team leader) to team leader.

Qualification

The potential consultant (Social Inclusion and IPLC Expert) shall have proven experience in the process of formulation of the national policy/strategy/action plan, and shall have the capacity to deliver the required services. The proposed consultant shall preferably have an educational qualification of at least Masters' Degree in the relevant subject with at least 10 years of overall professional experience.

Deliverable, Due Dates and Instalments

Deliverable	Date of Submission	Installment
Social Inclusion Thematic Report	Within 20 days of the contract	First
Draft final paper (strategy, priorities and action plan) on social inclusion thematic area	Within 45 days of contract	Second
A final paper (strategy, priorities and action plan) on social inclusion thematic area	Within 90 days of contract	Third

How to apply

The interested individual applicant should submit a cover letter explaining their interest for the consultancy service together with expected per day rate and CV. The application should be sent by email on info-np@iucn.org by Monday 24th June 2019. The subject of the email should clearly mention 'Consultant (Social Inclusion Expert) - ABS Strategy and Action Plan'.

ASSIGNMENT: Consultant (Communication Expert) to support preparation of the ABS Strategy and Action Plan (ABS Implementation Plan)

LOCATION: Project Execution Unit, ABS-GEF Project, IUCN Nepal

DURATION: 20 Days (Spread over the period of three months)

OBJECTIVE(S)

The overall objective of this consultancy is to prepare a thematic paper on Access to Genetic Resources and Fair and Equitable Sharing of Benefits Arising from Utilisation of Genetic Resources and Associated Traditional Knowledge (ABS) communication, which will support the preparation of the ABS Strategy and Action Plan (2020-2030).

OUTPUTS

The outputs of the consultancy service will be as follows:

- A thematic paper on ABS communication:
 - Context analysis
 - Overview of existing policies, strategies and legal instruments, both national and international, in regards to ABS communication and awareness;
 - Analysis of issues, challenges and opportunities
- Draft final paper (strategy, priorities and action plan) on ABS communication thematic area
- A final paper (strategy, priorities and action plan) on ABS Communication thematic area

RESPONSIBILITY

The Consultant will be responsible for the completion of the assigned tasks as per the instruction provided by Project Management Unit (PMU), Project Execution Unit (PEU) and Team Leader (TL) and the guidelines provided. The other responsibilities are:

- Contribute to prepare inception report;
- Support Team Leader in preparation of overall methodology and approach for the preparation of ABS-SAP, the content and structure;
- Support Team Leader to conduct the inception meeting;
- Support TL to design and finalise the checklists;
- Facilitate and participate local, provincial as well as central level consultation meetings and workshops and gather relevant information on communication theme;
- Prepare standalone thematic paper and specific sections and subsection in the area of Communication for the preparation of the strategy and action plan as required by team leader;
- Timely deliver the output in required quality;
- Revise or improve the deliverables by incorporating the suggestions from PMU, PEU and Team Leader;
- Work together with Team Leader to finalize the ABS communication content on draft of ABS-SAP
- Support Team Leader to consolidate and to prepare the final draft of ABS- SAP

SPECIFIC TASKS

1. Coordination and Management

- Provide required support by preparing thematic papers/ reports;

- Provide inputs and feedback in preparation of outlines and feedback;
- Desk review of relevant policies, strategies and action plans in relation to the communication and awareness needs;
- Work together with TL and other thematic experts

2. Consultations (National, Provincial and Local Levels)

- Support to develop a plan of actions for consultations (e.g. date, time, sites, etc.);
- Participate in different consultation meetings and if necessary facilitate and lead the consultation process;
- Ensure that the outputs of the consultations represent the perspectives of relevant stakeholders (e.g. public and private sector, policymakers, planners, local communities, local leaders, civil society, NGOs, and CBOs).

3. Contents of the Thematic Paper, Strategy and Action Plan

- Develop an outline (Table of Contents) to prepare a thematic paper on communication in consultation with Team Leader;
- Prepare and finalized assigned thematic paper as per the provided format and guidelines in consultation with Team Leader;
- Support to consolidate consultation outputs and process and incorporate the findings in thematic paper, strategy and action plan;
- Share the draft of assigned thematic paper in a national level validation workshop;
- Incorporate feedback and inputs and finalize the assigned thematic paper received from the validation workshop;
- Prepare and submit the completed final thematic paper (sub section for the main Strategy and Action Plan document as suggested by team leader) to team leader.

Qualification

The potential consultant (Communication Expert) shall have proven experience in the formulation process of national the policy/strategy/action plan, and shall have the capacity to deliver the required services. The proposed consultant shall preferably have an educational qualification of at least Masters' Degree in the relevant area with at least 10 years of overall professional experience.

Deliverable, Due Dates and Instalments

Deliverable	Date of Submission	Installment
Communication Thematic Report	Within 20 days of the contract	First
Draft final paper (strategy, priorities and action plan) on ABS Communication thematic area	Within 45 days of contract	Second
A final paper (strategy, priorities and action plan) on ABS communication thematic area	Within 90 days of contract	Third

How to apply

The interested individual applicant should submit a cover letter explaining their interest for the consultancy service together with expected per day rate and CV. The application should be sent by email on info-np@iucn.org by Monday 24th June 2019. The subject of the email should clearly mention '**Consultant (Communication Expert) - ABS Strategy and Action Plan**'.

ASSIGNMENT: Consultant (Capacity Building expert) to support preparation of the ABS Strategy and Action Plan (ABS Implementation Plan)

LOCATION: Project Execution Unit, ABS-GEF Project, IUCN Nepal

DURATION: 20 Days (Spread over the period of three months)

OBJECTIVE(S)

The overall objective of this consultancy is to prepare a thematic paper on ABS Capacity Building in relation to Access to Genetic Resources and Fair and Equitable Sharing of Benefits Arising from Utilisation of Genetic Resources and Associated Traditional Knowledge (ABS), which will support the preparation of the ABS Strategy and Action Plan (2020-2030).

OUTPUTS

The outputs of the consultancy service will be as follows:

- A thematic paper on ABS capacity building prepared;
 - Capacity needs analysis
 - Overview of existing capacities, knowledge and skills related to the ABS implementation
 - Analysis of issues, challenges and opportunities
- Draft final paper (strategy, priorities and action plan) on capacity building thematic area
- A final paper (strategy, priorities and action plan) on capacity building thematic area

RESPONSIBILITY

The Consultant will be responsible for the completion of the assigned tasks as per the instruction provided by Project Management Unit (PMU), Project Execution Unit (PEU) and Team Leader (TL) and the guidelines provided. The other responsibilities are:

- Contribute to prepare inception report;
- Support Team Leader in preparation of overall methodology and approach for the preparation of ABS-SAP,
- Support Team Leader in preparation of the content and structure of the ABS-SAP;
- Support Team Leader to conduct the inception meetings;
- Support Team leader to design and finalise the checklists;
- Facilitate and participate at local, provincial as well as central level consultation meetings and workshops and gather relevant information related with capacity needs and development theme;
- Prepare standalone thematic paper and specific sections and subsection in the area of Capacity Building for the preparation of the strategy and action plan as required by team leader;
- Timely deliver the output in required quality;
- Revise or improve the deliverables by incorporating the suggestions received from PMU, PEU and Team Leader;
- Consolidate the capacity needs on each thematic areas;
- Work together with Team Leader to finalize the capacity building content on the draft ABS SAP
- Support Team Leader to consolidate and to prepare the final draft of ABS- SAP.

SPECIFIC TASKS

1. Coordination and Management

- Provide required support by preparing thematic paper;
- Provide inputs and feedback in preparation of outlines and table of content of the ABS- SAP;

- Desk review of existing capacities, knowledge and skills related to the ABS implementation

2. Consultations (National, Provincial and Local Levels)

- Support to develop a plan of actions for consultations (e.g. date, time, sites, etc.);
- Participate in different consultation meetings and if necessary facilitate and lead the consultation process;
- Ensure that the outputs of the consultations represent the perspectives of relevant stakeholders (e.g. public and private sector, policymakers, planners, local communities, local leaders, civil society, NGOs, and CBOs).

3. Contents of the Thematic Paper, Strategy and Action Plan

- Develop an outline (Table of Contents) to prepare a thematic paper on capacity building in consultation with Team Leader and other thematic experts;
- Prepare and finalize assigned thematic paper as per the provided format and guidelines in consultation with Team Leader and other thematic experts;
- Support to consolidate consultation outputs and process and incorporate the findings in thematic paper, strategy and action plan;
- Share the draft of assigned thematic paper in a national level validation workshop;
- Incorporate feedback and inputs and finalize the assigned thematic papers received from the validation workshop;
- Prepare and submit the completed final thematic paper (sub section for the main Strategy and Action Plan document as suggested by team leader) to team leader.

Qualification

The potential consultant (Capacity Building Expert) shall have proven experience in the formulation process of the national policy/strategy/action plan, and shall have the capacity to deliver the required services. The proposed consultant shall preferably have an educational qualification of at least Masters' Degree in the relevant subject with at least 10 years of overall professional experience.

Deliverable, Due Dates and Instalments

Deliverable	Date of Submission	Installment
Capacity Building Thematic Report	Within 20 days of the contract	First
Draft final paper (strategy, priorities and action plan) on the harmonization of ABS with ABS capacity building thematic area	Within 45 days of contract	Second
A final paper (strategy, priorities and action plan) on ABS capacity building thematic area	Within 90 days of contract	Third

How to apply

The interested individual applicant should submit a cover letter explaining their interest for the consultancy service together with expected per day rate and CV. The application should be sent by email on info-np@iucn.org by Monday 24th June 2019. The subject of the email should clearly mention 'Consultant (Capacity Building Expert) - ABS Strategy and Action Plan'.