



National Directorate of Biodiversity  
Secretary of State of Environment of Timor-Leste



### Terms of Reference

Project title:	Establishing the National Framework and Operational Capacity for Implementing the Nagoya Protocol in Timor-Leste
Post Title:	<b>National Expert for Access and Benefit-Sharing</b>
Type of Contract:	Consultant
Duration:	65 days
Duty Station:	Dili
Expected Starting date:	April 2023
Organizational Unit:	National Directorate of Biodiversity (NDB) – Timor-Leste ABS Project

#### A. Project Background

The Government of Timor-Leste, through its National Directorate for Biodiversity under the State Secretary for Environment, is implementing a medium-size project funded by the Global Environment Facility (GEF). The project entitled: Establishing the National Framework and Operational Capacity for Implementing the Nagoya Protocol in Timor-Leste. The objective of this project is to establish the national ABS framework and the operational capacity for implementing the Nagoya Protocol in Timor-Leste, to deliver fair and equitable benefits from the utilization of genetic resources to its people and, ultimately, to advance conservation and sustainable use of globally significant biodiversity in the country. The project's objective is to establish the conditions enabling sustainable access to the genetic resources of Timor-Leste, which will deliver fair and equitable benefits to its people, while protecting legal and customary ownership and traditional knowledge.

The objective of this project is to establish the national ABS framework and the operational capacity for implementing the Nagoya Protocol in Timor-Leste, in order to deliver fair and equitable benefits from the utilization of genetic resources to its people and, ultimately, to advance conservation and sustainable use of globally significant biodiversity in the country.

Component 1: Establishment of national legal and institutional framework on ABS, including Traditional Knowledge; and Component 2: Operationalization of the Nagoya Protocol on research and monitoring for sustainable utilization of genetic resources.

In addition, in order to obtain adequate central government support for acceding to the Nagoya Protocol, it will be key to demonstrate the potential benefits of genetic resources and associated traditional knowledge for national sustainable development, in particular through stimulating research and business interests by building capacity and starting (even modest) pre-investments in biodiversity research, bio-prospecting and product development. Through a partnership with Nimura Genetic Solutions, the project aims to build laboratory and research capacity for bio-prospecting, which is expected to deliver monetary and nonmonetary benefits to the country and, thereby, support the conservation and sustainable use of biodiversity in Timor-Leste in the long term. The project will work to establish Community Protocols, Prior Informed Consent (PIC) and Mutually Agreed Terms (MAT) with local communities in two pilot sites, in order to obtain permission to conduct surveys of traditional knowledge and collect samples for the bio-prospecting trials, aiming to demonstrate how benefits can be delivered to the country and to its communities.

## **B. Objectives of the Assignment**

The objective of this assignment is working together with the International ABS Expert to support the development of national regulatory, policy and institutional framework for implementation of Nagoya Protocol in Timor-Leste and conduct an analysis of existing legislative, collecting data and information for the development of government briefing note, organize and preparing concept note for national workshops, trainings, support the establishment of Task Force, Competent National Authority (CNA) and support the Government of Timor-Leste with the consolidation of information required for the formal accession to the Nagoya Protocol, including the compilation of documents, data, and conducting training and briefing sessions where useful to enable the process.

Under the overall supervision of the National Project Coordinator, the International Access and Benefit-Sharing Expert, responsibilities will be to:

## **C. Context and Tasks:**

### **Summary of Key Functions:**

The ABS expert will contributing to the development of the national regulatory, policy and institutional framework for implementation of the Nagoya Protocol including providing analysis of national regulation, drafting government brief, preparing National Operational Guideline as a reference document. Provide support for the establishment of Task Force, Competent National Authority (CAN), Support the compilation of the information, data and documents required for the formal accession to the Nagoya Protocol including support and organize national workshop and support the International ABS expert for translation when needed.

### **Context and Tasks:**

1. Inception report summarizing the objectives, scope and outputs of the assignment, organization and methodology for achievement of the outputs, documentation review, meetings, findings, and setting out a detailed planning of the assignment, including the schedule. In collaboration with ABS project, conduct desk review of relevant documents such as ProDoc, environmental, biodiversity and related documents to develop an inception report, including the methodology to deliver outputs and the schedule.
2. Collecting information of the existing legislative and institutional framework related to ABS and bio-prospecting including conducting meeting with relevant institutions such as government, private sector, academia, Local and international NGOs to support the development Gap Analysis report.
3. Support international ABS expert prepare a government brief on the proposed regulatory and institutional framework, outlining the costs and benefits of ABS implementation for Timor-Leste, with a focus on highlighting the economic potential and value of genetic resources and associated traditional knowledge for the country's sustainable development agenda (based on experiences from other countries).
4. Prepare a government brief on the proposed regulatory and institutional framework, outlining the costs and benefits of ABS implementation for Timor-Leste, with a focus on highlighting the economic potential and value of genetic resources and associated traditional knowledge for the country's sustainable development agenda (based on experiences from other countries).
5. The national and international ABS experts will prepare National Operational Guidelines that

can be used as a reference document.

6. Support and organize a consultation workshop to discuss and finalise the model agreements, organize and preparing training materials for Task Force members training including ABS and NBS focal points briefing and training, prepare training and workshop reports.
7. Support the compilation of the information, data and documents required for the formal accession to the Nagoya Protocol including support and organize national workshop.
8. With International ABS expert Record and assess existing opportunities (through secondary research and consultations), as well as new opportunities emerging from bioprospecting trials.

### Deliverables

No.	Deliverable/Outputs	Estimated duration to complete	Target Due dates	Review and Approvals Required
1	Inception report summarizing the objectives, scope and outputs of the assignment, organization, and methodology for achievement of the outputs, documentation review, meetings, findings, and setting out a detailed planning of the assignment, including the schedule.	5 days	7 <sup>th</sup> April	ABS project and NDB
2	<ol style="list-style-type: none"> <li>1. Support and organize a consultation workshop to discuss and finalise the model agreements, organize and preparing training materials for Task Force members training including ABS and NBS focal points briefing and training, prepare training and workshop reports.</li> <li>2. Support the compilation of the information, data and documents required for the formal accession to the Nagoya Protocol including support and organize national workshop.</li> </ol>	20 days	26 <sup>th</sup> May	ABS project and NDB
3	<ol style="list-style-type: none"> <li>1. Collecting information of the existing legislative and institutional framework related to ABS and bio-prospecting including conducting meeting with relevant institutions such as government, private sector, academia, Local and international NGOs to support the development Gap Analysis report.</li> <li>2. Support on prepare a government brief on the proposed regulatory and institutional framework, outlining the</li> </ol>	20 days	4 <sup>th</sup> August	ABS project and NDB

	costs and benefits of ABS implementation for Timor-Leste, with a focus on highlighting the economic potential and value of genetic resources and associated traditional knowledge for the country's sustainable development agenda (based on experiences from other countries).			
4	Support the international ABS expert to prepare National Operational Guidelines that can be used as a reference document by collecting information and data.	10 days	12 October 2023	ABS project and NDB
5	Final report including documenting lesson learned	10 days	31 December 2023	ABS project and NDB
	Total	65 days		

**Functional Competencies:**

- The ability for team working
- Excellent interpersonal, communication and negotiating skills
- Self-management, emotional intelligence and conflict management
- Extensive information exchange contacts with national and international agencies involved in local and international studies of biodiversity and access and benefit-sharing of genetic resources, in particular
- Sound policy understanding of global development concerns, biological diversity conservation and genetic resources
- Analytical and strategic thinking/results orientation
- Knowledge sharing
- Experience in participating and following the project cycle, creative capacity solving problems

**Recruitment Qualifications**

**Education:** Masters' degree in environmental management/sciences, sustainable development (such as Agriculture, Biodiversity, water/energy/food/forestry), development studies, natural sciences and/or other relevant fields for biodiversity planning.

**Experience:** At least seven years of working experience in sustainable development or conservation project with a role related to environmental governance and policy and experience in the engagement of national stakeholders.

Familiarity with Access and benefit-sharing of genetic resources and traditional knowledge and knowledge of biodiversity conservation is preferred.

Experience in managing and coordination with national counterparts, partners or donors

Knowledge of biodiversity conservation and protection and access and benefit-sharing of genetic resources is preferred.

Experience working in rural areas and collaboration with indigenous people and local communities and government officials

**Language Requirements:** Excellent English writing and presentation skills. Knowledge of Portuguese, Tetum and/or Bahasa is advantageous.

Please submit your application letter together with your curriculum vitae including a list of references and, financial proposal (inclusive) to the following address:

ABS Office

National Directorate of Biodiversity, Secretary of State for the Environment

Rua Dom Boa Ventura , No.16 Mandarin Dili.

Email: [Abs.biodiversity2022@gmail.com](mailto:Abs.biodiversity2022@gmail.com)

The deadline for submitting applications is March 20th 2023 .

Only short-listed candidates will be notified. **Women candidates are strongly encouraged to apply.**

This TOR is approved by:

Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

Date of Signing \_\_\_\_\_