

## Appendix 5: TORs for project personnel

### National Project Coordinator

This is a full time position.

The NPC will be based at CONAP offices, under the supervision of OTECBIO Director.

Profile:

Person should have a degree in areas such as: agronomy, biology, biotechnology, forestry, or related areas; with advance knowledge of biosafety related matters and the Cartagena Protocol in Biosafety.

At least 4 years technical experience in biosafety and 4 years experience in project management.

The responsibilities of the NPC will be of technical and administrative nature. The following table describes the main duties and the outputs expected.

Main Duty	Output	Timing
<b>Administrative duties (15 % of the time)</b>		
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 and will be revised annually. This work plan will indicate technical aspects to consider when undertaking the activities, selecting candidates for positions, amongst others.	Detailed work plan and time table	Activities will be realized during the 4 years of project management and in accordance with the provisions of the project work plan.
Maintain close communication and coordination directly with OTECBIO project coordination as well as all subcontracted consultants. Provide technical advice and supervision to consultants and project's activities.	Work plan executed according to timeframes and requested details	Idem
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.	Work plan executed according to timeframes and requested details	Idem
Exploring and promoting synergies with other relevant existing biosafety initiatives	MoU's, Letters of Intend, Strategic Alliances / Partnerships	Idem
Drafting TOR's and interviewing local /regional consultants according to the project procurement plan.	Consultancy contracts, services and acquisitions.	Idem
Coordination for the execution of all work plan activities to ensure timely and smart implementation of the project components according to the project M&E.	Activities efficiently executed according to the project M&E plan	Idem
To coordinate and lead high level meetings with politicians and decision-makers to seek their support to the project and to promote project outputs.	Meetings held and minutes developed.	Idem
Organizing Steering Committee (SC) meetings and acting as SC's secretary	SC's meetings, <i>aide-mémoire</i> .	Idem

Main Duty	Output	Timing
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 by OTECBIO. Reports include, but not are limited to these outputs. All financial and administrative processes, plans and reports must be coordinated with OTECBIO in line with the Project document and the respective agreements signed with UNEP	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.	Idem
<b>Technical tasks (85 % of the time)</b>		
Provide technical advice and supervision to consultants and project's activities. The NPC will revise all technical products produced by consultants to ensure alignment with project objectives and quality standards.	Finalized and approved technical products	Idem
The NPC will be key as a technical facilitator of the process and to promote the acceptance of project technical outputs by NCAs and other partners.	Finalized and approved technical products	
Technical expertise of the NPC will be mandatory to promote synergies of this project with other initiatives as well as to successfully identify key information or materials that have been generated by other initiatives and that could be beneficial for this project.	MoUs, Letters of Intent, Strategic Alliances / Partnerships	Idem
Technical leader facilitator of the project components. He/she will be in charge of specific technical products based in his/her professional experience.	Technical lead of project activities for all components and finalized and approved technical products (1.1.1, 1.2.1, 2.1.1, and partial products of 2.1.2, 3.1.1, 3.1.3, 3.2.1, 3.2.2, 5.1.1, 5.1.2, and 5.2.1)	Idem