



## **STRENGTHENING ACCESS AND BENEFIT SHARING (ABS) IN THE BAHAMAS**

Department of Environmental Planning and Protection (DEPP)  
Ministry of Environment and Natural Resources

### **TERM OF REFERENCE**

**Hiring of Three (3) Part Time Support Staff that will comprise the ABS Help Desk and augment the manpower of the DEPP Research Team**

#### **1. INTRODUCTION**

The project is designed to support the Bahamas in the adoption of national measures and mechanisms to meet the provisions of the Nagoya Protocol on Access and Benefit Sharing. This is in line with target 16 of the CBD Strategic plan on Biodiversity and the project will not only help the Bahamas in meeting the third objective of the CBD but also the other two objectives. By setting sound ABS procedures and processes, monetary and non-monetary opportunities will trickle down to local and national levels, e.g., through access fees, payments of royalties, joint or shared ownership of intellectual property rights etc.; non-monetary benefits can encompass capacity development, improved recognition of traditional knowledge and use practices, or technology transfer. This will in turn create further incentives for biodiversity conservation that will result from the enhanced understanding of the opportunities that can be leveraged with the effective implementation of the Protocol. Additionally, these mechanisms will support the effective mainstreaming of biodiversity into broader development strategies and action plans at the national level which will create an appropriate environment for advancing broader sustainable development goals.

The hiring of the Help Desk Support Staff will contribute to the enhancement measures in order to ensure efficient operationalization of the ABS Online Research Permitting Portal. This is in reference with the ABS approved 2019 -2022 workplan under Component 3 and Outcome 3.1 and Pilot 3.1.1

### **Component 3: Applied ABS arrangements in The Bahamas**

#### **Outcome 3.1: ABS principles applied to adjusted commercial and non-commercial research permits**

Output 3.1.1 Pilot 1. Adjusted ABS contracts/agreements for research permits to include monetary and non-monetary benefit sharing provisions to ensure fair and equitable benefit sharing at any stage of research, development, innovation, pre-commercialization or commercialization: Strengthen and maintain partnerships to deal with obligations ABS agreements related to research permits. Support the establishment of ABS partnerships at the regional level and create ABS awareness amongst scientific and conservation experts at the national and regional level to support effective implementation of the Nagoya Protocol. Development of concepts and material for ABS education and training especially on aspects that will improve the efficiency and operationalization of the ABS online research permitting system.

#### **2. OBJECTIVES**

The objective of hiring the Help Desk Support Staff – is to augment the capacity of the Research Team in addressing issues and requests from applicants who are seeking permit to undertake biological research in The Bahamas.

#### **3. OUTPUTS**

The Help Desk Support Staff is expected to provide valuable services on the following key areas:

- 1) Receive and or accept calls from the research Applicants;
- 2) Be prepared in answering the queries of the research applicants;
- 3) Develop a ledger or a profile of callers and inquiries – both for applicants and follow ups;
- 4) Do appropriate referrals and recommendations to the Research Team;
- 5) Filter the callers / applications if necessary;
- 6) Be prompt in conveying important message to the Research Team, in order to address issues in a timely manner; and
- 7) Do regular updates to the Director, ABS Project Manager and the members of the Research Team.

#### **4. HIRING DESCRIPTION / DURATION OF SERVICE/ PAYMENT OF WORK:**

The hiring of the Help Desk Support Staff will run for six (6) months that will start on **July 1 to December 31, 2022**. Three (3) PART TIME Support Staff will be hired for this term and will work 15 days a month and 20 hours a week. Each Support Staff will have a Contract price of Five Thousand Dollars (\$5,000) for 6 months or Eight Hundred Thirty - Three (\$833.00) per month.

## **7. QUALIFICATIONS AND EXPERIENCE**

The Help Desk Part Time Support Staff shall be:

- A Graduate of a Bachelor Degree preferably in Social Sciences/ Behavioural Sciences/ Information Technology or Computer Science;
- At least 2-years experience in Research and Development or Development Communication;
- Ability or familiarity with different social media platforms and the use of communication equipment;
- Ability to convey a clear message in communicating with people;
- Proven report-writing skills.
- Fluency in English both in speaking and writing

## **8. REPORTING**

### **Reporting Structure**

- The Help Desk Support Staff will be under the leadership of the Head of the Research Team.
- It is expected that the Help Desk - Support Staff will submit a report to the head of the research team and copy furnish both the ABS Project Manager and the DEPP Director.

## **9. PAYMENT SCHEDULE:**

The 3 Help Desk - Support Staff shall receive their payment every 27<sup>th</sup> of the month by submitting an invoice with an attached reports and endorsed by the head of the Research Team.