

TERMS OF REFERENCE

The Regional Office for Mexico, Central America and the Caribbean of the
International Union for the Conservation of Nature

(IUCN-ORMACC)

REQUIRES

PROFESSIONAL CONSULTANCY SERVICES

FOR

“Germplasm Specialist to support the Strengthening Access and Benefit-Sharing (ABS) Policies and Institutional Frameworks through Demonstrable Models in Saint Lucia”

Type of Contract:	Professional Consultancy Services
Period:	6 months
Availability:	Immediate
Person Responsible for Supervision:	Beana Joseph, National Project Coordinator, IUCN ORMACC
Maximum budget reference:	USD30,000.00

1. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

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2. BACKGROUND AND JUSTIFICATION

Saint Lucia possesses a rich diversity of indigenous plant genetic resources that contribute significantly to the country's biodiversity, cultural heritage, traditional medicine, food security, ecosystem resilience and emerging bioeconomy. Many of these species have recognised or potential medicinal, agricultural, cosmetic and commercial value, while also supporting traditional knowledge systems that have been developed and maintained by local communities over generations. As global interest in natural products and genetic resources continues to grow, there is an increasing need to ensure that these resources are conserved, sustainably managed and utilised in a manner that delivers equitable benefits to the country and its people.

Despite their importance, many native plant species remain vulnerable to habitat degradation, unsustainable harvesting practices, invasive alien species, climate change and the gradual loss of traditional knowledge associated with their cultivation and use. Species of medicinal, nutritional and commercial importance, including the Lansan (*Protium attenuatum*), face increasing pressure from overexploitation and limited propagation efforts. At present, conservation activities are often fragmented and there is no coordinated national system for the collection, propagation, documentation and distribution of indigenous plant genetic resources.

Saint Lucia became a Party to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization in 2022 and is currently strengthening its national Access and Benefit-Sharing (ABS) framework through the development of policies, legislation and institutional arrangements. While these efforts establish the regulatory foundation for ABS implementation, there remains a need to strengthen the technical and institutional capacity required to conserve genetic resources, facilitate sustainable use and support future research, restoration and biodiversity-based enterprise development.

The “*Strengthening Access and Benefit-Sharing (ABS) Policies and Institutional Frameworks through Demonstrable Models in Saint Lucia Project*” is a four-year initiative funded by the Global Environment Facility (GEF), implemented by the United Nations Environment Programme (UNEP), and executed by the International Union for Conservation of Nature (IUCN), Regional Office for Mexico, Central America and the Caribbean (ORMACC), in partnership with the Department of Sustainable Development. Under Component 3, the project seeks to demonstrate practical approaches for implementing ABS through biodiversity-based pilot initiatives that support conservation while generating sustainable socio-economic benefits.

Output 3.2.4 of the project specifically aims to establish a national network of medicinal germplasm banks to conserve and curate indigenous plant genetic resources of medicinal, food security, cultural and commercial importance. Building on existing propagation facilities, particularly those operated by the Ministry of Agriculture and other relevant institutions, the project seeks to strengthen national capacity to conserve priority species, facilitate their propagation and distribution, and support the establishment of medicinal gardens within public institutions, private organisations and community settings. The project also seeks to safeguard associated traditional knowledge, and provide planting material for restoration, research, community use and future ABS opportunities.

This consultancy will provide the technical expertise required to assess existing propagation infrastructure, determine the most appropriate configuration of the National Medicinal Germplasm Network, identify priority species, develop the operational and governance frameworks, and prepare the technical specifications, procurement documentation and implementation roadmap required for future establishment of the network. The consultancy shall identify opportunities to integrate or leverage existing propagation facilities, nursery initiatives, restoration programmes and ongoing investments where appropriate. The consultancy will ensure that the proposed germplasm network reflects international best practice while responding to Saint Lucia's ecological, institutional and socio-economic context.

3. OBJECTIVES OF THE CONSULTANCY

3.1. General:

To provide technical expertise for the design and implementation planning of a National Medicinal Germplasm Network in Saint Lucia, including the development of the technical, operational and procurement frameworks required for its future establishment and sustainable management.

3.2. Specific:

- 3.2.1. **Assess** existing plant propagation, nursery and germplasm conservation facilities in Saint Lucia and identify opportunities for integration into a national medicinal germplasm network.
- 3.2.2. **Review** national, regional and international best practices for medicinal plant conservation, germplasm banking, propagation and distribution.
- 3.2.3. **Identify and prioritise** indigenous and culturally significant plant species suitable for inclusion within the national germplasm network.
- 3.2.4. **Determine** the optimal number, type, location and operational model of germplasm banks and associated nurseries required to effectively conserve and distribute priority species.
- 3.2.5. **Develop** operational, technical and governance frameworks for the establishment and management of the germplasm network.
- 3.2.6. **Develop** practical guidance for the establishment and management of medicinal gardens to support the conservation, propagation and sustainable use of priority indigenous medicinal plant species.
- 3.2.7. **Develop** training curricula, standard operating procedures and capacity-building materials for germplasm custodians and partner institutions.
- 3.2.8. **Prepare** technical specifications, tender documentation for upgrading or establishing facilities and implementation plans to guide future upgrading, establishment and operation of germplasm facilities.

4. SCOPE OF WORKS

Task 1 – Inception and National Assessment

The Consultant shall undertake an inception phase to refine the methodology, workplan and stakeholder engagement approach for the assignment. The Consultant shall review all relevant project documentation, legislation, policies, previous studies and existing information relating to medicinal plant conservation, germplasm management, Access and Benefit-Sharing (ABS), and plant propagation in Saint Lucia.

The Consultant shall conduct a comprehensive assessment of existing germplasm conservation, nursery and plant propagation systems, including facilities operated by the Ministry of Agriculture and other relevant institutions. The assessment shall include, but not be limited to:

- existing infrastructure, equipment and operational capacity;
- institutional roles and responsibilities;

- staffing and technical capacity;
- existing germplasm collections and propagation activities;
- national, regional and international best practices;
- existing traditional and community-based knowledge relevant to medicinal plant conservation and propagation, including identification of knowledge gaps where appropriate;
- priority indigenous medicinal and useful plant species suitable for conservation and propagation; and
- assess the institutional and technical capacity required for the establishment and long-term management of the National Medicinal Germplasm Network and identify existing knowledge and skills gaps among participating institutions.

The Consultant shall prepare a National Assessment Report summarising the findings and recommendations.

Task 2 – Design of the National Medicinal Germplasm Network and Implementation Plan

Based on the assessment findings, the Consultant shall develop the proposed design for the National Medicinal Germplasm Network.

The Consultant shall, *inter alia*:

- determine the most appropriate number, type and location of germplasm banks and associated nurseries;
- identify existing facilities suitable for upgrading or integration into the network;
- recommend priority indigenous medicinal and useful plant species for conservation and propagation;
- define institutional roles, governance arrangements and operational responsibilities;
- recommend long-term financial sustainability and management arrangements;
- identify opportunities to leverage existing nursery initiatives, restoration programmes and related investments;
- prepare technical specifications for the upgrading and/or establishment of germplasm banks and associated facilities;
- prepare indicative equipment and infrastructure requirements;
- prepare Scope of Works and tender documents for future procurement; and
- develop a phased implementation plan, including indicative cost estimates.

Task 3 – Development of the Operational Framework

The Consultant shall develop an operational framework to guide the future establishment and management of the National Medicinal Germplasm Network.

The framework shall include but not limited to:

- standard operating procedures for accession, collection, propagation, storage and distribution of plant genetic resources;
- documentation, traceability and record-keeping systems;
- biosecurity protocols;
- health and safety procedures;
- emergency response procedures;
- monitoring, evaluation and reporting arrangements; and
- quality assurance procedures consistent with international best practice; and
- a Practical Guide for the Establishment and Management of Medicinal Gardens by public institutions, private organisations and community groups, including guidance on site selection, species selection, propagation, planting, maintenance, harvesting and basic biosecurity considerations.

Task 4 – Final Reporting and Sustainability Strategy

The Consultant shall consolidate all findings and recommendations into a Final Consultancy Report.

The Consultant shall, *inter alia*:

- consolidate the findings and recommendations from all components of the consultancy;
- develop recommendations for the long-term governance, financing and sustainability of the National Medicinal Germplasm Network;
- identify priority actions and institutional responsibilities for future implementation;
- present the draft findings to the Project Management Unit and relevant stakeholders for validation;
- incorporate comments received; and
- submit the Final Consultancy Report and Sustainability Strategy.

5. EXPECTED DELIVERABLES

No.	Deliverable	Description
1	Inception Report	The Inception Report should be delivered, no later than two (2) weeks after the inception meeting. The report shall demonstrate the consultant's understanding of the assignment, refine the proposed methodology, stakeholder engagement approach, data collection methods, quality assurance measures, and any other refinements required to successfully implement the consultancy.
2	National Assessment Report on Existing Facilities and Germplasm Practices	A comprehensive assessment of existing germplasm conservation, plant propagation and nursery facilities in Saint Lucia, including facilities operated by the Ministry of Agriculture and other relevant institutions. The report shall review national, regional and international best practices; assess institutional, technical and infrastructure capacity; identify priority indigenous medicinal and useful plant species; review existing traditional and community-based knowledge relevant to plant propagation, conservation and sustainable use, including identifying knowledge gaps where appropriate; identify capacity gaps, including institutional, technical and training needs; and provide recommendations to strengthen the national medicinal germplasm system.
3	Medicinal Germplasm Network Design Report and Implementation Plan	A comprehensive technical report recommending the optimal design and implementation of Saint Lucia's National Medicinal Germplasm Network. The report shall identify the most appropriate number, type and location of germplasm banks and associated nurseries; recommend priority indigenous medicinal and useful plant species for conservation and propagation; identify existing facilities suitable for upgrading or integration into the network; define institutional roles and responsibilities; recommend governance arrangements and long-term financial sustainability measures; and include technical specifications, Scope of Works, tender documents, indicative cost estimates, and a phased implementation

		plan for the establishment of the National Medicinal Germplasm Network.
4	Operational Framework and Standard Operating Procedures (SOP) Manual	A comprehensive operational framework for the establishment and management of the National Medicinal Germplasm Network. The framework shall include governance arrangements, accession and collection protocols, propagation procedures, documentation and traceability systems, distribution protocols, biosecurity measures, health and safety procedures, emergency response procedures, monitoring and reporting requirements, and record-keeping systems consistent with international best practice. The deliverable shall also include a practical guide for the establishment and management of medicinal gardens, providing guidance on site selection, species selection, propagation methods, planting design, maintenance requirements, harvesting practices and basic biosecurity considerations for use by public and private institutions.
5	Final Report and Sustainability Strategy	A consolidated report summarising all activities undertaken, methodologies applied, findings, technical outputs and recommendations.

6. INTELLECTUAL PROPERTY

All Intellectual Property rights conceived or made by the Consultant / Consulting Firm in the course of providing the Services will belong to IUCN.

7. SCHEDULING AND TIMETABLE FOR DELIVERING PRODUCTS

7.1. Activities and programming

Specific objectives	Activities						
		1	2	3	4	5	6
Assess existing germplasm conservation systems and identify opportunities for establishing a National Medicinal Germplasm Network.	• Kick-off meeting with PMU • Conduct an inception meeting with the key stakeholders. • Review all relevant project documents, policies, legislation and previous studies. • Prepare data collection tools for field assessments and stakeholder consultations. • Assess existing propagation facilities, nurseries and germplasm collections operated by the Ministry of Agriculture and other relevant institutions. • Assess existing infrastructure, equipment, staffing and operational capacity. • Conduct training needs assessment. • Review national, regional and international best practices for germplasm conservation and management.						

Specific objectives	Activities						
		1	2	3	4	5	6
	- Identify institutional, technical and infrastructure gaps. - Prepare the National Assessment Report.						
Determine the optimal design of Saint Lucia's National Medicinal Germplasm Network and Implementation Plan	- Identify priority indigenous medicinal, food security and commercially important plant species. - Conduct consultations with government agencies, researchers, traditional knowledge holders, farmers and community organisations. - Document traditional and community-based knowledge relevant to plant propagation, conservation and sustainable use. - Determine the most appropriate number, type and location of germplasm banks and associated nurseries. - Identify existing facilities suitable for upgrading. - Develop technical specifications for germplasm banks and supporting nurseries. - Identify infrastructure and equipment requirements. - Develop implementation phases and indicative costs. - Develop governance, institutional and financial sustainability options. - Develop training curricula and support training materials. - Prepare recommendations for utilizing existing Ministry of Agriculture facilities where feasible. - Prepare the scope of work and tender documents. - Prepare the National Medicinal Germplasm Network Design Report. - Prepare Implementation Plan						
Develop the operational framework for the National Medicinal Germplasm Network.	- Develop standard operating procedures for accession, propagation, storage and distribution of plant genetic resources. - Develop documentation, traceability and record-keeping systems. - Develop biosecurity, health and safety and emergency response procedures. - Develop monitoring, reporting and quality assurance procedures. - Prepare the Operational Framework and SOP Manual.						

Specific objectives	Activities						
		1	2	3	4	5	6
	• Prepare Practical Guide for Establishing and Managing Medicinal Gardens.						
Develop recommendations to support the long-term sustainability of the National Medicinal Germplasm Network.	• Consolidate findings from all phases of the consultancy. • Develop recommendations for governance, financing and long-term management. • Prepare a roadmap for implementation and scaling-up of the network. • Present the draft Final Report to stakeholders for validation. • Incorporate stakeholder comments and submit the Final Consultancy Report and Sustainability Strategy.						

7.2. Timetable for delivery of products:

Products	Expected date of delivery	Percentage of pay
Deliverables 1 & 2: Inception Report (approved) and National Assessment Report on Existing Facilities, Germplasm Practices and Traditional Knowledge	Inception Report – Month 1 Assessment Report - 2 months after signature of the contract by both parties	20%
Deliverables 3: National Medicinal Germplasm Network Design Report and Implementation Plan	4 months after signature of the contract by both parties	40%
Deliverables 4: Operational Framework and Standard Operating Procedures (SOP) Manual	5 months after signature of the contract by both parties	10%
Deliverables 5: Final Consultancy Report and Sustainability Strategy	6 months after signature of the contract by both parties	30%

- Payment for each deliverable will only be initiated when the work has been completed to the entire satisfaction of the Government of Saint Lucia through the Department of Sustainable Development, working in collaboration with the IUCN-ORMACC office.

-Disbursements will depend on the availability of funds from the donor.

-The consultant / consulting firm must consider in the technical proposal the modification of some deliverables during the execution of the contract, if it is necessary, to adapt some results, without affecting the amount of the original contract.

8. TECHNICAL PROFILE

For the development of this consultancy, the following profile is required:

- Advanced degree in Plant Sciences, Agronomy, Botany, Conservation Biology, or related field.
- At least 5 years of professional experience in germplasm management, plant propagation, or related conservation/agriculture projects.

- Demonstrated experience in the design, management or technical assessment of germplasm banks, seed banks, botanical collections, plant propagation facilities or conservation nurseries.
- Familiarity with ABS frameworks, biodiversity conservation, and integration of traditional knowledge.
- Experience working with Caribbean or tropical flora desirable.
- Strong skills in technical reporting, stakeholder engagement, and training delivery.
- Proficiency in English; knowledge of Kweyol an asset.

9. PERIOD AND COORDINATION

The period of the consultancy will be 6 months beginning September 2026.

Form of work (with Unit/Project): To achieve the products from this consultancy, the consultant is required to work closely with the Project Coordinator, The Department of Forestry, The Department of Sustainable Development, IUCN ORMACC Office, Folk Research Centre, and other relevant stakeholders throughout the assignment as agreed with the Project Management Unit.

10. TRAVEL EXPENSES

The Consultant's Financial Proposal shall include an estimate of the travel expenses required to carry out the assignment. Travel expenses related to this contract are approved up to a maximum amount of **1,500 USD as part of the overall budget reference.**

Travel expenses will be reimbursed only upon submission of proof of actual expenditure. No advance payments for travel expenses will be granted to the Consultant.

As travel is required, it must be approved by the Contracting Authority prior to making any reservations. National and international airfare will always be in economy class and will be arranged directly by IUCN; therefore, airfare costs are not part of this budget. This expense will not be reimbursed to the Consultant and must be coordinated at least 22 days prior to the start of travel to ensure optimal market pricing.

Upon completion of each trip, the Consultant shall submit a financial report in the format provided by the Contracting Authority. Original receipts or invoices for transportation and accommodation must be attached. Eligible expenses to be reimbursed to the Consultant/Consulting Firm are strictly limited to those items initially detailed and approved in the Financial Proposal submitted for contract preparation. Therefore, any expense not previously detailed in the financial proposal will not be considered eligible for reimbursement.

10. COMPLETING AND SUBMITTING A PROPOSAL

Instructions for Submission through the IUCN Procurement Portal

Please read the following information and instructions carefully. Failure to comply with these requirements may result in the disqualification of your proposal from this procurement process.

All proposals must be submitted exclusively through the IUCN Procurement Portal by completing each of the stages described below.

1. Registration in the Procurement Portal

If you are not already registered, you must first create an account by completing the registration form with your personal or company information.

- During the registration process, you will create your login credentials using your email address and a password.
- Once the registration form has been completed, you will receive an automated confirmation email. Please follow the link provided in the email to activate your account before accessing the Procurement Portal.
- If you experience any technical issues during the registration process, please contact procurement@iucn.org
- Please note that this is the only email address authorized to provide technical support for registration issues.

2. Completing Your Application

Once you have successfully logged into the Procurement Portal, you will find the application menu on the left-hand side of the screen. You must complete each section in the order presented.

A. Declaration of Commitments

The first section is Declaration of Commitments.

Please review, complete and electronically sign this declaration before proceeding to the next stage.

B. Prequalification

The second section is Prequalification.

In this section, you will be requested to upload the legal and administrative documentation specified in the procurement requirements.

Please ensure that:

- every required document is uploaded;
- the correct document is attached to each requirement; and
- all uploaded files are complete and legible.

Failure to upload any required document, uploading blank documents, or attaching incorrect documentation may result in the automatic disqualification of your proposal during the prequalification stage.

C. Proposal

The Proposal section consists of three subsections.

Technical Proposal: The Technical Proposal must address each evaluation criterion specified in this section. Please upload a document providing the requested information and include a brief narrative (approximately four sentences) explaining how the consultant or consulting firm meets each criterion.

- Where Curriculum Vitae (CVs) are requested, they must correspond to the individuals who will perform the services under the contract.
- Do not include any financial information in the Technical Proposal.

Financial Proposal: In the Financial Proposal section, you are only required to enter your proposed amount in USD under the Unit Price column. Please do not modify any other information contained in this section. The financial schedule already includes the required deliverables together with the percentage allocation of the estimated total contract value. When preparing your financial proposal, please include the estimated costs for per diems (meals) and accommodation, using the applicable daily rates for Saint Lucia. Please note that the total value of these costs must not exceed the approved budget of USD 1,500.00.

D. Submission Confirmation

The final step is Submission Confirmation.

To successfully submit your proposal, you must:

1. Review the submission declaration.
2. Tick the confirmation checkbox.

3. Click the blue "Confirm and Submit" button.
Please note that this final step is mandatory.
If you do not complete the submission confirmation, your application will remain in Draft/Applied status and will not be considered as a submitted proposal, meaning it will not be included in the evaluation process.

3.Requests for Clarification

If you require clarification regarding the procurement process or the Terms of Reference, you may submit your questions through the "Request for Clarification" section available within the Procurement Portal.

Please note the following:

- Requests for clarification must be submitted before the deadline indicated for questions.
- All questions are submitted anonymously.
- Responses will be published in the Procurement Portal and will be visible to all potential bidders in Q&A section.
- Bidders are not permitted to contact IUCN staff directly regarding this procurement process. All communications, requests for clarification, and official correspondence must be conducted exclusively through the Procurement Portal.

