

Appendix 2: TORs of staff in BioMAP, and suggested TORs for NBU staff

Name	Aff.	TOR
Dr Francis Gilbert	BioMAP	<ul style="list-style-type: none"> • Together with the NPC, oversee the implementation of activities and work plans, and monitor results against targets • Lead the part of the project concerned with capacity-building for inventorying, recording, evaluating, monitoring and communicating information about Egypt's biodiversity • Together with the NPC, oversee and manage the other parts of the project (assessing the social, economic, and legal policies impacting on biodiversity; produce sustainability via the creation of a Foundation) • Together with the NPC, represent the project in relevant seminars and meetings • Together with the NPC, brief the EEAA regularly about activities and problems • Advise about international staff for recruitment • Be jointly responsible with the NPC for establishing and managing the work plan according to UNDP guidelines
Prof Samy Zalat	BioMAP	<ul style="list-style-type: none"> • Prepare the POP and AWP in accordance with the UNDP format, setting clear activities, targets and indicators. • Work together with IC to manage the project activities and funds • Monitor and evaluate the strategic activities that support government, civil society and private sector • Manage the human resources with particular national staffing, facilities, equipment and local and international consultants • Advise and help the museum study and design committee • Lead the part of the project concerned with Biodiversity assessment activities for Protected Areas • Establish and maintain contacts with government organizations and other stakeholders • Establish and sustain the Clearing House Mechanism for biodiversity conservation • Oversee and manage the other parts of the project with the STA including representing the project in relevant seminars and meetings • Brief the EEAA regularly about activities and problems • Submit performance, financial and technical reports at 6-monthly intervals to the Steering Committee in accordance with UNDP procedures • Prepare job descriptions for staff
Alaa Awaad	BioMAP	<ul style="list-style-type: none"> • Establish databases for BioMAP (database designer), via project analysis, design, programming, testing, maintenance, updating, documentation and user training • Help establish and maintain BioMAP computers
Ahmed Yacoub	BioMAP	<ul style="list-style-type: none"> • Web site design, analysis, structure and placing content • Site navigation • Interactive features • Updating site • Banner Exchange (site awareness & presentation) • Adding the site to popular search engines • Graphics Design • Multimedia CDs • Photo capture, preparation and editing • Help establish and maintain BioMAP computers

<p>Noha El Said / Walaa El Malti</p>	<p>BioMAP</p>	<ul style="list-style-type: none"> • Arrange travel plans and itineraries, compile documents for travel related meetings, and accompany when requested. • Assist the Coordinators in administering petty cash expenditures and other financial documents in accordance with the UNDP procedure and instructions. • Assist the Coordinators in following-up relevant seminars, workshops, round table conferences, donor sub-group meetings • Assist the Coordinators in preparing contracts for the consultants • Assist the Coordinators in preparing Program documents • Create and maintain relevant databases and spreadsheets • Manage an efficient filing system • Manage Coordinator calendars and independently schedule appointments. • Prepare records such as agenda, notices and minutes of meetings • Screen incoming calls and correspondence, and respond independently when possible • Supervise support staff i.e. drivers, office helpers, etc. • Support Coordinators in providing information and feedback to the PMUs on relevant events and facts • Translate documents from Arabic to English and vice versa • Other duties as assigned
<p>Hilary Gilbert</p>	<p>BioMAP</p>	<p>Create a plan, establish and raise funds for an endowed Foundation to support community initiatives in Protected Areas and elsewhere, including: -</p> <ul style="list-style-type: none"> • establishing the governance and policy base of the Foundation; • identifying potential donors: national and international, charitable, governmental, corporate and individual; • approaching donors for gifts and making grant applications; • ensure that the Foundation has clear accountability mechanisms for disbursing funds to appropriate organisations; • identifying and securing support for organizational development needs in areas selected to pilot affiliate foundations; • drafting grant application, selection and monitoring processes, including due diligence and evaluation; • reporting to donors and funders as appropriate; • identifying opportunities to add value to BioMAP; • appointing and training Egyptian personnel to continue building and running the Foundation beyond the life of the project; • constitute the Foundation so as to enable it to benefit from membership of the International movement of Community Foundations.
<p>Taxonomic consultants and contractees</p>	<p>BioMAP</p>	<ul style="list-style-type: none"> • Provide all the individual records for their taxonomic speciality from fully documented sources (collections, theses, reports, papers, personal records), in the BioMAP database format • Revise and check all records of their taxonomic speciality for their accuracy (taxonomic, location, etc)
<p>Data entry staff and other helpers</p>	<p>BioMAP</p>	<ul style="list-style-type: none"> • Enter records into the database, as required • Extract records from literature provided • Search for records in published literature • Develop a bank of Egyptian case studies on each element of the CBD and its initiatives • Create pdf's for relevant reports and studies • Create suitable webpages from the material collected for insertion into the CHM
<p>GIS consultants</p>	<p>BioMAP</p>	<ul style="list-style-type: none"> • Assist Coordinators in the planning and implementation of GIS-related issues • Advise on appropriate methodology, software, hardware, etc

Public Awareness/ Education consultants	BioMAP	<ul style="list-style-type: none"> • Work together with Coordinators in planning relevant materials • Produce materials as planned • Train staff where appropriate in the use of materials
Dr Graham Rotheray	BioMAP	<ul style="list-style-type: none"> • Consult with appropriate people about their vision for a National Natural History Museum • Develop an Egyptian case study for use in the CHM • Prepare and submit a plan for an Egyptian National Natural History Museum
Ahmad Sherif	NBU	<ul style="list-style-type: none"> • Biodiversity in Egyptian history: <ul style="list-style-type: none"> • Study on Shadwan biodiversity in history. Translating it from Italian into Arabic. • Database based on extracting biodiversity information from historical literatures (from Egyptian libraries, museums & bookshops). • Bibliographic list of all literature dealing with historical books & photocopy of pages with valuable information. • Intellectual Property Rights: <ul style="list-style-type: none"> • Documents about highlighting WIPO : Identity, activities,... • Documents about IPRs relations with the international agreements pertaining to Biodiversity such as : Trips, CBD, PCT,... • Documents about exploring general IPRs legalities in Egypt and in the Arab world. • Paper on creating survey methodology about recording « Indigenous Knowledge ». • PDF file & publishing it on web site. • Help prepare the Biodiversity National Report • Prepare and update Egyptian page on the Biosafety CH
Heitham Fattah	NBU	<ul style="list-style-type: none"> • digitize the soil maps of Egypt • use Landsat images taken in the same month to estimate temperatures using remote-sensing techniques • digitise geomorphological formations of Sinai and other biodiversity hotspots of Egypt
Yasser Hassan	NBU	<ul style="list-style-type: none"> • Collecting, reading and extracting information from PA reports, making pdf copies where appropriate • Study of the geomorphology of the hot spots sites in Egypt, creating a database of descriptions of sites • Extracting Biodiversity information from historical records of climate change during the Holocene.
Mohamed El Helw	NBU	<ul style="list-style-type: none"> • Develop an up-to-date list of critically appraised Egyptian Invasive Species. • Identify the current status of each species (Native, Uncertain...etc.). • Identify, obtain and create pdf's of all studies done in Egypt on Invasive species. Identify and obtain pdf files of the latest (<10 yrs) international work done on each species • Integrate all information about Invasive Species in a web site within the CHM. • Identify available Egyptian specialists, and hence the gaps. • Establish a National Strategy Plan for Invasive Species. • Produce booklets on Invasive species in English and Arabic. • Establish a monitoring program with rangers for selected Invasive species.

<p>Ehsan El Hady</p>	<p>NBU</p>	<ul style="list-style-type: none"> • Develop an up-to-date list of critically appraised Egypt inland water species. • Develop a database for Marine fauna species. • Develop a database for fish species. • Identify, obtain and make pdf' files of all studies done on the Nile River and Egyptian Inland waters. Place these on webpages documenting Egyptian study of these topics • Develop a database of Egyptian experts on the taxa of Inland Waters of Egypt • Establish a National Strategy Plan for the Nile River and Inland water. • Produce booklets on the biodiversity of the Nile River and Inland waters in arabic and english. • Establish a monitoring program within the protectorates of the Nile River and Inland Waters in Egypt
<p>Mohammed Hafez</p>	<p>NBU</p>	<ul style="list-style-type: none"> • Collect data on hunting activities in Egypt • Determine the main hunting sites in Egypt • Determine the hunting area, hunting seasons and hunting roles • Collate legislation which control hunting in Egypt • Participate and establishing a hunting monitoring programme • Collect data about hunting operators • Collate regional and international conventions on hunting activities • Create a website on hunting for the CHM • Produce booklets on hunting in arabic and english
<p>Adel Suleiman</p>	<p>NBU</p>	<ul style="list-style-type: none"> • Create Gazeteer of Egyptian locations, starting with hotspots of biodiversity; each entry should be georeferenced • Create database on photos of plants and animals • Create a module on Environmental Education, including field guides and biodiversity course for university undergraduates • Extract all the records on Egyptian flora and fauna from museum websites from all over the world
<p>Dr Taher Issa</p>	<p>NBU</p>	<ul style="list-style-type: none"> • Monitor staff duties daily • Report to the NCS Director on a monthly basis • Respond to all international bodies concerning biodiversity issues, e.g. National Biodiversity Report, CBD Secretariat, GTI, etc. • Respond to all letters and requests from the NCS Director