



Empowered lives.
Resilient nations.

Terms of Reference

Combating Poaching and the Illegal Wildlife Trade in Kenya Through an Integrated Approach Project

International Individual Consultant: Wildlife Crime Specialist

1. Background

In mid-2015, the Council for the Global Environment Facility (GEF) approved, as part of its "Programmatic Approach" titled *Global Partnership on Wildlife Conservation and Crime Prevention for Sustainable Development*, a *Child Project Concept* for Kenya with UNDP as the selected GEF agency. The project has the following titles and reference: **Combating poaching and illegal wildlife trafficking in Kenya through an integrated approach; PIMS 5468: Kenya Wildlife Trade**. The project's target GEF funding is \$3.8M and it has been duly endorsed by the Government of Kenya.

The full project to be developed based on the Child Project Concept will be implemented by the Ministry of Environment, Water and Natural Resources, and Kenya Wildlife Service, with support from UNDP Kenya and key management agencies at the focal PAs and landscapes (within the Tsavo and Mara ecosystems; to be determined during the PPG phase).

The project's objective is to build Kenya's capacity for combating poaching and illegal wildlife trafficking, through increased capacity and coordination of key law enforcement agencies (for wildlife and general crime) at both national and site level, and support community co-management of wildlife in a landscape approach. This will be achieved through the delivery of three integrated components, including:

- Strengthening capacity for effective biodiversity and IWT governance in Kenya,
- Reducing poaching and illegal trade in threatened species [site level], and
- Establishing at least 2 new Community Conservancies in Tsavo and Maasai Mara ecosystems, with sustainable land management and livelihoods promotion.

2. Project Preparation Process

The project responds to national priorities and its PRODOC needs to be prepared in alignment with Kenya's national wildlife crime strategies (and particularly with consideration for the new strategy for combating poaching and illegal wildlife trade, to be developed during the project), and in close collaboration with key government partners in several institutions, financing partners, research entities, the private sector and in particular with the CSOs responsible for the management of targeted landscapes.



*Empowered lives.
Resilient nations.*

In order to prepare the required documentation for the final approval of the project, a Project Preparation Grant (PPG) provided by the GEF is being implemented with clear and realistic targets and deliverables.

The GEF submission documentation to be prepared consists of a complete UNDP Project Document (PRODOC) and a CEO Endorsement Request form, to be duly filled in based on the PRODOC, which takes precedence. These two key documents are to be accompanied along with co-financing letters, indicator tracking tools for the applicable GEF focal areas and social-environmental risk screening, using UNDP's methodological procedure.

All PPG consultants share the responsibility of mobilizing co-financing and forging partnerships useful for the project. The consultant is expected to work as a team to implement the following activities:

- PPG Activity 1: Review of current national capacity to combat illegal wildlife trade in Kenya
- PPG Activity 2: Design of interventions to strengthen capacity at national and regional levels to successfully implement national strategies to combat wildlife crime
- PPG Activity 3: Design of interventions in identified poaching hotspots to strengthen wildlife protection capacity through a landscape approach
- PPG Activity 4: Assess baseline investment, project risk, develop the strategy, budget and consolidate the project documentation for submission

3. Description of responsibilities

Function as the expert advisor in all matters pertaining to wildlife crime, working in close collaboration with the other PPG consultants, with the main goals of ensuring that state of the art knowledge and science on wildlife crime is included in the overall GEF documentation, with the help of the remainder of the multi-disciplinary teams in each country.

3.1. Lead the implementation of the following PPG activities:

- 1.2 Comprehensive reviews of current capacity to combat wildlife crime in Kenya at national level

3.2. Co-lead, together with other PPG consultants

The co-lead and other PPG consultants will implement the following PPG Activities:

- 1.3) Review of current effectiveness of law enforcement efforts in selected sites
- 2.1) Design activities to strengthen national capacity (component 1 of Project)
- 3.1) Design activities to strengthen law enforcement within Tsavo and Mara ecosystem (Component 2 of Project)

3.2 Support other PPG consultants



*Empowered lives.
Resilient nations.*

The consultant will support other PPG consultants with the implementation of the following PPG activities:

3.2.1) **Support other PPG consultants** with the implementation of the following PPG Activities:

- 1.1) PPG Inception Workshop
- 1.4) Capacity assessment of site-level capacity to combat wildlife crime with a landscape approach
- 3.2) Finalize plans for establishment of conservancies in Tsavo and Mara (Component 3 of project)
- 4.1) Financial baseline assessment
- 4.4) Leverage the project's co-financing
- 4.5) Compose relevant and required chapters in the PRODOC for national validation
- 4.6) PRODOC Validation Workshop
- 4.7) Completion of project documentation in view of submission to the GEF

4. Deliverables

Specific Deliverables for which the incumbent will have lead responsibility include the following:

1. Report of assessment of wildlife crime in Kenya using ICCWC's Wildlife and Forestry Crime Analytic Toolkit.
2. Assessment report of wildlife crime-related strategies implemented in Kenya, financial resources needs, Kenya's legal and policy framework for wildlife protection, capacity of key institutions to combat wildlife crime (including transboundary) and any implementation gaps or duplications, current storage and sharing of wildlife-crime related information, current security of the government's ivory stockpile – to include recommendations for strengthening all of the above.
3. Assessment report of site-level capacity to combat wildlife crime in selected areas, including maps of poaching distribution data and assessment of investment needs.
4. Contribution to assessment report of site-level capacity to combat wildlife crime in selected landscapes through taking an integrated, landscape approach to wildlife protection and sustainable development.
5. Key contribution to design of national-level interventions based on national capacity assessment, including the design and costing of developing a national strategy to combat poaching and illegal wildlife trade; closing any loopholes in legislation; development of the structure of a Ministerial Committee on Wildlife Security and a National Wildlife Crime Unit incorporating all key institutions; design of a national information storage and sharing system for wildlife crime; a capacity building programme for key wildlife crime law enforcement staff; any actions needed to maximize security and usefulness of the ivory stockpile; design and presentation of baseline data for monitoring purposes.
6. Contribution to design of site-level interventions to strengthen law enforcement capacity, including structure of WTFs, increased involvement of private sector and communities, increased capacity of rangers and other ground-level law enforcement officers. To include



Empowered lives.
Resilient nations.

technical and training resources required for improved anti-poaching and WTFs, and with baseline data gathered for indicators.

7. Contribution to design of landscape-level interventions to improve wildlife protection in key landscapes, particularly with regards to feasibility study for community informant networks.
8. Contribution to relevant chapters of the PRODOC.

5. Recruitment and reporting modalities

UNDP Kenya will be responsible for the selection and recruitment of the PPG consultant in consultation with the UNDP-GEF Regional Technical Adviser (RTA). Quality assurance and technical advice for the full project development will be provided by the UNDP Kenya CO and GEF RTA at the Addis Ababa Regional Service Centre. **The consultant will work closely with other PPG consultants and reports to the Team Leader on all the PPG matters.** PPG working group will be established to guide, review and endorse PPG outcomes. The Ministry of Environment, Water and Natural Resources will chair the Working Group, supported by KWS. Regular consultations (working meetings) will be carried out among key PPG stakeholders to ensure that the PPG phase delivers the full-size project document in line with UNDP and GEF requirements.

6. Duration of Consultancy

The assignment is expected to take **20 working days**

7. Program of Work

The consultant shall split time to cover the work schedules as follows:

Activity	Timeframe (Days)
Preparation / Inception report	2
Draft report for deliverables 1-3	7
Draft report for deliverable 4-6	7
Contribution to relevant Prodoc sections	2
Revision and finalization	2
Total	20

8. Competencies

- Promoting ethics and integrity, creating organizational precedents
- Building support and political acumen
- Building staff competence, creating an environment of creativity and innovation
- Building and promoting effective teams



*Empowered lives.
Resilient nations.*

- Creating and promoting enabling environment for open communication
- Leverages multi-disciplinary, institutional knowledge and experience
- Creates and cultivates networks of partners to promote UNDP's image
- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses
- Leverages different experiences and expertise of team members to achieve better and more innovative outcomes
- Strong analytical and writing skills
- Ability to communicate effectively in order to communicate complex, technical information to both technical and general audiences
- Skills in negotiating effectively in sensitive situations
- Skills in achieving results through persuading, influencing and working with others
- Skill in facilitating meetings effectively and efficiently to resolve conflicts as they arise

9. Required Skills /Experience and ratings

- Master degree in a relevant field such as social sciences, biodiversity, land use management and ecosystem services (preferably with socio-economic background) and with professional specialization in issues of socioeconomics, biodiversity, sustainable landscape management and wildlife crime. **(max. 15 pts)**
- At least 10 years of overall professional experience, with incremental responsibilities, preferably with some experience in the UN system. **(max. 15 pts)**
- At least 7 years of experience and in-depth knowledge of stakeholder engagement, relationship building, participatory planning, socioeconomic research and rural livelihoods issues and sustainable landscape management issues in the context of research, project design or management at a large scale, is an eliminary requirement. **(max. 20 pts)**
- Demonstrated track record in research and reporting on socioeconomics and livelihoods, and the preparation of project proposals, evaluation reports and, preferably also, publications within the theme of sustainable development, rural livelihoods, biodiversity, wildlife crime, ecosystem services and/or land-use is a highly sought qualification for this position. **(max. 15 pts)**
- Knowledge of environmental issues, policies and programs in Eastern Africa is desirable. **(max. 10 pts)**
- Specific experience with GEF project development is highly desirable. **(max. 15 pts)**
- Excellent mastery of written English is an eliminary requirement. **(max. 10 pts)**

10. Duty station and expected places of travel

The consultant may be required to travel for purposes of data collection. UNDP will cater for the travel costs out of Nairobi where such trips are deemed necessary after consultations.



*Empowered lives.
Resilient nations.*

11: Remuneration

- The successful consultant will be paid on UNDP terms and condition for the relevant contract modality.
- Payment will be done against a disbursement schedule as outlined in the contract and based on receipt of clearly defined deliverables as follows:
 - Inception report: **10%**
 - Deliverables 1-3: **45%**
 - Deliverables 4-7: **25%**
 - Completion and clearance of the report: **20%**
- Transport for field work and DSA will be provided to the consultant while in the field

12. Application Submission Process

Submission must be online following the instruction given on the website

Please submit the following to demonstrate your interest and qualifications. Please note that all the documents below must be submitted as one PDF file.

- P11 (required), indicating all experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Personal CV (optional)
- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided [see link further down];
- Financial proposal (All-inclusive daily fee): Interested individuals are kindly requested to submit an all-inclusive daily consultancy fee;
- Travel: All envisaged international travel costs must be included in the financial proposal in a separate line, though not the cost of in-land travel, which will be handled directly by the UNDP Country Office.

Application Evaluation Process:

Individual consultants will be evaluated based on the Cumulative Analysis methodology [weighted scoring method], where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight; [70%].

Financial Criteria weight; [30%].

Only Individual Consultants obtaining a minimum of 70% of the obtainable 100 points in technical evaluation would be considered for the Financial Evaluation.



*Empowered lives.
Resilient nations.*

Technical Evaluation Criteria:

- Adequacy of Profile (Max 100 points)

Duty Station

Nairobi, Kenya.

Application process

Interested and qualified candidates should submit their applications which should include the following:

1. UNDP Personal History Form (P11)
2. Detailed Curriculum Vitae
3. Proposal for implementing the assignment
4. Offeror's letter to UNDP

Qualified candidates are requested to email their applications to consultants.ken@undp.org to reach us not later than **COB on Thursday, 30 March 2017**

Please quote **"Wildlife Crime Specialist"** on the subject line.

ANNEXES

ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX 2 - IC PROPOSAL FORM

ANNEX 3 - P11 TEMPLATE

ANNEX 4- OFFEROR'S LETTER TO UNDP

ANNEX 5 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

UNDP applies a fair and transparent selection process that will consider the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply.