



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

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| POST TITLE: | Senior Advisor |
| AGENCY/PROJECT NAME: | Combatting Illegal Wildlife Trade, focusing on Ivory, Rhino Horn, Tiger and Pangolins in Thailand |
| COUNTRY OF ASSIGNMENT: | Bangkok-based with travels to related project sites in Nong Khai and Songkla or other provinces in Thailand |

1) GENERAL BACKGROUND

Illegal trade in wildlife and wildlife parts is an escalating driver of biodiversity loss. Unprecedented biological or commercial extinction of many life forms is now a critical reality throughout the world, jeopardizing the very foundations of biodiversity, including the future well-being of humans and requiring unprecedented political will, social sacrifice and law enforcement action to stem further losses. Progressively, through the advent of the Convention on Trade in Endangered Species of Wild Fauna and Flora (CITES) in 1976, together with a host of national legislative and regulatory instruments and mechanisms, the global community has moved to address the threat to thousands of species of wildlife poised by unfettered trade. Although the value of illegal trade remains uncertain, it has variously been estimated at between USD 5 – 20 billion per annum. These estimates suggest that wildlife crime is the fourth most lucrative type of transnational crime after illegal narcotics, humans and armaments.

In partnership with the Department of National Parks, Wildlife, and Plant Conservation (DNP) of Thailand, IUCN, TRAFFIC and TRACE, UNDP in Thailand has developed a Project Document on “Combatting Illegal Wildlife Trade, focusing on Ivory, Rhino Horn, tiger, and Pangolins in Thailand” with the support of USD 4.5 M from the Global Environment Facility (GEF) Cycle 6 under the Biodiversity Focal Area (Program 3). This is a UNDP supported national child project under the ‘Global Partnership on Wildlife Conservation and Crime Prevention for Sustainable Development’ led by the World Bank.

The Project Objective is to reduce the trafficking of wildlife (focusing on elephant ivory, rhinoceros horn, tiger and pangolins) in Thailand through enhanced enforcement capacity and collaboration and targeted behavioral change campaigns. To achieve this objective, the project will utilize four strategies as follows

Component 1: Improved Cooperation, Coordination and Information Exchange. This will strengthen the collaboration mechanism and provide a platform for exchange of information among the responsible agencies for illegal wildlife trade (IWT) law enforcement.

Component 2: Enhanced Enforcement and Prosecution Capacity. This will increase the coherence and capacity of law enforcement agencies to address and deter illegal trafficking of wildlife (focusing on elephant ivory, rhinoceros horn, tigers and pangolins) through strengthening the cross-sectoral enforcement and prosecution framework.

Component 3: Reduced demand for illegal wildlife products and targeted awareness actions to support law enforcement. The project will work with partners to learn from existing efforts and achieve cumulative impact through a Steering Group and the Community of Practice on Demand Reduction. The activities will focus a well-defined systematic process for developing, implementing and evaluating SBCC initiatives. This component aims to increase awareness of prevailing laws and upcoming WARPA reforms and publicize convictions to strengthen deterrence of wildlife trafficking.

Component 4: Knowledge Management, Monitoring and Evaluation and Gender Mainstreaming. This component closely links with and underpins the other three, by supporting the sharing of knowledge, experiences and lessons learned through project implementation with project stakeholders the wider public in Thailand, and globally through the GEF-financed, World Bank-led Global Wildlife Program, of which this project is a part.

To support the implementation of the project and ensure effective implementation and timely delivery, UNDP Thailand Country Office is recruiting a Senior Advisor (SA) to work with the Department of National Parks, Wildlife and Plant Conservation (DNP) and UNDP to support Thailand in combatting illegal wildlife trade in Thailand.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to:

- i) Advise the Project Board, Task Forces, Working Groups on strategic's project management and technical issues, including oversight a day-to-day management, supervision over consultants and sub-contractors;
- ii) Support the Project Director who will be responsible for meeting government obligations under the Project;
- iii) Perform an advisory role with the government officials, local NGOs/CSOs, private sectors, universities, community leaders, with particular attention towards engagement of the Royal Thai Police and Responsible Parties awarded by UNDP.

3) SCOPE OF WORK

The individual contractor will work to support the DNP's Project Director (PD) and cooperate with the UNDP's Programme Officer responsible for this project implementation. The SA will work closely with and in support of the Project Manager. The scope of work will include:

- Serve as the focal point for the revision of the PIF and for the coordination of the project formulation of the Provide strategic advice on overall management and technical issues of the project to the project director in close cooperation with the project manager;
- Provide technical inputs with regards to the implementation of overall project to Project Management Unit (PMU) on the planned activities of the project to ensure that the project results are technically sound, coherence, and in accordance with the result framework;
- Provide constructive recommendations especially to Component 1 of the project, including leading and facilitating project inputs to Thailand-WEN, and the development and operation of local inter-agency task forces for Sadao & Rattana Wapi District border regions led by the Royal Thai Police;
- Provide support for implementation of the overall project to PMU and monitor progress against the approved work-plan;
- Supervise the production of project outputs, as per the project document in a timely and high quality fashion;
- Supervise the work of consultants and sub-contractors ensuring timing and quality of outputs along with the UNDP standard;
- Liaise and coordinate with Responsible Parties with regard to the deliverables of the project results and ensure that technical inputs from sub-contractors are integrated in the implementation of the project;
- Liaise and coordinate with the Technical Advisory Consortium to ensure that their advice is taken into account during project planning and implementation processes;
- Networking with different stakeholders in the field;
- Advice on the preparation, revision and submission of the project work plans, as required by Project Board and UNDP;
- Assist in the preparation of the ToRs for consultants and assure a quality of work and reports;
- Supervise the management and monitor the project risks initially identified and submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Supervise and ensure timely submission of the Inception Report, Combined Project Implementation Review/Annual Project Report (PIR/APR), Technical reports, quarterly financial reports, and other reports as may be required by UNDP, GEF and other oversight agencies;
- Provide advice for the exchange and sharing of experiences and lessons learned with relevant community based integrated conservation and development projects nationally and internationally;
- Advise the PMU responsible for activity implementation in the target sites;
- Carry regular, announced and unannounced inspections of all sites and the activities of the PMU.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The consultant is expected to work 144 working days during the period from 1 July 2018 to 16 July 2019.

The consultant will work in Bangkok with travels to related project sites in Nong Khai and Songkla or other provinces in Thailand up to 4 trips. The travel will be up to 3 days for each trip.

5) EXPECTED OUTPUTS AND DELIVERABLES

| Milestones | Target Date |
|--|-------------------|
| 1st deliverable: <ul style="list-style-type: none"> Draft Project Work plan and 1st year activity plan Draft Project Inception report | 31 July 2018 |
| 2nd deliverable: <ul style="list-style-type: none"> Deliver of inception report and participate in the Inception workshop Support to the preparation of and participate in the Project Board meeting | 31 August 2018 |
| 3rd deliverable: <ul style="list-style-type: none"> Strategy and action plan for Thailand WEN, including budget for planned activities and responsibilities. Proposed membership of the Thailand WEN ToRs for operational task force under Thailand-WEN | 30 September 2018 |
| 4th deliverable: <ul style="list-style-type: none"> Strategy and action plan for Thailand WEN, including budget for planned activities and responsibilities. Proposed membership of the Thailand WEN ToRs for operational task force under Thailand-WEN | 31 October 2018 |
| 5th deliverable: <ul style="list-style-type: none"> Strategy and action plan for Thailand WEN, including budget for planned activities and responsibilities. Proposed membership of the Thailand WEN ToRs for operational task force under Thailand-WEN | 30 November 2018 |

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| 6th deliverable: <ul style="list-style-type: none"> Specified staff of relevant agencies recognised as Competent Officers under WARPA Agreement for an information-sharing protocol for Thailand WEN agencies Local inter-agency task forces established for Sadao & Rattana-wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force | 31 December 2018 |
| 7th deliverable: <ul style="list-style-type: none"> Specified staff of relevant agencies recognised as Competent Officers under WARPA Agreement for an information-sharing protocol for Thailand WEN agencies Local inter-agency task forces established for Sadao & Rattana-wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force | 31 January 2019 |
| 8th deliverable: <ul style="list-style-type: none"> Dialogue and information exchange with source countries linked with legal and illegal wildlife trade in Thailand under the new “non-native species” WARPA coverage Local inter-agency task forces established for Sadao & Rattana-wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force | 28 February 2019 |
| 9th deliverable: <ul style="list-style-type: none"> Dialogue and information exchange with source countries linked with legal and illegal wildlife trade in Thailand under the new “non-native species” WARPA coverage Local inter-agency task forces established for Sadao & Rattana-wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force | 31 March 2019 |
| 10th deliverable: <ul style="list-style-type: none"> Dialogue and information exchange with source countries linked with legal and illegal wildlife trade in Thailand under the new “non-native species” WARPA coverage Local inter-agency task forces established for Sadao & Rattana-wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force | 30 April 2019 |

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| 11th deliverable: <ul style="list-style-type: none"> • Dialogue and information exchange with source countries linked with legal and illegal wildlife trade in Thailand under the new “non-native species” WARPA coverage • Local inter-agency task forces established for Sadao & Rattana-wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force • Cross-border collaboration on wildlife crime enforcement with counterpart agencies in Laos and Malaysia | 31 May 2019 |
| 12th deliverable: <ul style="list-style-type: none"> • Dialogue and information exchange with source countries linked with legal and illegal wildlife trade in Thailand under the new “non-native species” WARPA coverage • Local inter-agency task forces established for Sadao & Rattana-wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force • Cross-border collaboration on wildlife crime enforcement with counterpart agencies in Laos and Malaysia • Support to the preparation of GEF Project Implementation Report (PIR) of IWT project | 30 June 2019 |

FINAL PRODUCTS:

- Project Work Plan, Activity Plan and Inception Report
- Strategy and action plan for Thailand WEN, including budget for planned activities and responsibilities
- Organisational structure and revised membership of Thailand WEN
- Draft TORs of project consultants
- ToR for operational task forces under Thailand WEN
- Agreement for an information-sharing protocol for Thailand WEN agencies
- Monthly progress report to be submitted at the end of each month, detailing the outputs, key observations, and work plan for the following months.
- Draft Project Implementation Review (PIR)

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the Project Director and GSD Programme Specialist, IGSD Unit, UNDP Thailand.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Thai national
- At least bachelor degree on wildlife conservation and management, environmental management, development study, or related field
- At least 10 years of experience in natural resource management, with senior responsibilities related to wildlife protection, wildlife law enforcement, CITES implementation and/or similar specializations;
- At least 5 years of demonstrable project/program management experience;
- At least 5 years of experience working with high ranking officials of ministries, national or provincial institutions that are concerned with natural resource and/or environmental management;
- Sound knowledge and understanding on illegal wildlife trade issues, biodiversity conservation and protected area land/seascape management would be preferable;
- Have experience in project implementation and result-based management;
- Have working networks with government institutions, non-governmental organisations and local practitioners related to illegal wildlife trade are a plus;
- Excellent communication (both oral and written) and partnership building skills with multi-dimension partners, people skill for conflict resolution and negotiation;
- Computer proficiency, especially related to professional office software packages (Microsoft Office)
- Excellent language skills in English (writing, speaking and reading) and Thai with strong technical writing skills.

8) REVIEW TIME REQUIRED

One working week after submission of deliverables for review/approval of deliverables to authorizing payments.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL TIME

IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION

N/A

10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

☐ Daily

Currency:

☐ Weekly

Currency:

☒ Output-based

Currency:

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

| Deliverable | Weight for payment |
|--|--------------------|
| 1 st payment upon submission of Draft Project Work plan and 1 st year activity plan (July 2018) | 8.3% |
| 2 nd payment upon submission of Inception Report (August 2018) | 8.3% |
| 3 rd payment (September 2018) upon submission of: <ul style="list-style-type: none"> Strategy and action plan for Thailand WEN, including budget for planned activities and responsibilities. Proposed membership of the Thailand WEN) | 8.3% |
| 4 th payment (October 2018) upon submission of: <ul style="list-style-type: none"> Proposed membership of the Thailand WEN ToRs for operational task force under Thailand-WEN | 8.3% |
| 5 th payment upon submission of (November 2018) <ul style="list-style-type: none"> Proposed membership of the Thailand WEN ToRs for operational task force under Thailand-WEN | 8.3% |
| 6 th payment (December 2018) upon submission of: <ul style="list-style-type: none"> Specified staff of relevant agencies recognised as Competent Officers under WARPA Agreement for an information-sharing protocol for Thailand WEN agencies Local inter-agency task forces established for Sadao & Rattana-wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force | 8.3% |
| 7 th payment (January 2019) upon submission of: | 8.3% |

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| <ul style="list-style-type: none"> Specified staff of relevant agencies recognised as Competent Officers under WARPA Agreement for an information-sharing protocol for Thailand WEN agencies <p>Local inter-agency task forces established for Sadao & Rattana-wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force</p> | |
| <p>8th payment (February 2019) upon submission of:</p> <ul style="list-style-type: none"> Dialogue and information exchange with source countries linked with legal and illegal wildlife trade in Thailand under the new “non-native species” WARPA coverage Local inter-agency task forces established for Sadao & Rattana-wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force | 8.3% |
| <p>9th payment (March 2019) upon submission of:</p> <ul style="list-style-type: none"> Dialogue and information exchange with source countries linked with legal and illegal wildlife trade in Thailand under the new “non-native species” WARPA coverage Local inter-agency task forces established for Sadao & Rattana-wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force | 8.3% |
| <p>10th payment (April 2019) upon submission of:</p> <ul style="list-style-type: none"> Dialogue and information exchange with source countries linked with legal and illegal wildlife trade in Thailand under the new “non-native species” WARPA coverage Local inter-agency task forces established for Sadao & Rattana-wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force | 8.3% |
| <p>11th payment (May 2019) upon submission of:</p> <ul style="list-style-type: none"> Dialogue and information exchange with source countries linked with legal and illegal wildlife trade in Thailand under the new “non-native species” WARPA coverage Local inter-agency task forces established for Sadao & Rattana-wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force Cross-border collaboration on wildlife crime enforcement with counterpart agencies in Laos and Malaysia | 8.3% |
| <p>12th payment (June 2019) upon submission of:</p> <ul style="list-style-type: none"> Dialogue and information exchange with source countries linked with legal and illegal wildlife trade in Thailand under the new “non-native species” WARPA coverage | 8.3% |

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| <ul style="list-style-type: none"> • Local inter-agency task forces established for Sadao & Rattana Wapi District border region led by Royal Thai Police, with agreed ToR, membership & SoP for each task force • Cross-border collaboration on wildlife crime enforcement with counterpart agencies in Laos and Malaysia • Support to the preparation of GEF Project Implementation Report (PIR) of IWT project | |
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In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

11) Evaluation Method and Criteria

Individual consultants will be evaluated based on the **cumulative analysis**. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

1. Relevance of Education – Max 10 points
2. Special skills (e.g. writing, presentation and facilitation etc.) - Max 10 Points
3. Relevance of experience in area of specialisation (e.g. climate change issues in developing countries, institutional capacity development etc) - Max 15 points
4. Relevance of experience in key areas (e.g. project development and/or programme management) – Max 20 points
5. Assessment of a cover letter – Max 15 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

12) Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **A cover letter indicating brief description** of a) why the individual considers him/herself as the most suitable for the assignment; and b) how he/she will approach and complete the assignment.
- **Letter of Confirmation of Interest and Availability and financial proposal**, as per template provided in Annex III. Note: National consultants must quote prices in Thai Baht.

Incomplete proposals may not be considered. The short listed candidates may be contacted and the successful candidate will be notified