



**Term of Reference (TOR)**  
**The Development of National Strategy and Action Plan for**  
**Combatting Illegal and Unsustainable Trade in Endangered Species in Indonesia (CIWT)**  
**CIWT Project Activity 1**

**A. General Information**

Title : The Development of National Strategy and Action Plan for Combatting illegal and unsustainable trade in endangered species in Indonesia (CIWT) for CIWT Project Activity 1

Report to : 1. Director of Crime Prevention and Forest Security, Ministry of Environment and Forestry  
 2. Programme Manager NRM Cluster Environment Unit, UNDP Indonesia  
 3. National Project Manager of CIWT

Location : Menara Thamrin, Jl. M.H. Thamrin No.3, Jakarta Pusat

Expected place of travel : As listed in annex 2

Duration of contract : The expected duration of the contract is 5 (five) months calculated based on the contract starting date

Provision of support services :

Location : Yes ☒ ☐

Equipment (laptop etc.) : Yes ☐ ☒

Secretarial Services : Yes ☒ ☐

**Terminology of this TOR**

The terms listed here under are used throughout this request for proposal (RFP) to mean the following:

Wildlife crime	: Crime (from great dictionary of the Indonesian Language) is a behaviour that contrary to applicable values and norms that have been ratified by written law.  Wildlife (from great dictionary of the Indonesian Language) are all animals that live and still have wild properties, both free living and those that are maintained by humans.  Wildlife (Law No. 5 of 1990) is all animals that live on land, water, and air that still have wild traits, both free living and those that are maintained by humans.  Crime against protected animals (Law No. 5 of 1990) Article 21 paragraph 2 (a) captures, injures, kills, saves, possesses, maintains, transports and trades protected animals in living conditions; (b) storing, possessing, maintaining, transporting and trading protected animals in a dead state; (c) removing protected animals from a place in
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		Indonesia to another place inside or outside Indonesia; (d) trade, store or possess skin, body or other parts of protected animals or goods made from these parts or remove them from a place in Indonesia to another place inside or outside Indonesia; (e) taking, damaging, destroying, trading, storing or possessing eggs and / or nests of protected animals.
Stakeholder	:	<p>A person, group or organization that has interest or related to illegal wildlife trade, which can affect or be affected by the related actions, activities, or policies. This include:</p> <ol style="list-style-type: none"> <li>1. Ministry of National Development Planning</li> <li>2. Ministry of Environment and Forestry</li> <li>3. Ministry of Finance</li> <li>4. Ministry of Agriculture</li> <li>5. Ministry of Justice and Human Rights</li> <li>6. Ministry of Trade</li> <li>7. Attorney General's Office</li> <li>8. Indonesia's Corruption Eradication Commission</li> <li>9. The Indonesian Institute of Sciences</li> <li>10. Indonesian National Police</li> <li>11. Industries/companies and financing associations as the business actors</li> <li>12. Local governments at the provincial, district, and city level surrounding three sites</li> <li>13. Related line ministries associated in preparing the supporting policy for illegal wildlife trade.</li> </ol>
RPJMN	:	National Medium - Term Development Plan (RPJMN) is the stage of implementation of the National Long-Term Development Plan (RPJPN) which subsequently becomes a guideline for Indonesian Ministry of National Development Planning in preparing Strategic Plan for ministry/institutional (Rensta-KL) and becomes a consideration for local government in developing development plans for their regions in the context of achieving national development targets.

## B. Background Information

The hunting and distribution of protected wildlife still takes place in all regions of Indonesia every year. This can be seen from the high number of wildlife crimes. In 2017 it reached more than 140 arrests of perpetrators of illegal hunting and distribution. Tigers, elephants, rhinos, primates, birds, fish, and reptiles of various types become commercial commodities for perpetrators. It is estimated that Indonesia losses IDR 9 trillion per year caused by wildlife trade. The trade of protected wildlife includes living animals, body parts and its products. The number of protected wildlife hunting and distribution is still high due to the high demand at the local, national and international markets. Usually, the wild animals are traded to be used as pet animals, traditional medicines, food ingredients, ceremonial or religious media, jewelry, or ornaments.

The other reason that wildlife trade is still happening also because the risks received by the perpetrators are still lower than the profits earned (high profit and low risk). The penalties received by the perpetrators do not cause a deterrent effect so that the recidivism rate (the perpetrators who repeat their actions after receiving imprisonment) reaches more than 20%, especially for perpetrators of high-value wildlife hunting and trafficking, such as pangolin and tigers. To expedite this illegal business, various modus operandi are developed by the perpetrators to avoid detection and law enforcement.

Conventional mode where sellers and buyers meet directly, or either using intermediaries, and even online trading mode can be easily found these days. The interrupted communication system is the modus developed by drug traffickers, and it is also applied in the case of wildlife, making it difficult to the law enforcement officials to find the key actors of the hunting and distribution of wildlife. The government has tried to prevent preemptively, preventively and repressively, but the occurrence of violations of protected wildlife is still happening.

Currently the apparatus's detection capability has increased. This is proven by the number of arrests reaching hundreds every year since 2016. Even so, the practices of illegal hunting and trading are still often occurred because the intensity of crime is still greater compared to the law enforcement efforts that have been done. Efforts against illegal trading to protect wildlife still face challenges in several ways, such as; limited ability of law enforcement officials in investigation; the lack of understanding of the prosecutors and judges in the issue of conservation of protected animals so that existing penalties have not given a deterrent effect on the perpetrators; the loopholes that hinder the effectiveness of law enforcement processes; the cooperation and coordination between law enforcement is not optimal; lack of public participation in monitoring and providing support to law enforcement officials in handling cases; customary law in the community about the use of animals; and also the lack of cooperation with other state law enforcement agencies to tackle transnational crime.

To overcome the problem of crime against protected wildlife, it is necessary to develop a **“National Strategy and Action Plan to Eradicate Hunting and Distribution of Protected Wildlife (SRAK P3SL)”** as a long-term guideline for the Indonesian Government. It can be implemented on an ongoing basis by reviewing the problems that arise, the progress that has been achieved, and the obstacles faced. SRAK P3SL is a planning document that outlines the vision, direction of goals / objectives, strategies and work programs through external and internal evaluations based on the current state of hunting and circulation of wildlife. Thus, efforts to uphold and enforce the law against illegal hunting and distribution of protected wildlife can be carried out more systematically on target, and effective to overcome the hunting and distribution of protected wildlife.

The United Nation Development Program ("UNDP") through the funding support from the Global Environmental Facility ("GEF") - in collaboration with the Directorate General of Environmental and Forestry Law Enforcement is one of the partners that supports the eradication of illegal hunting and distribution of wildlife in the form of collaborative projects with the title of Combatting Illegal and Sustainable Trade in Endangered Species in Indonesia. The project aims to support the government's efforts to reduce the minimum possible crime against protected wildlife in order to protect and preserve endangered wildlife species in Indonesia. One of the activities that will be carried out is to

compile a document entitled "National Strategy and Action Plan to Eradicate Hunting and Distribution of Protected Wildlife."

### **Context of this TOR**

In preparing the document, the Combatting Illegal Wildlife Trade (CIWT) Project will use a consulting firm that will facilitate the process of preparing and completing **SRAK P3SL** documents. The consulting company will work with the Team from the Directorate General of Law Enforcement of the Ministry of Environment and Forestry of the Republic of Indonesia, National Police of the Republic of Indonesia, Indonesian National Army, Directorate General of Customs and Excise Ministry of Finance of the Republic of Indonesia, Ministry of Agriculture of the Republic of Indonesia, Drug and Food Supervisory Agency, Attorney General's Office of the Republic of Indonesia, Supreme Court of the Republic of Indonesia, Financial Transaction Reporting and Analysis Center, and Eradication Commission Corruption of the Republic of Indonesia in the form of focused discussion.

The context of this TOR is that UNDP, as the Delivery Agent, is seeking to engage consulting firm/company to conduct The Development of National Strategy and Action Plan for the Eradication of Hunting and Illegal Trade in Endangered Species in Indonesia.

Theory of Changes Diagram of IWT Project is attached.

### **C. The Outlines**

- Background /problem statement;
- Defining Vision, Mission and Objectives;
- Defining priority activities;
- Explanation and division of roles, functions and responsibilities of the parties;
- Execution time /timeline;
- The roadmap/scheme for handling hunting and circulation of wild animals is protected by its evaluation;
- Identifying and encouraging supporting factors;
- The measurement of activities impact / effectiveness of interventions;
- Monitoring Plan
- Action Plan
- Flowchart diagram of activities and interventions that are carried out;
- Final conclusion /executive summary.

### **D. Expected Approach and Ethical Guidelines**

The consultant will be expected to observe full ethical guidelines and approach during the field work (specifically) and throughout the process (generally) which will be designed and agreed during the methodology design stage. It is important, however, to highlight the following fundamentals to UNDP's intervention practice which the Organization/Company is expected to keep in mind:

- Ensure that both the formal and informal environmental and socio-economic mechanisms are examined;

- Be aware of conflict and gender sensitivities and adopt the principles and practices of participatory dialogue for all consultations.
- Respect local cultures and values and ensures behaviours of research team do not violate norms and values;
- Ensure adequate safety to those conducting and attending the consultations and other activities of the process;
- Ensure objectivity and independence by conducting the consultation in an impartial manner;
- Work with relevant government to identify participants for the consultations; and
- Pay attention to vulnerable group throughout the process.

## **E. Risks and Assumptions**

Undertaking data collection in the facilities level presents several challenges including rejection or resistance from the host, data is not sufficient or not valid, data is considered as confidential matter, and longer administration process which may delay the project.

One of the other risks that may happen is slow process of coordination between government agencies and the relevant partners which require additional acceleration support. It is expected that the consultant should consider the successful factor of project implementation, i.e. relevant government agencies sharing data in timely manner.

Reorganization in the relevant government agencies may occur in the project period which may also affect the commitment of the organizations/facilities. The organizations/company shall identify the risks prior to the project implementation and develop strategies of countermeasures.

## **F. Institutions/Resources who Need to be Involved**

1. Republic of Indonesia National Police
2. General Directorate of Customs and Excise, Ministry of Finance of the Republic of Indonesia
3. Quarantine (Ministry of Agriculture)
4. Attorney General's Office of the Republic of Indonesia
5. Republic of Indonesia Supreme Court
6. Republic of Indonesia Corruption Eradication Commission (KPK)
7. Financial Transaction Analysis and Reporting Centre (PPATK)
8. Angkasa Pura and the Sea Port Authority (Ministry of Transportation)
9. Indonesian Institute of Sciences (LIPI)
10. Non-Government Organizations ("NGOs") that deal with the protection of wildlife are protected
11. Institutions/individuals who are familiar with CITES issues in Indonesia
12. Institutions/individuals who are experts in the field of Biodiversity Conservation
13. Institutions/individuals who are experts in the field of prevention and safeguards in the field of hunting and distribution of protected wildlife
14. Expedition companies Association
15. E-commerce association

## **G. Scope of Work**

The team of consultants will coordinate with Directorate General of Law Enforcement of the Ministry of Environment and Forestry. The main scope of works are as follow:

1. The target wildlife are wild animals that are protected under PP no. 7 of 1999 juncto Permen 20/2018.
2. SRAK P3SL can be used by other parties involved in handling illegal hunting and distribution of wildlife, not limited to law enforcement officials. The details of the parties will be described in SRAK. P3SL.
3. Strengthening the policies and regulations related to hunting and circulation of protected wildlife.
4. Strengthening the law enforcement and cooperation between law enforcement across sectors and countries.
5. Demand reduction.
6. Public awareness.

### **PHASE 1**

#### Scope of work 1: Initial preparation

- 1.1 Facilitate kick off meeting(s) to get input from the parties and to discuss the detailed tasks;
- 1.2 Participate and initiate meetings/ Focus Group Discussion with other relevant stakeholders as needed (e.g. other line ministries and other relevant stakeholders);
- 1.3 Submit detailed work plan and scope of study within 2 weeks of the contract commencement date;

#### Scope of work 2: Development of Background and Defining Vision, Mission and Objectives

- 2.1. Identify the background or problem statement for Wildlife Crime;
- 2.2. Defining Vision, Mission and Objective;
- 2.3. Defining priority activities;
- 2.4. Execution time /timeline;

### **PHASE 2**

#### Scope of work 3: Development of National Strategy and Action Plan

- 3.1. Conduct FGD to collecting primary and secondary data and information on wildlife crime;
- 3.2. Identify/Map key stakeholders that play a significant role in managing wildlife crime;
- 3.3. Explanation and division of roles, functions and responsibilities of the parties;
- 3.4. Develop the roadmap/scheme for handling case of wildlife crime;
- 3.5. Develop Flowchart diagram of activities and interventions that are carried out.
- 3.6. Develop monitoring plan;
- 3.7. Develop action plan;
- 3.8. Draft of the SRAK P3SL document as an effort to prevent poaching and illegal distribution of protected wildlife. (recommendation for MoEF)

### **PHASE 3**

#### Scope of work 4: Final Report

Submit draft final report prior to stakeholder meeting to discuss draft report containing all report produced in scope of work 1 to 3:

- 4.1 Conduct stakeholder meeting to discuss draft report for inputs and comments;
- 4.2 The report shall be an in-depth analysis and can be used as guidelines for handling wildlife crime by law enforcement agencies and related parties.
- 4.3 Availability of notes on the preparation process that can be used as learning material and reference documentation for the parties who are committed (made separately from SRAK P3SL document);
- 4.4 Finalize report based on all inputs and comments gathered from all stakeholders, UNDP and Ministry of Environment and Forestry and submit the report in English and Indonesian. The consultant shall submit a file storage (i.e. USB or CD) containing soft copy of editable version of final report, all presentation, photos and video, all data and calculation, and simulation result (if available);

#### Scope of work 5: Ensuring multi stakeholder participations.

Within each scope of works mentioned above, the team of consultants are expected to ensure the active participation of government agencies, private sectors, academicians, local governments and local indigenous peoples, and non-governmental organizations.

### **DELIVERABLES**

All forms of reports shall be developed in English with an excellent translation in the national language (Bahasa Indonesia). All reports must be presented first to Director General of Law Enforcement of Environment and Forestry, Ministry of Environment and Forestry of Indonesia for feedback and comments. These comments must be incorporated to the reports before the product's final approval by the project steering committee. The final reports must have an executive summary and Power Point presentation. The team of consultant shall submit the final report both in English and Bahasa Indonesia version in a file storage (i.e. USB or CD) containing soft copy of editable version of final report, all presentation, photos and video, all data and calculation, and simulation result (if available).

## H. PAYMENT SCHEDULE

Phase	Deliverable/Outputs	Duration (in months)	Output Progress	Due Date	Payment Schedule	Payment Amount
1	<ul style="list-style-type: none"> <li>Finalized Work Plan</li> <li>Draft report 1 covering scope of work 2 (development of background and defining vision, mission and objectives)</li> </ul>	1	30%	31 January 2019	Within one week after signature of the contract	25%
2	Second draft report covering scope of work 3 (Development of National Strategy and Action Plan)	3	75%	30 April 2019	11 April 2019 (subject to approval by DG Gakum and Technical Officer of UNDP)	50%
3	Final Report	1	100%	31 May 2019	10 May 2019 (subject to approval of final report by DG Gakum and Technical Officer of UNDP)	25%

## I. EXPERIENCE

The UNDP is seeking an organization/company, which can demonstrate:

- Experience in wildlife conservation and biodiversity sectors.
  - At least 5 years of experience working in national strategic management, conservation, forestry, environment, and/or biodiversity sector(s);
  - Knowledge in conservation and biodiversity business process;
  - Knowledge in wildlife crime;
  - Familiar with Indonesia's biodiversity and wildlife conservation sector's status, policies and regulations is preferred;
  - Knowledge in types and mechanisms of PA management financing and/or forestry.
- Experience and expertise in engaging government and private sectors, and designing/implementing multi-stakeholder engagement process leading to broad-based consensus and support:
  - At least 5 years of experience in designing and implementing multi-stakeholder projects.



3. Experience in projects and programmes in Indonesia and ability to work effectively in Indonesia, especially in the selected sectors;
  - At least 5 years of experience in conducting projects in Indonesia.
4. Good project management ability.
  - Focused on result responds positively to feedback;
  - Ability to deliver the expected report in timely manner; and
  - Demonstrate openness to change and ability to manage complexities.

## **J. QUALIFICATIONS**

The companies that will work on this need to utilize the services of experienced professionals in the field of:

- Strategic Management and System Development to act as Team Leader;
- Analyst, with a background in biology, forestry, or geography (using statistical modelling);
- Wildlife Trafficking Management Expert;
- Environmental Law Expert;
- Criminologists, who understands the issue of crime against the environment (environment crime).
- Communication Expert

### **1. Personal Education/Qualification**

Minimum requirements include:

#### **a) Team leader/Strategic Management (one person)**

- Qualifications:
  - Minimum Master Degree (S2) in the field of management, with experience in related fields for at least 5 years.
  - Have a good understanding in the field of or biodiversity and wildlife crime and conservation management in Indonesia.
  - Have an understanding and knowledge about the issue of hunting and trafficking of protected wildlife (additional).
- Competencies:
  - Professionalism, integrity and commitment in the project;
  - The ability to motivate and form the scope of teamwork in supporting the achievement of goals;
  - Self-confidence in the ability to accept responsibility and accountability for decision making and action;
  - Creative and innovative in deconstructing and providing solutions to related issues;
  - Excellent time management capability, with the ability to deliver high quality outputs in the right time;
  - Sensitivity in building and maintaining partnerships, especially considering the focus of assignments in resource mobilization and proposal writing.

**b) Analyst**

- Qualifications:
  - Graduates of Bachelor (S1) or Masters (S2), preferably Biology or Forestry Graduates
  - Minimum 3 years experience in coordinating research on biodiversity with a statistical approach.
  - Familiar with the use of statistics for biodiversity (population, ecology) research, including Vortex, MaxEnt, or others.
  - Can collaborate in teams, as well as individually.
  - Have a high spirit in testing and validating models to make accurate and consistent models.
- Competencies:
  - Independent, understand and accustomed to doing data processing and making data analysis reports.
  - Prepare and use analytical programs to collect data and information related to illegal hunting and circulation of protected wildlife
  - Identifying relationships and trends in the data, as well as influencing factors.
  - Analyze and interpret statistical data to identify significant differences in the relationship between information sources.
  - Report the results of statistical analysis, including information in the form of graphs, diagrams, and tables along with explanations that can be understood by society.

**c) Wildlife Trafficking Management Expert**

- Qualifications:
  - Graduates of Bachelor (S1) or Masters (S2), preferably Biology or Forestry Graduates.
  - Minimum 5 years experience in the issue of wildlife trafficking.
  - Have certification of trainings related to wildlife trade management or conservation management.
  - Have a communication network in government and non-government institutions.
  - Experienced in providing training or presentations related to the management of wildlife domestically / or abroad.
  - Active in various wildlife conservation forums in Indonesia.
  - Have knowledge of CITES, IUCN, RAMSAR, CBD or other conventions related to wildlife conservation management issues.
- Competencies:
  - Having the latest knowledge about wildlife trafficking in Indonesia and globally, especially in the issue of illegal hunting and circulation of wildlife.
  - Having experience being a keynote speaker in various national and international media related to wildlife trafficking in Indonesia.
  - Experienced in making wildlife trafficking monitoring strategy documents in Indonesia.
  - Known and has good relations with various relevant agencies, especially the Ministry of Environment.

**d) Environmental Law Expert**

- Qualifications:
  - Bachelor graduates (S1) in Environmental Law, preferably those who have a master's degree (S2) in a related field.
  - Have work experience in the field of environmental law for at least 3-5 years.
- Competencies:
  - Able to conduct research and analysis in the form of primary and secondary data needed.
  - Assist the team leader in preparing and organizing public hearings.
  - Identify and analyze the environmental law implementation in Indonesia.
  - Analyze the role of environmental laws in development related to wildlife trade.
  - Understanding the state of wildlife law enforcement in Indonesia

**e) Criminologist**

- Qualifications:
  - Bachelor graduates (S1) of Criminology, preferably Master Graduates (S2) with experience in a related field of at least 3 years.
  - Legal understanding and knowledge of the field of environmental crime (especially hunting and protection of protected wildlife) is an added value.
- Competencies:
  - Have a high understanding of the science of investigative techniques, investigation of Case Events, case investigations, and judicial proceedings.
  - Have a high understanding of crime prevention (crime prevention), including the ability to identify parties who commit crimes, cause of crime, prevent crime, and ways of mediating parties who have committed crimes.
  - Ability in the risk assessment of actors, rehabilitation methods, use of forensic interview strategies, and mediation skills.
  - Skills in debate in Criminology and Forensic Psychology that directly affect people at all points in the legal system.

**f) Communication Expert**

- Qualifications:
  - Graduates of Bachelor (S1) in the field of Communication and Public Relations, preferably those who have Master's Degrees (S2) in related fields.
  - Have work experience in the field of communication, at least 3 years.
- Competencies:
  - Have a basic understanding of the issue of wildlife trade.
  - Able to communicate messages in various media.
  - Have the ability to conduct persuasion, lobbying and negotiation communication.
  - Broad insight into the scope of the organization.
  - Master interpersonal communication in overcoming pressure from the community and building customer trust.

- Providing, serving and mastering information related to the organization and public services.
- Mastering administrative matters in general, as well as understanding the organization and its relationship with the internal and external public.
- Have insight and understanding of public and media characteristics.
- Have the ability to take decisions that are fast, intelligent and minimize negative impacts.
- Have managerial skills, issue management and information management.

## 2. Language Requirement

While all individuals on the team may not have both English and Indonesian skills, collectively and at all times, there should be at least:

- Proficiency in English language, spoken and written. The consultants must have the ability to write reports, make presentations, and to provide training etc. in the English language.
- Proficiency in Indonesian, spoken and written. The consultants must have the ability to write reports, make presentations, and to provide training etc. in Indonesian.

## 3. Composition of Key Staff

A guideline proposed staffing structure for the consulting team is given in the following Table. **Bidders should specify the amount of the time of key staff would spend in the field during project period.** The combined team's CV should clearly demonstrate experience in the above-mentioned disciplines. Bidders are encouraged to review and propose their own staffing schedule to match the project need. Bid submissions must include CVs for proposed staff in the format given in the Attachment II "Technical Proposal Format", Section 3: Personnel

Suggested staffing structure and inputs

Description	Quantity	Unit	Number of Unit (Man. Days) in total	Remarks
Team Leader	1	Person	100	National
Analyst	1	Person	100	National specialist
Wildlife Trafficking Management Expert	2	Persons	100	National specialist
Environmental Law Expert	1	Person	100	National specialist
Criminologist	1	Person	100	National/International Specialist as advisor
Communication Expert	1	Person	100	National/International Specialist as advisor
<b>Total</b>	<b>7</b>		<b>600</b>	

## 4. Other Selection Criteria

Given the urgency and on-going nature of the work, the Organization/Company must be available to start in January 2019.

The list of criteria which shall serve as basis for evaluating proposals and awarding the contract, and the respective weight of each criteria, is provided in DS No. 32 of the RFP Data Sheet. The award will be done according to the Combined Scoring method – where the qualifications and methodology will be weighted 70%, and combined with the price offer which will be weighted at 30%. (clarification to UNDP cq Procurement)

The formula for the computation of total final rating will be as follows:

Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

Total Combined Score:

$$(\text{TP Rating}) \times (\text{Weight of TP, 70\%})$$

$$+ (\text{FP Rating}) \times (\text{Weight of FP, 30\%})$$

**Total Combined and Final Rating of the Proposal**

LIST OF ANNEXES

**ANNEX 1. TIMELINE**

**ANNEX 2. LIST OF EXPECTED MINIMUM NUMBER OF ACTIVITIES (WORKSHOP, SEMINAR, FGD, CONFERENCE OR SIMILAR)**



## ANNEX 1. TIMELINE

Description	Deliverable	Month					
		Dec '18	Jan '19	Feb '19	Mar '19	Apr '19	May '19
Sign contract		W4					
1.1. Facilitate kick off meeting(s) to get input from the parties and to discuss the detailed tasks;	Minutes of Meeting						
1.2. Submit detailed work plan and scope of study within 2 weeks of the contract commencement date;							
1.3. Participate and initiate meetings/ Focus Group Discussion / interview with other relevant stakeholders as needed (e.g. key person, other line ministries and other relevant stakeholders);	Minutes of Meeting						
1.4. Collecting primary and secondary data							
2.1. Identify the background or problem statement for Wildlife Crime;	Draft Report						
2.2. Defining Vision, Mission and Objective;	Draft Report						
2.3. Defining priority activities;							
3.1. Conduct FGD to propose draft report (collecting input)							
3.2. Identify/Map key stakeholders that play a significant role in managing wildlife crime in Indonesia;							
3.3. Explanation and division of roles, functions and responsibilities of the parties;							
3.4. Develop roadmap/scheme for handling case of wildlife crime Develop Flowchart diagram of activities and interventions that are carried out.							
3.5. Develop Flowchart diagram of activities and intervention that are carried out							
3.6. Develop monitoring plan and action plan							
3.7. Draft of the SRAK P3SL Document							
4.1. Conduct stakeholder workshop to discuss draft report for inputs and comments;							

<p>4.2. Draft Final Report (The report shall be an in-depth analysis and can be used as guidelines for handling wildlife crime by law enforcement agencies and related parties).</p> <p><i>note: Availability of notes on the preparation process that can be used as learning material and reference documentation for the parties who are committed (made separately from SRAK P3SL document);</i></p>							
<p>4.3. Finalize report based on all inputs and comments gathered from all stakeholders, UNDP and Ministry of Environment and Forestry and submit the report in English and Indonesian. The consultant shall submit a file storage (i.e. USB or CD) containing soft copy of editable version of final report, all presentation, photos and video, all data and calculation, and simulation result (if available);</p>							
<p>Ensuring multi stakeholder participations. Within each scope of works mentioned above, the team of consultant is expected to ensure the active participation of government, private sector, academicians, local people, and NGO.</p>							

Note: All schedule of activities are subject to discussion  
FGD, meetings and site visits: Refer to annex 2



**ANNEX 2. LIST OF EXPECTED MINIMUM NUMBER OF ACTIVITIES (WORKSHOP, SEMINAR, FGD, CONFERENCE OR SIMILAR)**

No.	Item	Amount	No of Days	Location
1.	FGD: For validating work plan of the consultant	1	2	Jakarta
2.	Kick off Meeting	1	1	Jakarta
	<ul style="list-style-type: none"> <li>- Interview key person related wildlife crime</li> <li>- Collecting primary and secondary data on wildlife crime</li> <li>- Serial FGD</li> </ul>	3		Jakarta
3.	Final Stakeholder Meeting	1	1	Jakarta
4.	Site Visit	3	6	Medan, Surabaya, Bitung
5.	Public Consultation at site	3	6	Medan, Surabaya, Bitung
6.	Wrap Up Workshop	1	1	Jakarta

Note: The table represents minimum scenario in relation to number of activities and the grouping of sub-sectors within each scope of work. The team of consultants is expected to design and estimate the grouping, or the number of stakeholder consultations and site visits needed in each scope of work, by referring to the table. The site visits shall only be conducted on the sub-sectors which are considered necessary to conduct field visits for the purposes of sampling, data collection and/or data confirmation.

The team of consultants shall cover the costs for accommodation, travelling to and transportation within Indonesia. Routine home-office costs for materials, printing, telecommunication, etc. are considered to be covered within the team of consultant's remuneration. The cost of meeting packages will be borne by the consultants.

### ANNEX 3. THEORY OF CHANGED DIAGRAM OF THE PROJECT COMBATTING ILLEGAL WILDLIFE TRADE

