UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE

I.	General Information
Job title:	**Chief Technical Advisor (CTA) for Enhanced Management of Protected Area Project;**
Project/Program:	Protected Area Management;
Duty station:	Addis Ababa based at the Ethiopian Wildlife Conservation Authority's (EWCA) office as specified on the ToR;
Type of Contract:	International Individual Consultant;
Level:	Chief Technical Advisor (CTA), International;
Supervisor:	UNDP and EWCA
Duration:	12 months;
Expected start date:	Immediately after signing of the Contract;

II.	Background

Globally Wildlife products and live animals trade continues to flourish due to low risk and high profitability. Ethiopia has been identified both as a source and key transit country for wildlife products and live animals. The Enhanced Management of Protected Area system Ethiopia Project (EMPA) is therefore seeking to implement solutions that will counter the threats to biodiversity and overcome the barriers to effective management of protected areas and to combat illegal wildlife trade. The main objective of this project is to build Ethiopia's capacity for biodiversity conservation through increased effectiveness of protected area management and implementation of measures to reduce Illegal Wildlife Trade (IWT) and poaching. This objective will be achieved through the implementation of four project components: Component 1: Protected Area Management and biodiversity conservation. This component will focus on demonstrating how effective management of protected areas in Ethiopia can be achieved by targeting a small number of Protected Areas, given that the selected pilot sites are those protected areas in which key target species (elephants and big cats) are found; Component 2: Implementation of anti-trafficking measures. This component will focus on improving different aspects of law enforcement so as to increase the deterrent to illegal wildlife trafficking: Component 3: Landscape approach to forest and agro-biodiversity conservation. This component focuses on realizing the value of agro-biodiversity for the country and specifically for people living in the vicinity of the protected areas targeted in Component 1. Finally, Component 4 Knowledge Management, Gender Mainstreaming, and M&E. Lessons learned from the project via active participation of all stakeholder groups in the project implementation, gender mainstreaming and M&E will be made available nationally and internationally to facilitate the fight against IWT. Ultimately, the project will contribute to long-term impacts or global environmental benefits including: i) the recovery of wildlife populations in the five project sites in Ethiopia (Omo National Park, Mago National Park, Chebera Churchura National Park,

Kaftashiraro National Park and Babile Sanctuary|), specifically targeting elephants, lions and cheetahs: these were selected as the Global Wildlife Programme (GWP) flagship species to measure the success of the proposed project, and ii) there is no loss of habitat and agro-biodiversity. This project forms part of the Global Environment Facility (GEF) Programmatic Approach to Prevent the Extinction of Known Threatened Species and falls under the GEF Programme Global Partnership on Wildlife Conservation and Crime Prevention for Sustainable Development (9071).

III.   Objective of the Assignment

The Chief Technical Advisor (CTA) will be responsible for providing technical backstopping to the EMPA Project and will focus in particular on supporting the Ethiopian Wildlife Conservation Authority (EWCA) in leading the implementation of the project. He/she will render technical support to the Project Manager (PM), staff and other government counterparts. The CTA will provide the required high-level technical inputs, reviewing and preparing Terms of Reference and reviewing the outputs of consultants and other sub-contractors. He/she will report to the UNDP and EWCA Director General.

The CTA is responsible for:

- Policy Advice and Programme Support
- Mainstreaming international combatting Illegal Wildlife Trade experience into relevant country frameworks.
- Policy Research and Development
- Policy Positioning and Representation
- Strengthen EWCA's capacity for policy analysis on combatting Illegal Wildlife Trade and Poaching
- Coordination of implementation of EMPA project;
- Provide quality assurance for the EMPAS project
- Develop the capacities of the Five Protected Areas and the EWCA staff
- Partnerships and Resource Mobilization
- Knowledge Management

IV.   Scope of Work

The Ethiopian Wildlife Conservation Authority is looking for to hire an experienced Chief Technical Adviser on Implementation of anti-trafficking measures, Protected Area Management and biodiversity conservation and who will act as Adviser to the Director General. The advisor is expected to provide advisory services in the formulation, effective implementation and coordination of top-notch policies, strategies, setting the Environmental Crime Unit; and the implementation of international standard illegal wildlife trade controlling measures. The Chief Technical Adviser will on a regular basis advise the director General on major policy and strategic developments in controlling illegal wildlife trade in Ethiopia and the

level of transit at Bole airport. He/she will support the Director General to set up the Environmental Crime Unitk and systems to effectively formulate, implement and coordinate interventions at all levels of government to combat illegal Wildlife trade within Ethiopia and across Africa through well-coordinated regional network. In general, the advisor will have the following duties and responsibilities.

Duties and Responsibilities

1. Policy Advice and Programme Support

- Provide technical and strategic assistance for project activities, including planning, monitoring and site operations, and assuming quality control of interventions;
- Pay attention to gender mainstreaming and attaining gender markers in all work outputs;
- Provide hands-on technical support to the Project Manager, EWCA, project staff, the five Protected Area staff, and other government counterparts;
- Additionally, provide support in the areas of project management and planning, management of site activities, monitoring, and impact assessment;
- Support the EWCA leadership for the implementation of Components One and Two, of the EMPA project and facilitate support work as requested;
- Provide a mentoring/coaching role to senior managers in EWCA and especially for the Environmental Crime Unit;
- Support EWCA in strategic fund raising and partnership liaison with a view to soliciting further needed on the ground support for the effective wildlife conservation and countering illegal wildlife trade in Ethiopia;
- Provide technical services and support to all implementing partners with regards to wildlife conservation, illegal wildlife trade and the law enforcement chain, especially as related to components 1 and 2 of the project.
- Provide quality control on all outputs related to Components One and Two;
- The CTA is responsible for documenting lessons learnt from the project site investments on law enforcement.
- Preparation of Terms of Reference for consultants and sub-contractors, and assist in the selection and recruitment process;
- Coordinate the work of all consultants and sub-contractors, ensuring the timely delivery of expected outputs, and effective synergy among the various sub-contracted activities;
- Assist the Project Manager in liaison work with project partners, donor organizations, NGOs and other groups to ensure effective coordination of project activities;
- Document lessons from project implementation and make recommendations to the Steering Committee for more effective implementation and coordination of project activities;
- Address key communication need and support the development and implementation of a project communication plan; and

Perform other tasks as may be requested by EWCA, UNDP, Project Manager, Steering Committee and other project partners

2.   Policy Research and Development

- Conduct analysis of data, case evidence and research findings to distill relevant lessons from the EMPA project to support policy development and innovation in the areas of controlling Illegal Wildlife Trade and, Poaching and Protected Area Management in close cooperation with the relevant EWCA, the Five Parks, EBI, UNDP country and regional offices;
- Review and assess policies in relevant thematic area with the objective to identify gaps and opportunities for development of new policies and to guide Illegal Wildlife Trade control priorities and work plans;
- Contribute to development of guidance in illegal Wildlife Trade control and related tools for the implementation of global policy standards, including coordinating testing and rolling out of tools and methodologies;
- Ensure thematic linkages between global policy development and Protected Area Management including, on topics such as Illegal Wildlife Tread, Poaching, landscape approach for biodiversity and ecosystem conservation, and protected area management;
- Apply integrated multi-disciplinary approaches, to meet policy and programming needs in line with national guidance and standards;
- Take part in the process of analyzing, improving and adapting policies for different contexts on key emerging national policy agendas based on policy initiatives designed;
- Provide context input to support the quality assurance of policy services and foster policy innovation in the specific thematic area of illegal Wildlife Trade to enhance the EWCA's project delivery.

3. Policy Positioning and Representation

- Ensure coherence in terms of messaging and conceptual positioning of the Ethiopian Wildlife Conservation Authority (EWCA) in the illegal Wildlife Trade control spaces vis a vis partners and clients;
- Provide high-level technical advice to support EWCA's contribution to key national policy processes;
- Advocate policy and positioning of the thematic area with civil society partners, including academia and the private sector;
- Position EWCA as a leader on decentralized, Protected Area Management and illegal Wildlife Trade control in Ethiopia;
- Provide substantive inputs to mobilizing, fostering and strengthening strategic partnerships with UN entities, bilateral and multi-lateral development partners and provide inputs to those partnerships in support of EWCA's initiatives;

- Provide technical support for the EWCA international, regional Illegal Trade control meetings and other fora to develop partnerships, advance EWCA's strategic agenda and build the EWCA and the five Protected Areas staff s capacity's;
- Provide inputs and insights into relevant Wildlife Monument partnerships and frameworks;
- Engage in policy dialogue with partners, represent EWCA at conferences, workshops and technical meetings and ensure that the programmatic experience from the ground informs the government of Ethiopia policies and Programmmes;
- Conduct research and analysis and draft materials to support mobilizing, fostering and strengthening strategic partnerships with UN entities and other relevant bodies;
- Draft and aid the development of briefings and speeches, as applicable, especially for the EWCA Director General meetings;
- Prepare materials to aid in advocating the importance of the thematic area in various fora, including academia and civil society, with a view to deepen related political commitment and reforms;
- Support EWCA staff engagement in development partners and UN interagency coordination in relevant policy areas.
-

4. Partnerships and Resource Mobilization

- Mobilize, foster and strengthen strategic partnerships with UN entities, bilateral and multilateral partners providing substantive inputs to those partnerships in support of the EWCA's initiatives;
- Undertake research for partnership building and resource mobilization, prpeapre concept notes, proposals and marketing materials, and participating in relevant meetings, in line with EWCA's partnership and resource mobilization strategy;
- Perform analysis and research to support the implementation of EWCA partnership strategies with UN and external partner institutions, including private sector, academia, NGOs, and CSOs;
- Participate in relevant meetings, including resource mobilization, partnership and advocacy activities with UN agencies, bilateral and multilateral development partners and external stakeholders;
- Mobilize financial resources from relevant donors and partners for implementing Protected Area Management and biodiversity conservation projects; and
- Formulation donor briefings and presentations in support of EWCA's resource mobilization efforts.

5. Knowledge Management

- Advance policy dialogue through national, regional and global exchange of knowledge and share knowledge products, tools and guidance to help influence/advance policy dialogue in the thematic area and present such material at various fora;
- Oversee EWCA's specific knowledge extraction, analysis, documentation, codification of results/lessons learned ensuring that knowledge sharing, and content management is in line with guidelines and performed using corporate tools;
- Develop specific knowledge products to increase visibility of the EWCA Illegal Wildlife Trade control and Protected Area Management work.
- Keep an up-to-date library of knowledge related to the thematic area at country specific level and proactively share documents with EWCA staff and respond to their specific requests for information;
- Contribute to the development and review of knowledge products in close coordination with EWCA, UNDP HQ and Regional Hub and Country office teams by analyzing and sharing lessons learnt and programme evaluation results.

V.   Key deliverables:

- Setting Environmental Crime Unit; and strengthening the unit staff capacity;
- Introduce and implement international standard illegal wildlife trade controlling measures;
- A comprehensive assessment report and action plan on coordination mechanisms for controlling national   and regional level illegal wildlife trade;
- Periodically prepare policy Notes and Briefs to the director General on key strategic and emerging issues for fostering illegal wildlife trade controlling measures;
- Provide high level advise and strategies the country's unique wildlife resources could contribute to economic growth and boost tourism flow;
- Inputs provided in the formulation or revision of policies, plans, strategies and programmes in the context of GTP II and SDGs agenda.
- Draft Resource Mobilization strategy and donor mapping of the Protected Area Management, Biodiversity Conservation and controlling Illegal Wildlife Trade and poaching;
- Effective implementation of the Enhanced Management of Protected Area Project.

VI.   The duration of the assignment

Duration of the assignment is for 12 months.

VII.   The duty station and expected places of travel, if any

The Chief Technical Advisor Chief Technical Advisor (CTA) for Enhanced Management of Protected Area **Project** will be placed in the Ethiopian Wildlife Conservation Authority and fully integrated with UNDP country office, regional and HQ levels. The IC will be traveling to the five protected areas: (i) Omo National Park, (ii), Mago National Park,(iii) Chebera Churechura National Park, (iv) Babille Elephant Sanctuary   and (V) Kafto Shiraro National Park as needed by the Ethiopian Wildlife Conservation Authority and provide field level technical support to the park staff.

VIII. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
In this section list **all** 5 core competencies as well as the most relevant technical/function competencies the role will require along with the appropriate level. Primary competencies are those integral to the position and are the criteria by which a hiring decision would be made. Secondary competencies are necessary but are not critical to the role.	
Core	
Innovation *Ability to make new and useful ideas work*	Level 6: Transformational Visionary (Recognized World Class Expert)
Leadership *Ability to persuade others to follow*	Level 6: Transformational Visionary (Recognized World Class Expert)
People Management *Ability to improve performance and satisfaction*	Level 6: Transformational Visionary (Recognized World Class Expert)
Communication *Ability to listen, adapt, persuade and transform*	Level 6: Transformational Visionary (Recognized World Class Expert)
Delivery *Ability to get things done*	Level 6: Transformational Visionary (Recognized World Class Expert)
Technical/Functional	
Primary	
Climate Change (General) *Knowledge of climate change adaptation and finance, linkages to development and ability to apply to strategic and/or practical situations*	Level 4: Originate (Peer Regarded Lead Expert)
Adaptation	Level 4: Originate (Peer Regarded Lead Expert)

Knowledge of CCA issues and the ability to apply to strategic and/or practical situations, including analysis of projects from a gender perspective	
Research *Knowledge of various programme information for research to provide recommendation and guidance to management*	Level 4: Originate (Peer Regarded Lead Expert)
Partnerships *Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships*	Level 4: Originate (Peer Regarded Lead Expert)
Knowledge Management *Ability to capture, develop, share and effectively use information and knowledge*	Level 4: Originate (Peer Regarded Lead Expert)
Secondary	
Project and Programme Management *Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals*	Level 4: Originate (Peer Regarded Lead Expert)
Report and Brief Writing *Ability to prepare quality reports and briefs*	Level 4: Originate (Peer Regarded Lead Expert)

IX. Recruitment Qualifications	
Education:	Advanced university degree (Master's or equivalent) in atural Resources Management, Conservation Biology, Conservation or Protected Areas Management, Environmental Sciences, or related fields of expertise or alternatively a relevant law enforcement background.
Experience:	• At least 12 years of professional experience, of which at least eight are at international level; • Previous experience relating to work on wildlife conservation and illegal wildlife trade, and establishing an Environmental Crime Unit type of institution is essential, with a strong track record of on the ground practical work in law enforcement; • Strong skills in monitoring and evaluation and experience in implementing environmental projects;

	• Previous experience with GEF projects is an added plus; • Ability to effectively coordinate a large, multidisciplinary team of experts and consultants; • Be an effective negotiator with excellent oral and presentation skills; • Excellent communication and writing skills in English; knowledge of Amharic would be a significant advantage.
Language Requirements:	Fluency in English; both written and oral.
Other:	

X. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

▪ Responsive/compliant/acceptable, and

▪ Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:

   a. Technical Criteria weight is **70%**
   b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on Competency based interview CV, and Proposal)	**70**	
▪ **Criteria a: Educational relevance:**	10	
▪ **Criteria b: Understanding the scope of work and organization of the proposal**	30	
▪ **Criteria c: Experience of similar assignment**	10	
▪ **Criteria d: Competency Based-Interview**	20	
Financial (Lower Offer/Offer*100)	**30**	
Total Score	Technical Score * 70% + Financial Score * 30%	

X.   Payment Modality:

The payment modality will be monthly based.