

Terms of reference



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GENERAL INFORMATION

Title: International Wildlife Trade and Policy Specialist

Project Name : PPG Combatting Illegal and Unsustainable Trade in Endangered Species in Indonesia

Reports to: PPG Team Leader/Project Design Specialist and Technical Officer for NRM, Environment Unit, UNDP Indonesia

Duty Station: Home Based

Expected Places of Travel (if applicable): Jakarta, Bogor, Surabaya and Medan

Duration of Assignment: 50 working days

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/>	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :
<input type="checkbox"/>	(1) Junior Consultant
<input type="checkbox"/>	(2) Support Consultant
<input type="checkbox"/>	(3) Support Specialist
<input type="checkbox"/>	(4) Senior Specialist
<input type="checkbox"/>	(5) Expert/ Advisor
<input type="checkbox"/>	CATEGORY OF INTERNATIONAL CONSULTANT , please select :
<input type="checkbox"/>	(6) Junior Specialist
<input type="checkbox"/>	(7) <u>Specialist</u>
<input type="checkbox"/>	(8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (at least three days for PPG outputs presentation & consultation)

☐ intermittent (explain)

☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc.): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: N/A

I. BACKGROUND

The illegal trade in fauna and flora (other than fisheries and timber) has been estimated by different sources to be worth US\$ 7-23 billion dollars annually and US\$ 2.5 billion in East Asia and the Pacific alone. This trade has already caused the decline and local extinction of many species across SE Asia, including those inside protected areas. Much of the trade is highly organized, benefits a relatively small criminal fraternity, whilst depriving developing economies of billions of dollars in lost revenues and development opportunities. Within Southeast Asia, a significant amount of this trade starts from Indonesia, one of the world's top 10

‘megadiverse’ countries and the largest supplier of wildlife products in Asia, both ‘legal’ and illegal. Illegal wildlife trade is the preeminent threat to Sumatran Rhinoceros (Critically Endangered; population 100-120 individuals), Sumatran Tigers (Critically Endangered; 650 individuals), Asian Elephants (Endangered) and Sunda Pangolin (Critically Endangered). Indonesia is also becoming an important transit point for the illegal wildlife trade from Africa to East Asia, such as African Ivory¹. The consequence of the unsustainable trade is a massive threat to globally important wildlife. The value of the *illegal* trade in Indonesia alone is estimated at up to US\$ 1 billion per year. Factoring in the unsustainable *legal* trade, the value rockets, translating into an enormous economic, environmental, and social loss.

Combatting illegal wildlife trade in Indonesia is hindered by a lack of interest and poor collaboration between law enforcement agencies, lack of understanding regarding laws and enforcement procedures, and regulatory loopholes and inconsistencies that prevent successful prosecutions. For example, inside Indonesia the trade and sale of African ivory and non-native tiger or rhino parts is legal. Regulatory reform is critical to address these issues. The underlying socio-economic factors contributing to these threats include population growth and poverty in rural and protected area boundary zones, which reduce the ability of local communities to practice sustainable agriculture and natural resource use. Productive job opportunities – which might provide local residents with an alternative source of livelihood – are limited, driving some to engage in illegal poaching activities.

To address above-mentioned problems, the Ministry of Environment and Forestry (MoEF) and UNDP work together to design project intervention in order to reduce the volume of unsustainable wildlife trade and the rate of loss of globally significant biodiversity in Indonesia and East and South-East Asia, with the support from the GEF resources. This Project falls under GEF-6 Programme 3 Global Partnership on Wildlife Conservation and Crime Prevention for Sustainable Development, comprising one global coordination project and a number of national child projects. The global coordination project titled Coordinate Action and Learning to Combat Wildlife Crime, is also being prepared by the World Bank and UNDP.

A project preparation grant (PPG) is prepared to develop a full-sized project that aims to support the Indonesian government to effectively address unsustainable wildlife trade and to combat illegal wildlife trade. The project will be led by the Ministry of Environment and Forestry (MoEF, the CITES Management Authority), but will be implemented with a wide range of Indonesian government agencies, including the Ministry of Marine Affairs and Fisheries (MMAF), Indonesian National Police (INP), Indonesian Institute of Science (LIPI, the CITES Scientific Authority), Attorney Generals Office (AGO), Customs, the Financial Transactions Reports and Analysis Center (PPATK).

The Indonesia PPG team will work closely with the global coordination project PPG to ensure synergies of the PPG work and project implementation, as well as to eliminate duplication of efforts. Further, the PPG team will be supported closely by the environment team of UNDP Country Office, Regional Technical Adviser in Bangkok, as well as by the UNDP global Wildlife Enforcement Adviser.

During the initiation plan (PPG) period, a number of studies and stakeholder consultations will be undertaken with a view to further developing the approved project concept into a fully formulated project document. The final output of the initiation plan will be a [UNDP-GEF project document](#) and [GEF CEO endorsement template](#), with GEF Tracking Tools ready for submission to UNDP and GEF. An International wildlife trade and policy specialist will be hired to support the PPG team in conducting wildlife trade and policy assessment, develop baseline information and formulate project intervention.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The International Wildlife Trade and Policy specialist will work under the supervision of the PPG Team Leader/the Project Design Specialist and closely working with the National Socio-economic and Gender Specialist. The specialist will perform the following general functions, including situation analysis, barrier analysis, identification and analysis of baseline projects and associated investment, risk analysis, stakeholder analysis and development of project strategy and plans, development of project indicators, and establishment of baseline and targets, as well as compilation of the Tracking Tools.

¹ CITES. 2013. Status of African elephant populations and levels of illegal killing and the illegal trade in ivory: A report to the African Elephant Summit. December 2013, CITES Secretariat, IUCN / SSC African Elephant Specialist Group, TRAFFIC International.

Under overall guidance and quality assurance oversight from the Government of Indonesia and the Environment Unit, UNDP and in coordination with the PPG Team Leader/the Project Design Specialist, and National Socio-economic and Gender Specialist, the specialist will undertake following tasks:

- Engage closely with UNDP global wildlife enforcement adviser and RTA to support the contribution of this project to the entire GEF-6 IWT programme, and provide technical input to the regional and inter-regional PPG outputs as appropriate.
- Lead on the production of the key PPG outputs, described below (component A);
- Collect a range of necessary information and data for project document development;
- Coordinate with governmental and non-governmental partners at local, provincial, and national level to obtain information and solicit their inputs;
- Engage governmental, non-governmental and private stakeholders in the field of wildlife trafficking for project implementation;
- Play a central role in identification and determination of the project sites for the intervention (trade ports or markets, and landscapes) with the national experts;
- Organize and facilitate meetings and workshop for project development;
- Advise on preparation of the project institutional arrangements;
- Contribute to and provide data for completion of the SESP;
- Prepare the project budget and and co-financing agreements (Component C);
- Provide technical inputs to all the PPG outputs and activities as requested; Lead on the project operationalization (Component F).

The International Wildlife Trade and Policy Specialist will take the lead in the production of the following outputs:

1. Review of the policy, legal and institutional framework for wildlife trade in Indonesia.

Building upon the USAID report, the Specialist will conduct consultations on the findings of that report with MoEF, MMAF and LIPI; consider institutional and regulatory reform; under take a review of Indonesia's compliance under CITES national legislative programme, both for marine and terrestrial species, and produce recommendations for necessary reform; and collect updated information on the on-going process to reform Conservation Law No.5/1990 and CITES implementation regulations.

2. Analysis of Information-sharing and database systems relating to wildlife trade in Indonesia.

The Specialist will conduct a nationwide assessment of the existing databases relevant to wildlife crime; review the types of data stored in the those databases; understand existing information-sharing agreements both between national government agencies (e.g Interpol); and document current data management protocols. This will include compiling baseline data on the rate of inspections, seizures, arrests and successful prosecution of wildlife crime cases, and the number of regional cooperation enforcement actions. The analysis will produce recommendations for the full project on how information-sharing systems and databases should be developed, within government agencies, between government agencies, with NGO's, and with international enforcement agencies. The baseline data collected will inform the selection of the key target trade routes (airports, seaports, markets) which will be targeted in the project.

3. Assessment of the range of financial and costs recovery incentive mechanisms.

The Specialist will identify ways in which law enforcement against forest and wildlife crime can be made more effectively, and mechanisms to recover costs for Government from both illegal and legal wildlife trade. The analysis will focus on wildlife crime, reviewing the different type of offences, the penalties levied (confiscations, fines or imprisonment), and the overall disincentive for the offender. This will be used to identify the weakest points in the enforcement chains, as a focus for investigation of the causes of those weaknesses. The Specialist will also investigate appropriate mechanisms by which Government could increase the economic disincentive for illegal wildlife trade through cost recovery mechanisms, which, at the same time, would, generate revenues for government. This will include an estimate of the current state revenues from regulation of wildlife trade and illegal wildlife trade seizures. Finally, the analysis will investigate the current incentives for the legal wildlife trade (for example taxation systems) identify opportunities to both incentivize sustainability and increase revenue collection

4. Design of the Capacity-building programme

The Specialist will work with relevant government agencies (MoEF, MMAF, INP, AGO, Customs, etc.)

and government training centres to design the capacity-building program, including determining the standard operating procedures (SOPs), guidelines, training modules, etc., needed to improve capacity and understanding across government to effectively address wildlife trade. Technical areas for capacity-building should include understanding of the law and regulations, prosecutions, evidence, wildlife forensics, data recording and information sharing, international conventions and regional cooperation, and cybercrime. Separately, the Specialist will adapt the UNDP Capacity Development Scorecard for assessments of the capacity and understanding of wildlife trade, and use for the scorecard to determine current capacities and conduct training needs assessment for the government officers in target landscapes and trade routes.

5. Identification of specific trade ports or markets for the intervention and profiling.

The Specialist will lead on assessment of the project demonstration key trade ports or markets, in consultation with national stakeholders. The assessments will include a review of trade ports or markets involved in the wildlife trade in Indonesia, and identify the 5 key sites for the project intervention based upon a set of criteria developed during the PPG. It is expected that the selected sites will include at least two seaports, key markets in Indonesia, and key ports involved in both the export of wildlife trade Indonesia and transit points for wildlife from other countries including Africa. Baseline information will be collected from each port location, including wildlife trade volume, screening and enforcement capacity, trade routes linked to the location etc. Gaps in management effectiveness and enforcement at each site will be assessed in details so as to determine the most cost effective project investment.

6. Identification of specific landscapes for the intervention and landscape profiling

The Specialist will also lead on the assessment of the project demonstration landscapes, in consultation with national stakeholders. It is expected this will select two target landscapes of critical importance for biodiversity, covering at least 1 million hectares. One of these should have rhinos, tigers, elephants, and orang-utans, the other should be selected based upon its biodiversity value (focusing on endemic species to Indonesia) and the current extent of illegal wildlife trade (probably in Eastern Indonesia). For each selected landscape, the Specialist will compile detailed landscape profiles, including: (i) socio-economic information including population and structure (including information on indigenous people and gender disaggregated information), key economic industries and livelihoods etc.; (ii) geographical information and land-use patterns and vegetation coverage including conservation areas and forest areas; (iii) biodiversity and ecosystem significance of the areas with quantitative information on species and habitats; (iv) information on wildlife trade: species, volumes, legality, prices; (v) existing forest and wildlife governance systems; (vi) information on poaching, encroachment, other local threats to biodiversity; (vii) key entry points and actions required to reduce poaching in the sites; (viii) result of local stakeholder consultation with private businesses, governments and community based organisations to assess their potential roles in the project and their capacity, local stakeholders, their interest, conflicts, roles and responsibilities pertaining to species management and combatting illegal wildlife trade; (ix) a range of baseline activities for protected area and wildlife management, including baseline data on enforcement activities.

7. GEF Tracking Tools and Indicator Development.

The Specialist will lead drafting of the specific project tracking tools to gauge the management effectiveness of target ports or markets based on existing tools, as well as the GEF-6 Programme 3 Tracking Tool. The Specialist will also complete the METT tracking tool for target protected areas, if appropriate, and adapt and complete the UNDP Capacity Development Scorecard for the specific context of this project. The Specialist will also lead development and application of the project indicators, collect the baseline data, and document the methodology employed in order to ensure continued assessment throughout the project period.

Expected Outputs and deliverables

The assignment will be delivered within 5 months (covering October 2015 to February 2016 period), with approximately no later than 50 working days including travel as described in further section. Schedule of payment will be in accordance with the timetable noted below:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
1 st Payment will be made upon submission of following outputs: 1. Report on review of the policy, legal and institutional framework for wildlife trade in Indonesia; 2. Report on analysis of information-sharing and database systems relating to wildlife trade in Indonesia.	15	30 October 2015	PPG Team Leader/Project Design Specialist and Technical Officer for NRM, Environment Unit, UNDP Indonesia
2 nd Payment will be made upon submission of following outputs: 3. Report on Assessment of the range of financial and cost recovery incentive mechanisms; 4. Report on design of the Capacity-building programme; 5. Report on identification of specific trade ports or markets for the intervention and profiling; 6. Report on identification of specific landscapes for intervention and landscape profiling.	25	7 December 2015	
3 rd Payment will be made upon submission of following outputs: 7. GEF Tracking Tools and METT tracking tool for target protected area(s); 8. UNDP Capacity Development Scorecard.	10	11 January 2015	

III. WORKING ARRANGEMENTS

The International Wildlife Trade and Policy Specialist will be required to obtain guidance from the PPG Team Leader/Project Design Specialist, the UNDP/GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements. In addition, s/he will closely coordinate with global coordination project PPG and UNDP global Wildlife Enforcement Adviser to avoid duplication of efforts.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	Jakarta	2 times	7 days
2	Bogor	2 times	4 days
3	Surabaya, East Java	1 time	3 days
4	Medan, North Sumatera	1 time	4 days

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Bachelor degree in economics, agricultural, development, natural sciences, environmental studies or relevant field.

Years of experience:

- Minimum 7 years of demonstrable experience in the field of biodiversity conservation and wildlife trade;

- Have extensive knowledge on and practical work experience in wildlife trade (in particular actions to combat illegal wildlife trade) in Indonesia and Southeast Asia;
- Have experience in project design, in particular of GEF projects; and result-based management;
- Excellent technical writing and communication skills both in Bahasa Indonesia and English;
- Strong coordination and leadership skills, as well as relationship management skills.

III. Competencies and special skills requirement:

- Have good interpersonal and communications skills; Strong coordinating and relationship management skills;
- Proficient with the usage of Microsoft Office applications, such as MS Words, MS Excel, MS and Power Point;
- Ability to work independently and in a group;
- Proven networking, team-building, organizational and communication skills and ability to build strong relationships with government, private sector, CSOs and UNDP staff;
- Excellent public speaking and presentation skills;
- Fluency in English with excellent written communication skills, and strong experience writing reports.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation:

* Technical Criteria weight (70%)

* Financial Criteria weight (30%)

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point	
<u>Technical</u>		40	
Criteria A: qualification requirements as per TOR:			
1. Bachelor degree or higher in areas relevant of Economic, Agricultural development, Natural Sciences, Environmental Studies or relevant field.	40%	5	
2. Experience in the project design, in particular GEF project and result based management		15	
3. Experience in wildlife trade in Indonesia and Southeast Asia.		10	
4. Minimum 7 years of demonstrable experience in the field of biodiversity conservation and wildlife trade		10	
• Criteria B: Brief Description of Approach to Assignment	60%	60	