Terms of Reference for a national consultant to conduct a Baseline Indicator Study for the UN Environment/GEF 7 South Africa PPG project on Illegal Wildlife Trade

Request for: Consultant [X] Individual contractor [ ]

Organizational Unit: UNEP South Africa Office.

POSITION TITLE: Consultant: Baseline Indicator Study on Illegal Wildlife Trade
ORGANIZATION: United Nations Environment Programme
TYPE OF CONTRACT: Consultant
DUTY STATION: Home based, may include in-country travel
TITLE OF SUPERVISOR: Head, UNEP South Africa office
PROPOSE PERIOD: 01 June 2020 – 30 November 2020
ACTUAL WORK TIME: 6 Months
DEADLINE FOR SUBMISSION: 19 May 2020

A. INTRODUCTION AND BACKGROUND
The Government of South Africa has acquired funds from the GEF through UN Environment for a project titled: “South Africa Biodiversity Economy and Illegal Wildlife Trade”. This proposed project has received a Project Preparation Grant (PPG) to prepare a Full-Sized Project (FSP) document. The project has two pillars. Pillar 1 focuses on Illegal Wildlife Trade (IWT) and will be implemented by UNEP while pillar 2 focuses on Biodiversity Economy and will be implemented by the World Bank. Pillar 1 (IWT) has three primary components (refer to appendix).

This ToR is for a consultancy to conduct a Baseline Indicator Study pertaining to pillar 1 (IWT). The project will be executed by the Department of Forestry, Fisheries and Environment (DFFE). A project document has been drafted for pillar 1, including a results framework (i.e., a logical framework analysis) to identify outcome indicators with baseline data as well as mid-term and end of project targets. The draft National Integrated Strategy to Combat Wildlife Trafficking (NISCWT), developed as a collaborative effort by all relevant stakeholders, which forms a key element of the project document, requires performance indicators that are consistent with the project. Numerous national departments, agencies and provincial conservation authorities are involved in combatting IWT. Consequently, an array of data sources and systems should be accessed to populate the indicators, however these systems are often not aligned to enable efficient and uniform data collection and sharing.

The government of South Africa through the UN Environment is therefore seeking the services of a national consultant to conduct the following baseline study.
B. PURPOSE OF THE CONSULTANCY

The overall purpose of the consultancy is to conduct a baseline study that will define and populate a suite of project outcome indicators for the three GEF-7 project components and the NISCWT, which will be used to finalize development of the project document.

| Ultimate results of the consultancy | An integrated suite of indicators that characterize the outcomes of the three components of the GEF-7 IWT project and NISCWT in terms of baseline conditions, mid-term and end of project targets. |
| Title of the project: | “Baseline Indicator Study, Pillar 1 IWT” |
| Identification number of the project: | GLOBAL ENVIRONMENT FACILITY Project Preparation Grant (PPG) of the project titled “South Africa Biodiversity Economy and Illegal Wildlife Trade” |

C. DUTIES AND RESPONSIBILITIES OF THE CONSULTANT

Under the direction and supervision of the Chief Director, Sector Enforcement of DFFE, the consultant will be required to undertake the following specific tasks in close collaboration with the international consultant, component leads, and members of the technical working group:

1. Consolidate the existing indicator materials into an initial discussion paper, by:
   a. Analyzing and synthesizing indicator information from multiple sources, including: the GEF-7 draft appendix 3 Results Framework; GEF-7 METT site reports; other country management effective reports; DFFE-EMI Statistics; Statistics provided by South African Police Service (SAPS) and National Prosecuting Authority (NPA); draft NISCWT key performance indicators; any other materials; National Biodiversity Assessment process, etc.
   b. Identifying challenges/barriers pertaining to collecting and sharing information.

2. Facilitate a series of discussions/workshops of the technical working group to focus on the detailed aspects of this work and share information with affected national departments and provincial conservation authorities to keep them informed.

3. Determine the method for how the indicators will be measured, through liaison with the technical working group and affected national departments and provincial authorities. This may involve adjusting existing procedures and/or establishing new procedures for data collection, analysis and reporting. This includes:
   a. Preparing the specific and precise data collection, analysis and reporting procedures for each indicator. A series of technical indicator sheets is envisaged that provides methodological information for each indicator, such as:
      ▪ a precise statement of the indicator and how it should be interpreted;
      ▪ key definition of terms;
      ▪ method of calculating the indicator;
      ▪ sources of data;
      ▪ time periods for which baseline data is available;
      ▪ roles and responsibilities for provision of data, calculating the indicator, undertaking analysis, and reporting;
      ▪ timelines for annual reporting (or other periods as determined);
uses of the indicator for different reporting purposes (e.g., GEF-7 project, NISCWT, CITES, SADC LEAP, etc.).
• limitations in using and interpreting the indicator.
• etc.

a. Reviewing draft indicator sheets with the technical working group and affected entities.
b. Confirming the suite of indicators and indicator sheets with affected national and provincial agencies.

4. For each indicator, collect the baseline data from the responsible entities and establish mid-term and end of project targets. Using this information, draft a Baseline and Target Report, and review this with the technical working group and affected entities to confirm that this will meet the long term, integrated needs. Finalise the report, based on input received, and revise the draft Project Results Framework.

5. Make recommendation on next steps to further the development of the suite of indicators and efficient processes for information sharing (e.g., making data collection and reporting efficient). This may include seeking advice from information management/technology specialists from national and provincial entities to enable the systems.

6. Compile the GEF Biodiversity tracking tool for the targeted Protected areas of the project.

D. OUTPUTS/EXPECTED DELIVERABLES

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<thead>
<tr>
<th>Deliverable no.</th>
<th>Type of deliverable</th>
<th>expected deliverable date</th>
<th>Conditions for approval</th>
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<tbody>
<tr>
<td>Deliverable 1:</td>
<td>A detailed methodology and work plan for the consultancy work developed in consultation with the Chief Director Sector Enforcement and project international consultant.</td>
<td>2 weeks upon signing the contract</td>
<td>Approval by DFFE and the international consultant</td>
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<td>Deliverable 2:</td>
<td>Initial discussion paper.</td>
<td>4 weeks upon signing the contract</td>
<td>Approval by DFFE and the international consultant</td>
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<td>Deliverable 3:</td>
<td>Series of technical indicator sheets.</td>
<td>Approximately 3 months upon signing the contract -- as per meetings/ workshops held</td>
<td>Approval by DFFE upon validation by the international consultant and UNEP Nairobi</td>
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<td>4</td>
<td>GEF Biodiversity tracking tool for the targeted Protected areas of the project and METTs</td>
<td>Approximately 2 months upon signing</td>
<td>Approval by DFFE upon validation by the international consultant and UNEP Nairobi</td>
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<td>Deliverable 5:</td>
<td>Baseline data from various entities collected, and Baseline and Target Report submitted. Project Results Framework revised and submitted.</td>
<td>Approximately 4 months upon signing the contract</td>
<td>Approval by DFFE and the international consultant</td>
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<td>Deliverable 6:</td>
<td>Report on recommendations and next steps submitted.</td>
<td>Approximately 6 months for contract completion</td>
<td>Approval by DFFE and the international consultant</td>
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F. REPORTING ARRANGEMENTS
The UNEP South Africa office will contract the consultant to undertake the assignment as described in this ToR. The consultant will report to the Chief Director, Sector Enforcement of DFFE of the government of South Africa. All deliverables submitted by the consultant should be approved by the Chief Director before any payment is made.

G. DUTY STATION
The consultancy will be homebased.

H. DURATION OF THE CONTRACT
6 months

I: Remuneration and PAYMENT MODALITIES
The consultant shall be paid the consultancy fees as structured below.
30% after completion, submission of acceptance of Deliverables 1 and 2;
30% after completion, submission of acceptance of Deliverable 3 and 4.
40% completion, submission of acceptance of Deliverable 5 and 6.

J: TRAVEL
With reference to section G above, the contract may require the consultant to travel and/or carry out remote/virtual meetings via ZOOM or other software, subject to Government of South Africa travel restrictions or advisories per Covid-19. The actual cost of travel will be arranged separately in consultation with DFFE and the UN Environment’s National Office in South Africa.

K: Required Skills and Experience
The consultant should have the skills and experience below, but not limited to:

Education:
Minimum of master’s degree in law, environmental science, natural sciences, management, business administration, and project management, monitoring and evaluation or related fields.

Experience:
- Minimum 10 years of professional experience in the field of wildlife management, i.e. with projects and policies on wildlife management and / or in law enforcement or security.
- Preference will be given to a national consultant with experience in the design and development of technical indicators, policy or institutional development/implementation/reform, related particularly to wildlife management;
- Experience and knowledge of South Africa’s enforcement network (e.g., NPA, SAPS, DFFE) especially related to illegal wildlife trade.
- Experience with GEF project development, implementation or demonstrations at local, national and/or international levels;
- Experience in designing and/or implementing wildlife management and conservation and related activities in developing countries;
• Experience working with international organizations, including UN Environment and the GEF, is preferred

**Competencies:**
Demonstrates integrity by modelling the UN’s values and ethical standards;
Ability to establish and maintain good working relations with colleagues in multi-cultural environments;
Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project document;

**Language requirement:**
English and French are the working languages of the United Nations Secretariat. Fluency in English is required for this position.

| Interested candidates may send their Cover Letter with a proposed daily fee, Curriculum Vitae and completed P11 Form with the Subject line “**Consultant: Baseline Indicator Study**” to: Grace Mburu grace.mburu@un.org |
| (incomplete applications will not be considered) |

For technical queries, please contact Cecilia Njenga at cecilia.njenga@un.org

**Correspondence will be limited to shortlisted candidates only.**

**UNEP reserves the right not to make an appointment.**

**Deadline for submission is Tuesday, 19 May 2020.**
Appendix 1. Pillar 1 Illegal Wildlife Trade Summary

This GEF-7 project will strengthen South Africa’s capacity to implement the *National Integrated Strategy to Combat Wildlife Trafficking* (NISCWT). Pillar 1 comprises three components, as follows:

<table>
<thead>
<tr>
<th>Component 1.</th>
<th>Consolidate and increase compliance and enforcement with wildlife-related legislation.</th>
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<tbody>
<tr>
<td><strong>Outcome 1.1</strong>: Improved anti-poaching capabilities in targeted state rhino PAs leads to the stabilization or growth of their rhino populations.</td>
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<tr>
<td><strong>Outcome 1.2</strong>: Enhanced capacity of Environmental Management Inspectors (EMIs) and related law enforcement partners improves enforcement functions and compliance with environmental legislation</td>
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<tr>
<td><strong>Output 1.1</strong>: Build the anti-poaching capabilities of targeted low-capacity state rhino PAs and other key areas with declared NISCWT priority taxa.</td>
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<td><strong>Output 1.2</strong>: Establish and operationalize a national environmental enforcement and compliance training facility.</td>
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<td><strong>Output 1.3</strong>: Strengthen the detection of illicit wildlife materials through the development of new technologies.</td>
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<tr>
<th>Component 2:</th>
<th>Enhance forensic and scientific support services linked to wildlife trafficking investigations.</th>
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<td><strong>Outcome 2</strong>: Enhancements in the use of forensic and specialist techniques contribute to strengthening the government’s ability to investigate wildlife crimes.</td>
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<tr>
<td><strong>Output 2.1</strong>: Strengthen the wildlife crime forensic analysis capabilities.</td>
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<tr>
<td><strong>Output 2.2</strong>: Expand the DNA barcode reference library and analyses of illegally poached and traded wildlife.</td>
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<tr>
<th>Component 3:</th>
<th>Establish specialized prosecution and court capacity to focus on wildlife trafficking.</th>
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<td><strong>Outcome 3</strong>: Strengthening of the prosecution and court capacities for wildlife crimes contributes to strengthening the government ability to convict and sentence wildlife criminals.</td>
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<tr>
<td><strong>Output 3.1</strong>: Assess the capacity needs for more effectively prosecuting wildlife trafficking cases.</td>
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<tr>
<td><strong>Output 3.2</strong>: Strengthen the prosecution and court capacities to deal with high priority wildlife crimes in hotspot areas.</td>
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<tr>
<td><strong>Output 3.3</strong>: Deliver specialized wildlife crime-related training support to investigating officers, prosecutors, and implement awareness-raising campaigns for criminal justice officials.</td>
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