United Nations Development Programme

Annex I
Terms of reference

GENERAL INFORMATION

Title: Consultant for Cyber Surveillance on Illegal Wildlife Trade and Forestry Crimes
Project Name: Combatting Illegal Wildlife Trade (CIWT)
Reports to: National Project Manager
Duty Station: Jakarta
Expected Places of Travel (if applicable): Applicable subject to travel restrictions considerations and upon approval of the designated officials. (Travel will be covered by CIWT Project)
Duration of Assignment: 155 working days within January 2022 – February 2023
Consultant may work from home due to COVID-19 situation in Indonesia

REQUIRED DOCUMENT FROM HIRING UNIT

3		TERMS OF REFERENCE
		CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1)	Junior Consultant
	(2)	Support Consultant
	(3)	Support Specialist
	(4)	Senior Specialist
	(5)	Expert/ Advisor
		CATEGORY OF INTERNATIONAL CONSULTANT, please select:
	(6)	Junior Specialist
	(7)	Specialist
	(8)	Senior Specialist
V		APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	P11 or CV with three referees
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:
☒ partial (explain) (The IC is expected to be flexible and adaptable in terms of working arrangements, a regular meeting will be conducted through online/offline platform) the consultant will work in line with CIWT Project time line activities and might not be sequential also often following dynamic the characteristic of Project and Programmed thus the consultant needs to harmonize his/her service with the emerging and relevant priorities.
☐ 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:

I. BACKGROUND

Crime cases related to poaching and illegal wildlife trade remains continue to increase every year. The number of cases of illegal wildlife trade is one of the highest in Indonesia. Data from the Directorate General of Law Enforcement on Environment and Forestry, Ministry of Environment and Forestry (hereafter mentioned as Ditjen Gakkum LHK) stated that in the last six years (2015-2020), there were 356 operations to deal with illegal wildlife crimes. This figure reaches not less than a third of overall crime operations carried out by the Ditjen Gakkum LHK. From a series of operations, that have been carried out, a total of 232,638 animal pieces and 15,448 animal body parts have been confiscated.

The rise of crimes related to illegal wildlife crime cannot be separated from Indonesia's high biodiversity. Indonesia is home to some flora and fauna species, that are rich in genetic resources with abundant ecosystem types. Indonesia has 720 mammal species, 1,605 bird species, 409 amphibian species, 723 reptile species, 1,900 butterfly species, 187,964 invertebrate species, 3,892 vertebrate species, 151,847 insect species, and 30,000 Hymenoptera species that inhabit Indonesia's terrestrial and marine ecosystems.

As internet penetration increases, so does the pattern of trade in illegal wildlife trade. Online sales methods are an option to replace conventional methods. Social media channels and online marketplace are also used as a means in the illegal wildlife trade.

The Combatting Illegal Wildlife Trade Project (hereafter mentioned as CIWT), under the Directorate of Forest Protection, with the funding from the Global Environment Facility (GEF), also participates in m monitoring the activities of online illegal wildlife trade. Based on LAKIP the Directorate of Forest Protection, there are 369 monitored posts in 2020 that contain related with the illegal wildlife trade contents. To further intensify the cyber patrols that have been running, the project intends to recruit an individual consultant for Cyber Surveillance on Illegal Wildlife Trade and Forestry Crimes.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

The IC Consultant will report to the National Project Manager of the CIWT project, that will directly supervise the IC Consultant for the reporting, approval, and acceptance of the outputs. The IC Consultant is expected to liaise, interact, and collaborate for analysis in conducting technical guidance and analysis related to cyber patrol monitoring activities. Also, surveillance of activities for handling cyber patrols that include intelligence activities in monitoring and validating information on crimes, as well as using technology to detect potential crimes.
The IC Consultant will work in close collaboration with the Ministry of Environment and Forestry (MoEF), the Indonesian National Police, and relevant stakeholders in combatting illegal wildlife trade and forestry crimes. This position for Indonesian nationality only.

The IC will be responsible for the following tasks:

1. Provide technical guidance to Cyber Patrol Team
2. Take the lead and supervise information search related targets or potential suspects for illegal wildlife trade and forestry crimes which includes the following activities:
3. Social media patrol.
4. Utilization of the informant network at the site level.
5. Monitoring developments and mass media electronic and newspaper (print media)
6. Develop a partnership with the Indonesian National Police and relevant stakeholders in combatting online illegal wildlife trade and forestry crimes
7. Conduct training for the cyber patrol team as requested
8. Develop an illegal wildlife trade and forestry crimes vulnerability map based on cyber patrol findings
9. Develop standard operation procedure (SOP) for cyber patrol operations under the Directorate of Forest Protection
10. Assist in combatting illegal wildlife trade and forestry crimes operations held by the Directorate of Forest Protection

Expected Outputs and Deliverables:

1. Report regarding online illegal wildlife trade and forestry crimes findings and follow up actions for the year of 2022
2. An illegal and wildlife trade and forestry crimes vulnerability map for the year of 2022 based on cyber patrol findings
3. Training for Cyber Patrol Team related combatting illegal wildlife trade and forestry crimes through social media monitoring
4. Standard Operation Procedure (SOP) for cyber patrol operations under the Directorate of Forest Protection

All deliverables should submit in Bahasa Indonesia.

Deliverables/Outputs	Completion deadline	Review and Approvals	Estimated number of working days
1st deliverable: Standard Operation Procedure (SOP) for cyber patrol operations under the Directorate of Forest Protection.	29 March 2022	NPM CIWT	35 wds
2nd Deliverable: Training for Cyber Patrol Team (the personnel selected and authorized by the Directorate of Forest Protection, Ministry of Environment and Forestry) related combatting illegal wildlife trade and forestry crimes through social media monitoring. Training report contains: a. Pre and post training assessment b. Capacity assessment c. Recommended strategy for future reference for those members.	30 June 2022	NPM CIWT	35 wds
3rd Deliverable: Report regarding online illegal wildlife trade and forestry crimes findings and follow up actions for the year of 2022	31 January 2023	NPM CIWT	65 wds
4th Deliverable: An illegal and wildlife trade and forestry crimes vulnerability map for the year of 2022 based on cyber patrol findings	28 February 2023	NPM CIWT	20 wds

III. WORKING ARRANGEMENTS

Institutional Arrangement

The IC Consultant will report to the National Project Manager of the CIWT project, that will directly supervise the IC Consultant for the reporting, approval, and acceptance of the outputs. The IC Consultant will report to the National Project Manager of the CIWT project, that will directly supervise the IC Consultant for the reporting, approval, and acceptance of the outputs. The IC Consultant works in close collaboration with the Directorate of Forest Protection, the Directorate General of Law Enforcement on Environment and Forestry, Ministry of Environment and Forestry (MoEF), Provincial Law Enforcement Agency on Environment and Forestry, Provincial Agency for Conservation Nature Resources, and relevant stakeholders.

Duration of the Work
The consultant will perform his/her assignment with the following timeline:
- He/she will have 155 totals of working days from January 2022 to February 2023.
- He/she should complete all those deliverables within the agreed due date specified in the contract. Any extension of the contract is undetermined at the moment.

Duty Station
The consultant will be based in Jakarta, Indonesia. Travel to be determined based on the needs and COVID-19 related travel restrictions.

Travel Plan: Travel costs will be covered by CIWT Project upon approval of the designated officials.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic qualifications:
   diploma or a bachelor's degree in computer science, informatics, social science, or other fields related to the scope of the assignment.

II. Years of experience:
   1. Minimum ten (10) years of work experience in cybercrime surveillance or wildlife crime issues for a diploma or seven (7) years for a university degree in the fields mentioned above.
   2. Experience liaising with the Directorate General of Law Enforcement on Environment and Forestry, Ministry of Environment and Forestry is highly desirable.
   3. Experience in delivering cybercrime surveillance training is highly desirable.

III. Competencies and special skills requirements:
- Fluency in Bahasa Indonesian including excellent communication and drafting skills.
- Fluency in English
- Knowledge of the illegal wildlife trade in Indonesia and its actors is preferred.
- Experience interacting and gathering information within those networks on wildlife crime issues is preferred.
- Experience in using various cybercrime surveillance tools is preferred.

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.

The applicant receiving the Highest Combined Score and meeting other requirements in the Procurement Notice will be awarded the contract.

Criteria	Weight	Maximum Point
Technical	70%	100
Criteria A: qualification requirements as per TOR:		**70**
1. Diploma or a bachelor's degree in computer science, informatics, social science, or other fields related to the scope of the assignment.		10
2. Minimum ten (10) years of work experience in cybercrime surveillance or wildlife crime issues for a diploma or seven (7) years for a university degree in the fields mentioned above.		30
3. Experience liaising with the Directorate General of Law Enforcement on Environment and Forestry, Ministry of Environment and Forestry is highly desirable.		15
4. Experience in delivering cybercrime surveillance training is highly desirable.		15
Criteria B: Brief Description of Approach to Assignment		**30**
1. Detailed understanding of cybercrime surveillance		15
2. Detailed understanding of wildlife crime issues in Indonesia		15