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TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLE: Visual Note Taker/ Visual Facilitator
AGENCY/PROJECT NAME: UNDP – GEF Combatting Illegal Wildlife Trade Project
COUNTRY OF ASSIGNMENT: Home- based with travel required

A. Project Title

Combatting Illegal Wildlife Trade Project

B. Project Description

The illegal wildlife trade has reached the stage of an international crisis for biodiversity, attracting attention from world leaders, UN organizations, governments and many NGOs. In response to this crisis, GEF, the World Bank and UNDP established the Global Wildlife Program which now includes some twenty national projects in Africa and Asia, of which this project is a part. It therefore forms part of a global suite of connected actions that cumulatively aim to disrupt and rein in the illegal trade chains that span countries and continents and promote the conservation and sustainable use of wildlife resources.

Particularly innovative aspects of this project include its focus on strengthening Thailand Wildlife Enforcement Network (TH WEN) through the engagement of additional agencies, establishment of Task Force(s), strategic planning and improved resource allocation, so that an effective national mechanism is in place to proactively address wildlife crime and able to focus in on key issues as they arise, as well as supporting neighbouring countries on transboundary IWT. This will be mirrored through demonstration of a local level integrated approach towards transboundary IWT enforcement engaging communities and linking with local volunteer networks. The project provides significant support to DNP for CITES implementation in Thailand (WARPA) through electronic CITES registration and e-permitting, training and awareness raising in order to seize this major opportunity for a step-change in wildlife protection. The project will also support wildlife forensic science (WIFOS) capacity development within DNP towards international accreditation of its WIFOS laboratory under ISO 17025, and its role in supporting regional WIFOS networks in Asia and Africa. Finally, the project support for the systematic design, implementation and evaluation of Social and Behavioural Change Campaign targeting ivory and tiger products in Thailand, and supporting IWT law enforcement in general through awareness-raising of laws and penalties.

The TH WEN has appointed a National Focal Point from CITES Management Authorities and focal points from relevant enforcement agencies, such as Police, Customs, Attorney General's Office to support efficient coordination of national activities in relation to wildlife law enforcement and combatting of illicit harvesting of and trade in wild fauna and flora among and between relevant national wildlife law enforcement agencies.

However, the well-structured TH WEN is still facing the capacity gap and there is no formal mechanism for exchanging information and intelligence in Thailand-Wen Task Force. Each agency collects its own information and rarely share it to other agencies except personally, or on case by case, or ad-hoc basis. This also creates problem to the cooperation and coordination among them. TH WEN is seeking for the strategic direction and action plan to fill the gaps of its loose structure, short of annual budget, no regular monitoring of the joint operation, capacity gap in wildlife crime prosecution, and insufficient lessons for knowledge sharing.

The project, therefore, will conduct a series of consultation and brainstorming to develop TH WEN Strategy and action plan, the Communications Strategy in combatting illegal wildlife trade, including the brainstorming sessions at the demonstration sites.

C. Objective of the Assignment

The objective of the assignment is to deliver the Visual Note taking of each brainstorming session and concluding report, in an illustration form which will be used as reference, communication tools, and easy-to-digest information for further strategic plan development process and adoption of TH WEN Strategy.

D. Scope of Work

Key duties and responsibilities include:

- I. Study the insights and data about the problems and challenges of the illegal wildlife trade and the government set up of the network structure.
- II. Attend the series of brainstorming workshops conducted by UNDP Accelerator Lab. Team.
- III. Provide live visual note-taking on the content discussed in the plenary sessions, and visual note taking from the record of the focused groups sessions.
- IV. Creatively illustrate the visual note-taking and display the key results, the main narratives and the content to the participants.
- V. Develop an illustration report of the visual notes taken during the brainstorming workshop, as agreed upon in the format of a presentation guided by the UNDP Accelerator Lab team, to be embedded in the CIWT Project website.

E. Expected Outputs and Deliverables

All the outputs/deliverables as stipulated in the table below needs to be reviewed and certified by the Project Manager at UNDP prior the payment is released.

No	Deliverables/ Outputs	Target Due Dates
1	<ul style="list-style-type: none">Submission of the illustration report of the first brainstorming workshop which comprises:<ol style="list-style-type: none">Illustraton of the visual note taking during the brainstorming sessionsIllustration of the visual note taken in the wrap up sessionIllustration of the note taking into a report with combined sessions of the workshop in a creative design for a workshop report	31 December 2022
2	<ul style="list-style-type: none">Submission of the illustration report of the second brainstorming workshop which comprises:<ol style="list-style-type: none">Illustraton of the visual note taking during the brainstorming sessionsIllustration of the visual note taken in the wrap up sessionIllustration of the note taking into a report with combined sessions of the workshop in a creative design for a workshop report	31 January 2023
3	<ul style="list-style-type: none">Submission of the illustration report of the third brainstorming workshop which comprises:<ol style="list-style-type: none">Illustraton of the visual note taking during the brainstorming sessions	28 February 2023

	<ol style="list-style-type: none"> 2) Illustration of the visual note taken in the wrap up session 3) Illustration of the note taking into a report with combined sessions of the workshop in a creative design for a workshop report 	
4	<ul style="list-style-type: none"> • Submission of the illustration report of the forth brainstorming workshop which comprises: <ol style="list-style-type: none"> 1) Illustraton of the visual note taking during the brainstorming sessions 2) Illustration of the visual note taken in the wrap up session 3) Illustration of the note taking into a report with combined sessions of the workshop in a creative design for a workshop report 	31 March 2023
5	<ul style="list-style-type: none"> • Submission of the illustration report of the fifth brainstorming workshop which comprises: <ol style="list-style-type: none"> 1) Illustraton of the visual note taking during the brainstorming sessions 2) Illustration of the visual note taken in the wrap up session 3) Illustration of the note taking into a report with combined sessions of the workshop in a creative design for a workshop report 	31 May 2023

F. Institutional Arrangement

The Visual Note Taker/ Facilitator will work under the direct supervision of the Integrated Programme Analyst with guidance from the UNDP Accelerator Lab team, UNDP.

G. Duration of the Work

This assignment is anticipated to take place between 20 December 2022- 15 June 2023 for maximum of 30 working days.

H. Duty Station

This assignment will be home-based with travel for 5 workshops including 4 workshops in Bangkok and 1 workshop in Chiang Rai. 1 workshop trip requires for 2 days so totally 10 days required for travel. The travel will be responsible by the consultant and should be included in the cost breakdown with details.

I. Qualifications of the Successful Individual Contractor

The following are minimum required qualifications:

Education:

- At least Bachelor's Degree in Communication, Designs, or related field; or

Working Experience:

- Minimum 3 years of experience in live note taking in the event/ workshop with minimum 15 clients is required;
- Minimum 3 years experience in professional design and illustration work is required;
- Minimum 3 years experience in working with social media platform is an required;
- Experience in working on environment issues is highly desirable;
- Excellent organizational and communication skills;

- Experience working with UNDP or other UN agencies or an international organization is an asset;

Functional competencies:

- Strong creative skills over a full range of illustration
- Full computer literacy in internet searching and Microsoft Office programs, i.e., MS-Word, MS-Excel and MS-Power Point.
- Able to provide good story-telling through the illustration

Language requirements:

- Strong spoken and written English language skills is required; and

J. Scope of Price Proposal and Schedule of Payments

The method of payment is output-based lump-sum scheme. The payments shall be released upon UNDP's satisfaction of the consultant's submission of each deliverable by or before the due dates as agreed with the UNDP Thailand team.

No	Deliverables/ Outputs	Payment Schedule	Payment terms (% of contract value)
1	<ul style="list-style-type: none"> • Submission of the illustration report of the first brainstorming workshop which comprises: <ol style="list-style-type: none"> 1) Illustration of the brainstorming issues in each session and focused group 2) Illustration of the wrap up session 3) Illustration report with combined sessions of the workshop in a creative design for a workshop report 	31 December 2022	20%
2	<ul style="list-style-type: none"> • Submission of the illustration report of the second brainstorming workshop which comprises: <ol style="list-style-type: none"> 1) Illustration of the brainstorming issues in each session and focused group 2) Illustration of the wrap up session 3) Illustration report with combined sessions of the workshop in a creative design for a workshop report 	31 January 2023	20%
3	<ul style="list-style-type: none"> • Submission of the illustration report of the third brainstorming workshop which comprises: <ol style="list-style-type: none"> 1) Illustration of the brainstorming issues in each session and focused group 2) Illustration of the wrap up session 3) Illustration report with combined sessions of the workshop in a creative design for a workshop report 	28 February 2023	20%
4	<ul style="list-style-type: none"> • Submission of the illustration report of the forth brainstorming workshop which comprises: <ol style="list-style-type: none"> 1) Illustration of the brainstorming issues in each session and focused group 2) Illustration of the wrap up session 3) Illustration report with combined sessions of the workshop in a creative design for a workshop report 	31 March 2023	20%

5	<ul style="list-style-type: none"> Submission of the illustration report of the fifth brainstorming workshop which comprises: <ol style="list-style-type: none"> 1) Illustration of the brainstorming issues in each session and focused group 2) Illustration of the wrap up session 3) Illustration report with combined sessions of the workshop in a creative design for a workshop report 	31 May 2023	20%
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K. Recommended Presentation of Offer

Interested candidates must submit the following documents/information to demonstrate their qualification. Please group them into one (1) single PDF document as follows:

- Personal CV or P11, indicating all past experiences from similar projects, as well as contact details (email and telephone number) of the Candidate, and at least three (3) professional references;
- Samples of design work. Example of works can be submitted through external memory, medium or via file transfer service;
- A fully accomplished Letter of Confirmation and Availability using the template provided by UNDP and
- Financial proposal that indicates the all-inclusive daily fee, in Thai Baht, take into account various expenses that will be incurred during the contract, including; the daily professional fee, communications, land transport, life, health insurance and any other relevant expenses related to the performance of services under the contract.

Incomplete proposals may not be considered. The short-listed candidates may be contacted and the successful candidate will be notified.

L. Criteria for Selection of the Best Offer

The criteria which shall serve as the basis for evaluating offers is as follows:

Combined Scoring method – where the qualifications and methodology will be weighted 70%, and combined with the price offer which will be weighted 30%.

Technical criteria for evaluation (Maximum 100%)

- Criteria 1: Educational background - Max 20%
- Criteria 2: Experience in live note taking in the event/ workshop; Max 35%
- Criteria 3: Experience in professional design and illustration work is required; Max 30%
- Criteria 4: Experience in working with social media platform– Max 15%

Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.