



**PROGRAMME DES NATIONS UNIES POUR LE DEVELOPPEMENT**  
**TERMES DE REFERENCE**

Job Title	<b>Consultant - UNDP GEF Preparation Grant: International Wildlife Crime Specialist</b>
Location	Travail à domicile avec certains déplacements en République du Congo
Domaine	Biodiversité et écosystèmes
Type de contrat	Individual Contract
Post level	International Consultant
Languages required	English- French
Deadline	<b>April 30</b>
Duration of Initial Contract :	Up to 65 effective working days in 2016
Expected starting date	At the contract signing

**Background**

In mid-2015, the Council for the Global Environment Facility (GEF) approved, as part of its "Programmatic Approach" titled Global Partnership on Wildlife Conservation and Crime Prevention for Sustainable Development, a Child Project Concept for the Republic of Congo with UNDP as the selected GEF agency. The project has the following titles and reference:

UNDP-GEF Project Title: **Integrated and Transboundary Conservation of Biodiversity in the Basins of**

**the Republic of Congo (Congo Republic).**

Reference short title: **PIMS 5612 Congo Wildlife Trade**

See more information about the GEF's Programme here:

[www.thegef.org/gef/project\\_detail?projID=9071](http://www.thegef.org/gef/project_detail?projID=9071)

Refer to the approved Child Project Concept for Congo here:

The project's target GEF funding is \$3.1M and it has been duly endorsed by the Government of Congo.

The full project to be developed on the basis of the Child Project Concept will be implemented by the Ministry of Forest Economy and Sustainable Development with support from UNDP and key management agencies at the focal PAs and landscapes (to be selected during the PPG phase).

The project's objective is to build Congo's capacity for protection of key persecuted species (such as forest elephants) and natural resources management through increased capacity and coordination of key law enforcement agencies (for wildlife and general crime) at both national and site level, and supporting sustainable rural development and conservation through a landscape approach in key poaching hotspots. This will be achieved through the delivery of three integrated components, including:

- o Improving the effective management of globally significant protected areas in the Congo Basin
- o Strengthening capacity for effective Protected Areas (PA) and Illegal Wildlife Trade governance in Congo, and
- o Reducing poaching and illegal trade in threatened species [site level].

**Project Preparation Process**

The project responds to national priorities and its PRODOC needs to be prepared in alignment with international wildlife crime strategies and in close collaboration with key government partners in several institutions, financing partners, research entities, the private sector and in particular with the CSOs responsible for the management of targeted protected areas.

In order to prepare the required documentation for the final approval of the project, a Project Preparation Grant (PPG) provided by the GEF is being implemented with clear and realistic targets and deliverables.

The GEF submission documentation to be prepared consists of a complete UNDP Project Document (PRODOC) and a CEO Endorsement Request form, to be duly filled in on the basis of the PRODOC, which takes precedence. These two key documents are to be accompanied along with co-financing letters, indicator tracking tools for the applicable GEF focal areas and social-environmental risk screening, using UNDP's methodological procedure.

All PPG consultants share the responsibility of mobilizing co-financing and forging partnerships useful for the project. They are expected to work as a team to implement the following activities:

PPG Activity 1: Baseline review

PPG Activity 2: Site-level engagements and assessments to strengthen wildlife protection against IWT

PPG Activity 3: Design of a capacity-building programme for IWT law enforcement in Congo

PPG Activity 4: Assess baseline investment, project risk, develop the strategy, budget and consolidate the project documentation for submission

The PPG phase will be implemented between **may 2016 and October 2016**. Consultants are expected to start work in **may 2016** and follow a detailed chronogram.

The final deadline for delivering the complete and finalized UNDP-GEF documentation for the internal review by government, partners and **UNDP is 31 November 2016**. This deadline is non-negotiable.

## **Duties and Responsibilities**

**Function as the expert advisor in all matters pertaining to wildlife crime**, working in close collaboration with the international Team Leader and consultants in Congo, with the main goals of ensuring that state of the art knowledge and science on wildlife crime is included in the overall GEF documentation.

**Lead**, with support from other PPG consultants, the implementation of the following PPG Activities **for the Congo PRODOC**:

1.3) Review of current means and modes (and capacity) of law enforcement with respect to wildlife crime

**Co-lead** the implementation of the following PPG Activities:

1.2) Conduct comprehensive review of current policies, legislation and practices of forest and biodiversity conservation and management in Congo

2.2) Assessment of other NPs (National Parcs?) in Congo to determine suitability/need for local establishment of Ranger Training Centres, Wildlife Crime Units and other law enforcement teams (for

Component 3 of project)

3.1) Develop a National Strategy for Combating Poaching and Illegal Wildlife Trade and National Protected Area Management, including an Action Plan for the Strategy , in line with relevant international strategies (for Component 2 of project)

3.2) Design and cost activities to strengthen coordination and implementation of law enforcement (including investigation and intelligence, regional and trans-border collaboration, arrests, prosecutions and convictions) – at national level (for Component 2 of project)

**Support other PPG consultants** with the implementation of the following PPG Activities:

1.1) PPG Inception workshop

2.1) Stakeholder engagement and baseline studies in significant protected areas in the Congo Basin and more specifically in Messok Dja PA – local councils, site managers, supporting NGOs, local communities, private sector

3.3) Design and cost activities to strengthen law enforcement and natural resources management (community-based as far as possible) in selected sites (for Components 1 and 3 of project)

3.4) Stakeholder engagement for draft design and costing of activities to strengthen institutional capacity to reduce poaching and illegal trafficking of large mammals

4.1) Financial baseline assessment

4.4) Leverage the project's co-financing

4.5) Compose relevant and required chapters in the PRODOC for national validation

4.6) PRODOC Validation Workshop

4.7) Completion of project documentation in view of submission to the GEF

## **DELIVERABLES**

Specific Deliverables for which the incumbent will have lead responsibility include the following:

### **Deliverable 1)**

Comprehensive report of current policies, legislation and practices of forest and biodiversity conservation and management in Congo, focusing on anti-poaching and illegal wildlife trade aspects (to feed into relevant background chapters of PRODOC).To include identified gaps and recommendations for improving capacity / investment needs assessment

***To be delivered by 30<sup>th</sup> April 2016***

### **Deliverable 2)**

A comprehensive assessment report (using the Analytic Toolkit developed by ICCWC) on current methods and capacity for wildlife crime law enforcement (at national level), including details on PA management authorities and rangers, regional and international collaboration, judiciary capacity, baseline data of seizures, arrests, prosecutions etc (for monitoring purposes and identifying trafficking hotspot routes), ivory stockpile management needs, financial resources for law enforcement. Include recommendations for strengthening capacity.

***To be delivered by 31<sup>th</sup> July 2016***

**Deliverable 3)**

Contribution to relevant sections of background study on bushmeat harvesting in Congo (with focus on target sites) - including current levels of bushmeat harvesting and threats to species populations (with population data) and review of various means of sustainable bushmeat harvesting management elsewhere

***To be delivered by 15<sup>th</sup> August 2016***

**Deliverable 4)**

Development of and baseline completed for system to record and monitor poaching incidents and other signs of hunting in and around protected areas

***To be delivered by 31<sup>st</sup> August 2016***

**Deliverable 5)**

Drafted design of nationwide system for monitoring IWT and wildlife crime cases, based on data management and quality research conducted in Activity 1

***To be delivered by 31<sup>st</sup> August 2016***

**Deliverable 6)**

An inclusive and participatory dialogue mechanism is established. This may take the form of a national workshop organized to facilitate dialogue and to collect and incorporate comments and contributions from relevant stakeholders on the drafting process of the National Strategy for Combating Poaching and Illegal Wildlife Trade and National Protected Area Management.

**Deliverable 7)**

A completed and approved National Strategy for Combating Poaching and Illegal Wildlife Trade and National Protected Area Management Strategy, including an Action Plan to facilitate implementation of the Strategy. ***To be delivered by 15<sup>th</sup> August 2016***

**Deliverable 8)**

Feasibility study (including costings of potential activities) of private sector integrated into collaborative approach to combating IWT across the landscape

***To be delivered by 30<sup>th</sup> September 2016***

**Deliverable 9)**

Report on assessment of other NPs in Congo and suitability for establishment of Ranger Training Centres, Wildlife Crime Units and other law enforcement teams (under Activity 2)

***To be delivered by 15<sup>th</sup> October 2016***

**Deliverable 10)**

Costed activities to strengthen coordination and implementation of law enforcement at national level and in selected sites and through additional institutional resources – in contribution to PRODOC strategy. This includes integration of various elements of the Action Plan (for the Wildlife Strategy) in to the PRODOC activities. **To be delivered by 22<sup>nd</sup> October 2016**

**Deliverable 11)**

Contribution to relevant chapters of the PRODOC.

**To be delivered by 30<sup>th</sup> October 2016 (coordinate with Team Leader)**

Proposed schedule of fee payments:

- Contract signature: 10%
- Upon clearance of Deliverables 1 - 3: 45%
- Upon clearance of Deliverables 4 - 11: 25%
- Upon clearance of complete CEO Endorsement documentation: 20%

Note on missions

The assignment will include at least two missions to Congo, including meetings in Brazzaville (1-2 week in total) and visits to some of the project sites (lasting normally 2-2.5 weeks). A third mission will be deemed necessary, as the PPG progresses.

Indicatively, the missions will take place as follows (noting some flexibility on dates, but summing maximum 6 weeks):

- 1st mission, with 2-3 weeks duration: arriving prior to working week starting on **1<sup>st</sup> May 2016**;
- 2nd mission, with 2-3 weeks duration: **in July 2016** (exact working weeks to be defined);
- Optionally a 3rd mission, with 1 week duration: in **October 2016**, in connection with the Validation Workshop (exact working weeks to be defined).

The scheduling of travel dates should reflect an attempt to maximize the number of week days in the country.

**Competencies**

- Promoting ethics and integrity, creating organizational precedents;
- Building support and political acumen;
- Building staff competence, creating an environment of creativity and innovation;
- Building and promoting effective teams;
- Creating and promoting enabling environment for open communication;
- Leverages multi-disciplinary, institutional knowledge and experience;
- Creates and cultivates networks of partners to promote UNDP's image;
- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses;
- Leverages different experiences and expertise of team members to achieve better and more innovative outcomes;
- Strong analytical and writing skills;
- Ability to communicate effectively in order to communicate complex, technical information to both technical and general audiences;
- Skills in negotiating effectively in sensitive situations;
- Skills in achieving results through persuading, influencing and working with others;
- Skills in facilitating meetings effectively and efficiently and to resolve conflicts as they arise.

## **Required Skills and Experience**

**Profile required (max 100 points in total):**

Récapitulatif des formulaires d'évaluation		Note maximum
1	<b>Education:</b> Master degree in a relevant field such as law, economics, management, or even in ecology (as long as relevant for the sought specialty in wildlife crime) and with professional specialization in issues of wildlife crime. (max. 10 pts)	10%
2	<b>Expérience</b> At least 12 years of overall professional experience, with incremental responsibilities.	10%
	At least 5 years of experience with and in-depth knowledge of wildlife crime issues at the international sphere is an <u>eliminary</u> requirement. (max. 10 pts)	10%
	Demonstrated track record in the preparation of documents, project proposals, targeted reports and, preferably also, publications within the theme of wildlife crime, is a highly sought qualification for this position.	25%
	Specific experience with dealing with wildlife crime issues, poaching in protected areas or wildlife trafficking measures along transit routes and a demonstrated track record of applying feasible solution to these issues, is a highly sought qualification for this position in, preferably with experience from Africa or Asia, or both. (max. 20 pts)	20%
	Knowledge of environmental issues, policies and programs in Eastern Africa is preferred, but not required. (max. 10 pts)	10%
3	<b>Langue :</b>	
	Excellent mastery of written English is an <u>eliminary</u> requirement. (max. 10 pts)	10%
	Working knowledge of French is essential. (max. 5 pts)	5%



**Application Submission Process:**

Submission must be online following the instruction given on the website. Please submit the following to demonstrate your interest and qualifications. Please note that all the documents below must be submitted as one PDF file.

- P11 (required), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Personal CV (optional);
- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided [see link further down];
- Financial proposal (All-inclusive daily fee): Interested individuals are kindly requested to submit an all-inclusive daily consultancy fee.

Travel: All envisaged international travel costs must be included in the financial proposal in a separate line, though not the cost of in-land travel, which will be handled directly by the UNDP Country Office.

**Application Evaluation Process**

Individual consultants will be evaluated based on the Cumulative Analysis methodology [weighted scoring method], where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight; [70%]

Financial Criteria weight; [30%]

Only Individual Consultants obtaining a minimum of 70% of the obtainable 100 points in technical evaluation would be considered for the Financial Evaluation.

Technical Evaluation Criteria: Adequacy of Profile (Max 100 points)

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

UNDP Personal History form (P11) required of all applicants:

[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

Letter of Confirmation of Interest and Availability

[https://www.dropbox.com/s/789q1hvdrdgwqqc/PPG\\_Cons\\_Letter%20of%20Interest%20and%20Availability.docx?dl=0](https://www.dropbox.com/s/789q1hvdrdgwqqc/PPG_Cons_Letter%20of%20Interest%20and%20Availability.docx?dl=0)

**Approbation :**

Sustainable Development Environment Unit	CEDAP	Resource Management Unit	Deputy Resident Representative