



Government of Nepal

Strengthening the Institutional Capacity of SAWEN for Coordinated and Organized Approaches to Combat Wildlife Crime in South Asia

IDF Grant Trust Fund No.: P144627

Terms of Reference

Consulting Services for

Drafting of Operational Framework of SAWEN

Contract ID: SICSAWEN/NTNC/S/IND/05

March 2017



Project Coordination Unit
National Trust for Nature Conservation
Khumaltar, Lalitpur
PO Box 3712 Kathmandu. Tel: 5526571, 5526573|Fax: 5526570
E-mail: pcu_ntnc@ntnc.org.np

BACKGROUND

Illegal trade in wildlife species and their parts is a global phenomenon that shows an increasing trend. Poaching and international trafficking of endangered species ranks among the largest of crimes, representing tens of billions of dollars per year. As a result this has become one of the key threats to the survival of the species. United Nations sixty-ninth session of the General Assembly also expressed concern about the increasing scale of poaching and illegal trade of wildlife and wildlife products and its adverse economic, social, and environmental impacts. The South Asia faces the same misfortune from the deep rooted wildlife crime. It evades through porous border, weak law enforcement, and poor coordination across the administrative/political boundary. Therefore, there is a need of trans-boundary cooperation, coordination and integrated actions to make the wildlife crime control efforts fruitful. The UN General Assembly has also welcomed the efforts of and cooperation between intergovernmental organizations aimed at preventing and fighting illicit trafficking in wildlife. Considering the growing global concern and urgency of combating wildlife crime from the South Asia region, South Asia Wildlife Enforcement Network (SAWEN) was formally launched in 2011 as an intergovernmental law enforcement support body of eight countries of South Asia; Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka. SAWEN promotes regional cooperation to curb wildlife crime in the region and works through its Secretariat in Kathmandu, Nepal. Owing to the urgent need of combating the region's illegal wildlife trade and eliminating illicit demand through bilateral/regional mechanisms, the SAWEN Secretariat is fostering collaboration among the member countries to tackle various aspects of wildlife crime.

The Government of Nepal has received grant financing from the World Bank's Institutional Development Fund (IDF) for the project entitled 'Strengthening Institutional Capacity of SAWEN to Combat Wildlife Crime'. The National Trust for Nature Conservation serves as the Project Coordination Unit (PCU) for the project. Therefore, the PCU-NTNC together with the SAWEN Secretariat intends to hire an individual consultant to undertake the following task that will assist the Secretariat in institutional development of SAWEN. The task is listed below.

Drafting of Operational Framework of SAWEN

SAWEN is gradually developing and establishing itself in the region as an intergovernmental law enforcement support body to combat wildlife crime. The SAWEN Secretariat has envisioned to develop an institutional mechanism to effectively achieve SAWEN's objectives through collaboration and coordination among the member countries and other partner agencies. In order to achieve this, the Secretariat is aiming to develop an operational framework which will define its 20 years Strategic Plan, 5 years Action Plan, and an Operational Manual.

These guiding documents will assist to institutionalize SAWEN as a strong intergovernmental organization of South Asia to combat wildlife crime.

OBJECTIVES

The development objective of this project is to strengthen the institutional capacity of SAWEN through its Secretariat and its focal points in the member countries for coordinated and organized approaches to combat wildlife crime in South Asia. Specifically, this assignment intends to:

- Develop an operational framework for the functioning of SAWEN as a regional inter-governmental body to combat wildlife crime in the region and beyond.

A key process of achieving the objectives identified above includes review, study, assessment, and adequate consultations with focal persons, government line agencies, concerned wildlife law enforcement agencies or civil society groups from the member countries and other key stakeholders such as ASEAN-WEN, GTF, GTI, CBD, CITES, LATF, CAWEN, INTERPOL-ENS and SAARC Forestry Program. It also involves distilling best practices and lessons from other countries and institutions in order to strengthen SAWEN.

SCOPE OF WORK

The main objective of the consultancy service is to strengthen the institutional capacity of SAWEN through its Secretariat and its focal points in the member countries for coordinated and organized approaches to combat wildlife crime in South Asia. The Government of Nepal, through the PCU-NTNC is seeking a qualified and an experienced consultant to provide Technical Assistance to achieve the objective stated above. The selected consultant will report to the Chief Enforcement Coordinator (CEC) of the SAWEN Secretariat and Project Chief of PCU-NTNC. The consultant is expected to review, analyse and consolidate all the available information pertaining to wildlife conservation and wildlife crime, and undertake surveys and consultations with the member countries and other relevant stakeholders as necessary to achieve the expected deliverables. The consultant will organize regional workshops to share and discuss the draft reports.

This consultancy service will aim in facilitating the SAWEN Secretariat in addressing its foremost goal of formalizing SAWEN to serve as a common platform in combating the wildlife crime through regional cooperation. The operational framework will cover broader perspective of SAWEN's institutional structure and necessary administrative and strategic instruments to ensure effective operations of the network and its Secretariat. The operational framework will envision next 20 years Strategic Plan and details out the activities for at least 5 years Action

Plan with a business model along with an Operational Manual for SAWEN's institutional functioning. To achieve the objective, specific activities and key deliverables are listed below.

- (i) Analyse the global scenario of wildlife crime with particular focus on South Asia;
- (ii) Institutional mapping of existing law enforcement institutions of wildlife crime control in the member countries including documentation of investigation and prosecution process;
- (iii) Appraise and analyse operational framework of different intergovernmental agencies involved in combating wildlife crime such as ASEAN-WEN, GTF, GTI, CBD, CITES, LATF, INTERPOL-ENS and SAARC Forestry Program to devise suitable operational framework for SAWEN;
- (iv) Consultations with CEC and focal persons of SAWEN, regional wildlife experts and officials of regional wildlife law enforcement agencies including but not limited to ASEAN-WEN, LATF, CAWEN, and INTERPOL-ENS either by in person interview or by electronic communication;
- (v) Review of SAWEN documents relating to the structure, finances, human resources, management, history, activities, projects and policies and major gaps;
- (vi) Develop 20 years Strategic Plan, 5 years Action Plan, and Operational Manual consisting of the following major points:
 - Stakeholder Analysis;
 - SWOT Analysis;
 - Institutional Structure;
 - Legal and Administrative Instruments;
 - Unique Selling Proposition, Strategic Priorities and Action Plan;
 - Financial and Administrative Management System;
 - Promotion and Sustainable Fund Raising Strategy (Business Model);
 - Partnership, Collaboration and Communication Strategy; and
 - Internal Evaluation Mechanism.
- (vii) Conduct at least one regional workshop to share and discuss the draft SAWEN's operational framework, 20 years Strategic Plan, 5 years Action Plan and Operational Manual;
- (viii) Present a final draft of SAWEN's Operational Framework including 20 years Strategic Plan, 5 years Action Plan and Operational Manual by incorporating suggestions and feedback made during the workshop.

DELIVERABLES

The consultant will provide the following deliverables to PCU-NTNC.

Workshops Reports – one original hard copy together with electronic copy within two weeks after completion of the workshop.

Final Report – three original hard copies and an electronic copy-

- Operational Framework;
- 20 years Strategic Plan;
- Five year Action Plan; and
- Operation Manual.

QUALIFICATION AND SKILL

In order to perform these tasks, incumbent must be a senior professional with strategic vision, managerial and operational experience. S/he should have the following experience and qualifications:

- At least a Master's Degree and 10 years of demonstrated experience working in biodiversity conservation with focus on wildlife crime with proven experience in strategic planning and institutional development.
- Proven track record of successfully completed at least 3 such projects.
- The consultant should have working experience of at least one relevant project in South Asia with good knowledge on wildlife and wildlife crime issues.
- It is preferable that the consultant have associates or contact persons in the member countries.
- Proven ability to write and present in an international standard.

ELIGIBLE CRITERIA

- The consultant should not have been convicted of any criminal offence related to professional conduct, corruption, or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement proceedings;
- The consultant should not be blacklisted or debarred by Public Procurement, Government, Semi-Government, Private, Autonomous body or any other international organization;
- The consultant should not have a conflict of interest in the procurement requirement.

APPROACH AND METHODS

To achieve the aforementioned objectives, the consultant is expected to use a combination methods including but not limited to review, study, consultations, research, and analysis to complete the consulting services. A variety of broadly conceived opportunities and alternatives based on studies at national and international levels shall be considered.

In all aspects of this study, the consultant shall closely work with the PCU-NTNC, the SAWEN Secretariat and focal persons of the member countries to ensure that requirements are understood, to promote synergy, and to ensure that cross-study issues are appropriately addressed and options are recommended. The consultant will work under the overall supervision of the PCU-NTNC team in Kathmandu. The consultant shall propose the precise combination of methods to undertake the task.

DUTY STATION

The consultant is supposed to perform their work from their own office with travel as deemed by the assignment. Agreed international travel costs related to the assignment will be covered and managed by PCU-NTNC.

IDENTIFICATION OF RISKS

The consultant should withhold information where that information may place them at risk and take necessary measures to protect them from placing themselves at risk.

TIMELINE AND PAYMENT SCHEDULE

The consultant is expected to apply a level of coordinated effort with the key stakeholders while developing the 20 years strategic plan, 5 years action plan and the operational manual over a period of 150 working days spread over 7 months from the date of signing the contract. The delivery and payment schedule, subject to each milestone being formally accepted by the PCU-NTNC, is as follows. All the applicable taxes will be deducted at the source.

Milestone	Timeline	Payment schedule (% of total)
An inception report with a proposed plan of actions	2 Weeks	20%
Delivery of the draft action plan, operational manual and strategic plan	Month 06	50%
Delivery of final completion report (only after approval from the client)	Month 07	30%
TOTAL		100%

Annex I

FORMAT OF CURRICULUM VITAE (CV) FOR PROFESSIONAL

1.	Name			
2.	Date of Birth		Nationality	

3. Education

Year	Degree Obtained	College/University

4. Relevant Publications:

5. Employment Records:

Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.

6. Detailed Tasks Assigned:

7. Work undertaken that best illustrates capacity to handle the tasks assigned.

Name of Assignment		
Year	Start date	End date
Location		
Client		
Main Project Features		
Position Held		
Activities Performed		

8. Training:

9. Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

10. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any misstatement described may lead to my disqualification or dismissal, If engaged.

----- *Date:* -----

[Signature of consultant]

Day/Month/Year