



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

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## Terms of Reference

Consulting Services for

**Undertaking capacity development on skills relevant to wildlife crime**

**Contract ID: SICSAWEN/NTNC/S/IND/09**

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**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](mailto: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.

### **Undertaking capacity development on skills relevant to wildlife crime**

Poaching and illegal trade in wildlife continues to grow in South Asia and elsewhere. There have been efforts made by various agencies at different levels to curb the wildlife crime in the region. However, there is a need that the existing ways of dealing with wildlife crime should be enhanced to address the current scale and nature of the wildlife crime. It requires capacity development of front line enforcement persons to deal with the

increasingly complex crime cases in more professional ways that integrate recent developments in tools and techniques, technologies, and approaches. Therefore the task will analyse the capacity gaps, formulate an action plan and pilot a few capacity enhancement training.

## **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:

- Undertake capacity development on skills relevant to wildlife crime

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.

The major objective of this task is to carry out training need assessment in wildlife crime control in the member countries. Based on the outcomes of the assessment, the task will develop a capacity development action plan and training manuals relevant to the member countries. Piloting of some of the keys capacity enhancement activities to the frontline

wildlife law enforcement officials from the member countries will be carried out. To achieve the objective, specific activities and key deliverables are listed below.

- (i) Undertake a need assessment of member countries to identify capacity gaps in wildlife law enforcement which involves an analysis of existing human resources, tools and techniques, instruments for law enforcement, etc. This should identify priority areas for capacity building such as wildlife crime intelligence development and analysis, wildlife law enforcement techniques, internet based wildlife crime control (electronic surveillance, illegal wildlife e-commerce, online trade), effective patrolling and crime scene investigation;
- (ii) Consultations with CEC and focal persons of SAWEN, regional wildlife experts and officials of regional wildlife law enforcement agencies either by in person interview or by electronic communication;
- (iii) Based on these findings, prepare draft need assessment report, draft action plan and training manuals;
- (iv) Organize a regional workshop to share these findings;
- (v) Prepare a final need assessment report, capacity building action plan and training manuals;
- (vi) Conduct at least two 'train the trainers' programme as identified in the action plan to selected three participants from each member countries in consultation with the SAWEN Secretariat;
- (vii) Organize two specific knowledge exchange workshops (best practices, lessons learned, failure stories) on specific topics for target groups from the member countries.
- (viii) Document the outcomes of the knowledge exchange workshops.

### **Deliverables**

The consultancy firm will provide the following deliverable to PCU-NTNC.

**Assessment Report**- electronic copy

**Action Plan**- electronic copy

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

- A final Assessment Report
- Training Manuals
- Capacity Building Action Plan
- Knowledge sharing workshop report

## **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 with 10 years of demonstrated experience working in biodiversity conservation with focus wildlife crime with proven experience in capacity and skills assessment and 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 been 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 undertaking capacity and skills need assessment, analysing techniques of law enforcement and developing action plan and training manuals over a period of 90 working days spread over 6 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.

<b>Milestone</b>	<b>Timeline</b>	<b>Payment schedule (% of total)</b>
An inception report with a proposed plan of actions	2 Weeks	20%
Delivery of the draft assessment report, training manuals, action plans and workshop	Month 05	50%
Delivery of final completion report with listed deliverables (only after approval from the client)	Month 06	30%
<b>TOTAL</b>		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*