**CONSULTANCY TERMS OF REFERENCE**

**Position Title :** Service Provider ‐ Data Entry / Researcher

**Term:** 24 months

To apply and express your interest in this consultancy contract, please send your CV to serene.chng@traffic.org

**DUTIES**

The Service Provider will be responsible for the collection and input of information, particularly in

Bahasa Indonesia, in an accurate and consistent manner into TRAFFIC’s iBase system. Data collected

will enable the production of informative analysis at a later state. Regular research will be required to ensure all information being reported is verified (where possible) and captured centrally. Information is to be researched as much as possible to ascertain the full circumstances of the situation.

**MAJOR FUNCTIONS**

**1.** Undertake training as an iBase user to enable the systematic input, research of data and the

creation of entities. This will enrich the depth and breadth of information on iBase and enhance

our understanding of the illegal trade at a national and regional level.

**2.** Collect and compile media stories in relation to incidents of poaching, seizures, arrests and

investigations in Indonesia for input onto iBase. Verification on as many of these instances as

possible with governments, regional TRAFFIC / WWF office and other NGOs in the region.

**3.** To enable the consistent monitoring of cases, research and follow up to track progress as

directed/advised by the Senior Analyst –Wildlife Crime.

**4.** All data input onto iBase must be complimented with further research with internal team member

and external parties, as relevant.

**5.** Collect and compile information regarding trade related enforcement actions, including arrests

and convictions in Indonesia. All information pertaining to illegal trade is to be researched and

entered into iBase.

**6.** Further desk‐based research identifying emerging modus operandi, locations of concerns, and

arrests of groups / organised crime groups in relation to any type of illegal wildlife trade in the

region and entered onto the database in coordination with the Senior Analyst – Wildlife Crime.

**7.** As directed and/or coordinated with the Senior Analyst – Wildlife Crime, collate information,

research and develop that information and submit for input into TRAFFIC’s various channels of

internal and external reporting, including publications as appropriate.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Carry out work in coordination with TSEA’s enforcement support team, including methodically

collecting data on illegal wildlife trade and conducting trade data analysis, as directed by the

Senior Analyst – Wildlife Crime. Coordinate and work with the Data Entry and Researcher teams

to enter market survey information into iBase. As tasked by TSEA management, assist to produce

robust and timely information packages.

2. As tasked or support to: Identify and collate information to support analytical case files, with a

particular focus on routes or networks.

3. Collect wildlife seizure information pertinent to Indonesia – either those conducted in Indonesia,

or where Indonesia was part of the trade route, and input the data into iBase as directed.

Information should refer to trade routes, players involved, source locations, smuggling methods,

trends, and estimated volume of wildlife in trade.

4. Assist the Wildlife Trade Crime Data Analyst and Data Entry and Researcher with analytical case

file and preparations as well as other enforcement related capacity building and technical

assistance.

**OUTPUT AND DEADLINES**

1. Periodic trade analysis and actionable information assessments;

2. Information on recent and current trends in illegal wildlife trade provided to Senior Analyst –

Wildlife Crime or TSEA Senior management point of contacts for dissemination to national

enforcement agencies, international bodies such as INTERPOL and CITES, and to policy makers as

appropriate;

3. Contributions as required for TRAFFIC publications, presentations and media output.

**REQUIRED SKILLS AND COMPETENCIES**

1. Experience with the collection, collation and analysis of data;

2. A keen eye for detail, working with databases with numerous fields and the ability to recognise

and identify links between data are essential.

3. Familiarity with and an interest in conservation;

4. Sound IT skills, particularly Microsoft Excel; knowledge on the use of i2 IBM software for iBase,

knowledge of Analyst Notebook advantageous;

5. Fluency in English and Bahasa Indonesia with excellent writing skill in both languages;

6. Good interpersonal skill and ability to work effectively as part of a diverse team in addition to

being capable of working independently, with respect for and sensitivity to multi‐cultural

approaches;

7. Independent thinker and showing initiative in developing innovative