Consultancy opportunity

The IUCN Asia Regional Office, Bangkok, Thailand is seeking a suitably qualified individual to support the delivery of wildlife crime scene management training to protected area staff in South-east Asia.

Full details of the activities, deliverables and payment terms are in the Terms of Reference below.

Interested applicants must provide the following:

- A CV, which includes the contact details for two referees.
- A completed Application Form
- Attached copies of any English language certificates (if relevant)

Any incomplete applications will be rejected. This consultancy advertisement does not constitute a binding contract between IUCN and an individual or an entity that submits an application. IUCN reserves the right to reject any applications submitted.

The application must be written in English.

The application deadline is 1st January 2022 at 12:00AM ICT (Indochina Time).

Contact information

All applications should be sent, by email, to Daniel Willcox, MIKE South-east Asia Subregional Coordinator, IUCN Asia Regional Office, Thailand. daniel.willcox[at]iucn.org

Application Form

1. Years of experience managing or processing wildlife crime scenes involving large mammal species (>100 kg in weight) in protected areas in Africa and/or Asia.

<table>
<thead>
<tr>
<th>Country</th>
<th>Protected area(s)</th>
<th>Large mammal species / species groups</th>
<th>Approximate dates</th>
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Total cumulative experience, in years:

2. Number of in-person or on-site training events delivered on wildlife crime scene management or wildlife crime scene investigation for protected area staff in Africa and/or Asia
<table>
<thead>
<tr>
<th>Country</th>
<th>Protected area(s)</th>
<th>Training topic / title</th>
<th>Hosting / collaborating organisation</th>
<th>Approximate dates</th>
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Total number of in-person or on-site training events:

3. Number of guidance or training documents produced for wildlife crime scene management or wildlife crime scene investigation for countries in Africa and/or Asia

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<thead>
<tr>
<th>Country / region</th>
<th>Document title</th>
<th>Year published / finalised</th>
<th>Link to document (if publicly available)</th>
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</table>

Total number of guidance or training documents produced:

4. Native English speaker OR an IELTS score of 7.0 or greater OR a TOEFL Internet Score of 100 or greater.
   ☐ Native English speaker, or;
   ☐ IELTS score of 7.0 (Listening, Writing, Speaking, Reading all scoring 7.0 or greater), or;
   ☐ A TOEFL internet score of 100 (Listening, Writing, Speaking, Reading all scoring 25, or greater), or;
   ☐ None of the above; I do not meet this criterion.
   ☐ Attached copies of IELTS/TOEFL grades or scores, if relevant.
Terms of Reference

ASSIGNMENT TYPE: Collaborative assignment

MANAGER OF THE ASSIGNMENT: Daniel Willcox, Programme Officer, Species and MIKE South-east Asia Subregional Coordinator, IUCN Asia Regional Office. The IUCN Programme Officer will provide support and guidance to all activities and outputs included in these Terms of Reference.

LOCATION: The in-person training will be in two of either Lao PDR, Malaysia, Thailand and/or Vietnam. The final countries for the training will be dependent on Covid-19 travel restrictions and government approvals for the work. IUCN will be responsible for establishing which countries are the most feasible options for the work. All other work activities will be done remotely from the consultant’s home base.

PROJECT TITLE

*Training on crime scene management techniques for first responders working in MIKE sites in South-east Asia.*

BACKGROUND

In cooperation with the CITES Secretariat, and their Monitoring the Illegal Killing of Elephants (MIKE) programme, the IUCN Asia Regional Office is providing support on the delivery of MIKE in five countries in South-east Asia: Indonesia, Lao PDR, Malaysia, Thailand and Vietnam. This project is funded by the US State Department, Bureau of International Narcotics and Law Enforcement Affairs (INL).

The project has three components:

- To support the governments in these five countries on their MIKE reporting to CITES.
- To identify enforcement gaps at MIKE Sites in these countries and to provide tailored support through training and similar interventions, to strengthen elephant protection in these protected areas.
- To strengthen and provide support on national or regional level issues affecting elephant conservation, such as ivory stockpile management.

Part of the project includes providing support to government rangers and other first responders working at MIKE Sites on how to manage and investigate an elephant death, so that the type of death (i.e. whether illegal or not) and the cause of death, can be determined. IUCN is seeking qualified individuals to help support this process by providing in-person training on wildlife crime scene management.

The duties and responsibilities of the consultant are detailed below in Activities and Expected Deliverables.

ACTIVITIES

Under the guidance of, and with support from, the Programme Officer, Species, IUCN Asia Regional Office, the consultant will:

1. Provide in-person practical training on wildlife crime scene management to government rangers and other first responders in MIKE sites in two of either Lao PDR, Malaysia, Thailand.
and/or Vietnam. The exact location of any training will be dependent on Covid-19 restrictions as well as government approvals for the work.

2. Following the completion of the training, produce a set of guidance materials or protocols to support the application of the taught techniques, with a focus on maintaining the chain of custody.

IUCN will provide and organise translation support, lead on all communications with government partners (including acquiring formal approval / permissions for the work), lead on the logistics for any training workshops / events, and lead on identifying the most suitable countries / sites for delivering the in-person training.

EXPECTED DELIVERABLES

The outputs of this assignment will be:

1. Two 3-page concept notes for delivering two 5-day trainings on wildlife crime scene management to protected area staff and other first responders in South-east Asia. The training agendas must at a minimum include the following: provisional agenda, delivery methods, any technical support required, and training outcomes for each training.

2. In-person training delivered to government rangers and other protected area staff from a minimum of two protected areas in two of either Lao PDR, Malaysia, Thailand and/or Vietnam (i.e. four protected areas in total). This will be structured as two separate 5-day training workshops.

3. One set of protocols for managing wildlife crime scenes in protected areas in South-east Asia, that can be rapidly adjusted or adapted to fit national legal contexts in Indonesia, Lao PDR, Malaysia, Myanmar, Thailand and Vietnam. At a minimum, these protocols would need to cover the following main topics:
   a) approaching and securing the crime scene
   b) searching and documenting the crime scene
   c) evidence collection

4. One report covering training activities in both countries detailing: a list of training participants, the training provided, the results of any pre- or post-training evaluations, and recommendations for any follow-up.

EXPECTED DURATION

The total expected duration of the assignment will be 20 days over the period 1 June 2022 to 30 September 2022.

TRAVEL DETAILS

In fulfilment of the duties defined above, the consultant will be required to undertake field visits to conduct the training. IUCN will cover the costs of international travel from the consultant’s home base to the training locations as well as any daily subsistence costs whilst travelling. Any daily subsistence costs will follow the cost norms set by IUCN policies and will be budgeted for separately. IUCN will cover the costs of any visa fees or entry requirements, including the need for any quarantine on arrival. The consultant will be expected to cover their own medical and health insurance costs, including the costs of any vaccinations required for travel.
The total remuneration budgeted is: $12,000 USD gross (20 days at $600 USD/day).

The consultant will be paid as follows:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Expected delivery date</th>
<th>Instalments</th>
<th>Amount (USD)</th>
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<tbody>
<tr>
<td>1 Training concept notes</td>
<td>Within 2 weeks of commencement of the assignment</td>
<td>20%</td>
<td>2400$</td>
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<tr>
<td>2 Training delivered – country 1</td>
<td>Within 2 months of the commencement of the assignment</td>
<td>50%</td>
<td>6000$</td>
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<tr>
<td>3 Training delivered – country 2</td>
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<tr>
<td>4 Protocol for wildlife crime scene management in protected areas submitted</td>
<td></td>
<td>50%</td>
<td>6000$</td>
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<tr>
<td>5 Final report</td>
<td>Within 2 weeks of the completion of deliverables 2, 3 and 4.</td>
<td>30%</td>
<td>3600$</td>
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</table>

Payments will only be made upon review of the submitted deliverables specified under Expected Deliverables. All deliverables must be submitted by the consultant to the Programme Officer, Species, IUCN Asia Regional Office. Payments will only be made once the Programme Officer, Species, IUCN Asia Regional Office has stated that the deliverable is of adequate quality.

EVALUATION CRITERIA

All applications to this consultancy will be reviewed against the following criteria:

1. Have at least six years of experience in managing or processing wildlife crime scenes involving large mammal species (>100 kg in weight) in protected areas in Africa and/or Asia.

2. Have delivered at least four in-person or on-site training events on wildlife crime scene management or wildlife crime scene investigation for protected area staff in Africa and/or Asia.

3. Have written at least four guidance or training documents for wildlife crime scene management or wildlife crime scene investigation for countries in Africa and/or Asia.

Applicants that can demonstrate more than the minimum requirements in 1, 2, 3 and 4 above will be ranked more highly.

4. Must be fluent in English. If the applicant is a non-native English speaker, then they must provide evidence of their English language qualifications (i.e. their TOEFL or IELTS scores and certificates).