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TERMS OF REFERENCE

TITLE:	CONSULTANT: DEVELOPMENT OF A NATIONAL IVORY STOCKPILE MANAGEMENT SYSTEM (NISMS) WITH A STANDARD OPERATING PROCEDURE (SOP) FOR CAMEROON
LOCATION:	YAOUNDÉ - CAMEROON
ANTICIPATED ENGAGEMENT:	40 WORKING DAYS BEGINNING 1 OCTOBER 2022
REPORTS TO:	CAF SENIOR PROGRAMME OFFICER IN CAMEROON

BACKGROUND

TRAFFIC, the wildlife trade specialist, works to ensure that trade in wild animals and plants is not a threat to the conservation of nature. It actively monitors and investigates the wildlife trade and provides information to diverse audiences worldwide as a basis for effective conservation policies and programmes. TRAFFIC is an international network organised into regional hubs and thematic approaches.

One of these regional hubs is the TRAFFIC Central Africa Programme Office (CAF), which has different programmes and projects, including the project “Supporting the implementation of Cameroon’s (CITES) National Ivory Action Plan and reducing the supply of ivory from Cameroon’s TRIDOM region, through effective stockpile management – NIAP Cameroon”. Funded by the USFWS, the project aims to reduce the volume of ivory leaking into the supply chain, reducing the availability of raw ivory, which fuels the trade in and demand for ivory products.

The African elephant (*Loxodonta africana*) is the world’s largest terrestrial mammal, a species of considerable economic, ecological, cultural and aesthetic value to many people and is arguably the world’s most charismatic mega-herbivore (African Elephant Action Plan, 2010)¹. African elephants occur in a wide variety of habitats (Blanc *et al.* 2007)², and in 2005 (Wilson and Reeder)³, the genus *Loxodonta* was officially recognised as comprising two living elephant species; the African savannah elephant (*Loxodonta africana*) and the smaller forest elephant (*Loxodonta cyclotis*). In 2021, the International Union for Conservation of Nature (IUCN) Red List assessment changed the listing of the African elephants from ‘Vulnerable’ to Endangered and Critically Endangered, respectively ([IUCN 2021](#)). This is reflected in Cameroon’s Ministerial order N° 0053/MINFOF of 1 April 2020, which places the Forest and Savannah Elephant as Class A protected species, corresponding to Appendix 1 of CITES designation.

African Forest Elephants once occurred across the entire humid forest area of western and central Africa, but their range is decreasing rapidly, and the majority of the remaining population is found in six central African countries where they occupy an estimated 25% of their former range (Maisels *et al.* 2013)⁴.

Cameroon hosts an important but dwindling population (Thouless *et al.* 2016)⁵ of African Forest Elephants, mostly found within the Cameroon segment of the Tri-National Dja-Odzala-Minkébé (TRIDOM) transboundary conservation landscape, where their numbers have declined by more than 70 per cent in less than a decade (Ngoran, 2017)⁶. These elephants are at severe risk from poaching and the illegal ivory trade, exacerbated by threats from deforestation and habitat loss. Driving the killing is

¹ African Elephant Action Plan - CITES CoP. March 2010. CoP15 Inf. 68.

² Blanc, J.J., R.F.W. Barnes, G.C. Craig, H.T. Dublin, C.R. Thouless, I. Douglas-Hamilton, and J.A. Hart. 2007. African Elephant Status Report 2007 – An Update from the African Elephant Database. Occasional Paper of the IUCN Species Survival Commission No. 33.

³ Wilson, D.E. and Reeder, D.M. 2005. *Mammal Species of the World*. Johns Hopkins University Press, Baltimore, MD, USA.

⁴ Maisels F, Strindberg S, Blake S, Wittemyer G, Hart J, Williamson EA, et al. (2013) Devastating Decline of Forest Elephants in Central Africa. PLoS ONE 8(3): e59469. <https://doi.org/10.1371/journal.pone.0059469>

⁵ Thouless, C.R., Dublin, H.T., Blanc, J.J., Skinner, D.P., Daniel, T.E., Taylor, R.D., Maisels, F., Frederick, H.L. and Bouche, P. (2016). *African Elephant Status Report 2016: An update of the African Elephant Database*. Occasional Paper No. 60, IUCN/SSC, Gland, Switzerland.

⁶ N’goran, K.P. 2017. *WWF Biomonitoring Activities from 2014 to 2016 - Status of Forest Elephant and Great Apes in Central Africa Priority Sites*. WWF Report 2017

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a complex, international ivory trade that thrives on poverty, organized crime, corruption, and greed (Rochon, 2013)⁷.

The most direct threat to elephants is the killing for their tusks (Nkoke, 2017). Elephant population data collected over the period 2006 – 2015 as part of the IUCN African Elephant Status study (Thouless *et al.*, 2016) shows that poaching over that decade accounted for a significant portion of elephants killed, potentially resulting in one thousand metric tons of illegal ivory; an average of approximately 100 tons per year.

One key source fueling consumer demand for ivory is leakage from government-held stockpiles, where individuals illegally provide ivory for sale back into trade from confiscated stocks held in locations such as local offices of law enforcement officials and courtrooms. In August 2013, a highly placed official was arrested in Yaounde, accused of being implicated in the disappearance of more than 200 elephant tusks from the national stock; some of which were among the 18 elephant tusks seized in Douala in June 2013 (Anon 2013, LAGA Annual Report, 2013)⁸.

Delays in the recording, inventory and reporting of seized ivory account for a significant amount of the leakages in national ivory stockpiles at regional levels and promote corruption (Nkoke *et al.*, 2017)⁹.

The decision taken by the CITES Parties to instigate an oversight process based on the development and implementation of National Ivory Action Plans (NIAPs) was a direct response to a TRAFFIC analysis of ivory seizure data held in the Elephant Trade Information System (ETIS) prepared for CoP16 in Bangkok, March 2013 (<https://www.cites.org/eng/cop/16/doc/index.php>). Cameroon is a Party of “secondary concern” and was requested to develop and implement a National Ivory Action Plan (NIAP) with effect from 2015 (Nkoke *et al.*, 2016).

Cameroon is effectively implementing the CITES – NIAP with actions steered by an Inter-Ministerial Committee charged with monitoring and implementing the Cameroon NIAP, created by the Prime Ministerial Order N° 055/CAB/PM of 06 July 2015.

One of the actions under NIAPs is the effective management of national stockpiles. CITES Decision 17.171 charges the Secretariat with developing practical guidance for the management of ivory stockpiles, including their disposal, based on an analysis of best practices and in accordance with provisions in Resolutions Conf. 17.8 on *Disposal of illegally traded and confiscated specimens of CITES-listed species* and Conf. 10.10 (Rev. CoP17) on *Trade in elephant specimens*¹⁰.

It is in this context that TRAFFIC, through the NIAP Cameroon project, has planned the development of an effective NISMS with an SOP, respecting the framework provided in the Government of Cameroon’s Decision 0008/D/ MINFOF/SG/DFAP/SDVEF/SC of 07 January 2014, which outlines the rules and procedures for the marking and management of ivory stocks. Implementing the NIAP will reduce the level of ivory entering the supply chain and the profits from this illegal trade.

OBJECTIVE

Develop a NISMS with a Standard Operating Procedure (SOP) to improve the management, securisation and reporting of information on ivory seizures and stockpiles per CITES resolution Conf.10.10 by MINFOF and other Ministries in Cameroon charged with wildlife law enforcement, leading to a reduction in ivory leakage through effective inventory, collection of data and production of records and reports.

⁷ Rochon, N. 2013. Rising International Ivory Trade Threatens the African Elephant <http://www.theinternational.org/articles/365-rising-international-ivory-trade-threat>

⁸ Anon., (2013). *Annual Report January – December 2013*. The Last Great Ape Organization, LAGA, Cameroon. http://www.laga-enforcement.org/Portals/0/Documents/Activity%20reports%202013/LAGA_Annual_Report%202013.pdf

⁹ Nkoke, S.C. Lagrot J.F. Ringuet, S. and Milliken, T. (2017). *Ivory Markets in Central Africa – Market Surveys in Cameroon, Central African Republic, Congo, Democratic Republic of the Congo and Gabon: 2007, 2009, 2014/2015*. TRAFFIC. Yaounde, Cameroon and Cambridge, UK.

¹⁰ <https://www.cites.org/eng/dec/valid17/81860>

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MAIN DUTIES AND RESPONSIBILITIES

The consultant is required to develop a NISMS for Cameroon. As part of this assignment, the consultant will:

- I. Undertake a comprehensive desk-based research study and assess existing materials on ivory stockpile management, including CITES Conf. 10.10 (Rev. CoP17).
- II. Assess Cameroon's national policies and regulatory frameworks to effectively manage and secure ivory and other national stockpiles, including Decision 0008/D/MINFOF/SG/DFAP/SDVEF/SC of 07 January 2014.
- III. Assess TRAFFIC's CITES-approved generic operational guide that outlines protocols and procedures on minimum standards and best practices in ivory stock management systems, available on the CITES website: (https://cites.org/sites/default/files/eng/prog/elephant/Stock_management_guidance.pdf).
- IV. Assess TRAFFIC's reports for ivory stockpile inventory and auditing, for example, in Gabon and the Central African Republic (CAR).
- V. Assess other existing proposed mechanisms or protocols for the management and secure storage of national ivory stockpiles.
- VI. Evaluate the implementation and effectiveness of these mechanisms and formulate clear guidelines and recommendations to enhance ivory stockpile collection, centralization, security and other management options.
- VII. Prepare a comprehensive report and training materials from the above (in French).
- VIII. Present the findings during any event dedicated to ivory stockpile management as required by TRAFFIC.

METHODOLOGY

The methodology to be used consists of the following:

- Attend a briefing meeting with TRAFFIC on the consultancy's content, procedure, activities and timeline.
- Complete a desk study to review the existing TRAFFIC (global) materials on ivory stockpile management and tools developed by CITES and other IGOs or NGOs.
- Consult with TRAFFIC staff members and other specialists on NISMS like that developed for DRC.
- For complementary information, organise one interview of approximately one hour (physical or virtual) with the main stakeholder: MINFOF, Ministry of Justice, Police, Gendarmerie and Customs (investigatory departments), WWF, LAGA and ZSL. Prepare a draft report for internal review by TRAFFIC and complete changes/edits as requested
- Prepare a PowerPoint presentation and present the final NISMS to TRAFFIC staff and key Government partners with a law enforcement investigation function (one meeting to be held at the end of consultancy).

The consultant may propose additional methodological components to be agreed upon and approved by CAF. However, physical meetings may be restricted due to potential restrictions linked to the COVID-19 pandemic.

It is anticipated that any face-to-face interviews or live observations will be conducted in Yaounde or any other city, depending on the profile of the stakeholder.

OUTPUTS

- 1) End of consultancy report (in French) with a summary of activities and work carried out.
- 2) NISMS - Cameroon (in French) structured as follows:
 - a. **Executive Summary:** This should briefly highlight the major findings and recommendations of the study, provided in both French and English.
 - b. **Introduction:** A brief introduction of the subject matter with international, regional and national connotations; policy and regulatory mechanisms in force. This should include the geographic location of Cameroon, biodiversity status with a focus on elephants; IWT trade

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- issues with particular attention to trade in elephant ivory, including ivory leakage from national stockpiles; CITES recommendations and national policies on ivory and other precious goods stockpile management, and the role of stakeholders in the effective management of these stockpiles.
- c. **Methodology:** A brief description of the literature and studies reviewed, and the methods used during the study.
 - d. **Results:** This should be presented in a minimum of the following sub-headings:
 1. CITES decision, national policies and legal frameworks governing national ivory stockpile management: List and summarize all the CITES decisions and national policies and legal frameworks relevant to ivory stockpile management gaps and propose solutions to fill these gaps or strengthen them.
 2. Agencies: List and briefly describe agencies/structures responsible for ivory stockpile management; highlight their roles and responsibilities, capacity etc.
 3. An analysis of the ivory stockpile management system in Cameroon, including the central stockage at Mvog-Betsi, Yaounde, and in decentralised services of MINFOF, MINJUSTICE and other LEAs.
 4. Standard Operating Procedure (SOP) to ensure commonality of approach for ivory seizure, stock management and reporting, which is implemented across all agencies with stockholding roles (MINFOF, Police, Customs, Courts). Controlled access will be a core principle of the SOP to ensure the security and transparency of the collection and storage of data. This will increase transparency and also reduce the opportunities for corruption.
 - e. Recommendations and conclusions. General conclusion and recommendations to enhance national ivory stockpile management.
 - f. **References:** Cite references used in the report. Follow the citation guidelines in the TRAFFIC Style manual (to be provided).
 - g. **Acknowledgements:** List all who assisted with the study, its review and the inventory.
 - h. **Contacts:** List names of persons consulted during the study and inventory.

Using graphics such as photos, maps, charts etc., is recommended to make the document as visually interesting as possible.

The TRAFFIC style manual (to be provided) should be followed as much as possible when writing the end-of-contract deliverable (Manual). In case of any questions or issues concerning presentation and style, the Project Manager should be contacted.

TRAFFIC will supervise the work and review draft reports and any other accompanying documents. TRAFFIC may also support the execution of certain aspects of this study as and when appropriate.

QUALIFICATIONS AND REQUIRED PROFILE

The consultant required for this work should have the following qualifications:

- At least a Master's Degree in law, criminology, wildlife conservation or professional qualifications in related areas such as anti-corruption.
- Experience in conducting field studies and interventions in wildlife trade and related crime, wildlife case monitoring, data collection and analysis. Work on ivory stockpile management or related issues (e.g. small arms inventory) would be an asset.
- Exposure to programmes combatting wildlife and related crime would also be an asset.
- Have a good knowledge of CITES, regional and national policy and legislative frameworks in Cameroon and other Central African countries, and relevant institutions responsible for implementing and enforcing the same.
- Good command of computers, excellent writing skills and a good capacity for synthesis and presentation of results useable by practitioners and policymakers.
- Fluency in French and English.

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TIMELINE

The Consultancy will be carried out for 40 working days. Schedule as follows:

Dates	Description	Number of workdays
01 Oct – 09 November 2022	Desk study, consultative meetings and interviews with stakeholders	27
10 – 17 November 2022	Preparation of draft report	6
18 November 2022 – 12 January 2023	Internal review of draft report by TRAFFIC	0
13 January 2023	Feedback meeting & questions	1
16 – 20 January 2023	Finalise report & preparation of presentation	5
24 January 2023	Presentation to TRAFFIC staff and key partners (including USFWS if available)	1

BUDGET

The total budget to cover this consultancy includes travel, communication costs, research, preparation and finalisation of the report.

The payment shall be made in the following percentage instalments:

- 30% upon signature of the contract.
- 40% upon submission of the draft report.
- 20% upon submission and acceptance of the final report by TRAFFIC.
- 10% upon completion of the presentation of findings.

EXPRESSION OF INTEREST

All candidates interested in conducting this consultancy should submit, no later than **23 September 2022**, a detailed technical proposal including:

- A letter of interest;
- A curriculum vitae detailing their experience in relation to the topic of the consultancy;
- A technical offer including a description of the approach, comments on the Terms of Reference, including a proposed chronogram of activities;
- A detailed budget proposal which takes into account the financial conditions specified in this ToR and sets the honorarium (daily rate) as well as any other costs.

Please send your documents to:

CONTACT:

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