Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

1. REQUIREMENTS
1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

2. CONTACT DETAILS
2.1. During the course of this procurement, i.e. from the publication of this RfP to the award of a contract, you may not discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your proposal.

IUCN Contact: Alain Ndoli Chief of Party - CONNECT project Alain.Ndoli@iucn.org Copy: info.esaro@iucn.org

3. PROCUREMENT TIMETABLE
3.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that changes to any of the deadlines are necessary, we will contact you.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>30th November 2022</td>
<td>Publication of the Request for Proposals</td>
</tr>
<tr>
<td>5th December 2022</td>
<td>Deadline for confirmation of intention to bid</td>
</tr>
<tr>
<td>12th December 2022</td>
<td>Deadline for submission of questions</td>
</tr>
<tr>
<td>31st December 2022</td>
<td>Deadline for submission of proposals to IUCN (&quot;Submission Deadline&quot;)</td>
</tr>
<tr>
<td>15th January 2023</td>
<td>Evaluation of proposals is completed</td>
</tr>
<tr>
<td>20th January 2023</td>
<td>Planned date for contract award</td>
</tr>
<tr>
<td>25th January 2023</td>
<td>Expected contract start date</td>
</tr>
</tbody>
</table>

3.2. Please email the IUCN contact to confirm whether or not you are intending to submit a proposal by the deadline stated above.

4. COMPLETING AND SUBMITTING A PROPOSAL
4.1. Your Proposal must consist of the following three documents:
   - Signed Declaration of Undertaking (see Attachment 2)
   - Technical Proposal (see Section 4.4 below)
• Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

4.2. Your Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – bidder name]. The bidder name is the name of the company/organisation on whose behalf you are submitting the proposal, or your own surname if you are bidding as a self-employed consultant. Your proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

4.3. Eligibility-N/A

4.4. Technical Proposal

The technical proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at IUCN’s discretion.

Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with IUCN’s approval.

IUCN will evaluate technical proposals with regards to each of the following criteria and their relative importance:

<table>
<thead>
<tr>
<th>Description</th>
<th>Information to provide</th>
<th>Relative weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Clarity and completeness of the Proposal</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>2 Approach and methodology</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>4 Consultants Competencies</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>5 Education and work experience</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

4.5. Financial Proposal

4.5.1. The financial proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety.

4.5.2. IUCN will cover the cost of travels, accommodation, DSAs & workshop costs in accordance with its policy and procedures.

4.5.3. Prices include all costs

Submitted rates and prices are deemed to include all costs, insurances, taxes (except VAT, see below), fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Terms of Reference or Specification of Requirements. IUCN will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable
withholding taxes and similar. It is your responsibility to determine whether such taxes apply
to your organisation and to include them in your financial offer.

4.5.4. **Applicable Goods and Services Taxes**
Proposal rates and prices shall be exclusive of Value Added Tax.

4.5.5. **Currency of proposed rates and prices**
All rates and prices submitted by Proposers shall be in US dollars (USD).

4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be
taken into account in the evaluation.

4.7. Your proposal must remain valid and capable of acceptance by IUCN for a period of 90 calendar days
following the submission deadline.

4.8. **Withdrawals and Changes**
You may freely withdraw or change your proposal at any time prior to the submission deadline by
written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or
withdrawals will be accepted after the submission deadline.

5. **EVALUATION OF PROPOSALS**

5.1. **Completeness**
IUCN will firstly check your proposal for completeness. Incomplete proposals will not be considered
further.

5.2. **Technical Evaluation**

5.2.1. **Scoring Method**
Your proposal will be assigned a score from 0 to 10 for each of the technical evaluation criteria,
such that ‘0’ is low and ‘10’ is high.

5.2.2. **Minimum Quality Thresholds**
Proposals that receive a score of ‘0’ for any of the criteria will not be considered further.

5.2.3. **Technical Score**
Your score for each technical evaluation criterion will be multiplied with the respective relative
weight (see Section 4.4) and these weighted scores added together to give your proposal’s
overall technical score.

5.3. **Financial Evaluation and Financial Scores**
The financial evaluation will be based upon the full total price you submit. Your financial proposal will
receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality
thresholds (see Section 5.2.2) by the total price of your financial proposal.

Thus, for example, if your financial proposal is for a total of CHF 100 and the lowest financial proposal
is CHF 80, you will receive a financial score of 80/100 = 80%

5.4. **Total Score**
Your proposal’s total score will be calculated as the weighted sum of your technical score and your
financial score.

The relative weights will be:

Technical: 70%
Financial: 30%
Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of $83 \times 70\% + 77 \times 30\% = 58.1\% + 23.1\% = 81.2\%$.

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the bidder whose proposal achieves the highest total score.

6. **EXPLANATION OF PROCUREMENT PROCEDURE**

6.1. All qualified experts in accordance with the ToRs (Attachment 1) are welcome to send proposals but IUCN reserves the right to respond to successful bidder.

6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.

6.3. All proposals must be received by the submission deadline in Section 3.1 above. Late proposals will not be considered. All proposals received by the submission deadline will be evaluated by a team of two or more evaluators in accordance with the evaluation criteria stated in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the bidder whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.

6.4. IUCN will contact the bidder with the highest-scoring proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded and provide detailed feedback. The timetable in Section 3.1 gives an estimate of when we expect to have completed the contract award, but this date may change depending on how long the evaluation of proposals takes.

7. **CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT**

7.1. To participate in this procurement, you are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.

7.1.1. It is your responsibility to ensure that you have submitted a complete and fully compliant proposal.

7.1.2. Any incomplete or incorrectly completed proposal submission may be deemed non-compliant, and as a result you may be unable to proceed further in the procurement process.

7.1.3. IUCN will query any obvious clerical errors in your proposal and may, at IUCN’s sole discretion, allow you to correct these, but only if doing so could not be perceived as giving you an unfair advantage.

7.2. In order to participate in this procurement, you must meet the following conditions:

- Free of conflicts of interest
- Registered on the relevant professional or trade register of the country in which you are established (or resident, if self-employed)
- In full compliance with your obligations relating to payment of social security contributions and of all applicable taxes
- Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection
- Not bankrupt or being wound up
- Never been guilty of an offence concerning your professional conduct
- Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.

7.3. You must complete and sign the Declaration of Undertaking (see Attachment 2)

7.4. If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your proposal which parts of the goods/services are provided by each partner or sub-contractor.
7.5. Each bidder shall submit only one proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a proposal both on its behalf and as part of a joint venture for the same procurement. A bidder who submits or participates in more than one proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the proposals with the bidder’s participation to be disqualified.

7.6. By taking part in this procurement, you accept the conditions set out in this RfP, including the following:
   - It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
   - Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.
   - Any price fixing or collusion with other bidders in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

8. CONFIDENTIALITY AND DATA PROTECTION

8.1. IUCN follows the European Union’s General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

8.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your proposal. Where you include personal data of your employees (e.g. CVs) in your proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider your proposal.

9. COMPLAINTS PROCEDURE

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact procurement@iucn.org. Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 2.1).

10. CONTRACT

The contract will be based on IUCN’s template in Attachment 3, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement.

11. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

Created in 1948, IUCN is now the world’s largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.
IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people’s well-being.

www.iucn.org
https://twitter.com/IUCN/

12. ATTACHMENTS

Attachment 1  Specification of Requirements / Terms of Reference.
TOR on page 7-14 below

Attachment 2  Declaration of Undertaking (select 2a for companies or 2b for self-employed as applicable to you)

1. https://iucnhq-my.sharepoint.com/:w:/g/personal/kiruiwy_iucn_org/EEboLG-XM0ZFrP0GUG65mMsBxzLTbp2Ik-Gb1JFNwQBQg

2. https://iucnhq-my.sharepoint.com/:w:/g/personal/kiruiwy_iucn_org/EfYw31n6F9dDoSmqZj6H2oBs4dGMNpfqoLgwo-nPOkPVA

Attachment 3  Contract Template

https://iucnhq-my.sharepoint.com/:w:/g/personal/kiruiwy_iucn_org/EdKCGrbmVllFmR69Lfmk3oB1oAEXJTrsgVoOVawwhbWEw
EAST AFRICAN COMMUNITY

TERMS OF REFERENCE FOR DEVELOPMENT OF THE EAC WILDLIFE CONSERVATION AND MANAGEMENT STRATEGY AND ACTION PLAN

1. BACKGROUND

The East African Community (EAC) is an inter-governmental organization of Six (6) Partner States, namely, Republic of Burundi, Republic of Kenya, Republic of Rwanda, Republic of South Sudan, United Republic of Tanzania, and Republic of Uganda. The Treaty for the Establishment of the East African Community was signed on November 30th, 1999 and came into force on July 7th 2000 following its ratification by the original three Partner States - Kenya, Tanzania and Uganda. The Republic of Rwanda and the Republic of Burundi acceded to the EAC Treaty on 18 June 2007 and became full Members of the Community with effect from 1 July 2007, while the Republic of South Sudan acceded to the Treaty on 15 April 2016 and become a full Member on 15 August 2016. The Community's newest member, the Democratic Republic of the Congo acceded to the EAC Treaty on 8 April, 2022 and is expected to ratify the Treaty by 29th September 2022. The main objective of the Community is to develop policies and programmes aimed at widening and deepening co-operation among the Partner States in political and economic, social and cultural fields, research and technology, defence, security, legal and judicial affairs, for the Partners’ mutual benefit.

The EAC is home to abundant and diverse species of fauna and flora. It is inhabited by some of the biggest populations of charismatic mega fauna including elephant, rhinoceros, lion, chimpanzee, mountain gorilla and various species of antelopes, birds, butterflies, reptiles, fish and a variety of flora. The region is a sanctuary of unparalleled natural wonders characterized by transboundary ecosystems and cross-border protected areas and profound waterways, extraordinary scenic landscapes and productive aquatic systems. Tourism in the region is mostly dependent on the wildlife sector. On average, tourism contributes 10% of GDP of the economy of the EAC Partner States and accounts for a significant proportion of the employment in the region.

Owing to the importance of wildlife resources in the region, EAC Partner States undertake to develop a collective and coordinated policy for conservation and sustainable utilization of wildlife and other tourist sites in the Community. In particular, they undertake to harmonize policies on wildlife conservation; exchange information; co-ordinate efforts in controlling and monitoring encroachment and poaching activities; and encourage the joint use of training and
research facilities and common management plans for trans-boundary protected areas. In line with this, EAC has developed a Regional Policy on Wildlife Conservation and Management which has been validated by technical experts and is now awaiting approval by the EAC policy organs. In addition, a five-year Regional Strategy to Combat Poaching and Illegal Trade and Trafficking of Wildlife and Wildlife Products was developed and adopted in 2017. Its implementation period in set to expire in June 2022. Further, a Study on Economic Valuation of Natural Capital in key transboundary wildlife landscapes has been undertaken. The study recommends various interventions including nature-based solutions aimed at sustaining the natural capital in the transboundary landscapes. It is against this background that the East African Community (EAC) has embarked on developing a Regional Strategy on Wildlife Conservation and Management and Action Plan as a tool for implementation of the aforementioned policy. It is proposed that the Strategy and Action Plan be developed through consultancy services.

2. OBJECTIVES OF THE CONSULTANCY

The main objective of this Consultancy is to develop the EAC Wildlife Conservation and Management Strategy and Action Plan in order to enhance conservation and management of wildlife resources in the region. In addition, the Consultancy will also develop a viable proposal as an initial implementation project that includes priority interventions. The envisaged Strategy and Action Plan which is costed will strengthen collective and coordinated measures for the conservation and sustainable utilization of wildlife in the region.

3. SCOPE OF THE WORK

In carrying out the assignment, the Consultancy shall entail but is not limited to the following:

(i) Review of the Regional and National Policy framework and priorities including the EAC Strategy to Combat Poaching and Illegal Trade and Trafficking of Wildlife and Wildlife Products;
(ii) Take stock of existing wildlife strategies in Partner States;
(iii) Conduct a high-level needs assessment for EAC in the wildlife sector;
(iv) Conduct initial briefings and consultations with Government Ministries, wildlife conservation and management authorities and planning units;
(v) Consult with non-state actors actively involved in or supporting the wildlife sector including local communities, private sector, development partners and NGO’s.
(vi) Review existing wildlife strategies in all Partner States and identify potential synergies and overlaps taking into account the Regional Wildlife Conservation and Management policy and the Regional Strategy to Combat Poaching and Illegal Trade and Trafficking of Wildlife and Wildlife Products; and
(vii) Analyse and provide a summary of the status and trends of wildlife; root causes for wildlife loss; local, regional and global drivers; challenges and key recommendations;
(viii) Develop a proposal on implementation of initial key strategic interventions; and
Wildlife Management Analysis

Drawing upon desk research and interviews with relevant stakeholders and making reference to key background documents such as the recent Natural Capital Study Report and Action Plan and the recent reports to the Convention on Biological Diversity among others:

- Assess the status and trends of wildlife resources and their habitats in the Partner States;
- Identify and analyse key direct threats, root causes and key drivers for wildlife loss: analyse factors undermining wildlife conservation at the local, national and regional levels;
- Assess current status on wildlife conservation and management in the Partner States and in the transboundary wildlife landscapes;
- Identify key issues and bottlenecks for effective wildlife conservation and management in the region;
- Identify institutional capacity building opportunities for improving the implementation of wildlife related policies and initiatives at national and regional level;
- Map all stakeholders with an interest in wildlife conservation and vision related to EAC wildlife conservation and management agenda;
- Identify potential priority areas of intervention relevant to EAC mission; and
- Identify good practice examples of existing initiatives, frameworks and structures to leverage transformational change in wildlife conservation and management that could be scaled-up by EAC.

Policy analysis:

- Review of existing wildlife related policies, legislation, strategies, and international agreements at the national and regional levels (including the National wildlife conservation and management policies and strategies and key regional and global framework governing wildlife conservation; and
- Identify strengths, weaknesses and opportunity on the existing national wildlife governance framework and key regional and global framework governing wildlife conservation.

Legal-institutional analysis:

Drawing upon both desk research and interviews with relevant stakeholders, analyse the institutional framework for wildlife conservation and management the region. The analysis should consider the relationship between the Partner States, institutions as well as non-state actors. The analysis should include:

- Examining the Regional and International Agreements and Conventions which Partner States are signatory to that are relevant to wildlife conservation and management;
- Assessing the existing responsibilities, mechanisms and decision-making structures related to planning, implementing and financing wildlife conservation and management initiatives;
- Examining the current institutional challenges for wildlife conservation and management at the national and regional levels;
- Identifying key bottlenecks for effective implementation of the regional and national policy frameworks related to wildlife conservation and management.

**Socio-economic and livelihood analysis:**
Drawing upon desk research and interviews with relevant stakeholders and making reference to key background documents such as the recent Natural Capital Study Report and Action Plan and the Wildlife in the Economy Studies among others, the analysis should include:

- Assessing the current contribution or benefits of sustainable conservation and management of wildlife resources to socio-economic well-being and livelihoods to the people of EAC;
- Assessing and providing recommendations for future EAC's options in ensuring increased socio-economic benefits from sustainable utilization of wildlife resources; and
- Assessing the status of access to wildlife resources by communities adjacent to the wildlife resources and provide recommendations to strengthen Community Based Wildlife Conservation and Management.

**Climate Change Analysis:**
Analyse available evidence-based impacts of climate change on wildlife and identify options for EAC to engage in implementation of comprehensive and effective climate adaptation strategies that will help strengthen EAC's capacity to address current and future climate change impacts on wildlife resources.

**Stakeholders' Analysis and Consultations**

- Identify key actors who might have potential influence or have a stake in key wildlife related decisions or targets in the region; and
- Map out key actors that might have potential influence on the implementation of the regional wildlife conservation and management policy.

**Options analysis**
Based on the analyses above as well as inputs from stakeholders, the Consultant(s) will develop options and provide recommendations for strengthening coordination and collaboration in the sustainable conservation and management of the wildlife resources in the region. The consultant(s) should also highlight the capacity needs for each option and recommendations provided.

4. METHODOLOGY/APPROACH
The Consultant(s) will be required to execute this work following but not limited to the
following methodology:

- Desk Review i.e. document analysis and literature review;
- Information surveys including use of online questionnaires;
- Field visits and consultations including focused group discussions
- Consultative meetings and key informant interviews with main stakeholders such as line ministries, local community organizations, private sector, donor agencies, related NGOs, CSOs, women and youth involved in wildlife conservation and academic & research entities; and
- Basic mapping of key stakeholders giving their geographic distribution and what they are currently doing.

NOTE:

- Documents to be reviewed include but not limited to the EAC Treaty, Common Market Protocol; 6th EAC Development Strategy; Regional Policy on Wildlife conservation and management, EAC Strategy to Combat Poaching and Illegal Trade and Trafficking of Wildlife and Wildlife Products, Protecting Natural Capital in EAC Study Report and Action Plan; Wildlife in the Economy Studies; Regional Policies and Strategies on Environment and Natural Resources; State of Protected and Conserved Areas Reports; Partner States strategies on wildlife conservation and management, forestry, tourism, environment, biodiversity and key Multi-Lateral Environment Agreements e.g. CMS, CITES, CBD and Ramsar Convention.
- Wildlife covers wildlife species of flora and fauna and their constituent habitats and ecosystems including natural forests;
- Qualitative data and information should be where possible supported with quantitative information.

5. DELIVERABLES

The following constitute the desirable deliverables:

(i) Inception report demonstrating the consultancy's comprehension of the Terms of Reference and the subject matter including methodology to be applied. The report should, among others include:

   a) background information on the preparation of the EAC Wildlife Conservation and Management Strategy and Action Plan

   b) the review of the existing related instruments in Partner States; and

   c) Tentative work plan and budget for the activities to be undertaken.

(ii) A Mid-Term Report which contains a first draft of the Strategy and Action Plan for the implementation of the the policy

(iii) A final document i.e. a validated EAC Wildlife Conservation and Management
Strategy and Action Plan that incorporated the views of the regional stakeholders.

(iv) The consultant shall submit 8 hard copies of the EAC Wildlife Conservation and Management Strategy and a soft copy of the main Reports, which should have the following features:

a) Clear and concise main reports of not more than 80 pages (aerial, space 1.5, font size 12). All other information should be contained in annexes to the report;

b) A short policy brief document (max 10 pages of text) annexed to the main report, containing key findings and policy recommendations of the Consultancy;

c) The final Draft EAC Wildlife Conservation and Management Strategy and Action Plan; and

d) A proposal on implementation of initial key strategy interventions.

6. COMPETENCIES
This work should involve a consultant (s) with an excellent knowledge and experience in development of national, regional and global wildlife conservation and management policies and strategies. The consultant should also be knowledgeable in biodiversity management.

The consultancy is open to individual consultants or registered firms.

7. REQUIRED SKILLS AND EXPERIENCE

The Consultant (s) should have the following;

- At least master's degree or above in wildlife conservation, wildlife laws, natural resources management, environmental management or related fields;

- At least 10 years’ of experience in wildlife resources planning, wildlife policy and strategy formulation;

- Strong working knowledge of government institutions, civil society and Development Partners;

- Demonstrated expertise in strategy design and formulation, including strong reporting skills;

- Knowledge of the EAC context is an asset;

- Demonstrated analytical, communication, and report writing skills.

8. DURATION
The assignment shall be completed in a time not exceeding 80 man-days, spread within a period of six months. A detailed activity schedule shall be prepared by the consultant and
agreed upon during the submission and presentation of the inception report.

9. REPORTING
(i) The consultant shall report to the EAC Secretariat in Arusha, Tanzania and ideally be based in Arusha as far as it is possible;

(ii) The consultant shall liaise and work in close consultation with the EAC Secretariat; and

(iii) The development of the EAC Wildlife Conservation and Management Strategy and Action Plan will be coordinated by the EAC Secretariat and guided by the Partner States experts in wildlife conservation and management.

10. BUDGET AND MODALITIES OF PAYMENT FEES
The consultant will be engaged for a period of 80 man-days. The cost of travel, production of reports including printing expenses will be covered by the Secretariat as per the rules and procedures.

11. OBLIGATIONS AND EXPECTATIONS OF THE PARTIES

11.1 The Partner States
Partner States through the relevant sectoral committees and Technical Working Group shall:

(i) Participate in interviews and discussions relevant to understanding the potential benefits, opportunities and challenges;

(ii) Provide the consultant(s) with access to information relevant to this consultancy; and

(iii) Review and provide inputs and comments to support the development of EAC wildlife conservation and management strategy and action plan; and

(iv) Participate in the national consultations and validation meetings and workshops organized in line with the assignment.

11.2. The EAC Secretariat
The Secretariat shall:

(i) Coordinate and facilitate the development of the EAC Wildlife Conservation and Management Strategy and Action Plan;

(ii) Make available to the consultant(s) documentation and information relevant to wildlife, and natural resources management, institutional capacity, and program management necessary to support development of the EAC Wildlife Conservation and Management Strategy and Action Plan;

(iii) Provide access to key senior management staff and appropriate council members in
order to discuss opportunities and challenges for the development of regional Wildlife Conservation and Management Strategy and Action Plan; and

(iv) Prepare and submit to the appropriate policy organs necessary policy development document and reports required to support the implementation of regional Wildlife Conservation and Management Strategy and Action Plan.

11.3. The Consultant

The consultant shall:

(i) Perform all expected activities and deliver all expected products outlined in this Terms of Reference;

(ii) Report to the EAC Secretariat the progress in the strategy and action plan formulation at determined intervals;

(iii) Identify any potential implementation challenges at early and appropriate periods to enable adjustments.

[Signatures]