

## JOB DESCRIPTION

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| <b>TITLE:</b>               | <b>Individual Consultant – SIGIF II Standard Operating Procedures Manual</b> |
| <b>UNIT:</b>                | TRAFFIC Central Africa Programme Office                                      |
| <b>ORGANISATION:</b>        | TRAFFIC International (TRAFFIC)  |
| <b>LOCATION:</b>            | Yaounde, Cameroon  |
| <b>REPORTS TO:</b>          | TRAFFIC Programme Office Director- Central Africa                            |
| <b>WORK PERCENTAGE:</b>     | 100%   |
| <b>IUCN GRADE:</b>          | Consultant   |
| <b>EXPECTED START DATE:</b> | Mars 2023  |
| <b>TYPE OF CONTRACT:</b>    | Fixed-term - 25 working days   |
| <b>CLOSING DATE:</b>        | 22 February 2023   |

TRAFFIC is the leading non-governmental organisation working globally on trade in wild animals and plants in the context of both biodiversity conservation and sustainable development. TRAFFIC International is a charity and limited company registered in the UK. TRAFFIC's head office, based in Cambridge UK, provides worldwide leadership, coordination, and cross-regional and corporate functions. TRAFFIC's local engagement is managed through programme offices operating under the auspices of the UK charity, with staff based in a hub office and at other strategic locations including in Central Africa. Programme offices operate within a geographic area of responsibility focused on one or multiple countries where TRAFFIC aims to help deliver priority programme outcomes.

Since December 2020, TRAFFIC has received funding from the Norwegian Agency for Development Cooperation (NORAD) to implement a five-year project entitled "Leveraging legality along China's timber supply to reduce deforestation". The countries involved in the project are Cameroon (CM), China (CN), Republic of Congo (CG) and Vietnam (VN). The aim is to capitalise on the important role played by China and Vietnam in the timber supply chain of source countries in the Congo Basin in order to reduce unsustainable forestry operations and the illegal timber trade. TRAFFIC's work in the target countries will include forest governance, legality, traceability and timber trade, private sector engagement, and training of forest industry members and enforcement agencies. A priority activity of the project is the updating of national legality frameworks in Cameroon and the Republic of Congo, in the context of or beyond the signing of their FLEGT VPAs with the EU. Verification of these national legality frameworks is achieved through the establishment and operation of traceability systems.

In Cameroon in particular, the Computerised Forest Information Management System (SIGIF) makes it possible to track timber from the cut to the port of shipment. It was intended to switch from manual to digital practices, for better traceability of Cameroonian timber. Having passed from the first to the second generation in its development, the said system has been made operational since April 1, 2021, the date of its official launch.

It is therefore in the context of a better knowledge of the system by the various stakeholders in order to reinforce the efficiency of its use, that the Ministry of Forestry and Wildlife (MINFOP) was keen to produce the SIGIF II Standard Operating Procedures Manual, which is the subject of this consultation.

### 1 PURPOSE OF THE JOB:

The Individual or Firm Consultant - SIGIF II Standard Operating Procedures Manual, in support of the forest governance process initiated by MINFOP and the implementation of TRAFFIC's NORAD project in Cameroon, will develop a SIGIF II Standard Operating Procedures Manual and contribute to its validation through a stakeholder consultation process. He/she will work under the supervision of the Director of the TRAFFIC - Central Africa Programme Office and the Director of Forestry (through him the SIGIF II technical pool).

## 2 TASKS AND OUTPUTS

### Tasks

- propose a draft content of the SIGIF II standard operating procedures manual (to be discussed at the MINFOF/TRAFFIC & Consultant technical meeting);
- conduct an exhaustive literature review on the subject;
- develop the first draft of the SIGIF II standard operating procedures manual;
- submit the draft manual to MINFOF for conformity;
- accompany the process of finalising the SIGIF II standard operating procedures manual with stakeholder consultation;
- draft the consolidated document for publication.

### Expected outcomes

- the literature review carried out;
- the draft procedures document submitted to MINFOF;
- Stakeholder consultation coupled with review and validation of the document completed;
- Publication of the document done.

## 3 STAGES OF THE CONSULTANCY

- Technical meeting between MINFOF, TRAFFIC and the consultant/firm selected to finalise the methodology for carrying out the consultancy;
- Review of the literature, collection of information and drafting of the document;
- Submission of the draft document to MINFOF for internal pre-validation;
- Presentation and validation of the document to and by the stakeholders;
- Submission of the final version.

## 4 REQUIREMENTS

- ✓ A university degree in forestry sciences or equivalent (master or doctorate);
- ✓ At least 10 years of experience and expertise in the forest governance sector;
- ✓ Knowledge of the timber trade, the timber supply chain, the different actors and issues of legality and traceability of timber, preferably with a national or international non-governmental organisation (NGO), an intergovernmental organisation (IGO) or an industrial company in the timber sector;
- ✓ A good knowledge of the Cameroonian forestry law in force and its various application texts and more specifically those applicable to the said consultancy;
- ✓ Good knowledge of the history of SIGIF in Cameroon is an asset;
- ✓ Strong skills in multi-stakeholder consultation, organisation of meetings;
- ✓ Strong research, analytical and practical skills, and simple and explanatory writing skills;
- ✓ Good synthesis skills;
- ✓ Fluency in spoken and written French is essential, fluency in English is an advantage.

### HOW TO APPLY

Candidates are invited to apply by sending their CV, a technical offer and a financial offer to the following addresses: [denis.mahonghol@traffic.org](mailto:denis.mahonghol@traffic.org) and [tcaf@traffic.org](mailto:tcaf@traffic.org)

Applications will not be accepted after the closing date.

The vacancy closes at midnight Cameroon time (GMT+1). **Please note that only selected candidates will be personally contacted for an interview.**