



TERMS OF REFERENCE

Summary

CONSULTANCY TITLE	:	Development of a SADC Common Position for CITES COP17 to be held 24 September to 5 October 2016, in Johannesburg
INSTITUTION	:	SADC SECRETARIAT
CONTACT ADDRESS	:	THE DIRECTOR DIRECTORATE OF FOOD, AGRICULTURE AND NATURAL RESOURCES, SADC SECRETARIAT, PRIVATE BAG 0095, GABORONE, BOTSWANA. (ATTENTION: Mr. Alex Banda at E-mail: abanda@sadc.int)
RELEASE DATE	:	18 February 2015
SUBMISSION DEADLINE	:	6 March 2016 at 18.00
COMMENCEMENT DATE	:	12 March 2016
DURATION	:	35 working days spread over a period of 7 March to 5 October 2016
EVALUATION CRITERIA	:	SADC

The SADC Secretariat, with support from the German International Cooperation (GIZ), would like to develop a SADC Common Position for CITES COP17 to be held in Johannesburg South Africa. The Secretariat is therefore inviting technical proposals from interested individual consultants /experts for the development of the position.

The Technical Proposal should include an understanding of the terms of reference, the methodology, an organized work plan and timeframe for deliverables, the cost of undertaking the assignment, as well as names and CVs of proposed expert(s).

Proposals may be e-mailed, hand delivered, couriered or posted to the above address.

The SADC Secretariat is not bound to accept the lowest or any bidder.

1. Background

The SADC Member States agreed to form Transfrontier Conservation Areas (TFCA) because natural resources straddling international boundaries are a shared asset with the potential to meaningfully contribute to the conservation of biodiversity and the welfare and socio-economic development of rural communities. Also, TFCAs are excellent testing grounds for regional integration.

The SADC Secretariat in collaboration with Member States have come together to develop TFCAs and related aspects such as the conservation of wildlife. It is in this context that SADC Ministers of Environment in their Ministerial Meeting in November 2015 requested the SADC Secretariat to assist in developing a common position for the forthcoming meeting of the Conference of the Parties (COP) of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). The 17th meeting of the CITES COP will take place from 24 September to 5 October 2016, in Johannesburg, South Africa. This will be the fourth meeting of the COP to CITES to be held on the African continent since CITES came into force on 1 July 1975.

The German Development Cooperation through the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) supports the SADC Food, Agriculture and Natural Resources (FANR) Directorate through the SADC Programme – *Transboundary Use and Protection of Natural Resources (TUPNR)* to improve the implementation of SADC protocols and strategies for sustainable natural resource management by regional and national actors. The TUPNR supports implementation of the Protocol on Wildlife Conservation and Law Enforcement and the Protocol on Forestry; the SADC Law Enforcement and Anti-Poaching Strategy (2016-2021); as well as the SADC Transfrontier Conservation Areas Programme. The development of a SADC common position for CITES COP17 would consolidate Member States' consensus on major CITES issues and address potential variations in positions between Member States, as well as improve transparency of voting thereby contributing to the conservation of natural resources across the SADC Region. A common position to CITES would further enable SADC Member States to align policies and strategies for sustainable use of natural resources and the management of international trade in specimen of wild flora and fauna across the SADC Region. As a result the TUPNR Programme is supporting the Secretariat with financial and technical support to convene two workshops to prepare SADC Member States for the CITES COP17.

It is against this background that the SADC Secretariat seeks the services of a consultant to guide SADC Member States through the preparatory process leading to CITES COP17 and facilitate their development of a common position for the COP17. The consultant is expected to carry out the drafting of relevant preparatory documents; facilitate two regional workshops and to finalize a SADC common

position for CITES COP17, under the supervision of the SADC Secretariat. The selected consultant will enter into a contract with GIZ.

1. Services to be delivered by the Consultant

The consultant will guide SADC Member States up to the CITES COP17 and prepare all relevant pre-COP17 documents. He/She will support the preparations, organization and facilitation of regional workshops to be held from April 5 to 6, 2016 and a follow up workshop on dates to be advised aimed at developing a SADC common position for CITES COP17. The first workshop must be held before the CITES deadline for submission of documents and proposals on the 27th of April. The consultant is expected to present the draft common position at the initial workshop, the final workshop and the FANR Technical Committee on Wildlife and brief SADC Ministers of Environment and Natural Resources prior to the COP on the elements of and justification for the regional common position. He/She will prepare reports of the proceedings for both workshops which will include the final draft SADC common position and other relevant documentation. Specific tasks will include:

Tasks (to be adjusted as and when needed in joint agreement with SADC Secretariat)
Advise on and develop a roadmap including timetable of activities leading to COP17 to be undertaken by SADC Member States
Prepare and compile relevant meeting documents in preparation of the regional workshops, the Technical Committee and the Ministerial meeting;
Work with the SADC Secretariat and the TUNPR Project in organizing the above mentioned forums;
Facilitate the two regional workshops;
Prepare reports of workshop proceedings and submit first draft of a SADC Common Position for CITES COP17
Presentation of the Common Position at the FANR Technical Committee on Wildlife for discussion and endorsement
Advise SADC on the processes and meeting agenda of a second regional workshop to be held at a date to be announced; prepare and compile relevant meeting documents

Facilitation of a second regional workshop to be held at a date to be announced
Prepare a report of workshop proceedings and submit second draft of a SADC Common Position for CITES COP17 to the SADC Secretariat
Present the Regional Common Position to the SADC Ministers of Environment and Natural Resources at or before CITES COP17 for approval for use by the SADC Member States

2. Deliverables

- (i) Preparatory documents that reflect SADC perspectives, including some first draft elements of a SADC common position for CITES prior to the April meeting;
- (ii) Workshop proceedings report and a draft regional common position following the from the first workshops;
- (iii) Workshop proceedings report for second regional workshop and a finale draft common position for discussion and endorsement by the Technical Committee on Wildlife
- (iv) A final draft Regional Common Position for CITES COP 17 for approval by Ministers of Environment and Natural Resources; and
- (v) A final consolidated consultancy report.

4. Qualifications and experience of the consultant

4.1 The expert must have the following qualifications:

- (i) MSc or PhD degree in Wildlife Management or Natural Resources; International Relations; Law; or related field;
- (i) He/she must be a citizen of the SADC region,
- (ii) He/she must not be a public servant;
- (iii) Detailed knowledge of multi-lateral environmental agreements related to natural resources and trade in species products, in particular CITES, including work experience with a wide range of CITES related meetings;
- (iv) Good knowledge of the sustainable use of natural resources and the international trade in specimens of wild animals and plants;
- (v) Good knowledge of the SADC Region and its natural resources including wildlife conservation issues in Southern Africa;

- (vi) Demonstrated ability to establish priorities and to plan, organize the work elements in a complex, dynamic and highly politicized environment; strong coordination skills;
- (vii) Excellent interpersonal relations and communications skills;
- (viii) High technical skills in facilitation of workshops for consultation with diverse stakeholders; and
- (ix) Excellent writing and speaking skills in English. Knowledge of French or Portuguese is an added advantage.

4.2 The expert must have the following experience:

- (i) At least 10 years working in the field of wildlife management, trade in species products, developing policies, or strategies, and leading negotiations related to sustainable use and trade in wildlife;
- (ii) Facilitation of high level multi-partner consultative processes;
- (iii) Understanding of CITES issues and the dynamics of the proceedings and processes of CITES meetings, including the negotiations;
- (iv) Conversant with complex legislative and policy issues pertaining to wildlife trade, conservation and the implementation of CITES in Southern Africa;
- (v) facilitation of forums with diverse participants with various levels of technical as well as political backgrounds;
- (vi) leading negotiations, strategic planning, programme/ project and/or policy formulation; and
- (vii) Provision of impartial assistance within multi-partner consultative processes.

4. Duration of the consultancy

The consultant will be undertaken his tasks up to an amount of 35 working days spread over a period running from 12 March until 5th October 2016.

5. Duty station

The consultant will work from their respective home country with up to four (5) trips to SADC meetings including 1 trip to Secretariat to meeting the SADC personnel described in paragraph 2 above, which are predominantly held in or close to Johannesburg, South Africa. Additional ad hoc meetings may be called upon.

6. Travel

Travel costs have to be included in the quotation.