

Terms of Reference

Assistance with the establishment and implementation of National Ivory Action Plans in selected Parties

1. Background

In 2013, the Parties to CITES decided that a number of countries that had been identified as major source, transit or destination countries for illegal ivory should develop and implement National Ivory Action Plans to facilitate the implementation of CITES provisions related to the control of trade in elephant ivory and ivory markets.

At its 64th meeting (SC64; Bangkok, 2013), the CITES Standing Committee adopted the following Recommendations on the matter of National Ivory Action Plans in countries of 'primary concern' for the control of trade in ivory:

- a) *China, Kenya, Malaysia, Philippines, Thailand, Uganda, the United Republic of Tanzania and Viet Nam should finalize their national ivory action plans, with time frames and milestones, and submit them to the Secretariat by 15 May 2013.*
- b) *The Secretariat will share the national ivory action plans received with the Standing Committee, and inform the Chair of the Standing Committee if any of the above Parties fails to submit its plan by the above deadline.*
- c) *The eight Parties are requested to take urgent measures to implement their national ivory action plans between SC64 and SC65.*
- d) *The eight Parties should keep the Secretariat updated via electronic means about progress made against timeframes and milestones.*
- e) *The Secretariat shall monitor progress and will keep the Standing Committee informed intersessionally via electronic means. The Secretariat shall, upon request, advise the Parties concerned on the implementation of their respective plans. In the light of progress with the implementation, the Secretariat may undertake missions to one or more of the Parties mentioned in paragraph a), pending invitations from these Parties and the availability of external funding.*
- f) *The eight Parties are requested to submit reports on progress in the implementation of their national ivory action plans by the deadline for submission of documents at SC65.*
- g) *The Secretariat shall evaluate the reports submitted in compliance with the recommendation in paragraph e) above and convey its findings and recommendations at SC65.*

At its 16th meeting (CoP16; Bangkok, 2013), the Conference of the Parties to CITES adopted Decision 16.79 on *Monitoring of illegal trade in ivory and other elephant specimens (Elephantidae spp.)* as follows:

Directed to the Secretariat

16.79 *The Secretariat shall, subject to external funding:*

- a) *contact each Party identified in document CoP16 Doc. 53.2.2 (Rev. 1) (ETIS report of TRAFFIC) as being of 'secondary concern' (Cameroon, the Congo, the Democratic Republic of the Congo, Egypt, Ethiopia, Gabon, Mozambique and Nigeria) to seek clarification on their implementation of CITES provisions concerning control of trade in elephant ivory and ivory markets;*
- b) *based on its findings and in consultation with the Parties of 'secondary concern', develop country-specific actions and deadlines focused on ensuring significant progress by the 65th meeting of the Standing Committee on the implementation of measures to effectively control trade in ivory and ivory markets; and;*

- c) *report its findings and recommendations at the 65th and 66th meetings of the Standing Committee.*

2. Objective

To assist with the implementation of SC64 recommendations and CoP Decision 16.79 on illegal trade in ivory in selected Parties, through:

- assisting the Secretariat in its evaluation of reports on the implementation of National Ivory Action Plans in countries of 'primary concern', preparing a report on progress for the 65th meeting of the Standing Committee (SC65; Geneva, July 2014), and providing assistance with the implementation of any related recommendations arising from SC65; and
- assisting the Secretariat to implement CoP Decision 16.79 by engaging with 'secondary concern' countries and supporting them to develop and initiate implementation of National Ivory Action Plans, preparing a report on progress for SC65, and providing assistance with the implementation of any related recommendations arising from SC65.

3. Activities

For the eight 'primary concern' countries (China, Kenya, Malaysia, Philippines, Thailand, Uganda, the United Republic of Tanzania and Viet Nam), the consultant will perform the following activities:

1. Communicate with each Party as required to facilitate their timely reporting on progress with implementation of their National Ivory Action Plans to the Standing Committee and the Secretariat in accordance with SC64 decisions.
2. Facilitate the implementation of National Ivory Action Plans as appropriate and upon request, *inter alia* by providing advice and guidance on their implementation and/or further development, and by undertaking missions to Parties in consultation with and at the request of the Secretariat, and pending invitations from these Parties and the availability of external funding.
3. Assist the Secretariat in its evaluation of the progress of Parties in implementing their Action Plans, including shortcomings, successes and best practices, along with preparing a report on progress for SC65.
4. Assist 'primary concern' countries as necessary with the implementation of recommendations the Standing Committee is expected to agree to at SC65.

For the eight 'secondary concern' countries (Cameroon, the Congo, the Democratic Republic of the Congo, Egypt, Ethiopia, Gabon, Mozambique and Nigeria), the consultant will perform the following activities:

5. Communicate with each Party and assess current capacity to implement CITES provisions on trade in ivory, taking into consideration previous documents and analyses concerning trade in ivory in these countries, and any reports submitted to the Secretariat.
6. Identify challenges and opportunities in these countries for meeting CITES obligations on trade in ivory.
7. Assist Parties with the development of practical, pragmatic National Ivory Action Plans that can be implemented within available national resources, including assistance with the drafting of Plans upon request. The Action Plans should be structured along the lines of those adopted by the 'primary concern' countries as appropriate, and indicate concrete activities, milestones and timeframes. The Action Plans of the 'secondary concern' countries should take into consideration experiences and successful activities by countries of 'primary concern' to help align efforts where appropriate.

8. Monitor progress with the development of National Ivory Action Plans by national authorities to ensure that Plans are significantly progressed or, where possible, that implementation has commenced by June 2014. In instances where progress is limited, provide guidance to the Secretariat on the best way forward for communication with the Party concerned and the Standing Committee.
9. Assist with the inception and establishment of the Action Plans.
10. Assist with communication between the 'secondary concern' countries and other Parties, institutional partners, relevant NGOs and donors.
11. Facilitate reporting of the eight 'secondary concern' countries to the Secretariat and the Standing Committee.
12. As appropriate, and in agreement with the Secretariat and pending invitations from the Parties concerned, pay visits to the countries to undertake the reviews, consultations and activities mentioned above.
13. Assist the Secretariat in its reporting to SC65 about the implementation of Decision 16.79.
14. Assist the 'secondary concern' countries as necessary with the implementation of recommendations the Standing Committee is expected to agree to at SC65.

The consultant will also be expected to:

15. Collaborate with any other experts or consultants involved in supporting the implementation of the National Ivory Action Plans.
16. Regularly liaise with the Secretariat and keep it informed of progress or any lack of progress with undertaken the activities indicated above.

Depending on progress with the consultancy, the consultant may be asked to:

17. Assist the Secretariat with the delivery of items related to National Ivory Action Plans at SC65.
18. Prepare an information document on matters related to National Ivory Action Plans for SC65.

4. Expected deliverables and milestones

Along with the successful completion of the activities listed above, the consultant will be expected to meet the following milestones:

- The delivery of a report on the implementation of National Ivory Action Plans in countries of 'primary concern' for SC65 by 6 May 2014 (Activity 3).
- Contribute to the Secretariat's report on the implementation of Decision 16.79 relating to the development and implementation of National Ivory Action Plans in countries of 'secondary concern' for SC65 by 6 May 2014 (Activity 13).
- Provide advice to the Secretariat on the implementation of National Ivory Action Plans in 'secondary concern' countries, including guidance on instances where progress has been limited, by 20 June 2014 (Activity 8).
- If required, be prepared to travel to Geneva to attend SC65 on 7-11 July 2014 to assist the Secretariat in the delivery of items related to National Ivory Action Plans (Activity 17).

- If required, prepare an information document for SC65 on matters related to National Ivory Action Plans by 7 July 2014 (Activity 18).

5. Supervision and reporting

The consultant will work under the supervision of the Enforcement Support Team of the CITES Secretariat and is expected to provide updates about the progress of the project regularly and upon request of the Secretariat.

6. Timeframes

The consultancy will be offered as a six-month contract from April to September 2014, with the possibility of extension based *inter alia* on progress and the outcomes of SC65.

7. Funding and payments

The consultant will be paid a monthly rate in USD commensurate with their skills and experience. It is anticipated that this will be within the salary scale of a Professional and Higher Categories Officer at the salary grade of P3.

A separate allowance will be provided for any agreed travel required to deliver the activities of the consultancy.

8. Consultant profile

The essential qualifications of the consultant are as follows:

- Extensive knowledge of issues relating to the trade in elephant ivory and ivory markets in Africa, and of ivory trade-related issues and challenges in countries of primary and secondary concern.
- Extensive knowledge of CITES and its Resolutions and Decisions, in particular decisions relating to elephant conservation, trade in elephant ivory, ivory markets, and the development and implementation of National Ivory Action Plans.
- Skills in networking and communications, and experience engaging with multiple parties and stakeholders.
- Project implementation and monitoring skills, including the analysis of implementation difficulties and the development of appropriate and pragmatic remedial action.
- Experience in preparing and reviewing reports.
- Experience working in the countries of 'primary' and 'secondary concern' for the control of trade in ivory, in particular those located in Central and East Africa.
- Willingness to travel to countries of 'primary' and 'secondary concern', as required to implement the activities of the consultancy.
- Essential languages: English and French.

The consultant will preferably be based in Africa for the duration of the consultancy.