

## TERMS OF REFERENCE

### **Facilitation of a preparatory process for the development of a SADC Common Position for CITES COP18 (23 May to 3 June 2019)**

#### **1. Background**

The Southern African Development Community (SADC) Member States mandated the SADC Secretariat to, amongst others, advise and guide them on the management of environment, natural resources and wildlife. The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is the Multilateral Environmental Agreement (MEA) that is appointed to govern the unsustainable trade in wild animal and plant species. With 183 Parties, CITES is one of the most important wildlife conservation institutions for the regulation of trade in over 36,000 species of plants and animals, including their products and derivatives.

All 15 SADC Member States, as well as Comoros Islands are signatories to CITES and have appointed National Focal Points to CITES.

In preparation to the previous 17th Conference of the Parties (COP) held from 24 September to 5 October 2016 (CITES COP17), SADC Secretariat supported its Member States in their negotiations by facilitating a process to develop and ratify a SADC regional common position for CITES COP17. Recognizing the importance of such regional negotiations, SADC Ministers responsible for Environment and Natural Resources, Fisheries and Aquaculture and Tourism in their Joint Ministerial Meeting in November 2017 directed the SADC Secretariat to assist in developing a common position for the 18<sup>th</sup> CITES COP (CITES COP18), to be held from 23 May to 3 June 2019 in Colombo, Sri Lanka. The Ministers proposed the following roadmap for the development of a regional common position for the CITES COP18:

- (i) The SADC Technical Committee on Wildlife to meet during the first half of 2018 to discuss key issues to be considered for the regional common position;
- (ii) Secretariat to facilitate development of a draft regional common position upon the release of the agenda of COP 18;
- (iii) The SADC Technical Committee on Wildlife to validate the draft regional common position; and
- (iv) SADC Ministers of Environment and Natural Resources to approve the common position by May 2019.

The German International Cooperation (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 Programme 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 COP18 will consolidate Member States consensus on major CITES issues and address potential conflicts of interest between Member States, as well as improve transparency of voting thereby contributing to the conservation of natural resources across the SADC region. A SADC common position to CITES will 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 has mobilized funds to support SADC to engage the services of a consultant and to convene two regional consultative workshops to prepare SADC Member States for the CITES COP18.

It is against this background that the TUPNR Programme seeks the services of an **individual consultant** to guide SADC Member States through the preparatory process leading to CITES COP18 and facilitate their development of a common position document. The consultant is expected to carry out the drafting of relevant preparatory documents; facilitate two regional workshops and to develop a SADC common position for CITES COP18, under the supervision of the SADC Secretariat. Furthermore the selected consultant is expected to attend the CITES COP18 to provide technical support to SADC Member States. The selected consultant will enter into a contract with GIZ.

## **2. Reporting**

The selected consultant will report to the SADC/GIZ TUPNR Project and FANR. The output documents of the assignment are to be submitted in electronic format, in English language.

## **3. Services to be delivered by the Consultant**

The individual consultant will guide SADC Member States through the negotiations leading to the CITES COP18 and prepare all relevant pre-COP18 documents. He/She will support the preparations and organization of two regional workshops to develop and finalize a SADC common position for CITES COP18. The consultant will undertake tasks including the following:

<b>Task</b>
Prepare an Inception Report which will include a work schedule with specific tasks, deliverables and time frames
Present the Inception Report to an Inception Meeting, chaired by SADC FANR; and agree upon logistical arrangements necessary for implementation of the assignment, including engagement with SADC Member States, CITES Secretariat and other relevant stakeholders

Development of regional workshop design in cooperation with SADC FANR based on the defined expected outputs
Pre-workshop consultations with Member States, preferably via questionnaire.
Facilitate first consultative workshop to be held in September 2018 and finalize workshop proceedings
Support the preparation of a first draft of a SADC common position for CITES COP18 following the first consultative workshop
Prepare and compile relevant meeting documents in preparation of the second regional consultative workshop to be held in January/February 2019
Facilitate second regional consultative workshop scheduled for January/February 2019 and finalize workshop proceedings
Prepare and finalise the draft SADC Common Position for CITES COP18
Submit the final draft SADC common position for CITES COP18 to SADC Secretariat
Travelling and participation as resource person and presentation of the common position at the SADC Technical Committee on Wildlife/SADC Ministerial Meeting of Ministers responsible for Natural Resource Management and Wildlife to endorse the position.
Attend the CITES COP18 to support SADC Secretariat and Member States during the negotiations and the daily consultative meetings
Summary report of SADC attendance at CITES COP18 including recommendations for the SADC Secretariat support going forward

#### **4. Deliverables**

- (i) Inception Report
- (ii) Preparatory documents reflecting SADC perspectives in preparation for the first consultative workshop to be held in September 2018
- (iii) Workshop proceedings of the first regional consultative workshop
- (iv) Draft common position for CITES COP18 arising from the first regional workshop
- (v) Workshop proceedings of the second regional consultative workshop
- (vi) Final draft common position for CITES COP18
- (vii) Summary report of SADC Secretariat and Member States participation at CITES COP18

#### **5. Qualifications of the individual consultant**

The consultant will at least have long term experience in

- leading high- and highest level multi-partner consultative processes (including Ministers and Head of States)
- the proceedings and processes of CITES meetings, including Member State negotiations and policy procedures
- dealing with highly complex legislative and policy issues pertaining to wildlife trade, conservation and the implementation of CITES in Southern Africa and
- workshop facilitation with diverse participants with various levels of technical as well as political backgrounds
- providing impartial assistance within multi-country consultative processes

The consultant must have the following qualifications:

- (i) MSc or PhD degree in Wildlife Management or Natural Resources; International Relations; Law; or related field;
- (ii) Citizen of SADC or Permanent Resident in the SADC region (with valid resident permit)
- (iii) At least 10 years working experience 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
- (iv) Profound 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

- (v) Good knowledge of the sustainable use of natural resources and the international trade in specimens of wild animals and plants
- (vi) Good knowledge of the SADC region and its natural resources including wildlife conservation issues in Southern Africa;
- (vii) Good knowledge of SADC policies relevant to MEAs, specifically related to natural resources and trade in species products
- (viii) Demonstrated ability to establish priorities and to plan, organize the work elements in a complex, dynamic and highly politicized environment; strong coordination skills
- (ix) Excellent interpersonal relations and communications skills;
- (x) High technical skills in facilitation of workshops for consultation with diverse stakeholders;
- (xi) Experience in leading negotiations, strategic planning, programme/ project and/or policy formulation
- (xii) Excellent writing and speaking skills in English, Knowledge of French or Portuguese is an added advantage;

## **6. Confidentiality**

The consultant shall comply with the GIZ General Terms of Contract and shall be mindful of her duty of loyalty and confidentiality connected to this contractual relationship.

Furthermore the consultant shall not be part of any Party delegation to CITES COP18.

## **7. Duty station and travel**

The individual consultant will work from his/her respective home country with visits to SADC Secretariat in Gaborone, Botswana, Windhoek, Namibia and possibly Johannesburg, South Africa. For those duty trips where the destination is not clear yet, please include both destinations in your financial bid. Furthermore the consultant will attend CITES COP18 in Colombo, Sri Lanka. The contractor will make all logistical arrangements (including for transport, accommodation, visas and permits, etc.) themselves. The proposed maximum costs for these shall be included in the financial bid and will be reimbursed against evidence. The following trips are currently planned:

- 1-day inception meeting with SADC/GIZ, Gaborone, Botswana (June 2018);
- 2-day first regional consultative workshop, Windhoek, Namibia or Johannesburg, South Africa (September 2018);
- 1-day SADC Technical Committee on Wildlife meeting (if required), Windhoek, Namibia or Johannesburg, South Africa (November 2018);
- 2-day second regional consultative workshop, Windhoek, Namibia or Johannesburg, South Africa (January/February 2019);
- 1-day meeting with SADC/GIZ, Gaborone, Botswana (tbc, if required);

- 1-day Ministerial Meeting of Ministers responsible for Natural Resource Management and Wildlife (if required), Colombo, Sri Lanka (21 May 2019); and
- 11-days/Attendance at CITES COP18 from 23 May . 3 June 2019, Colombo, Sri Lanka.

**8. Time schedule and period of the consultancy**

The individual consultant will not exceed 50 working days spread over the period June 2018 to July 2019 to undertake the tasks described in Paragraph 3.