Terms of Reference

Consultancy to develop training modules and new training material content on the Illegal Wildlife and Forest Trade
Deadline for applying: 15/09/2020
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1. BACKGROUND

i. Contracting Authority
World Customs Organization (WCO).

ii. Relevant background

Within the WCO Compliance and Facilitation Directorate, the Environment Programme is a member of the International Consortium on Combating Wildlife Crime (ICCWC). ICCWC is the collaborative effort of five inter-governmental organizations working to bring coordinated support to the national wildlife law enforcement agencies and to the sub-regional and regional networks that, on a daily basis, act in defense of natural resources. The ICCWC partners are the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Secretariat, INTERPOL, the United Nations Office on Drugs and Crime (UNODC), the World Bank, and the WCO.

The WCO is responsible to support its Members with regard to all Customs-related enforcement matters under the ICCWC Programme. Activities encompass institutional assessments, diagnostic missions, training’s, planning and executing Illegal Wildlife Trade (IWT) related enforcement operations, and liaison with Member administrations, to mention a few.

Under the ICCWC Programme, the WCO is developing training courses and material for frontline Customs officers. The training material consists of a series of online modules, which form an integral part of the existing WCO library of modules available on the WCO e-learning platform Customs Learning and Knowledge Community (CLiKC). Some of the modules need to be re-designed and updated to match current CITES and Customs requirements, whilst new content must be developed where gaps exist.

The outcome of this project is to establish a complete and up-to-date ‘library’ of IWT training modules for Customs officers. This implies that the Customs audience will increase their knowledge and capacity with regard to CITES regulations and legalities, and how this relates to both the legal and illegal trade. Specific emphasis is to be placed on enforcement aspects through Customs agencies, and includes aspects such as risk management and case selection, species identification, concealment methods, interdiction, seizure, processing through the criminal justice system, etc.

The Project stretches over four months, with delivery of the final product no later than 31 December 2020.

2. DESCRIPTION OF THE ASSIGNMENT

i. Objective

The Project's main objectives are to evaluate, augment, develop, and update content for the WCO CLiKC library on IWT.

This requires that various CITES and Customs topics in the field of legal and illegal wildlife trade are included in the CLiKC modules. The modules will specifically be used by Customs officers, who need to be equipped with a high level of knowledge and understanding in the area of Customs and wildlife trade (both legal and illegal).

In the first phase, the contracted expert will evaluate the current modules, and scope the required needs in order to develop a modern and complete ‘library’ of IWT courses. For this, ICCWC Partners as well as other WCO partners in the field of IWT will have to be consulted.

During the second phase, the contracted expert will deliver content according to the agreed implementation plan. This will require the expert to conceptualise the modules and develop the content.

Each module/content will be separately developed and result in 40 to 50-minute-long sessions on the CLiKC platform.

The project focuses on 12 modules in total, which amounts to 10 hours of the training material. This may slightly change based on the assessment described above.
ii. Requested services

During the entire period of the assignment, the expert will work in close cooperation with the WCO Environment Programme (WCO EP) of the Compliance and Facilitation Directorate, under the supervision of the WCO EP IWT Programme officer who will provide guidance, assess the content, and communicate all necessary inputs related to the modules on a weekly basis, starting from the first day of the agreement.

The expert will focus on the following key activities (point ii.2 lists the topics):

1. **Evaluation and Scoping of material**
   - Evaluate and scope current material,
   - Update the content based on the below topics, and,
   - Design new content where required.

2. **Develop course material/content for the following topics:**
   A) CITES Convention
      1. Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and legal trade,
      2. What CITES covers (live animals, live plants, derivatives and parts, final products, medicine, food, fashion items, etc).
      3. CITES Appendixes, CITES Permits and exemptions for travellers.
      4. Species identification and tools available for identification.
      5. Safe handling and IATA rules for animal transportation, safety and security during the examination of shipments containing live animal or plants (e.g. gloves, goggles, clothes, all recommendations to be followed), potential danger coming from CITES specimens (bites, scratches, thorn, bacteria, infections…).
   
   B) RISK management for Customs
      7. Most frequently traded specimens and regions of origin and destination.
      8. Means of transport used by the smugglers (seaports, airports, land boundary).
      9. Routes commonly used, modus operandi of smuggling.
      10. Legal versus illegal trade (forgery of CITES permits, invalid permits, captive bread specimen’s vs specimens taken from the wild, etc.).
   
   C) Cooperation and collaboration
      11. Law enforcement cooperation (police, wildlife authorities) and information sharing mechanisms and cooperation with the public/private sector (Management authorities, scientific authorities, zoos, veterinary universities, NGOs and Civil Society).
      12. Operational preparation and enforcement actions, and data collection for investigation or prosecutions.

3. EXPERTS PROFILE

i. **Number of experts**

One expert will be required to carry out this assignment.

During the whole period of the assignment the expert will work in close cooperation with the WCO Environment Programme Officer of the Compliance and Facilitation Directorate.

ii. **Profile required**

The expert shall have extensive experience and knowledge in the field of CITES, and/or IWT, and/or Customs enforcement operations, of at least 10 years.

The expert should have previously undertaken similar assignments.

The expert should have relevant qualifications, skills and experience profiled below:
Qualifications and skills
✓ Fluency in English;
✓ Fluency in French will be an asset;
✓ Excellent drafting, coordination and communication skills;
✓ Ability to draft comprehensive training material;
✓ A self-starter able to work independently.

Professional experience
✓ Work experience within Customs environment, experience within a Customs administration will be an asset;
✓ Proven track record in conducting training courses related to Customs matters;
✓ In-depth knowledge of CITES and/or IWT;
✓ Experience in drafting training courses.

4. LOCATION AND DURATION

i. Commencement date & duration of assignment and payment
The assignment is expected to start on 21st September 2020 and will end four months thereafter, although the end date must be before 31 December 2020. The budget for this assignment is a maximum total of 15,000 euros. The information on the milestones and payment is summarized in the table below.

Suggested milestones

<table>
<thead>
<tr>
<th>Milestone/Deliverable</th>
<th>Delivery</th>
<th>Payment</th>
</tr>
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<tbody>
<tr>
<td>1. Signature of the contract</td>
<td>21st September 2020</td>
<td>10%</td>
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<tr>
<td>2. Assessment, evaluation, of current materials and development of the working plan</td>
<td>01st October 2020</td>
<td>15%</td>
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<tr>
<td>3. Finalization of modules under point 2-A)</td>
<td></td>
<td></td>
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<tr>
<td>Develop course material/content – areas, A. CITES Convention (topics 1 to 5);</td>
<td>09th November 2020</td>
<td>25%</td>
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<td>4. Finalization of modules under point 2-B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop course material/content – areas, B. RISK Management for Customs (topics 6 to 10);</td>
<td>7th December 2020</td>
<td>30%</td>
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<tr>
<td>5. Finalization of modules under point 2-C)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop course material/content – areas, C. Cooperation and Collaboration (topics 11 to 12).</td>
<td>23rd December 2020</td>
<td>20%</td>
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ii. Location
All working days can be delivered remotely and/or at the WCO headquarters in Brussels, Belgium, depending on the specific needs of the project.

5. APPLICATION AND RECRUITEMENT PROCESS

The onus is on the applicant to demonstrate how he/she meets each of the essential qualifications and requirements. Applicants are encouraged to detail concrete achievements in their CVs and/or in their cover letters as well as include references.
Only short-listed candidates will be contacted. They may be requested to provide copies of their original diploma, certificates and proof of relevant experience. Pre-selected candidates may also be subject to reference checks to confirm the information provided in the application.

Interested candidates should submit their application no later than **15 September 2020**, including a CV and a cover letter in English by email to: environmentprog@wcoomd.org

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to criteria of the position and the WCO applicable rules.