

Terms of Reference Consulting

Biosecurity and Wildlife Management Training

Country: Guatemala

I. Background

The Wildlife Conservation Society ("WCS") is a New York non-profit corporation founded in 1895 under the name of the New York Zoological Society. WCS saves wildlife and wild places around the world through research, science, conservation action, education, and inspiring people to value nature. This mission is carried out through our global conservation programs (WCS currently oversees a portfolio of more than 500 conservation projects in 65 countries in Asia, Africa, Latin America, and North America, and the oceans among them) and through the management of the world's largest urban wildlife park system: the Bronx Zoo, the New York Aquarium, and the Central Park, Queens, and Prospect Park Zoos.

Guatemala Program Description:

WCS began working in Guatemala in 1992 with the mission of conserving the Maya Biosphere Reserve as one of the most important wildlife conservation areas in Mesoamerica. Our guiding principle is the creation of national and local capacities, through the accompaniment of technicians, students and national experts, and the strengthening of Guatemalan Civil Society.

Project description

In Guatemala, WCS is collaborating with government institutions to apply a "One Health" approach to disease prevention and control. This initiative involves the establishment of a One Health technical committee for Guatemala, the implementation of pilot projects for the surveillance of wildlife diseases, where community participation is a key aspect, and the strengthening of national animal health guidelines, networks, systems and laboratories. WCS has led numerous projects related to the CWT Combating Illegal Wildlife Trafficking in Guatemala. Through these investments, we have cultivated trust between law enforcement agencies, criminal justice bodies, and wildlife management agencies. We have also improved the capacity and mechanisms for inter-agency coordination and cooperation in law enforcement. In particular, WCS was instrumental in helping the Guatemalan government develop and implement CWT's first national strategy in 2020. The current project "*Strengthening Regulatory Frameworks for the Primary Prevention of Pandemics at the Interfaces of Wildlife Trade*" implemented with financial support from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) seeks this consultancy that focuses on strengthening regulatory frameworks for the primary prevention of the spread and emergence of diseases at the interfaces of trade in life wild animals.

II. Requirement

WCS is interested in hiring a consultant to develop and provide training to personnel in the Justice Sector, i.e. Public Prosecutor's Office, Nature Protection Division and other key institutions such as the National Council of Protected Areas, the Ministry of Agriculture, Livestock and Food, the Ministry of Public Health and Social Welfare. among others involved in the chain of custody and management of wildlife specimens. These will focus on the prevention of zoonoses and the health risks of wildlife trafficking. In addition, the team will develop biosecurity manuals and prophylactic plans to ensure the safe handling of confiscated specimens, reduce health risks, and strengthen policy frameworks to prevent pandemics.

III. Profile

Academic background:

- Professional with a university degree in Veterinary Sciences, Biology, Ecology, Medicine, Public Health or related disciplines.
- Demonstrated expertise in wildlife management, biosecurity, and zoonotic disease prevention.
- Proven track record in developing training programs for justice sector officials, especially on species trafficking and safe handling of specimens.
- Knowledge of international and national regulatory frameworks related to wildlife protection and zoonosis prevention.
- Experience in the preparation of manuals and technical guides, especially in the field of biosecurity and chains of custody.

Skills:

- Communication and presentation skills to deliver effective training.
- Ability to create and adapt didactic materials and interactive tools.
- Ability to work in a team and collaborate with experts from different disciplines.
- Analytical ability to assess needs, develop solutions and adjust approaches based on the information received.

Other:

- Member of the International Alliance Against Health Risks in Wildlife Trade.
- With immediate availability.

IV. Responsibilities and activities

Responsibilities

- a. **Training Program:** Provide four training sessions to personnel from the Justice Sector and other institutions, such as the National Council of Protected Areas, the Ministry of

Agriculture, Livestock and Food, the Ministry of Public Health and Social Welfare, the Ministry of Environment and Natural Resources; focused on the management of wildlife, zoonoses with pandemic potential and the risks associated with species trafficking. Trainings should use didactic materials and interactive tools to ensure an effective understanding of the topics covered.

- b. **Preparation of biosafety manuals:** Write specific technical biosafety manuals for the handling of live, sick and dead wildlife specimens. Make sure that the manuals are endorsed by veterinarians and comply with biosafety regulations.
- c. **Preparation of reports:** Prepare detailed reports on the findings of the evaluation, analysis of the increase in knowledge, delivery of prophylaxis and biosafety manuals with their respective endorsements.

Activities

Activity 1. Development and execution of the comprehensive training program in wildlife management, pandemic zoonoses and prevention of associated risks oriented to the wildlife trade.

Training for key stakeholders:

- a. Present a work plan that includes a calendar of activities, the topics to be addressed in the sessions and the target audience (key stakeholder list will be provided).
- b. Conduct four face-to-face or virtual trainings (if necessary) for personnel from the Justice Sector (Nature Protection Division and Public Prosecutor's Office) and other key institutions, such as the National Council of Protected Areas, the Ministry of Agriculture, Livestock and Food, the Ministry of Public Health and Social Welfare, the Ministry of Environment and Natural Resources; oriented to the management of wildlife, zoonoses with pandemic potential and risks associated with species trafficking.
 - i. Include government counterparts and representation at the national level.
 - ii. Within the training sessions, practical activities and discussions should be held to ensure understanding of the topics.
 - iii. Participation by both genders is encouraged as much as possible
- c. Assess participants' performance and understanding using surveys before and after the talk. Similarly, feedback from participants should be collected to improve future training sessions.

Data analysis:

- d. Report containing an analysis of the data obtained from the pre- and post-training surveys with key stakeholders, conclusions and recommendations.

Expected outputs of activity 1:

- a. Records of in-person or virtual sessions (if applicable) held, including topics

covered and attendee participation.

- i. The number of participants must be included, with a minimum of 15 people, with at least 4 training sessions planned with different groups of staff from different institutions.
- b. Documents or reports describing the activities and discussions held during the meetings (minutes).
- c. Progress report summarizing the results of surveys, tests, and assessment exercises, including participants' performance and understanding.
- d. Detailed final report on programme implementation, including attendance, topics covered and evaluation results. Recommendations and adjustments based on feedback to improve future training sessions should be included in this report.

Activity 2. Comprehensive development and drafting of biosecurity guidelines for the safe handling of traded wildlife specimens, including validation by specialized veterinarians.

- a. Research and collect detailed information on biosecurity best practices for wildlife management.
- b. Draft technical guidelines that include recommendations and procedures necessary to ensure the safe handling of specimens.
 - i. The guidelines should be adapted to the different government organizations/sectors involved in the wildlife management chain, such as the National Council of Protected Areas, the Ministry of Agriculture, Livestock and Food, the Ministry of Public Health and Social Welfare, the Ministry of Environment and Natural Resources.
- c. Review and validate guidelines with veterinarians to ensure accuracy and compliance with current regulations.

Expected outputs of activity 2:

- a. Detailed, validated guidelines that provide clear guidance on biosecurity practices when handling live, injured, or dead wildlife specimens.
- b. Condensed and accessible documents that facilitate rapid consultation and application of best practices in the wildlife management chain.

Government Consultative Bodies:

National Council of Protected Areas (CONAP), Ministry of Agriculture (MAGA), Ministry of Public Health and Social Assistance (MSPAS), Ministry of Environment and Natural Resources (MARN), Ministry of the Interior (MINGOB), National Coordinator for Disaster Reduction (CONRED), Vice Presidency of the Republic, DIPRONA, Municipalities of Petén.

V. Delivery duration and schedule

A standard contract will be signed between the consultant and WCS, with a duration of 3 months from the date of signing. The delivery schedule for this consultancy is as follows:

Product	Delivery date
Product 1. Preliminary progress report (max. 10 pages) on the training of target staff	50 days after the start of counseling
Product 2. Progress report on the development of biosafety guidelines. Preliminary progress report on draft guidelines and training update	90 days after the start of the consultancy
Output 3. Final report on wildlife management training. Validated guidelines that provide clear biosecurity guidelines in the handling of live, injured or dead wildlife specimens.	120 days after the start of the consultancy

VI. Payment method

The Employer shall pay upon delivery of the products agreed upon in the contract, upon delivery and receipt to the satisfaction of the supervisor of the contract, as follows:

Delivery No.	Deliverables	Delivery date	Consulting Payment Percentage
1	Product 1. Preliminary progress report on the training of target staff	50 days after the start of counseling	33.3%
2	Product 2. Progress report on the development of biosafety guidelines. Preliminary progress report on the training of target personnel.	90 days after the start of the consultancy	33.3%
3	Output 3. Final report on wildlife management training. Validated guidelines that provide clear biosecurity guidelines for the handling of confiscated live wildlife specimens.	120 days after the start of the consultancy	33.4%

Total	100%
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VII. Supervision

The supervision of the execution and compliance with the obligations contracted by the consultant in favor of the WCS will be in charge of WCS in Guatemala.

VIII. Work methodology

The consultant may propose the methodological alternatives that he or she considers appropriate for the type of objectives to be pursued in each of the components and stages of the consultancy; however, it is expected that a clear methodology will be developed with a consistent level of disaggregation of activities aimed at achieving the objectives set within the established terms and deadlines.

IX. Confidentiality

Once the consultant is informed that he or she has been selected, the contractor will be obliged to maintain in strict confidentiality all the information exchanged, provided or created as a result of the relationship between him or her and the contracting entity, for the performance of the consulting study subject to these terms of reference. All information obtained by the consultants, as well as their reports and the documents they produce, related to the performance of the contract will be considered confidential, and may not be disclosed at any time to any person without the express written authorization of WCS. Consultants shall not use the confidential information for any purpose other than the exercise of their rights and the performance of their obligations under or in connection with the contract.

X. Submission of proposals

The economic proposal (in local currency and equivalent in U.S. dollars) must be sent to: kduchez@wcs.org with a copy to convocatoriascwt@wcs.org and alice.brandt@giz.de until November 5th, 2024 indicating the name of the consultancy, along with the applicant's curriculum vitae, including professional references.