

Terms of Reference Consulting

Integration of Inter-Agency Procedures and Wildlife Legislation

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 paratechnicians, 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.

II. Requirement

WCS is interested in hiring a consultant to develop and implement an inter-agency protocol under the project "Strengthening Regulatory Frameworks for Primary Prevention of Pandemics at Wildlife Trade Interfaces". The main objective is to facilitate communication and collaboration between the corresponding authorities, within a subcommittee of the Single Health Commission, to allow the quantification of events related to

species trafficking, seizures, complaints and mortality, as well as to ensure the notification of cases of disease in species affected by trafficking. In addition, it seeks to operationally integrate binding laws on custody, discovery and preservation of physical evidence to sanction illegal wildlife trafficking. The consultant will also carry out an analysis of legislative and legal gaps as a continuation and deepening of previous work in these areas.

III. Profile

Academic background:

- Specialty in relevant areas such as Environmental Sciences, Environmental Law, Public Policy, Public Health, or related fields.
- Additional training in project management, inter-institutional communication or wildlife management.

Experience:

- Experience in managing complex projects, preferably in inter-institutional cooperation contexts.
- Familiarity with the dynamics of illegal wildlife trade and related legislation.
- Previous experience in the development and implementation of inter-institutional or similar protocols in the context of public health or wildlife conservation.
- Experience and understanding of public health policies related to pandemic prevention and disease management in wildlife species.

Skills:

- Ability to design effective operating procedures and protocols, including creating flowcharts and documenting processes.
- Ability to conduct detailed analyses of legislative and legal gaps and make recommendations based on such analyses.
- Ability to develop monitoring and evaluation tools to measure the effectiveness of the protocols and procedures applied.
- Ability to communicate clearly with various stakeholders, including government authorities and non-governmental organizations.

Other:

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

IV. Responsibilities and activities

Activity 1. Develop detailed procedural recommendations for communication and collaboration among the authorities of the One Health Subcommittee on Wildlife Trafficking.

- a. Define official communication channels between the relevant authorities for the project (MAGA, CONAP, MSPAS, MARN, etc.), such as emails, secure messaging platforms or periodic meetings.
- b. Establish a fast and effective communication procedure in emergency situations. Detail who to contact, how and in what timeframe, and the steps to follow in the event of a critical event, for example
 - i. Detection of diseases in wild species
 - ii. Mass mortality of wild species
 - iii. Seizures of animals considered infected
 - iv. Disease outbreaks in custody centers for confiscated, rescued animals, etc.
- c. Create a clear flow for the exchange of information between the various authorities and subcommittees. Specify how information should be recorded, processed, and shared.
- d. Clearly define the responsibilities and roles of each authority in the collaboration process.
- e. Create an action plan for common activities such as inspections, operations, and audits.

Expected outputs of Activity 1:

- a. Report containing communication flowcharts and collaboration procedures between the institutions of the Subcommittee on Wildlife Trafficking.
 - i. It should include communication channels, the sequence of steps for the transmission of information, and effective collaboration. It should also include the points of contact and those responsible for each stage.

Activity 2. Establish methods and tools to collect data related to wildlife trafficking, seizures, reporting, and mortality.

- a. Specify the standard formats to be used for data collection, such as digital or paper forms.
 - i. Define the frequency of data collection (daily, weekly, monthly).
 - ii. Assign specific responsibilities within the institutions involved for data collection and reporting.
- b. Define how the data collected should be recorded and stored in order to subsequently create procedures for analysing them.
 - i. It should be ensured that the data is accessible to the relevant authorities and stakeholders, respecting confidentiality and data protection regulations.

Expected outputs of activity 2.

- a. Roadmap for the collection, recording, storage and analysis of data on wildlife trafficking.

This document will serve as a comprehensive guide for all authorities and parties involved in the process of quantifying wildlife trafficking events. The roadmap will outline, in a clear and detailed manner, the steps to be taken for data collection, recording, secure storage and analysis, as well as the deadlines and responsible parties at each stage of the process.

Activity 3. Establishment of a system for the notification and monitoring of cases of diseases in wildlife species

affected by illegal trafficking.

- a. Define the process for reporting disease cases in species affected by trafficking. Establish the steps to be taken, including notification to the competent authorities and the necessary documentation.
- b. Establish procedures for the follow-up of reported cases and the preparation of reports. It is necessary to detail how cases should be followed up and how the corresponding reports should be prepared and distributed.
- c. Define the process of creating the national wildlife health surveillance program. Indicate the coordination between institutions and what resources will be necessary for their creation and the development plan of the program.

Expected outputs of the activity 3.

- a. Roadmap for the notification, monitoring and communication of disease cases in species affected by illegal trade

This document will provide detailed guidance for reporting, tracing and reporting cases of diseases in wildlife species affected by illegal trade. The roadmap will define procedures, stakeholder roles, and the flow of information, ensuring that notifications are prompt and cases are handled appropriately. This roadmap will not only include the process of reporting and monitoring disease cases, but will also incorporate strategic guidelines for the design and establishment of the national wildlife disease surveillance programme.

Activity 4. Evaluation and strengthening of legislation on wildlife trafficking and prevention of zoonoses.

- a. Conduct a detailed analysis of current legislation related to wildlife trafficking, zoonotic pandemic prevention, wildlife stewardship, evidence creation, and evidence preservation. In order to identify specific gaps and areas for improvement in Guatemala's legislation.
- b. Develop recommendations for the effective integration of laws and to fill identified gaps for the future. In this part, if necessary, proposals or reforms of legislation should be made based on the above analysis and recommendations.

Expected outputs of the activity 4.

- a. Report on the analysis of shortcomings and recommendations for the operational integration of laws.

Comprehensive document that identifies and describes legislative and legal gaps in the Guatemalan regulatory framework related to wildlife trafficking, followed by specific recommendations for operational integration. This report will address existing gaps and propose concrete measures to improve the implementation and coordination of relevant laws.

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. Report containing communication flowcharts and collaboration procedures between the institutions of the Subcommittee on Wildlife Trafficking.	30 days after the start of counseling
Product 2. Roadmap for the notification, monitoring and communication of disease cases in species affected by illegal trafficking. Product Evolution Report	61 days of consulting
Output 3. Roadmap for the collection, recording, storage and analysis of data on wildlife trafficking. Product Evolution Report	92 days of consulting
Output 4. Final report of analysis of deficiencies and recommendations for the operational integration of laws (max. 15 pages).	120 days after the start of counseling

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 Contract Supervisor, as follows:

Delivery No.	Deliverables	Delivery date	Consulting Payment Percentage
1	Product 1. Report containing communication flowcharts and collaboration procedures between the institutions of the Subcommittee on Wildlife Trafficking.	30 days after the start of counseling	25%
2	Product 2. Roadmap for the notification, monitoring and communication of disease cases in species affected by illegal trafficking. Product Evolution Report	61 days of consulting	25%
3	Output 3. Roadmap for the collection, recording, storage and analysis of data on wildlife trafficking.	92 days of consulting	25%

4	Product4. Final report of analysis of deficiencies and recommendations for the operational integration of laws.	120 days after the start of counseling	25%
Total			100%

VII. Supervision

The supervision of the execution and compliance with the obligations contracted by the consultant in favor of the CMC 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 by November 5th, 2024 indicating the name of the consultancy, along with the applicant's curriculum vitae, including professional references.