



Financial cooperation between Germany and ACTO through the German Development Bank - KfW

REGIONAL PROJECT FOR THE MANAGEMENT, MONITORING AND CONTROL OF WILDLIFE SPECIES THREATENED BY TRADE

TERMS OF REFERENCE

CONSULTING FOR THE REALIZATION OF:

**Development of the SOPs to Respond to Urban Wildlife Conflict.
under Component 3 of the Project:**

**Strengthening sustainable management initiatives and traceability mechanisms
of Amazonian species.**

Position: Consultant for the Regional Project for the management, monitoring and control of wildlife species threatened by trade – Bioamazon Project N° 2006-66-222.

Funding Agency: German Financial Cooperation, through KfW

Executing Agency: Amazon Cooperation Treaty Organization (ACTO)



- Bolivia, Brazil, Colombia, Ecuador, Guyana, Perú, Suriname, Venezuela -

Brasilia, DF – May 2022

Terms of Reference to develop SOPs to respond to urban wildlife conflict.

1. Background and Justification

The Regional Project to manage, monitor and control wild fauna and flora species threatened by trade (Bioamazon Project), is part of a commitment between the Amazon Cooperation Treaty Organization (ACTO) and the German Government for the financing of a Regional Project in the area of biodiversity conservation, forest protection and climate change, with non-reimbursable financial cooperation funds channeled by KfW.

The goal of the project is to contribute to the conservation of Amazonian Biodiversity, particularly of CITES- listed species, by increasing the efficiency and effectiveness of management, monitoring and control of wild fauna and flora species threatened by trade.

The project has 3 components: 1) National and regional information and knowledge management systems. 2) Regional harmonization and strengthening of national electronic permitting/mechanisms/systems/processes and 3) Strengthening sustainable management initiatives and traceability mechanisms for Amazonian species.

ACTO Member Countries, within the framework of respect and compliance with national and international legal frameworks and bilateral and multilateral agreements, defined the activities corresponding to the three components.

The Guyana Wildlife Conservation and Management Commission (GWCMC) is responsible for the overall effective management, conservation, and sustainable use of wildlife in accordance to the Wildlife Conservation and Management Act 14/2016. The GWCMC is the Management Authority for the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), and legally provides for wildlife permits and certificates through its Licensing and Permitting Division. The Wildlife Scientific Committee, established by Section 8 of the Wildlife Conservation and Management Act, is the Scientific Authority of Guyana.

Section 6 (1) of the Wildlife Conservation and Management Act requires the Commission to do the following:

- Take such steps as are necessary for the effective management of wildlife so as to ensure its conservation and sustainable use;
- Develop and recommend strategies in the field of conservation, management and sustainable use of species of wildlife;
- Establish policies and procedures for the protection, conservation, management and sustainable use of wildlife by and for the benefit of all citizens of Guyana and in particular the communities and villages living in proximity to wildlife; and
- Promote and provide for the rescue and rehabilitation and return of wildlife to the wild.

The GWCMC's Strategic Plan 2019-2029 addresses responses to wildlife incidents and emergencies. The Commission undertakes to ensure that wildlife incident reports such as human-wildlife conflict, wildlife emergencies such as stranded and injured animals and protected species being held by private persons for example, are dealt with in an effective, efficient and appropriate manner. A key activity under this goal is to develop Standard Operating Procedures (SOPs) for rescue, problem and injured animals as well

as other wildlife emergencies. During the period January 1, 2021 – February 28, 2022, the GWCMC responded to sixty-one (61) reports from members of the public. This represents an average of four (4) reports per month. These reports range from compliance issues to reports of nuisance wildlife as well as reports of injured animals.

A consistent, effective approach to responding to nuisance reports particularly in urban areas is needed. Members of the public calling to report nuisance wildlife have expectations that the GWCMC will remove the offending wildlife in order to relocate in “the interior”. It is not entirely necessary for the Commission to respond with a visit for each report and limited human and financial resources require a more effective approach. Additionally, relocation of animals may not be in the best interest of the animal, species and people in general. Removing an animal from its range may reduce its chances of survival, may subject any offspring it may have to certain death and may merely result in transferring the nuisance problem from one area to another.

Solutions to dealing with nuisance wildlife may be developed in conversation with persons via telephone or electronic means of communication such as whatsapp or email. Persons need to be encouraged to consider the problem from the perspective of wildlife and to develop solutions accordingly. Such solutions could be eviction and exclusion of wildlife from dwellings instead of trapping and relocation.

Where the Commission must remove an animal, careful consideration of the placement of the animal must be considered. In the past, relocations out of the animal’s range were done. As this is not the best practice in each case, the Commission needs operational guidelines for officers who must make a decision on the best course of action when nuisance or conflict reports are received.

This consultancy requires the consultant to meet with the Monitoring & Compliance Division to understand the nature and scope of wildlife incident reports. The consultant’s focus will be limited to the conflict/nuisance and injury reports received particularly in but not limited to urban areas. Based on the meeting and review of the incident report summary, the Consultant will utilise best available guidance on handling wildlife conflict to develop SOPs for responding to urban wildlife conflict. This will be done in close collaboration with the Monitoring and Compliance Division as well as the Research Division of the GWCMC.

2. Objective of the consultancy

The objective is to develop Standard Operating Procedures (SOPs) for the Guyana Wildlife Conservation and Management Commission for responding to urban wildlife conflict.

3. Activities

- 3.1 Meet with the Bioamazon Project technical National Focal Point to review the record of incident reports.
- 3.2 Review best available guidance on responding to wildlife conflict, particularly in urban areas.
- 3.3 Develop draft SOPs for responding to urban wildlife conflict.
- 3.4 Review the draft SOPs with the Monitoring & Compliance and Research Divisions of the GWCMC.

3.5 Revise and adjust the SOPs based on the outcome of the review conducted in 3.4.

4. Expected Products

- Product 1 (7 calendar days after signing the contract): Work Plan for the development of the consultancy including details of methodologies, and execution schedule.
- Product 2 (15 calendar days after signing the contract): Report on the meeting with Bioamazon National Focal Point. This report will summarize the types of conflict and range of responses effected by the GWCMC. It will also highlight the challenges faced by the GWCMC in responding to wildlife conflict.
- Product 3 (45 calendar days after signing the contract): Draft SOPs. The SOPs are expected to provide guidance to the officers of the Monitoring and Compliance Division on responding to urban wildlife conflict. Such guidance will allow the Commission to respond to wildlife conflict reports in a consistent manner which is feasible in the context of available resources. The SOPs will guide officers to provide services of a high standard which will achieve the best possible outcome for the people and wildlife involved.
- Product 4 (60 calendar days after signing the contract): Final SOPs. The final SOPs will incorporate the feedback provided by the GWCMC on the draft SOPs.

Each report/product must be presented in English in two originals in physical medium (font Arial 11, printed) and magnetic/digital accompanied by relevant supporting documentation (documents and annexes with drawings and graphics, tables, jpg maps, photos, interviews, contact lists, shapefiles, databases in Excel or others, etc.).

Each report/product must contain at least: 1- introduction; 2- technical approach; 3- applied methods; 4- results; 5- conclusions and recommendations/proposals and 6- Annexes (photographic record, interviews, contact lists, shapefiles, databases, etc.), all adjusted to the descriptions of this ToR.

All photographic records must be submitted as a bank of images, with the respective credit, the identification of the activity, event, location and date, in digital format, for the free use by the Office of the President of Guyana and the PS/ACTO.

Terms of revision, adjustments and approval

The Project technical National Focal Point of Guyana, as well as the EU-PS/ACTO will evaluate and approve the reports/products and will have a term of 10 (ten) business days for review and comments.

The adjustments will be made by the consultancy within a period of 10 (ten) calendar days to present a new version with the modifications and 10 (ten) business days for final adjustments if necessary.

The reports/products must be approved by the Project technical National Focal Point of Guyana –Guyana Wildlife Conservation and Management Commission and by the Coordination of the Project/EU - PS/ACTO.

5. Qualifications and experience

Candidates must have proven qualifications and experience to comply with these Terms of Reference, according to the following criteria:

- Tertiary degree in natural resources management, forestry, agriculture or related field.
- 10 years of experience as an administrator, department head or organisational head in subjects related to natural resources management.
- 10 years of experience in the systematization of information and preparation of technical reports in subjects related to natural resources management.
- Proficiency in English (oral and written).

6. Conditions and place of work

The consultancy work will be carried out in the Consultant's own facilities.

7. Supervision and Coordination

The consultant will be under the supervision of the Project Coordination, the Executive Directorate of the PS/ACTO and the Project technical National Focal Point GWCMC, who will have access to all the documentation used and/or generated at any stage of the realization of the consultancy and may make the technical observations it deems necessary for the optimal execution of same.

In accordance with the objectives of this consultancy, coordination and follow-up meetings will be held with the Project technical National Focal Point GWCMC, and with the Executing Unit of the Bioamazon Project at the PS/ACTO.

8. Duration of the consultancy

The consultancy will have a duration of 2 months (60 days) from the signing of the contract.

9. Value of consultancy

The value of the consultancy is lumpsum, and includes all direct and indirect costs related to fees, mobilization, per diem, as well as those inputs, equipment and everything necessary for its successful completion,

The reference value of the contract may not exceed US\$ 8,091.00 (eight thousand and ninety-one), as follows:

- ✓ **First payment of 20%** of the total amount of the service, previous approval of the first product indicated in numeral 4 of this ToR.
- ✓ **Second payment of 20%** of the total amount of the service, previous approval of the second product, as indicated in numeral 4 of this ToR.
- ✓ **Third payment of 25%** of the total amount of the service, previous agreement of the third product, as indicated in number 4 of this ToR.
- ✓ **Fourth payment of 35%** of the total amount of the service, previous agreement of the fourth product, as indicated in number 4 of this TOR.

The delivery and approval of reports and products (according to numeral 4) is a requirement to proceed with the corresponding payment, prior issuance of invoices by the consultant.

11. Presentation of the proposal.

All the documentation must be presented in A4 format, with an index, numbered sheets, presenting at the end a final statement indicating the number of sheets that comprise it.

The proposal to present must follow the script in accordance with **ANNEX I**

12. Evaluation of proposals

The criteria and scores that will be considered in the evaluation of the proposals are described in **ANNEX II**.

ANNEX I - ROUTE FOR DRAFTING THE TECHNICAL PROPOSAL

Item		Detailing
1. Name		Name of the Technical Proposal
2. Consultant qualification		Consultant name Correspondence address: • Identification number • Mobile / WhatsApp number • E-mail
3. Consultant Experience		The consultant presents in detail its experience in the subjects related to the Term of Reference (maximum 5 pages). Current summary of services performed according to Table 1.
4. Introduction		Identify the problem to be faced/mitigated and the context in which this project is inserted.
5. Curriculum Vitae		CVs of the technical team which will carry out the contracted activities: Table 2.
6. Technical proposal	6.1. Execution Methodology and Description of Activities	Describe the methodology that will be applied to the proposed service. Discuss the organization of activities.
	6.2. Work plan	Organize the stages of execution of the contracted activities. Associate at each stage of execution of the contracted activities, a product to be delivered. Present the summary according to Table 3.
	6.3. Expected results	Predict the results obtained after carrying out the contracted activities.
7. Annexes		In addition to the documents listed in the proposal, the financial proposal with calculation memory must be presented according to Table 4. The financial proposal must be fixed and non-adjustable, expressed in United States dollars (USD), in Arabic numerals and in its entirety, duly signed by those who have powers of representation

ANNEX II - CRITERIA FOR EVALUATING AND JUDGING PROPOSALS.

1. Criteria for the consulting section.

Qualification	Percentage (%)
Professional Experience (N1)	50
Technical Proposal (N2)	30
Financial Proposal (N3)	20

2. Company profile and technical team (N1)

Description		Note
Consultant Experience	Tertiary degree in natural resources management, forestry, agriculture or related field	10
	At least ten years' experience as an administrator, department head or organizational head in subjects related to natural resources management.	16
	10 years of experience in the systematization of information and preparation of technical reports, in subjects related to natural resources management.	16
	Proficiency in English (oral and written).	08
N1 Maximum		50

3. Technical Proposal (in response to the Terms of Reference)

No.	Description	Criteria	Note
1.	Description of how the work will be carried out, including the activities to be carried out.	Excellent: 10 Good: 8 Regular: 4 Not present: 0	10
2.	Description of the methodologies that will be used for the activities.	Excellent: 10 Good: 8 Regular: 4 Not present: 0	10
3	Coherence between activities and proposed deadlines to meet specific objectives.	Excellent: 10 Good: 8 Regular: 4 Not present: 0	10
N2 Maximum			30

i) Regular: when the content meets the minimum specified in the TORs; ii) Good: when the content of the proposal complies with a quality superior to that required in the TORs; and iii) Excellent: when it exceeded what was requested in the Terms of Reference, presenting new ideas and concepts.

4. Financial Proposal (N3)

The Financial Proposal with the lowest price will receive the maximum possible score of 20 points. Scores for other financial offers will be calculated as follows:

$$N3 = PPF * Co / C$$

Where:

- N3 = Financial Proposal Note
- PPF = Weight of the Financial Proposal (in percentage)
- C = Financial Proposal Price,
- Co = Lowest price of all financial proposals

5. Final Qualification Note

The Final Note (FN) will be obtained by adding the Company and Team Profile Note (N1) + the Technical Proposal Note (N2) + the Financial Proposal Note (N3).

$$FN = N1 + N2 + N3$$

The technical documents of each proponent will be evaluated, and they will be assigned an "evaluation score", ranging from 0 (zero) to 100 (one hundred) points.

The proponent who obtains a score of zero, or even a score of less than 70 (seventy) points in the sum of the articles in any article (criterion), will be disqualified.

TABLE 1		LIST OF SERVICES IN PROGRESS OR PERFORMED BY THE CONSULTANT			
NO.	IDENTIFICATION OF SERVICES EXECUTED OR IN PROGRESS COMPATIBLE WITH THE PURPOSE OF THE TENDER	SECTOR	EXECUTION PERIOD		CONTRACTING PARTY (Name and address)
			START (mm/yyyy)	END (mm/yyyy)	
CONSULTANT NAME:		SIGNATURE			

(1) In chronological order of start dates

TABLE 2		PROFESSIONAL EXPERIENCE AND EDUCATION OF CONSULTANT			
Consultant Name:					Identification number
Specialization:		Birth Date:	Nationality:	Address:	
INSTRUCTION (UPPER LEVEL ONLY), COURSES, DIPLOMAS, POST GRADUATION, ETC.					
Nº	Degree or Diploma	Educational institution or entity		Duration	Year of conclusion
PROFESSIONAL EXPERIENCE					
Identification of the services provided (Nature of the services; Location;)	Role performed	Execution Period		Contractor	Final Client (if applicable)
		Start date	End date		
		Signature			

(II) ACTO reserves the right to require, for verification purposes, original documents that support the information provided.

Table 3	WORK PLAN	Month 1				Month 2				Month 3			
	Description of Activities	1	2	3	4	1	2	3	4	1	2	3	4
D1	<i>Deliverable</i>												
D2	<i>Deliverable</i>												
D3	<i>Deliverable</i>												

Table 4	FINANCIAL PROPOSAL			
No.	Description	Unit	Unit Value (USD)	Total Value (USD)
1. Remuneration				
1.1	Technical team <i>(list each member)</i>			
1.2	Non-technical team <i>(list each member)</i>			
2. Travel expenses				
2.1	Air tickets			
2.2	Local transportation			
2.3	Per diem			
3. Other expenses				
3.1	Materials			
3.2	Communications costs			
3.3.	Administrative expenses			
4. Event expenses				
4.1.	Photocopies			
4.2	Refreshments			
Total				
Date	Consultant name	Signature of authorized representative		