

Terms of Reference (TOR) for the Consulting Services of  
**The International Law Enforcement Specialist**  
Technical Assistance and Support to DoFI for Implementation of PAW/LENS2 Subproject

A. INTRODUCTION

1. Laos has up to 40% of the land area under forest cover, which harbors numerous globally significant species. Laos shares borders with five countries, and is in close proximity to major wildlife trade demand countries. Long international borders, proximity to demand and source countries, and globally significant plant and animal diversity has contributed to Laos being a source and transit country for illegal wildlife trade. Lao PDR's recent and rapid economic development is increasingly based on natural resource use. The natural resource sector expanded 21% annually, tripling its contribution to the GDP from 6% (1998) to 16% (2011). Laos faces a challenge to long-term prosperity due to limited national capacity to manage sustainably the environmental and social consequences and risks of unsustainable use of natural resources, especially forest, land and water.
2. Illegal wildlife trade within and across the Lao borders is multi-faceted and includes (i) localized domestic wildlife trade, generally of lower value species, to the nation's growing middle class, and (ii) trade of high value species across borders, sourced from Lao forests, wildlife farms, and from other countries. This high-value, cross border trade is understood to be well organized and resourced by national and international criminals. Lao PDR recognizes the seriousness of the problem and has responded by creating the Department of Forest Resource Protection (DoFI) under MAF, and its provincial line, PoFI, by becoming a partner in ASEAN-WEN, by establishing the Lao PDR Wildlife Enforcement Network (Laos-WEN), and by developing the legal framework to protect wildlife from illegal activity.
3. Revisions of the Forest Law in 2008 led to the establishment of the *Department of Forestry Inspection* (DOFI) under the Ministry of Agriculture and Forestry (MAF). DOFI is the Government's primary initiative to address recognized problems of illegal logging, smuggling of timber and wildlife, forestry-related corruption and illegal land encroachment. DoFI has developed a Strategy to 2020, and has shown some results in law enforcement, with efforts so far largely focused on timber trade rather than wildlife crimes.
4. The *Lao PDR Wildlife Enforcement Network* (Lao-WEN) was launched in May 2011, as a national effort to stop poaching, trafficking, and illegal trade of protected flora and fauna as part of a broader regional effort under ASEAN-WEN. Lao-WEN promotes close cooperation and work collaboration among enforcement officers from agencies including DOFI, DFRM, Police, Customs, and Military. The Lao-WEN and P-WEN provide the foundation for an effective means to combat the problem of illegal wildlife trade, however, support to train and operationalize Lao-WEN is required.
5. GOL has accessed \$6.83 million of GEF funding (from Biodiversity, Land Degradation, and Sustainable Forest Management focal areas) and \$17 million IDA funds (national and regional funding) to implement the Protected Areas and Wildlife Project (PAW). The PAW Project was approved by the World Bank's Board of Executive Directors on April 2, 2014 and became effective on July 5, 2014. The PAW project closing date is June 30, 2021. Project implementation is anticipated to commence in the beginning of the Lao financial year 2014/15 (i.e. from October 1 2014). The project development objective (PDO) of PAW is: *to strengthen the management systems for national protected areas conservation and for enforcement of wildlife laws.* The PAW Project aims to create wildlife and PAs enforcement standards, develop good practice applications for PA management and reduction of illegal wildlife trade at the central level and at key NPA sites. It builds on bilateral initiatives between Lao PDR, Thailand and Vietnam to control illegal wildlife trade, as well as

strengthens Lao PDR's capacity to collaborate with regional centers of knowledge and with international organizations addressing wildlife trafficking.

6. The World Bank is currently processing additional financing (AF) to PAW, at \$15 million from national IDA. This was originally earmarked for the Lao Environment and Social Project 2 (LENS2). Under this AF, the PAW project is being restructured to: include the LENS2 scope, have a new project name, and have a new (PDO). Given the PAW was made effective around the same time as AF processing, PAW and the AF is now considered a single, consolidated project, named LENS2. The new PDO is: *to strengthen the country systems for managing protected areas<sup>1</sup>, enforcing wildlife law, and complying with environment and social standards.*

7. The LENS2 executing agency is the Environment Protection Fund Office (EPFO). The project will function as a financing mechanism for a suite of sub-projects implemented by various sub-project delivery agencies (SDAs), within the framework of three project components: Component 1: Institution development and capacity building; Component 2: Adaptive management of natural resources, environmental and social issues; and Component 3: Project administration and EPF capacity building. Around 40 sub-projects have been identified during preparation of PAW and LENS2. There is additional reserved funding for scaling up successful sub-projects or for new sub-projects.

8. As part of the LENS2 implementation a number of national, regional, and/or international consultants will be mobilized to assist the various SDAs to implement the sub-projects. One priority SDA is the **Department of Forest Inspection (DoFI)**. One priority pre-identified sub-project under PAW/LENS2 will be implemented by DoFI: **National-level capacity building in wildlife law enforcement(\$1.8 million)**. The sub-project objective is: *to improve law enforcement capacity for addressing national and regional wildlife trafficking.* This will be implemented through the following components:

- Component 1: Develop Lao-WEN Strategic Plan, Standard Operating Procedures, and Guidelines
  - develop, approve, and disseminate a *National Lao-WEN Strategic Plan*;
  - develop a Lao-WEN coordinating committee and investigative Task Force *Standing Operating Procedure*;
  - conduct a *wildlife law enforcement training needs assessment* and develop a *Standard Law Enforcement Training Curriculum*;
  - improve and make effective the *DoFI Information Management System*;
  - develop *guidelines for wildlife law enforcement reporting*; and
  - develop a *Communications Strategy* for DoFI.
- Component 2: Operationalize Lao-WEN and DoFI
  - *activate Lao-WEN* by forming an active Steering Committee, a coordinating committee, an inter-agency investigation team, and integrating with ASEAN WEN;
  - deliver wildlife enforcement *training courses*;
  - implement the *IMS* and *information reporting*;
  - implement *inspections and investigations*;
  - based on cooperation MOU with Vietnam, conduct joint trainings and workshops.
- Component 3: Capacity Building
  - Under this component, DoFI will recruit international and national Technical Advisors, attend English training, and attend overseas meetings and workshops as needed.
- Component 4: Project Administration

9. DoFI seeks an experienced International Law Enforcement Specialist with demonstrated law enforcement experience focused on the illegal wildlife trade at a national and international level to support the agency to implement the above-described sub-project. The consultant will be expected to work closely with other consultants recruited under this sub-project (including the National Project Management Specialist), and with consultants and teams in other relevant sub-projects (especially sub-projects in protected area sites, and the Department of Forest Resource Management sub-project) to ensure that the activities to be supported by LENS2 during 2015-2020 are consistent and in line with GOL and MONRE policy and priority and in line with GOL and World Bank procedures.

#### B. OBJECTIVE OF THE SERVICES

10. To support DoFI staff and other sub-project consultants to implement the sub-project in a successful and timely way, and with strong technical advice, including meeting yearly targets for sub-project indicators (detailed in the Project Implementation Manual; in the World Bank Project Document; and in the Sub Project Application), implementation of the annual work plans, and delivery of subproject outputs. The Law Enforcement Specialist is responsible to the Director General of DOFI.

#### C. TASKS

11. The Consultant is expected to assist and advise on all technical components of the sub-project. Specifically, the Consultant will work closely with the sub-project team from DOFI and Lao WEN and with other consultants to this sub-project to carry out tasks including, but not limited to, the following:

##### *Task 1. Assist to develop provincial sub-projects.*

- With DoFI staff and EPF consultants, work with the potential POFI sub-project recipients to develop sub-project applications (including: existing and ongoing activities, projects, and funding; key problems and needs; clear justification for the proposed activities and their contribution to the PAW/LENS2 PDO; number of staff/consultants and incremental budget necessary; results indicators, baseline data, and targets; and annual work plan. Refer to the template in the PIM).
- The Consultant will work closely with DOFI Management staff to ensure the subprojects are in-line with the Departmental strategic plan, STEPP and complementary to the objectives of the DoFI subproject.

##### *Task 2. Assist DoFI to recruit consultants.*

- Assist the DoFI staff and the National Project Management Specialist to develop TORs for project staff and short-term consultants, and review applications.

##### *Task 3: Assist DOFI to manage consultant outputs, and quality.*

- Assist DOFI to coordinate and oversee short-term consultants brought in on specific tasks and deliverables;
- Review and advise on draft documents from short term consultants to ensure quality outputs.

##### *Task 4. Assist in coordination and monitoring of staff training.*

- With DOFI management, identify staff for English language training, training at the NUOL, and training under the sub-project plan.

*Task 5: Advise and assist in consultations, design, and dissemination of project outputs.*

- Advise and assist DOFI on consultation, design and of key project outputs.
- Attend project-based workshops, and where multiple workshops are delivered at different sites, at least attend the initial workshop and assist smooth implementation.

*Task 6: Partnerships*

- With DOFI staff, facilitate coordination among Lao WEN agencies and other key partners to DOFI.
- Attend, and if relevant, facilitate the regular LE Working Group meetings.
- Assist DOFI with communications and reporting to EPF, World Bank, and key partners.

*Task 7: Assist site supervision.*

- Assist DOFI staff in technical supervision related to the POFI sub-projects under PAW/LENS2, including measuring sub-project indicators.

*Task 8: Advise on regional activities.*

- Assist and advise DOFI staff in building relations with Vietnam and moving forward joint agreements.

*Task 9: Project monitoring, reporting, and planning.*

- With DOFI staff and consultants, measure outputs and outcomes against the targets identified in the Results Indicators for the sub-project.
- Adjust targets for the next year based on actual results against targets.
- Advise DOFI on their reporting to EPF, World Bank, and GOL as required in the PIM.
- Advise DFRM in their development of an Annual Work Plan and Budget for the next year.

*Task 10: Technical Support*

- Provide expert and informed technical advise to the sub-project staff in an ongoing basis to develop the capacity of DOFI, Lao WEN, POFI, and P-WENs.

#### D. EXPECTED INPUTS

12. The Consultant will be based in their home country with ongoing travel to Laos, or in Laos. It is anticipated that the Consultant will work for two months in year one of the subproject (FY14/15), and for four months in years 2, 3, 4, and three months in year 5 of the project. The majority of that time should be based in Laos, at the DOFI Office in Vientiane with some travel to provincial sites expected. Support from home base should be provided throughout the year; with all support adding up to the number of work months denoted above. DOFI will provide information and data, office space and facilities. Flexibility on the input and arrangements described here may be provided for exceptional candidates.

#### E. EXPECTED OUTPUTS

13. The Consultant will prepare and submit the following reports:

- An inception report describing their own work plan in relation to supporting the subproject Annual Work Plan, including an estimated input and work schedule. The report will be submitted to DOFI within 2 weeks after the contract signing or per the schedule as agreed with DOFI.
- Brief back to office/trip reports after missions to provincial or regional sites and meetings.

- A succinct final report describing the activities carried out during the services including achievement, issues, and lesson learnt. The draft report will be submitted to DOFI at least 10 days before the contract completion date or per the schedule as agreed with DOFI.

All proposals and reports will be submitted per the schedule as agreed with DOFI.

#### F. QUALIFICATION AND EXPERIENCES

14. The following lists the **key qualifications and experience**:

- Undergraduate degree (or higher) or equivalent technical qualifications;
- 15 years working experience in law enforcement;
- Demonstrated law enforcement experience focused on the illegal wildlife trade at a national and international level; An example of at least 1 successful similar assignments (i.e. in technical advisory role to government agencies in developing countries) in the past 6 years (reference required);
- Demonstrated skills in capacity building in developing countries;
- Demonstrated project management experience with an ability to foresee risks and constructively work through problems with co-workers and project partners;
- Demonstrated communication skills, including: fluency in English speaking and writing; ability to listen well, ask questions and hold effective and respectful two-way communication; open, inclusive and able to keep co-workers and other partners informed; comfortable with public speaking;
- Demonstrated leadership and mentoring skills;
- Client oriented: able to work to the objectives of DOFI; able to develop a productive and positive working relationship with co-workers at DOFI; ensures client buy-in and participation in all aspects of work;
- Culturally sensitive approach, demonstrated experience working in challenging environments and in multi-cultural contexts;
- Demonstrated Computer skills, including Word, Excel, email.

The following additional qualifications would be an **advantage**:

- Experience with Task Forces;
- Experience with the World Bank and/or international financing projects;
- Monitoring and evaluation experience;
- Experience delivering trainings;
- Process orientated;
- Knowledge of Lao language;
- Experience working in SE Asia;
- Commitment to wildlife conservation.