



Africa Regional Forum on Combating Wildlife Crime

February 8 – 9, 2022, Kampala, Uganda

Terms of Reference for Facilitators

Introduction

The Ministry of Tourism, Wildlife and Antiquities of Uganda (MTWA), in partnership with the Wildlife Conservation Society (WCS), is organizing a two-day Africa Regional Forum on Combating Wildlife Crime to be held on February 8 – 9, 2022. The goal of the forum is to enhance regional collaboration, coordination and cooperation in the fight against Illegal Wildlife Trade. This forum comes at the backdrop of the need for actors to collaborate and coordinate efforts to disrupt escalating IWT and trafficking beyond country boundaries.

The expected participants include National Wildlife Crime Coordination Task Force members, representatives of wildlife & law enforcement agencies from selected African countries (e.g. Customs, Police, wildlife division), intergovernmental bodies, international agencies, and Non-Governmental Organizations.

The forum will be conducted online but physically moderated from Kampala, and the language of communication will be English.

Tasks to be performed

- 1) Lead the finalization of the forum agenda in close consultation with the organizing team. This would include;
 - advising on sessions design
 - preparation of the internal organizer agenda with clear roles and tasks
 - preparation of materials for use during the event
 - briefing of speakers
 - input and assistance with the analysis of a pre-workshop questionnaire to be shared with participants ahead of the event.
- 2) Leading the overall facilitation of the event in close coordination with the organizing team, including giving a summary of key points at the end of each day
- 3) Overall coordination and debriefing with the organizing team at the end of each day
- 4) Adaptation of the agenda and sessions as necessary, to ensure successful delivery of the event

Required Qualifications and Experience

- Experience in designing and facilitating multi-stakeholder and multi-disciplinary events, particularly with groups such as government agencies, private sector, international organizations and NGOs;
- Experience with applying highly participatory and collaborative approaches;
- Fluency in English, both written and oral, is required.

Deliverables:

- A brief facilitator's report (no more than five pages) highlighting the facilitators insights, observations and recommendations to consider while organizing similar events in the future.

How to Apply

If interested, please send an email to wcsuganda@wcs.org and copy skamugisha@wcs.org with the phrase “Kampala Forum Facilitation” in the subject and attach the following:

- Your CV with a summary of relevant work, including examples of previous written reports, to illustrate your suitability for this assignment
- A detailed quotation including your daily fee (in UGX, inclusive of any taxes applicable) and number of expected days to deliver the work

Note: Please note that costs for any stationary material related to the forum will be covered separately. Applicants are responsible for their own taxes liability.