



Africa Regional Forum on Combating Wildlife Crime

February 8 – 9, 2022, Kampala, Uganda

TERMS OF REFERENCE FOR RAPPORTEUR

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.

Functions of the Rapporteur

Overall, the rapporteur has to document the proceedings, decisions, and recommendations of the forum. The rapporteur will perform the following specific tasks:

- Brainstorm and agree with the forum coordinator about the format for the final report
- Document in a systematic and comprehensible way, all plenary discussions and plenary report-back sessions, including questions/remarks from participants and related responses that may be included in the forum report; for break up sessions/working groups, the rapporteur will be supported by the co-organizers and facilitator in taking notes
- Coordinate and debrief with the organizers and facilitator at the end of each day, as necessary, to ensure satisfactory documentation of the event
- Collate flipchart, presentation and discussion materials for the full development of session report
- Summarize key points at the end of each day in coordination with the forum facilitator and forum coordinator; distil the main points, conclusions and recommendations of each of the sessions following the agreed format for the report

Deliverables

The rapporteur will be responsible for the following deliverables:

- Summary of discussions and decisions presented at the end of each day
- A first draft of the forum report submitted to the workshop organizers for feedback by February 14, 2022, for input and feedback
- A well-written final report (in both pdf and work formats) with annexes and references attached submitted by February 25, 2022.

Required competencies:

The ideal rapporteur must have the following competencies:

- Excellent written and spoken in English

- Proven experience in rapporteuring highly interactive and high-level events
- Competence to moderate discussions and generate consensus
- Ability to analyze and synthesize and distil main points and recommendations from discussions
- Good time management skills
- Knowledgeable on wildlife management and illegal wildlife trade issues

How to apply:

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

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

Deadline for the expression of interest: **21st January 2022.**