

## TERMS OF REFERENCE

### FOR

## **A Consultant to Develop Wildlife Trade Database for Environment and Conservation Division, Ministry of Environment, Climate Change, Disaster Management and Meteorology.**

<b>Project</b>	Developing the ECD wildlife Trade Database
<b>Location</b>	Environment and Conservation Division, Outback Building, Rove Honiara.
<b>Duration</b>	6 Months
<b>Contract starts date</b>	21 <sup>st</sup> October 2024
<b>Contract ends date</b>	21 <sup>st</sup> April 2025

### 1. Background

Solomon Islands has been known as home to some of the last remaining biodiversity hotspots in the World. With the high biodiversity of flora and fauna, means there is also high endemism in Solomon Islands. The biodiversity also provides social and ecological benefits to its national economy and rural communities who have lived and depend on these resources for many years. The overall mandates of the Ministry of Environment Climate Change Disaster Management and Meteorology through the Environment and Conservation Division were stipulated under the Principal Act Environment Act 1998 and its regulation 2008. With the increasing demand of its legal mandates, the Wildlife Protection and Management Act 1998 and its Regulation 1998 were developed to administer and regulate International Wildlife Trade and its permitting processes in Solomon Islands. The Solomon Islands Government become Party to the CITES convention as part of its International and regional Obligations to ensure sustainable management of its Wildlife Flora and Fauna. Solomon Islands Government demonstrated its commitment, and acceded to CITES convention as party in 26<sup>th</sup> June 2007, and enter into force in 24 June 2007.

While the wildlife trade provides economical and livelihood benefits to the people. One of the challenges faces with wildlife domestic and international trade is monitoring and reporting of species actual quantities shipped (exported) to other countries. Therefore, the purpose of developing the wildlife trade database system is to assist Environment and Conservation Division tackle the challenge of untimely reporting to CITES. It also strengthens communication and outreach education awareness programmes generated through its appropriate database systems for proper documentation and record, and providing timely reporting to the Ministry and other stakeholders. Generally, to increase visibility and traceability of permits and species subject to wildlife trade either domestically or internationally through CITES and Non-CITES permits processes.

## 2. Objective

The main objective of this consultancy service is to develop ECD Wildlife Trade Database to improve Divisions capacity for effective monitoring and efficient reporting on wildlife trade activities and also to fulfil CITES obligations. The database will also provide platform for effective compliance and enforcement.

## 3. Scope of consultancy service

The database consultant will carry out these following tasks.

- I. In consultation with ECD team, collect data, information and reports necessary for designing and developing the database.
- II. Design and develop a user-friendly database system tailored to the need of wildlife trade data management.
- III. Carry out a training for ECD staffs' on the use, operation and management of the database.

## 4. Responsibilities

- Design, develop, and implement a robust and user-friendly database system.
- Ensure compatibility with existing systems and tools.
- Integrate data from various sources, including field data, reports, and monitoring systems.
- Develop customized reporting and analytics tools.
- Provide training and technical support to ECD staff for smooth database operation.
- Ensure security protocols and data protection measures are in place.

## 5. Key Deliverables

- I. The consultant in collaboration with the ECD Director develops an applicable database.
- II. The database system is fully functional developed and ready to be used by ECD team.
- III. The database is demonstrated to the ECD staff during the term of the contract.
- IV. the consultant shall provide user guide or manual for the database.

## 6. schedules and Supervision

The consultant shall keep track of his/her progress of the key deliverables (outlined in part4 and in part5) and must communicate regularly with the Supervisor, here referred to the Chief Conservation Officer (CITES Management Authority) as part of validation process and verification of project progress. The consultant must adhere to the propose deliverable schedules outlined below.

### I. **Inception Meeting (first month of involvements)**

The consultant shall request all relevant documents, existing data and information required for the development of the database.

### II. **Demonstration of the database (3 months after starting date)**

The consultant shall present the database, its features, uses and applications. The consultant shall take into consideration that the demonstration is an opportunity to receive feedback for improvements.

### III. Training ECD staff on the database (5 months after starting date)

The consultant shall provide formal training on database use for ECD staff.

## 7. Qualification and Experience.

The consultant should have the following qualifications and experiences:

- Bachelor's degree in information technology and minimum of at least 3 years' work experience.
- Proven experience in designing and developing database application such as Access database,
- Must have satisfactorily completed at least 3 similar contract, similar size and technical complexity,
- Must be a person who have some knowledge and understand the legal requirements of the data piracy.
- The consultant shall have maintained strict confidentiality of data provided by ECD.
- Excellent problem solving and communication skills.
- Experience with environmental and conservation-related databases is an advantage.

## 8. Budget and Payment

- The consultant shall submit a budget for the 6 months contract. It is recommended that the consultant should use his own computer, printer and photocopier, including any relevant software, ICT tools to deliver this service.
- Payment of the consultancy service shall be made upon the approval by the Director of Environment and Conservation Division. The payment shall be in three instalments payment as follows:
  - a) First payment is 20% after inception meeting (first month of contract)
  - b) Second payment is (30%) upon first submission of the database system to Director ECD, with initial demonstration of its use (3 months after starting date)
  - c) Last payment is 50% upon training of all ECD responsible staff and full development of the database.

## 9. Application submission

The closing date for the application is 9<sup>th</sup> October 2024, at 4: 00PM. The application should include: covering letter, timeline for the database development, CV, and at least 2 references.

All submissions should be clearly labelled and addressed to:

**Director  
Environment and Conservation Division  
Ministry of Environment, Climate Change, Disaster Management and Meteorology  
P.O. Box 21, Rove, Outback Building, Honiara.  
*Attention: Chief Conservation Officer-Wildlife Trade***

Clear label and in parentheses,

**“Development of the ECD Wildlife Trade Database”**

For more information and enquires please contact Rose Babaua and Luke Mae on email addresses: [RBabaua@meccdm.gov.sb](mailto:RBabaua@meccdm.gov.sb), [LMae@meccdm.gov.sb](mailto:LMae@meccdm.gov.sb) or call Telephone 26036.

We look forward to receiving your expression of interest and to potentially collaborating on this exciting project.