



TERMS OF REFERENCE (TOR)

CONSULTANCY TO DEVELOP HUMAN RESOURCE POLICIES, FINANCE AND PROCUREMENT POLICIES, AND OFFICE & ADMINISTRATION MANUAL FOR MEMBERS UNDER TAITA TAVETA WILDLIFE CONSERVANCIES ASSOCIATION (TTWCA)

Summary of ToR

International Fund for Animal Welfare (IFAW) is seeking a consultant to develop policies for Kasigau Conservancy, Mgeno Conservancy, Lualenyi Ranch, and Choke Ranch; members of a project collaborator, Taita Taveta Wildlife Conservancies Association (TTWCA) under the USAID-funded project dubbed 'Sustainable management of Tsavo and Amboseli landscapes.'

Background

IFAW (International Fund for Animal Welfare) is a global non-profit helping animals, and people thrive together with a presence in 40 countries worldwide. The IFAW Eastern Africa office is based in Nairobi.

IFAW addresses the needs of animals and people across many critical habitats by protecting wildlife from poachers, landscape conservation, and rehabilitating rescued animals. IFAW partners with local communities, governments, non-governmental organizations, and businesses to achieve its mission.

IFAW is implementing a United States Agency for International Development project, Sustainable Management of Amboseli and Tsavo landscapes, in collaboration with TTWCA, AET, Big Life, and Tsavo Trust. The project aims to enhance local organizations' capacity to provide leadership and implement conservation actions for community livelihoods and biodiversity conservation in their jurisdictions. In Tsavo, IFAW is strengthening TTWCA's capacity to lead conservation interventions and support conservancies within the region.

TTWCA is a landscape community-based organization established in 2013 with the mandate to support the development of wildlife conservancies and other related economic activities among its members for improved livelihoods and coordinate sustainable management of the Tsavo ecosystem. TTWCA also serves as a landscape umbrella body for the 33 conservancies/ranches covering approximately 1 million acres within the larger Tsavo landscape. The conservancies/ranches form a migratory corridor for the Tsavo National Park which is 5.8 million acres.

Project Description

IFAW is implementing a USAID-funded project 'Sustainable Management of Tsavo and Amboseli landscapes' in Southern Kenya. The project is implemented in Tsavo Conservation Area and Greater Amboseli Ecosystem. The aim of the project is to strengthen local institutions' ability to develop a coordinated management approach with their members to enhance local stewardship, improved benefit sharing, and the sustainable management of wildlife and biodiversity within the Tsavo Conservation Area and Greater Amboseli Ecosystem. This will be achieved through the following outcomes:

- Improved governance of Tsavo and Amboseli landscapes.
- Reduced threats and improve biodiversity conservation.
- Increased partnerships for landscape-level economic growth and sustainability.
- Increased community and ecosystem resilience.

Key Activities

Several key activities have been designed and will be implemented in line with the outcome areas stipulated above.

- i. Under improved governance of Tsavo and Amboseli landscapes, specific activities have been designed to help strengthen governance, technical capacities, infrastructure, and equipment for AET and TTWCA to facilitate an integrated, inclusive and coordinated approach to biodiversity and wildlife management and open opportunities to derive increased benefits from landscape resources.
- ii. On reduced threats and improved biodiversity conservation, the project aims at enhancing ecosystem-based planning, coordinated community-led law enforcement (anti-poaching, by-laws, and community dialogues), and human-wildlife conflict mitigation to improve management of wildlife and human well-being;
- iii. To increase partnerships for landscape-level economic growth and sustainability, targeted interventions have been lined up to enhance close coordination, planning, and smart partnerships between the local community institutions, county government, and private sector players across the anchor economic value chains (tourism, livestock, carbon, and green energy) to open new opportunities for local economic growth;
- iv. To increase community and ecosystem resilience, the project will strengthen capacity and support towards sustainable livelihood initiatives for local communities resulting in improved wildlife and

rangelands management vital for ecosystem health and community resilience.

The objective of the assignment

The project seeks to improve the governance and management of conservancies in the Tsavo landscape by strengthening administrative, management, and leadership capacity through the provision of technical assistance, establishing, and strengthening management systems and processes for accountability, efficiency, and effectiveness in the conservation of wildlife and biodiversity. Specifically, this assignment is to strengthen governance and management of the said conservancies by developing management tools as follows:

- Kasigau wildlife conservancy – HR policy
- Mgeno Conservancy – Office and Administration Manual
- Lualenyi Ranch – HR policy
- Choke Ranch – Finance and procurement policy

Scope of Work

The tasks are as follows.

1. Review existing policies or any available guiding documents to identify gaps. Work with TTWCA, and KWCA to identify already existing frameworks for developing policies to fill the gaps identified.
2. Hold consultative meetings with respective conservancy leadership, boards, and secretariat to consolidate and integrate views in the proposed policies.
3. Align proposed management documents with existing laws and guidelines in specific disciplines.
4. Develop administrative and management instruments for Kasigau, Mgeno, and Lualenyi ranches (as stated above).

Key Deliverables

1. Inception report and Work plan
2. Developed Finance & Procurement, Office Administration, and HR policies
3. Conservancies/ranches staff workshop report and Presentation

Required qualifications and skills

The consultant must meet the following specifications:

1. An advanced degree in human resources management, financial management, or related subject
2. Extensive knowledge of local labor laws, acts, regulations, and procedures
3. At least 5 years of professional experience in the HR consulting field mainly in recruitment and selection, organizational development, and corporate governance preferably working in/with NGOs.
4. Registered with the Institute of Human Resource Management Kenya
5. Flexible, creative, detail-oriented, and well-organized.
6. Ability to maintain the highest standards of confidentiality and professionalism and sound judgment.
7. Strong communication and interpersonal skills.

Application procedure

Interested candidates should send their technical and financial proposals (not exceeding 15 pages), CVs (demonstrating their qualification, competency, and experience in undertaking similar assignments), company profile, two recent references, and their availability to suppliere@ifaw.org and jobs@ttwcakenya.com CC: info@ttwcakenya.com with the subject as 'POLICIES FOR KASIGAU CONSERVANCY, MGENO CONSERVANCY, LUALENYI RANCH, CHOKE RANCH' not later than CoB Monday, 22nd May 2023.