
Illegal Wildlife Trade Advisory Group (IWTAG)

Appointment of Members

Information pack for applicants

The closing date for the receipt of applications is:

12 noon, Friday 18th August 2017



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1. Illegal Wildlife Trade Advisory Group (IWTAG) recruitment process 2017

Introduction

The Department for Environment, Food and Rural Affairs (Defra) seeks applications to join its Illegal Wildlife Trade Advisory Group (IWTAG).

The primary role of the IWTAG is to assess applications to the IWT Challenge Fund, and to provide advice which enables Ministers to select the highest quality projects for funding

We are looking for people who have knowledge of, or direct experience in, projects dealing with one or more of our four strategic pillars:

- Reducing demand for illegal wildlife trade products
- Ensuring effective legal frameworks
- Strengthening law enforcement
- Developing sustainable livelihoods and economic development

We are looking for individuals who, as leaders in their field, genuinely want to contribute at the highest levels and are able to support their views with well-argued evidence. You'll offer sound judgment, excellent interpersonal skills, the ability to assimilate complex information and preferably have previous experience of reviewing project applications and justifying your views in a challenging committee-type forum.

We actively encourage applications from individuals from a wide range of backgrounds, including the private sector, academic and professional institutions, non-governmental organisations, law enforcement etc.

The appointments will commence in mid-September 2017.

Illegal Wildlife Trade Challenge Fund

The UK has led the world in raising the profile of IWT and driving action to tackle its root causes. We hosted an international conference on the Illegal Wildlife Trade in London in February 2014. This Conference brought together senior representatives of over 50 countries and international organisations to agree new and bold measures to tackle the illegal wildlife trade, signalling a new level of political commitment to the issue. The UK supported subsequent IWT conferences in Kasane, Botswana (2015) and Hanoi, Vietnam (2016). London will host the fourth Illegal Wildlife Trade conference in 2018.

In line with the Aid Strategy, published in November 2015, we are supporting our partners around the world to take action to tackle the illegal wildlife trade. This Challenge Fund is part of that effort.

The IWT Challenge Fund Advisory Group helps to ensure that UK Government funding granted through the [Illegal Wildlife Trade \(IWT\) Challenge Fund](#) is spent on high quality projects tackling the illegal wildlife trade through action under one, or more of our four strategic pillars.

Further information on the Illegal Wildlife Trade challenge fund is available at: [Illegal Wildlife Trade \(IWT\) Challenge Fund - GOV.UK](#)

2. Being a member of the Illegal Wildlife Trade Advisory Group (IWTAG)

What is the IWTAG?

The Illegal Wildlife Trade Advisory Group is made up of a mixture of UK Government and independent experts from a range of backgrounds: non-governmental organisations, scientific and academic institutions and the private sector.

The primary role of the IWTAG is to assess the applications for funding received through the Challenge Fund, to enable Ministers to select the highest quality projects for funding.

Description of role

Members are responsible for assessing applications for funding, evaluating each application according to the criteria for grant awards and providing scores and written comments which will then be discussed by the IWTAG at sift meetings.

Members will be required to commit to around eight days per annum in total including assessment of applications (c. six days) and two one-day sift meetings (Stage 1 and Stage 2). For this round, sift meetings will take place in November 2017 and April 2018

In addition, IWTAG members may be invited to attend certain Illegal Wildlife Trade Challenge Fund events, including workshops for new projects.

Members must be willing to travel to meetings within the UK. These are likely to take place in London.

Qualities and experience required

In appointing Members to the Group, the panel will be looking for candidates who have extensive experience of projects working in or with developing countries and can demonstrate a clear understanding of the four IWT strategic pillars.

The following selection criteria will be applied:

Criteria

Criterion 1: Significant experience and standing in a field related to at least one of the four IWT strategic pillars

Criterion 2: Experience of working with or within countries in which the Illegal Wildlife Trade Challenge Fund operates and an understanding of the constraints of working in other countries and with diverse cultures.

Criterion 3: A good understanding of the issues and challenges involved in tackling the illegal wildlife trade, including knowledge of who would need to be involved in projects if

they are to be successful, and how to achieve that (e.g. for a successful law enforcement project, what are the relationships that need to be in place on the ground?)

Criterion 4: Experience of working on or managing projects in developing countries relating to the illegal wildlife trade and/or to the sustainable use of natural resources. A focus on economic and/or livelihood benefits for local communities for increasing local capacity and creating the conditions for long-term change, would be desirable

Criterion 5: Experience of reviewing project applications (including assessing proposals for value for money) and justifying views in a challenging forum would be desirable

Terms and conditions of appointment

Period of appointment

Initial appointment will, in most cases, be for three years, with the possibility of reappointment for a further one year term. The appointments will commence mid-September 2017 with the first application assessments likely to be immediate.

Individuals who have previously been members of the IWTAG are eligible to apply.

Remuneration

We will be offering a stipend of £150 per day plus reimbursement of reasonable travel and subsistence costs for attending committee meetings.

Location of Offices and Meetings

London

3. Applying for a role

The recruitment process

The Illegal Wildlife Trade Advisory Group members, appointed by Defra, will be independent appointments made through open competition. They are not classed as formal public appointments.

How to apply

Candidates should submit the following four documents:

- Curriculum Vitae (CV)
- Statement of suitability
- Conflicts of interest Questionnaire
- Diversity and Data Protection Questionnaire

CV: should include education, professional qualifications and employment history and the names and contact details for two referees. CVs **should not exceed two A4 pages** (size 12 Arial font).

Statement of suitability: should give evidence of your ability to meet the criteria for the role, as described above. Please provide specific examples to demonstrate how you meet each of the criteria. The statement must not exceed one A4 pages (size 12 Arial font).

Completed documents should be returned by email to: Shaluki.perera@defra.gsi.gov.uk

The deadline for receipt of completed documents is 12:00 noon on Friday 18 August 2017.

Selection Process

Selection Panel

The panel will be comprised of officials from the Department for Environment, Food and Rural Affairs

Selection based on CV

The selection panel will determine which candidates' best demonstrate that they have the required qualities and experience based on CVs. It is therefore essential that CVs and statements of suitability give full but concise information/evidence/examples relevant to the appointment.

How we will handle your application

- We will acknowledge receipt of your application documents, via email
- We will select candidates on the strength of their CV. There will be no interview panel, although we may call you to follow up any queries we have with your application
- Selection will take place week commencing 21 August 2017
- References will be requested when candidates are selected
- Successful candidates will be informed of the outcome in early **September**

Equal opportunities

These appointments will be made based on merit with independent assessment and transparency of process. Defra is committed to improving the diversity of their public bodies and welcome applications irrespective of race, ethnic or national origin, sex, marital status, disability, sexual orientation, religion, or belief, age, gender or re-assignment.

Dealing with your concerns

For queries about the application process please e-mail shaluki.perera@defra.gsi.gov.uk or telephone Shaluki Perera on 0208 026 4068.