

TERMS OF REFERENCE

About Us

The Elephant Protection Initiative (EPI) is a unique pan-African alliance of 21 Member States, determined to conserve their elephants whilst also meeting the aspirations of their people. The EPI Member States are home to the majority of Africa's remaining elephants and share common policies on elephant conservation. This includes committing to implementing the African Elephant Action Plan (AEAP), a blueprint to save the species agreed by all elephant range states in 2010; putting ivory stockpiles beyond economic use; closing domestic ivory markets; and maintaining the 1989 international ban on the ivory trade.

In 2020, the EPI Foundation (EPIF) adopted Vision 2030, in recognition of the growing challenge of human-elephant conflict (HEC), and its increased emphasis on supporting the EPI States to prevent and mitigate this issue. The EPIF Vision 2030 focuses on the harmonious coexistence between people and elephants, whilst continuing work to meet the objectives of the EPI Declaration.

The EPIF is a small and innovative organisation that serves as the Secretariat to the EPI and its Member States. The EPIF works directly with government Ministries and their Wildlife Authorities and in partnership with NGOs, IGOs and the private sector.

THE ROLE

Title: Advisor to the EPIF

About the role: This advisory and support role aims to ensure the delivery of support to EPI Member State and non-Member State governments alike, throughout Francophone Africa. The role will focus on:

- State and partner engagement – 15%.
- Support for the implementation of the Gold Standards for the Management of Ivory programme, including the stockpile management system (SMS) – 60%.
- Support for the implementation of the EPIF's HEC Strategy and Vision 2030 – 25%.

Contract: Full-time, minimum of 35 hours per week. Over the course of 24 months, with a 3-month probation period, and the possibility of extension subject to funding.

Salary: Salary to be agreed upon and is dependent upon experience. Expenses will be reimbursed in line with the EPIF Expenses Policy.

Location: This is a remote role, located in Francophone Africa and within easy reach of an international airport. The EPIF does not pay for relocation costs. Subject to COVID-19 restrictions, travel (approximately two trips per quarter) throughout Francophone Africa will be required.

Reporting: The successful candidate will report to the Head of Operations and will work closely with the rest of the senior leadership team, in particular the Technical Director for Ivory



Management. Quarterly work plans with deliverables will be jointly agreed upon with the Head of Operations.

KEY RESPONSIBILITIES

This role will include but not be limited to:

- State and partner engagement in Francophone Africa:
 - Develop and maintain dialogue with Government nominated EPI Focal Points and their hierarchy.
 - Represent the EPI in relevant meetings in the region.
 - Support the EPI communications strategy.
 - Remain up to date and provide accurate information on the political landscape.

- Support the implementation of the Gold Standards for the Management of Ivory programme, including the SMS, through supporting the Technical Director on the following activities:
 - Project management support for the implementation of activities in Gabon, and Cote d'Ivoire, as well as other Francophone countries.
 - Support countries using the SMS via regular communications and troubleshooting.
 - Undertake SMS scoping visits and deliver SMS training, both remotely and in-country.
 - Support the inventory of ivory stockpiles and other wildlife products and CITES reporting.

- Support for the implementation of the EPIF's HEC Strategy and Vision 2030:
 - Engage with Francophone EPI Member States to raise the level of political awareness of HEC as well as the EPIF's HEC Strategy and Vision 2030.
 - Identify and enable opportunities for the exchange of information, updates, and technical advice relating to HEC. Communicating through National Focal Points.
 - Support the EPIF's HEC Team to offer support on practical, effective, and locally relevant HEC prevention and mitigation efforts, as necessary.

- Other:
 - Assisting in the documentation of processes and report writing.
 - Support the development of fundraising proposals and donor reporting.
 - Developing and maintaining relationships with collaborators, and government officials.
 - Working with consultants, where necessary, to undertake the work and work with the sub-grant awardees in the listed countries.
 - Ensuring that the monitoring and evaluation information is available and grant regulations are adhered to.
 - Support the external representation and promotion of the EPI, the EPIF and its work, including supporting events the organisation is hosting and attending.



PERSON SPECIFICATION

Essential Experience and Skills. You must have a proven track record of:

- Fluency in both English and French, written and spoken.
- A postgraduate degree, or equivalent, in a relevant field.
- At least 7 years' experience in an international organisation, charity, NGO, or with government (ideally with African stakeholders).
- Demonstrable experience in senior project management or technical advisory roles.
- Experience in undertaking assessments and development of procedures and protocols.
- Highly organised, detail-oriented with excellent writing skills and a practical hands-on attitude to work.
- Good interpersonal skills and ability to adapt work plan/process to the situation, with the ability to work effectively with multicultural and multidisciplinary partners.
- An enthusiastic and committed self-starter who can work well independently.
- Strong ICT skills, and ease with basic Office software (Excel, Word, PowerPoint).

Desirable Experience and Skills:

- Working with conducting storeroom audits and data management.
- Technically proficient with the confidence to employ a variety of data analysis and other software applications.
- A good understanding of Africa and the conservation landscape in Africa.

MISCELLANEOUS

Applications are due no later than 1700 West Africa Time (WAT) on Monday 31 January 2022.

Applicants are to submit a CV (**maximum two pages**) and covering letter (**maximum two pages**) to info@elephantprotectioninitiative.org with the subject line: Application – Advisor to the EPIF.