



Department
for Environment
Food & Rural Affairs

Illegal Wildlife Trade Advisory Group (IWTAG)

Appointment of Members

Information pack for applicants

The closing date for the receipt of applications is:

12 noon, Wednesday 21 July 2021



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Illegal Wildlife Trade

The illegal wildlife trade (IWT) is a lucrative transboundary crime, worth up to £17 billion a year globally. It undermines governance, fuels corruption, creates instability, threatens species with extinction and deprives some of the world's poorest communities of sustainable livelihoods. The UK is committed to tackling the illegal wildlife trade to benefit nature, people, the economy and protect global security.

The UK is working to tackle the Illegal Wildlife Trade (IWT) from all angles. We are investing £36m between 2014 and 2021 on work to directly counter IWT in animals and plants, including to reduce demand, strengthen enforcement, ensure effective legal frameworks and develop sustainable livelihoods. Part of this involves expanding the Illegal Wildlife Trade Challenge Fund.

The Illegal Wildlife Trade Challenge Fund

The Illegal Wildlife Trade Challenge Fund (IWTCF) is a competitive grant scheme, established in 2014 to tackle the IWT and, in doing so, to contribute to poverty reduction in developing countries. The IWTCF provides fast, flexible funding to practical projects that, catalyse innovative approaches, build partnerships, support local solutions and develop the evidence base for successful IWT interventions under one, or more, of the following themes:

1. Developing sustainable livelihoods to benefit people directly affected by IWT
2. Strengthening law enforcement
3. Ensuring effective legal frameworks
4. Reducing demand for IWT products.

It has, so far, committed over £26m to 85 projects; working with local communities in 52 countries across Africa, Asia, Latin America and Europe and; protecting a broad range of endangered species, including pangolins, jaguar and orchids. It has addressed some of the most pressing IWT issues, including building wildlife crime enforcement capacity to prevent poaching, strengthening links between local communities and conservation through provision of sustainable alternative livelihoods, and supporting behaviour change campaigns to reduce consumer demand for IWT products.

The IWT is a complex, fast changing and heterogenous issue which traditional approaches alone have so far largely failed to address. The IWTCF, through its support to small scale, projects, is able to provide funding for innovative approaches, new partnerships and local solutions that respond to issues on the ground and promote local ownership and capacity. The fund will develop the evidence base for successful IWT interventions facilitating a pipeline of projects to be scaled up.

It is managed by Defra and an external fund manager and funded by Defra with contribution from FCDO. You can read more about the fund, including guidance for applicants and projects that have been funded in past rounds, here: <https://iwt.challengefund.org.uk>

What is the Illegal Wildlife Trade Advisory Group?

The Illegal Wildlife Trade Challenge Fund Advisory Group (IWTAG) is made up of independent experts comprising of academics, practitioners and NGO representatives,

along with government officials, with knowledge and experience across the key focal areas of the fund.

The primary role of the IWTAG is to assess IWTCF applications for funding, to enable Defra to support the highest quality projects for funding. The IWTAG helps to ensure that UK Government funding granted through the IWTCF is spent on high-quality projects tackling the illegal wildlife trade that deliver on the following **principles**:

- **Catalyse innovative approaches** to be replicated and scaled up,
- **Build and sustain partnerships** to share knowledge and experience and mobilise action,
- **Support local solutions** that respond to issues on the ground and promote local ownership and capacity, and
- **Develop the evidence base** for successful IWT interventions through strong data collection, monitoring and evaluation and communications.

We are currently looking for approximately eight people who have knowledge of, or direct experience in, counter IWT projects or experience relevant to running IWT projects under the four IWT thematic areas identified above.

We are looking for individuals who, as leaders in their field, are able to contribute at the highest levels. Successful candidates will 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 committee-type forum.

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

The appointments will commence in Autumn 2021.

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. five days) and two one-day sift meetings (Stage 1 and Stage 2), plus one strategy discussion day, where IWTAG members input on the long-term direction of the scheme. For the next round, Round 8, sift meetings are expected to take place in Autumn 2021 and Spring 2022.

In addition, IWTAG members will be expected to act as an ambassador for the Fund, supporting outreach and engagement activities to engage other actors in their field with the Fund, including attending and present at Illegal Wildlife Trade Challenge Fund events, including workshops for applicants and new projects.

Qualities and experience required

Defra is looking for candidates with extensive experience of projects working in, or with, a range of countries and who can demonstrate a clear understanding of one of the four IWT strategic themes.

Defra would expect successful candidates to be able to demonstrate the following **essential criteria**:

1. Academic or professional experience in a field related to the work of at least one of the main themes, such as developing sustainable livelihoods to benefit people directly affected by IWT, strengthening law enforcement, ensuring effective legal frameworks, or reducing demand for IWT products and/or effective behaviour change.
2. Experience of working on or managing projects in a range of countries relating to the illegal wildlife trade or experience on projects that use transferable skills, and an understanding of the constraints of working in developing countries and with diverse cultures;
3. Experience of working with and applying to grant funding schemes, and of reviewing project applications to such schemes, including the ability to identify technically strong projects that provide value for money and can deliver ambitious outcomes in line with respective guidance and priorities;
4. Experience working in or with non-governmental organisations, governmental and/or business at a senior level.

Terms and conditions of appointment

Period of appointment

The initial appointment will be for a minimum of two years, with the possibility of reappointment for a further term, subject to approval. The appointment will start in September 2021 with the first application assessments likely to be immediate.

Individuals who are currently or have previously been members of the IWTAG are eligible to apply for further term without a break, subject to open competition.

Remuneration

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

Location of offices and meetings

It is likely meetings will take place in the UK – subject to travel restrictions – but we will consider applications to attend virtually.

How to apply

Appointments to Defra's Expert Committees and Advisory Groups are **not** ministerial appointments regulated by Office for the Commissioner of Public Appointments (OCPA). The

post will, however, be filled through open competition, in line with OCPA guidelines on best practice for making public appointments.

NB: The Commissioner for Public Appointments regulates and monitors ministerial appointments to public bodies to ensure that they are made on merit after fair and open competition. More information about the role of the Commissioner and the Code of Practice is available from <https://civilservicecommission.independent.gov.uk/civil-service-code/>

To apply candidates must submit the following four documents:

- Statement of suitability
- CV
- Conflicts of interest and political activity questionnaire
- Diversity and Data Protection questionnaire

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 **should not exceed one A4 page** (size 12 Arial font).

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).

Completed documents should be returned by email to: IllegalWildlifeTrade@defra.gov.uk

The deadline for receipt of application is **12:00 noon on Wednesday 21 July 2021.**

Selection process

Selection Panel

The panel will be comprised of officials from the Department for Environment, Food and Rural Affairs, the IWTAG Chair and the administrators of the fund.

Shortlisting

The selection panel will assess candidates based on written application against the essential criteria, as well as consideration of experience and expertise to ensure the IWTAG covers breadth of areas covered by the IWTCF. Candidates may be potentially invited for interview. It is therefore essential for your application form to give full but concise information/evidence/examples relevant to the appointment.

Disability

We guarantee to consider anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each criterion, as well as meeting any of the qualifications, skills or experience defined as essential. The Cabinet Office is committed to the employment and career development of disabled people. To show this we use the Disability Symbol awarded by Job Centre Plus.

Interviews (Optional)

Interviews, if required, are likely to take place week commencing 16 August 2021 and will take place via MS Teams.

How we will handle your application

- We will acknowledge receipt of your application form, via email.
- The proposed shortlisting will take place early August 2021.
- Candidates will then be notified whether or not they have been shortlisted.
- References will be taken up if candidates are shortlisted.
- The interviews, if required, will take place August 2021.
- Shortlisted applicants will be informed of the outcome by September 2021.
- The successful candidates will be expected to attend an induction event and IWTAG meetings in Autumn 2021.

Equal opportunities

We recognise the challenges that people with (multiple) protected characteristics may experience in their career progression. We want an IWTAG that celebrates and embraces diversity of thought and experience. We are fully committed to being inclusive and ensuring equal opportunities. We hope to attract a range of diverse applicants – particularly from Black, Asian and Minority Ethnic (BAME) groups, people with a disability and people with gender diverse identities.

Dealing with your concerns

For queries about the application process please e-mail IllegalWildlifeTrade@defra.gov.uk or telephone +44 (0)20 8720 2209.

Privacy Policy

- We will keep the data of successful candidates for the duration of their contract with the department and according to our retention policy at the end of that contract.
- Where candidates are unsuccessful their data will be destroyed following the announcement of the results.
- The material you submit will be reviewed by Defra and the IWT Challenge Fund administration contractors.
- The equality, diversity and inclusion questionnaire will be treated in confidence.