

## **Terms of Reference (ToR)**

### **CITES Compliance Assessment Consultant (Thai National)**

**Project Title:** Assessment of CITES Compliance, Enforcement Challenges, and Species Identification Tools for Trade of Sharks, Rays.

**Location :** Bangkok, Thailand (preferred)

#### **1. Organizational Background**

WildAid is a growing and dynamic global wildlife conservation non-profit based in San Francisco, California, with a mission to inspire and empower the world to protect wildlife and vital habitats from critical threats. WildAid delivers impact at scale in two distinct ways: 1) creating innovative communications campaigns that inspire millions of people in China, Southeast Asia, Africa, and the U.S. to protect endangered wildlife and reduce climate impacts, and 2) strengthening effective ocean enforcement of priority marine areas, including marine protected areas, coastal fisheries, coral reefs, and blue carbon habitats, with government, NGO, and community partners in 19 countries around the globe. WildAid has received a Four-Star rating from Charity Navigator for over a decade. Since its founding in 2006, WildAid has become a premier conservation organization in driving behavior change through both world-class communications campaigns and capacity building.

#### **2. Project Background**

WildAid is implementing a project that aims to strengthen enforcement capacity and improve compliance with the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) in Thailand, with a focus on sharks, rays, and high risk marine products. Through assessments with relevant agencies and experts, multi-agency training, and the development of evergreen training materials, the project will support Thai authorities in detecting and preventing illegal marine wildlife trade and inform future projects to improve compliance with CITES regulations. As a regional trade and transit hub, improved CITES enforcement capacity in Thailand will have spillover benefits across Southeast Asia, strengthening global efforts to curb illegal marine wildlife trade, improving biodiversity conservation, international rule of law, and sustainable trade.

WildAid is therefore seeking an experienced consultant to assess the current challenges and gaps in CITES implementation in Thailand, covering the full enforcement process from legal trade authorization and risk targeting to inspection, seizure, evidence collection, laboratory analysis, case preparation, prosecution or administrative action, confiscation, data management, reporting, and training. The assessment will also evaluate available species identification and DNA analysis tools, identify key training needs and develop practical recommendations to strengthen CITES enforcement and compliance capacity in Thailand.

### **3. Objective**

The primary objective of the consultant is to assess the effectiveness of Thailand's legal, institutional, operational, scientific data, and criminal-justice arrangements for ensuring legal, traceable, and enforceable trade controls for CITES-listed sharks, rays, and selected high-risk marine products and to provide a prioritized, cost-conscious roadmap, practical tools, and training inputs for strengthening implementation.

### **4. Scope of Work**

The consultant will be working with WildAid teams in Thailand and the U.S. to deliver the following tasks:

#### **1. Conduct a Rapid Assessment through:**

- Desktop review of relevant legislation, regulations, enforcement reports, and existing guidance related to CITES implementation.
- Key informant interviews and other appropriate data collection methods with relevant government agencies, particularly enforcement officers involved in CITES implementation, as well as academic institutions and technical experts. Where feasible, this may also include selected site visits, anonymized case or process reviews, and reviews of relevant forms and SOPs to assess how written CITES procedures are applied in practice.
- Optional validation meetings, subject to available time, to present preliminary findings and gather feedback from relevant stakeholders following completion of the assessment.

#### **2. Assess Current Challenges and Gaps:** Identify existing challenges affecting CITES implementation, including but not limited to:

- Regulatory and policy gaps, operational, inspection and detection challenges
- Species identification, wildlife forensic capacity, including laboratory and DNA analysis capabilities.
- Sample collection, evidence management and chain-of-custody procedures.
- Develop institutional maps and current-state process maps showing decision points, handovers, delays, and responsible agencies to improve coordination among agencies.
- Technical knowledge and capacity of enforcement personnel.

#### **3. Evaluate Available Detection and Species Identification Tools:** Review and assess existing technologies and methodologies that can support enforcement, including but not limited to:

- Species identification tools and technologies such as DNA barcoding, portable DNA analysis and other identification tools
- Field sampling and evidence collection methods to support enforcement and prosecution
- Emerging technologies suitable for detecting and identifying CITES-listed sharks, rays, fish maw, and other high-value marine wildlife products.

#### **4. Develop Practical Recommendations for Strengthening CITES implementation:** including:

- Priority actions for relevant government agencies.
- Recommendations to strengthen operational compliance, evidence collection and prosecution
- Capacity-building and training needs for relevant agencies.
- Recommended technologies, equipment and tools to enhance enforcement and species identifications.
- Opportunities to strengthen inter-agency collaboration.

## **5. Expected Deliverables**

The consultant is expected to deliver the following

| <b>Deliverable</b>                         | <b>Minimum content</b>                                                                                                                                                                                                                                                                     |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Inception Workplan</b>                  | Assessment methodology and work plan; assessment matrix, stakeholder engagement plan, priority products/routes, where relevant, interview guides, data requirements; and confidentiality protocol.                                                                                         |
| <b>Interim assessment /diagnostic</b>      | Overview of the legal and institutional framework, process mapping, preliminary assessment of key gaps and challenges, review of existing detection, species identification, and forensic tools, and initial training needs assessment.                                                    |
| <b>Draft assessment report and annexes</b> | Evidence-based findings, assessment of possible solutions, a practical action roadmap with estimated costs, training needs, draft practical tools/templates, a draft briefing presentation.                                                                                                |
| <b>Validation and final package</b>        | Submission of the validated final report incorporating at least one key agency feedback. The final package should include the report in both Thai and English, an executive summary, response matrix, practical tools or templates, training design note, and final briefing presentation. |

## **Language Requirements**

The consultant will prepare all formal deliverables in English to ensure that the WildAid international team is kept informed and able to review the work. Engagement and communication with local government agencies, stakeholders, and other Thai counterparts should be conducted in Thai, as appropriate. The final assessment package will be submitted in both Thai and English.

## **6. Budget**

The total budget for this consultancy is up to USD 8,000 inclusive of the consultant's professional fees, transportation for meetings, and all other costs associated with completing the assignment. The final contract value will be determined based on the consultant's qualifications, relevant experience, and financial proposal.

## **7. Duration**

This consultancy is expected to be completed within December 31, 2026. A work schedule will be agreed upon during the inception phase.

## **8. Expected Outcomes**

- Knowledge, technical, operational, and regulatory gaps identified.
- Practical and feasible solutions to address the identified gaps and strengthen CITES compliance capacity.
- Recommendations to inform the development of future enforcement training programs, training materials, and broader capacity-building initiatives.

## **9. Essential Qualifications**

- Bachelor's degree in fisheries science, conservation biology, marine biology, wildlife forensics, molecular biology, environmental law, or a related field.
- Professional experience in marine conservation, fisheries management, wildlife trade regulation, CITES implementation, environmental enforcement or related fields.
- Demonstrated experience conducting policy, regulatory or enforcement assessments.
- A strong understanding of CITES regulations and their implementation is highly desirable.
- Knowledge of wildlife forensic science, DNA barcoding, or molecular species identification is highly desirable.
- Experience working with Thai government agencies, particularly the Department of Fisheries, Customs Department, Department of National Parks, Wildlife and Plant Conservation, or other relevant enforcement authorities is highly desirable.
- Excellent analytical, facilitation, report writing, and stakeholder engagement skills.
- Fluency in Thai and strong written and spoken English skills.

## **10. Remuneration**

This is currently a contract position. Compensation commensurate with experience and location. Personal factors such as your demonstrated skills, level of education or certification, history in the sector or industry, and relevant work experience will all be evaluated.

## **11. Application Procedure**

If you are interested in applying, please send a detailed cover letter, your resume, a brief technical proposal relevant to the ToR, relevant work samples, and proposed financial terms to [thailand@wildaid.org](mailto:thailand@wildaid.org) with 'CITES Compliance Assessment Consultant Application' in the subject line. **Applications must be submitted within August 26, 2026.** Due to high applicant volume, only short-listed candidates will receive a response from WildAid.

## **12. Equal Opportunity Employer**

WildAid is committed to being inclusive and is proud to be an equal-opportunity employer. We will consider all applications and applicants.