

## TERMS OF REFERENCE

### Aerial Survey Coordinator:

#### *Synchronised & Coordinated KAZA wide aerial survey*

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#### 1. GENERAL INFORMATION

**Position:** Aerial Survey Coordinator

**Type of contract:** Fixed term

**Duration:** 22 months

**Duty Station:** Kasane, Botswana with travel across the KAZA TFCA

**Reporting:** The KAZA Secretariat on behalf of the KAZA Partner States

**Supervision:** Project Manager (Survey Logistics and Procurement)

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#### 2. BACKGROUND

In April 2019, the KAZA Ministerial Committee approved the KAZA Strategic Planning Framework for the Conservation and Management of Elephants. One of the key objectives of the framework is to maintain and manage KAZA's elephants as one contiguous population. A key strategic activity under this objective is the implementation of coordinated aerial surveys to determine numbers and seasonal distributions of elephants and other large herbivores in the Kavango Zambezi Transfrontier Conservation Area (KAZA TFCA). The surveys will be conducted in line with the revised CITES MIKE aerial survey standards and based on a survey design specifically developed for this purpose.

#### 3. THE POSITION

The Aerial Survey Coordinator will be contracted by WWF Namibia on behalf of the KAZA Secretariat and Partner States. The incumbent will lead all the aspects of the survey to ensure adherence to the survey design and the CITES MIKE aerial survey standards. S/he will be expected to collaborate with designated Partner States' survey focal points, the communications team, and stakeholders as appropriate. Line management will be through the KAZA Secretariat on behalf of Partner States.

#### 4. SPECIFIC TASKS

The Aerial Survey Coordinator will undertake and/or oversee the following functions: planning; logistics and administration; survey execution; data analysis; reporting and communication for which s/he will have a primary responsibility.

#### **4.1. Planning**

Develop an implementation plan for the survey aligned to the survey methodology, design, CITES MIKE aerial survey standards and related requirements to ensure smooth and timely implementation of all aspects of the survey. An Indicative Results Framework and GANTT Chart will guide the planning, execution, and reporting of the aerial survey, but these may need to be amended from time to time. Amendments will be subject to the approval of the Aerial Survey Technical and Financial Advisory Group.

#### **4.2. Logistics and Administration**

Effective coordination and planning for all survey logistics and administration of the survey – including but not limited to preparation of tenders; procurement of survey goods and services - hire of aircraft and crews, sourcing & preparation of maps, fuel & drums, and insurance.

#### **4.3. Survey Execution**

Planning and implementation of activities for survey execution such as fuel sourcing and correctly stationed; ensuring aircraft, pilots & crews are in place; selection and training of recorders and observers; calibration at predetermined frequencies during surveys; logistics for air crews and survey teams (accommodation, meals, travel, etc.) as well as collection and collation of all raw data sheets.

#### **4.4. Data Analysis**

Ensure daily data checking and validation, photo downloads and undertake partial analyses during surveys; check and clean all raw data together with survey crews; compile and consolidate data and work up for analyses and all related activities relevant to data generation and finalisation of results. These tasks will be undertaken in close collaboration with the KAZA Partner States through designated focal points.

#### **4.5. Communication and marketing**

Given the importance and scale of the survey, and to ensure communication and marketing opportunities are leveraged, the Survey Coordinator will:

- a) provide periodic updates (written reflections on key milestones, still photographs, video footage and statements for key policy and decision makers and survey partners) on an ongoing basis to the communication and marketing team for repackaging and dissemination to stakeholders;
- b) ensure effective communication with the Partner States' focal points and other relevant officials to ensure unimpeded transboundary processes and activities required for the surveys; and

- c) prepare and continuously update in-country and centralised KAZA aerial survey databases for subsequent reporting purposes and to serve as the source of communication and marketing material to assist with the implementation of the survey communication and marketing plan.

#### **4.6. Reporting**

In addition to scheduled monthly technical progress reports for the donors, prepare survey implementation draft reports for circulation to Partner States and coordinate the review process by the Partner States; compile the final survey reports for KAZA Secretariat; Partner States, AfESG African Elephant Database, and public dissemination.

#### **4.7 Printing and Publication**

Final reports will be attractively produced in consultation with the Aerial Survey Technical and Financial Advisory Group, and with assistance from the Project Manager, who will be responsible for printing, publication and dissemination.

#### **5. Attributes required for the Position**

The main purpose of this position is to lead, plan, coordinate and execute the implementation of a KAZA-wide aerial survey of elephants. We are looking to hire a committed, technically competent professional with extensive aerial survey experience and team leader who can work at scale and across political and cultural boundaries.