

## TERMS OF REFERENCE

### Project Officer: Survey Logistics and Procurement

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

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#### 1. General information

**Position:** Project Officer: Survey Logistics and Procurement

**Type of contract:** Fixed term

**Duration:** 22 months

**Duty Station:** Kasane, Botswana with travel across the KAZA TFCA covering the Republics of Angola, Namibia, Zambia, and Zimbabwe

**Reporting:** Aerial Survey Coordinator

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#### 2. Background

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

#### 3. The position

The Project Officer will be contracted by WWF Namibia on behalf of the KAZA Secretariat and Partner States. The Project Officer will report to the Aerial Survey Coordinator. S/he will be responsible for coordinating and managing logistics, procurement, and administration to successfully implement the aerial survey in accordance with the revised CITES MIKE aerial survey standards.

#### 4. Specific tasks

The Project Officer will support the Aerial Survey Coordinator with respect to logistics, the procurement of goods and services, and administrative duties towards the successful implementation of a synchronized and coordinated KAZA-wide aerial survey of elephants. In addition to the tasks listed below, the Project Officer may be assigned additional tasks as deemed necessary for the success of the project by the Aerial Survey Coordinator.

## **4.1 Planning**

During the planning stages of the project, the Project Officer will be responsible for coordinating with key stakeholders to develop key logistics and procurement documentation necessary to manage a project of this complexity. This will include but are not limited to:

- Procurement Plan, including budgeting
- Resource Plan
- Risk management plan for logistics and procurement items
- Responsibility matrix to ensure timely approval of all project-related logistical, procurement and administrative decisions
- Change management plan
- Procurement of goods and services and related administrative responsibilities required prior to survey execution

## **4.2 Survey Execution**

Under supervision of the Aerial Survey Coordinator, the Project Officer will be responsible for tracking, updating and implementing logistics and procurement plans with an attention to detail.

## **4.3 Communication**

Throughout the project, the Project Officer will facilitate logistics, administrative and procurement related stakeholder meetings, ensure tracking of any issues arising, and documenting outcomes and progress. S/he should have strong verbal and written skills and may need to escalate issues to the Aerial Survey Coordinator. S/he will provide regular updates and document project progress on behalf of the Aerial Survey Coordinator. The Project Officer will also assist in the preparation of any other project documentation as need for stakeholders.

## **4.4 Reporting, printing, and publications**

Under supervision of the Aerial Survey Coordinator, the Project Officer will contribute logistics and procurement content towards preparation of administrative and financial reporting for the KAZA Secretariat, KAZA Partner States and the donors and international cooperating partners supporting the survey. The Project Officer will also facilitate the procurement of goods and services with respect to printing and publications.

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

We are looking to hire a Project Officer competent in logistics, procurement, administration and associated financial requirements, and who can ably

support and work under the Aerial Survey Coordinator in undertaking a KAZA-wide aerial survey of elephants and other large herbivores. Some experience with aerial survey logistics would be a considerable advantage.

Additionally, the Project Officer must have strong communications and administrative skills so good relationships can be established with key vendors and stakeholders to ensure timely delivery of procurement items and related logistics and administrative responsibilities and resolve issues as they arise.