



IUCN Eastern and Southern Africa Regional Office

Terms of Reference: Consultant/s, Substantive editing of the Eastern and Southern Africa State of Protected and Conserved Areas (SoPACA) Report

1. BACKGROUND

The Biodiversity and Protected Areas Management (BIOPAMA) programme aims to assist the African, Caribbean and Pacific (ACP) countries in developing a framework for improving technical and institutional approaches to conserve biodiversity, particularly in protected areas, through regional cooperation and capacity building activities. BIOPAMA is jointly implemented by the IUCN and the European Union's (EU) Joint Research Centre (JRC). In line with these BIOPAMA programme objectives, a Regional Resource Hub (RRH) for Biodiversity and Protected Areas Management is being established at the Regional Centre for Mapping Resources for Development (RCMRD). The RRH hosts the Regional Reference Information System (RRIS), which works as a platform to facilitate exchange of data/information among decision makers and managers of protected areas and supports regional priorities for decision support products. One such product is a regional "State of Protected and Conserved Areas" report which is currently being developed with the support of Eastern and Southern African countries.

Protected areas are one of the cornerstones and fundamental strategies for promoting and preserving biodiversity, ecosystem services and human well-being – at local and global scale. For the Eastern and Southern African region, this has been acknowledged at regional level through various regional strategies and policies, at international level through the Convention on Biological Diversity (CBD)'s Programme of Work on Protected Areas (PoWPA), the Aichi Biodiversity Targets in the CBD's Strategic Plan for Biodiversity, as well as in the Sustainable Development Goals (SDGs).

Through the Protected Planet Report initiative, UNEP-WCMC, IUCN and partners are working together to track progress in particular on Aichi Target 11. The first global Protected Planet Report was published in 2012 at the IUCN World Conservation Congress, proposing a standardised way for reporting on the CBD and PoWPA targets, and further editions were launched in 2014, 2016 and 2018. In addition to the global overview provided in these reports, regional assessments of protected areas (here: "State of Protected Areas (SoPA)", including the development of the East African SoPA under phase I of BIOPAMA) can provide a more detailed insight into progress, opportunities, challenges, and lessons learnt in safeguarding key biodiversity and ecosystem services through the protected area system and in particular in trans-boundary ecosystems and protected areas.

The ESA SoPACA will be published as an official IUCN publication. To ensure that this product meets the required IUCN standards for publication, as well as to ensure regional consistency across the BIOPAMA regions, it was decided to enlist the services of qualified substantive editors.



2. OBJECTIVES OF THE CONSULTANCY

Working under the supervision of the BIOPAMA Regional Coordinator, the key role of the consultant/s will be to edit the Eastern and Southern African (ESA)¹ State of Protected and Conserved Areas (SoPACA) Report, in line with IUCN publishing guidelines, and as required in terms of the proposed content of the SoPACA Report and in line with the concept note and related objectives of the report. The consultant/s will also work closely with the BIOPAMA Technical Officer, the SoPACA development consultant and the JRC team to ensure that the report content and writing is consistent, follows all IUCN guidelines and covers all required topics effectively and efficiently. The report is envisaged to be approximately 300 pages in total, including images, maps, infographics, acknowledgements, annexes, etc. The text required for substantive editing is envisaged to be approximately 150 pages.

The main considerations during the editing process will include, but not be limited to, ensuring that the report is:

- coherent and contains relevant contemporary theory and practice on protected and conserved areas
- logical and effective presentation (infographics, maps and inserts)
- consistent in the flow of ideas and themes
- aligned with the IUCN publication style manual guidelines
- incorporating the best selection of case studies/success stories that contribute most to the different sections.

The aim is to ensure that BIOPAMA produces a quality publication that is comprehensive, easy to read and consistent with the BIOPAMA and IUCN standards. The consultant/s will also be expected to liaise with the BIOPAMA Oceania Programme Coordinator to ensure consistency in terms of the design and structure of the SoPACA report being developed in that region.

3. SPECIFIC TASKS

The consultant will work in close collaboration with the BIOPAMA Regional Coordinator and BIOPAMA Technical Officer (TO), the SoPACA development consultant and the JRC team, in the carrying out of this work. The following tasks are envisaged in order to achieve this:

- (i) Engage with the BIOPAMA team:
 - a. Inception meeting (skype) with BIOPAMA team to discuss the workplan ideas;
 - b. Participate in weekly update meetings (calls) with the BIOPAMA team, as needed during the editing phase.
- (ii) Substantive editing of the full first draft of the SoPACA Report and preparation of a short report, as well as submission of a ‘track change’ version of the first draft of the SoPACA report prior to sharing with the national BIOPAMA focal points.
- (iii) Following incorporation of the national BIOPAMA focal point comments/edits (second draft), as well as the peer review of the publication in early 2020 and incorporation of the

¹ Angola, Botswana, Comoros, Djibouti, Eritrea, eSwatini, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, Somalia, South Africa, South Sudan, Sudan, Tanzania, Uganda, Zambia, Zimbabwe



edits and changes as required, conduct a final review and submit a short report and ‘track change’ version of the third draft of the SoPACA report in time for final design edits, with printing planned for mid-May 2020.

4. EXPECTED OUTPUTS

The expected outputs from this project relate directly to the tasks outlined above and include the following:

- (i) A brief inception report confirming the work schedule with task specifics, time frames and deliverables;
- (ii) Short report and one ‘track change’ version of the first draft of the SoPACA report.
- (iii) Short report and one ‘track change’ version of the third draft of the SoPACA report.

All content prepared by the consultant/s will belong to IUCN and the consultant/s will agree to assign to IUCN, with full title guarantee, all rights in, and to, any intellectual property resulting from their work on the ESA SoPACA report.

5. REQUIRED QUALIFICATIONS

The assignment should be carried out by a consultant/s with the following minimum qualifications:

- A MSc or higher in biodiversity conservation, natural resources management, environmental sciences, socio-ecology or related field;
- Minimum of 15 year’s post-qualification experience in the conservation sector, preferably in protected and conserved area work and preferably with experience in protected area governance and equity and protected area management effectiveness and related assessments;
- Good knowledge of- and work experience in the ESA region;
- Excellent knowledge of contemporary protected area theory and practice;
- Extensive experience publishing and editing peer-reviewed articles and reports;
- Knowledge and experience with the IUCN publishing process (including submitting manuscripts to the publication committee);
- Knowledge of governance, social and management effectiveness tools and assessments;
- Demonstrated experience with similar projects;
- Excellent writing and editing skills for formal reports; and
- Excellent command of the English language.

6. TIMEFRAME AND LOGISTICS

The consultancy shall be conducted over a period of 8 months, starting **mid-September 2019**. Timeframes are aligned with the draft road map (see Appendix 1). There will be periods of work on the consultancy, with periods in between when the report is being reviewed and



awaiting comments/edits for incorporation into the final report, which will be launched at the IUCN World Conservation Congress in June 2020.

7. PROPOSAL

A proposal for these terms of reference should be submitted and include the following:

- CV of key personnel, including country where based and nationality of all personnel;
- List of other similar projects completed to date, including relevant references;
- Budget and timelines (align with roadmap in Annex 1);
- Please include in your budget and timelines any suggested changes or additions to the specific tasks under 3 above or the roadmap in Annex 1 to ensure a quality product.

Please send your full proposal to Sue Snyman (sue.snyman@iucn.org) by no later than **midnight (GMT+2) on 11th September 2019**. Contracting is expected to be concluded by the 24th September with work beginning in the week of the **25th September 2019**.

8. MAXIMUM BUDGET AVAILABLE

The maximum budget available for this assignment is 14,000 Euros (including all taxes, where relevant). The experts will be paid through a lump sum amount (in instalments as indicated in the roadmap) which is all costs inclusive. All costs (professional fees, communications, consumables, etc.) that could possibly be incurred by the contractor must be factored into the final amounts submitted in the financial proposal. Note that the contract price is fixed regardless of changes in the cost component. The **Financial Proposal should be in Euros** and indicate the all-inclusive fixed total contract price.

9. EVALUATION CRITERIA FOR THE OFFER

The selection will be done based on previous expertise and experience, the capacity for conducting the proposed activities and the economic offer and will be scored as indicated in Annex 2.



Annex 1: Development Roadmap

| Action | Outputs | Deadline | Percentage of pay |
|--|---|--|-------------------|
| Inception call/meeting | Brief inception report | Week of 25th September 2019 By 27 th September: short report | 45% |
| Substantive editing of the full first draft of the SoPACA Report and preparation of a short report, as well as submission of one ‘track change’ version of the first draft of the SoPACA report prior to sharing with the national BIOPAMA focal points. | Short report and ‘track change’ version of report | By 15 th October 2019 | |
| Following incorporation of the national BIOPAMA focal point comments/edits (second draft), as well as the peer review of the publication in early 2020 and incorporation of the edits and changes as required, conduct a final review and submit a short report and ‘track change’ version of the third draft of the SoPACA report in time for final design edits, with printing planned for late May/early June 2020. | Short report and ‘track change’ version of the report | By 31 st March 2020 | 45% |
| Approval of publication by IUCN Publications Committee | | By 1 st June 2020 | 10% |



Annex 2: Evaluation criteria

| | | |
|---|---|-------------------|
| Relevant experience and knowledge in the conservation sector, particularly in terms of protected and conserved area management effectiveness and governance | Number of years of experience | Maximum 5 points |
| | Relevant management effectiveness and governance experience | Maximum 5 points |
| Experience in ESA countries | Number of ESA countries where work has been conducted | Maximum 5 points |
| Relevant past experience in editing and publishing of similar resources | Number of years of experience | Maximum 5 points |
| | Relevance of past editing and publishing experience | Maximum 5 points |
| Overall qualification of the consultant/team | | Maximum 10 points |
| Proposed budget alignment with the technical requirements | | Maximum 10 points |
| Maximum total points | | 45 points |

