

Terms of reference:

Consultancy for technical editor and author of the management effectiveness chapter of the Oceania State of Protected and Conserved Areas Report

1. BACKGROUND

The Biodiversity and Protected Areas Programme (BIOPAMA) aims to assist countries in Africa, the Caribbean and the Pacific (ACP) to improve the long-term conservation and sustainable use of natural resources, including through developing knowledge products that underpin evidence-based decision making. In support of this, BIOPAMA will produce an Oceania State of Protected and Conserved Areas (SoPACA) report. This will outline progress made toward achieving protected area targets and include up-to-date information on protected area coverage, representativeness, connectivity, governance and management effectiveness. The report will also review protected area issues relevant to the region, including sustainable financing and management capacity, and provide recommendations for strengthening the efficacy of protected and conserved areas in the region.

The preparation of the Oceania SoPACA report will be led by IUCN in collaboration with global and regional partners. This will include the European Commission Joint Research Centre (EC-JRC), UN Environment World Conservation Monitoring Centre (UNEP-WCMC) and Secretariat of the Pacific Regional Environment Programme (SPREP). The report is expected to be up to 60,000 words in length and cover 23 countries and territories in the region¹. The proposed structure is as follows:

1. Introduction
2. Legal framework and typology
3. Coverage and spatial configuration
4. Governance
5. Management effectiveness
6. Livelihoods and sustainable financing
7. Management capacity
8. Recommendations and conclusion

IUCN is seeking the services of a suitably qualified and experienced consultant to (i) prepare the management effectiveness chapter; and (ii) provide technical editing for the entire report. The goal of this work is to produce a credible and professional output that meets IUCN's publication standards.

¹ Palau; Guam; Northern Mariana Islands; Federated States of Micronesia; Papua New Guinea; Marshall Islands; Nauru; Solomon Islands; Kiribati; Vanuatu; Tuvalu; Tokelau; Samoa; Wallis and Futuna; Fiji; New Caledonia; Tonga; Niue; American Samoa; Cook Islands; French Polynesia; Pitcairn Islands; and Timor-Leste

2. WORK TO BE UNDERTAKEN

Working closely with the IUCN Oceania Protected Areas Coordinator, the consultant will deliver two main outputs:

a) **Management effectiveness chapter**

The consultant will prepare the management effectiveness chapter of the Oceania SoPACA report, and make any required amendments through the review process (external review and IUCN Publications Committee). This chapter should contain the following sections:

1. Overview of management effectiveness
2. Measuring protected area management effectiveness
3. Green List of Protected and Conserved Areas
4. PAME assessments in Oceania
5. Results of the PAME assessments
6. Conclusions

Annex 1 contains a more detailed draft outline of the above-mentioned contents. In preparing the chapter, the consultant will be expected to complete the tasks within the deadlines contained in the below table.

Table 1: Timeline and tasks for the preparation of the management effectiveness chapter

#	Tasks	2019			2020					
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Prepare draft chapter manuscript (including incorporating inputs from contributing authors). This is to be submitted to IUCN for review									
2	Liaise with IUCN / JRC and provide advice on the needed maps and infographics for the chapter									
3	Make required amendments to the chapter manuscript based on feedback from IUCN (due 20 December)									
4	Make amendments to the chapter based on the external review (due 21 February)									
5	Make amendments to the chapter based on IUCN Publication Committee feedback (due 15 April)									
6	Final review (due 20 May)									

The submitted manuscript must meet the following requirements:

- Be between 6,000 – 8,000 words in length (excluding the bibliography)
- Follow the IUCN publication style manual
- Contain relevant contemporary theory and practice on PAME
- Use the best available data
- Ensure that community-based conservation areas are adequately incorporated in the descriptions and analysis of the chapter
- Full in text referencing and bibliography

To support the work of the consultant, IUCN and EC-JRC will produce the infographics and maps associated with the chapter. IUCN will also provide the consultant with BIOPAMA’s up-to-date list of PAME assessments conducted in the region, as well as copies of the assessments where available.

b) Technical editing of the Oceania SoPACA report

The consultant will act as technical editor for the Oceania SoPACA report. A detailed outline of the tasks to be completed and work schedule are contained in Table 2.

Table 2: Timeline and tasks for technical editing

#	Tasks	2019			2020					
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Input and technical advice on the layout, design, maps and infographics in the report									
2	Review and edit the submitted chapter manuscripts (including liaising with authors on needed amendments)									
3	Prepare executive summary and conclusion sections to draw together findings from across the chapters									
4	Amendments to the report based on the external review									
5	Input on the final layout and design of the report									
6	Amendments to the report based on publication committee feedback									
7	Final amendments as needed									

Through the editing process, the consultant will be expected to ensure that the report is:

- Coherent containing relevant contemporary theory and practice on protected areas
- Logical and effective presentation (infographics, maps and inserts)
- Consistent flow of ideas and themes
- Following the IUCN publication style manual

The consultant will also be expected to prepare the introductory pages (excluding table of contents, list of figures and so on), executive summary and conclusions for the report, as well as provide advice on the publication process. Chapter authors and / or IUCN will arrange the sourcing of photographs.

3. REQUIRED QUALIFICATIONS AND EXPERIENCE

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

- Advance degree in biodiversity conservation or a related field, with a focus on protected and conserved areas
- Minimum of 20 year's post-qualification experience in the management of protected and conserved areas
- 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 Committees)
- Extensive experience analysing the results of and publishing on the topic of protected area management effectiveness
- Knowledge and experience working in the Oceania region

4. CONTENT OWNERSHIP

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 SoPACA report.

5. DELIVERABLES

#	Deliverable	Outputs	Deadline
3	Review and provide comments on the detailed chapter outlines submitted by lead author of chapter Advice on the layout, design, maps and infographics in the report	Feedback report on the detailed outline of contents provided to IUCN and lead chapter authors. Written advice provided to IUCN and graphic designer on the report's layout and design	18 Oct 2019
4	Draft management effectiveness chapter manuscript (including incorporating inputs from contributing authors). This is to be submitted to IUCN for review and include liaising with IUCN / JRC to provide advice on needed maps and infographics.	Complete draft manuscript (in accordance with the requirements set out in the 'work to be undertaken' section)	29 Nov 2019
5	Review and edit all submitted chapter manuscripts, including liaising with authors on needed amendments Prepare executive summary and conclusion sections to draw together findings from across the chapters	Completed report manuscript with executive summary and conclusions (ready for external review process)	31 Jan 2020
6	Make amendments to management effectiveness manuscript during the review and finalisation process	Updated manuscript following feedback from IUCN (due 20 December) Updated manuscript following feedback from external reviewers (due 21 February) Updated manuscript following feedback from the IUCN Publications Committee (due 15 April) Final review (due 20 May)	20 May 2020
7	Amendments made to the report based on feedback from the external reviewers and IUCN Publications Committee Input on the final layout and design of the report	Report manuscript ready for submission to the IUCN Publications Committee Finalised report ready for publication	29 May 2020

6. PROPOSAL

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

- CV of key personnel, including country where based and nationality
- List of other similar projects completed, including relevant references
- Proposed budget

Please send your full proposal to Paul van Nimwegen (paul.vannimwegen@iucn.org) by no later than midnight (GMT+12) on 6 October 2019. Work is expected to commence soon thereafter.

7. EVALUATION CRITERIA FOR THE OFFER

The selection will be based on expertise, experience and capacity to conduct the proposed activities. The matrix contained in Annex 2 will be used by a panel to evaluate offers.

ANNEX 1 – PROPOSED MANAGEMENT EFFECTIVENESS CHAPTER OUTLINE

PURPOSE OF CHAPTER
<ul style="list-style-type: none"> • Highlight the importance of management effectiveness for protected areas • Document the level of effectiveness of protected areas in Oceania
PROPOSED SUB HEADINGS AND CONTENT
<p>5.1 Overview of management effectiveness</p> <ul style="list-style-type: none"> • What is management effectiveness (and approaches) • Purpose of protected area management effectiveness assessments • Global context (CBD PoWPA; level of assessments and results) •
<p>5.2 Measuring protected area management effectiveness (tools and methodologies)?</p> <ul style="list-style-type: none"> • Overview of PAME methodologies (and their strengths and weaknesses)
<p>5.3 Green List of Protected and Conserved Areas</p> <ul style="list-style-type: none"> • Overview • Application • Benefits
<p>5.4 PAME assessments in Oceania</p> <ul style="list-style-type: none"> • Types and number disaggregated by country • Number disaggregated by country
<p>5.5 Results of the PAME assessments</p> <ul style="list-style-type: none"> • Analysis with the available data on the level of effectiveness in Oceania
<p>5.6 Conclusions</p> <ul style="list-style-type: none"> • Regional recommendations

ANNEX 2 – EVALUATION MATRIX

Criteria	Indicator	Maximum points
Experience and knowledge of protected area management	Number of years	Maximum 10 points
	Qualification	Maximum 5 points
Experience in technical editing and publishing of similar reports	Number of publications	Maximum 5 points
	Relevance of publications (including quality of outputs)	Maximum 5 points
Experience conducting management effectiveness analysis and publishing on this topic	Number of publications	Maximum 10 points
	Relevance of the publications	Maximum 5 points
Consultant (s) qualifications (level and relevance to the consultancy contract)		Maximum 5 points
Proposed budget alignment with the technical requirements		Maximum 5 points
Maximum total points		50 points