

TERMS OF REFERENCE:

Consultancy for design 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. Sustainability
7. Management capacity
8. Recommendations and conclusion

IUCN is seeking the services of a suitably qualified and experienced consultant to design the Oceania SoPACA 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 under the supervision of the IUCN Oceania Protected Areas Coordinator, the consultant will design the Oceania SoPACA Report. The consultant will also work closely with other members of the publication team (e.g., editors and authors) to design and prepare maps, infographics and other elements of the report, which is expected to be approximately 200 pages in length. The aim of this work is to produce a high quality, visually appealing and easy to read output that is consistent with BIOPAMA / IUCN's publication and branding requirements.

Specifically, the consultant will be required to complete the following tasks in accordance with the work schedule table:

1. Engage with IUCN and the report editors through: (a) inception meeting (Skype) to discuss and agree on the work plan; and (b) participate in regular update meetings
2. In accordance with IUCN publication guidelines, prepare the proposed report design template (along with example infographics, icons and other elements)
3. Following approval of the design template, produce the report using the final text, maps and other elements provided by IUCN
4. Incorporate edits and changes as required following the peer review process and submit final publication design for printing (including all design files and other products in the SoPACA report)

#	Tasks	2019		2020				
		Nov	Dec	Jan	Feb	Mar	Apr	May
1	Inception meeting and agreed work plan							
2	Prepare draft report template, and associated design elements							
3	Design full report with final text and design elements using approved layout							
4	Make any needed amendments following the peer and IUCN publication review process (by 29 May)							

3. EXPECTED OUTPUTS AND DELIVERABLES

#	Deliverable	Outputs	Deadline
1	Inception meeting and agreed work plan	A brief inception report confirming the work schedule with task, time frames and deliverables	29 Nov 2019
2	Prepare the proposed report design template (along with example infographics, icons and other elements)	Design template for the SoPACA report, including examples of various icons, maps, etc. as agreed	28 Feb 2020
3	Design full report with final text and design elements using approved layout	First draft of designed report	30 April 2020
4	Incorporate edits following the peer review process and finalise publication	Final publication design for printing (including all necessary design files)	29 May 2020

4. REQUIRED QUALIFICATIONS

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

- Graphic design qualification
- Five years of post-qualification experience in graphic design, preferably in the conservation field or similar
- Three years of demonstrated experience with similar projects
- Proven excellent design skills for formal reports and able to communicate data through visually appealing designs
- Demonstrated ability to prioritise and plan, as well as organize work elements in a complex and dynamic environment
- Strong coordination skills
- Good interpersonal and communication skills, including the ability to work as part of a team
- Excellent command of the English language
- The ability to see and articulate the bigger picture from fine scale detail

5. PROPOSAL

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

- CV of key personnel
- List of other similar projects completed
- Budget and timelines (aligned with the consultancy deliverables)
- Please include in your budget and timelines any suggested changes or additions to the specific tasks to ensure a quality product

Please send your full proposal to Paul van Nimwegen (paul.vannimwegen@iucn.org) by no later than midnight (GMT+12) on **8 November**. Work is expected to commence soon thereafter.

6. MAXIMUM BUDGET AVAILABLE

The maximum budget available for this assignment is 15,000 euros (including all taxes, where relevant). The experts will be paid through lump sum instalments. All costs (professional fees, communications, consumables, etc.) that could possibly be incurred by the consultant 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.

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 1 will be used by a panel to evaluate offers.

ANNEX 1 – EVALUATION MATRIX

Criteria	Indicator	Maximum points
General experience		
Experience in report design and development	Number of years	Maximum 5 points
	Number of reports / projects	Maximum 5 points
	Quality of products produced	Maximum 10 points
Experience producing conservation related publications (including for IUCN)	Number of publications	Maximum 5 points
	Experience with IUCN	Maximum 5 points
	Experience in the Pacific region	Maximum 5 points
Methodology, organisation and planning		
Methodology, organisation and planning	Proposed methodology	Maximum 5 points
	Proposed organisation and planning	Maximum 5 points
Consultant (s) proposed for the project		
Consultant (s) qualifications (level and relevance to the consultancy contract)		Maximum 5 points
Financial proposal		
Proposed budget alignment with the technical requirements		Maximum 10 points
Maximum total points		60 points