



## IUCN Eastern and Southern Africa Regional Office

### Terms of Reference: Consultant, Copy-editing of Training Materials (2 documents) for strengthening local community engagement in tackling IWT

#### 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). One key threat to biodiversity and protected areas across the region is the illegal wildlife trade and BIOPAMA is supporting efforts to address this threat.

There is growing recognition that engaging local communities as partners in combatting illegal wildlife trade (IWT) is critical but difficult to operationalise in a meaningful and sustainable manner. In a meaningful effort to address this, the International Institute for International Development (IIED), the International Union for Conservation of Nature (IUCN), the IUCN Commission on Environmental, Economic and Social Policy (CEESP) – SSC Sustainable Use and Livelihoods Specialist Group, and the IUCN-SSC African Elephant Specialist Group formed a partnership to develop a new initiative called: Local Communities: First Line of Defence against Illegal Wildlife Trade (FLoD). In July 2019 the FLoD partners, through the BIOPAMA programme, appointed the Southern African Wildlife College (SAWC) to develop an Implementer's Guide to FLoD and supporting lesson plans for the FLoD methodology.

These two documents have now been completed and a copy-editor is required to prepare them for publication. In addition, a designer will also be engaged to provide the layout and design of the publication and both consultancies will collaborate to finalise these documents.

#### 2. OBJECTIVE OF THE CONSULTANCY

Working under the supervision of the BIOPAMA Regional Coordinator, the key role of the consultant/s will be to copy-edit the two documents in line with IUCN style standards and accepted regional standards and language:

- 1) Local Communities: First Line of Defence (FLoD) against illegal wildlife trade - An Implementation Guide
- 2) Local Communities: First Line of Defence (FLoD) against illegal wildlife trade - Training – Facilitation Guide

The aim is to ensure that BIOPAMA produces quality publications that are visualising appealing, easy to read and consistent with the BIOPAMA communications guidelines.



### 3. SPECIFIC TASKS

The consultant will work closely with the BIOPAMA Regional Coordinator, the IUCN Conservation Areas and Species Technical Coordinator and the BIOPAMA Communications Manager to copy-edit the documents according to requirements. The two documents are 90 and 40 pages respectively, including images, maps, infographics, acknowledgements, annexes, etc.

The following tasks are envisaged in order to achieve this:

- Engage with the BIOPAMA team: a. Inception meeting (skype) with BIOPAMA team to discuss the workplan and copy-editing requirements; b. Participate in update meetings (calls) with the BIOPAMA team, as needed during the design phase.
- Proofreading checks, as well as revision of the text to improve its flow and structure (for e.g. consistency in spelling of a word throughout the document, check for factually incorrect statements, incoherent narrative of facts or arguments etc.).
- The editing process will include a revision of the text within tables, figures and maps to achieve an optimal flow of information and presentation of the findings.
- The editing process might entail substantive re-drafting and synthesizing of parts of the existing text in order to make the report more readable and understandable to non-expert audiences.
- Deliver a final version of the edited text, ready for design and publication.

### 4. OUTPUTS

The expected outputs from this consultancy include:

- First version of two copy-edited FLoD documents; and
- Final comments to the designer following proof-reading of the final text as laid out by the designer

### 5. REQUIRED QUALIFICATIONS

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

- Experience in copy-editing of publications in English
- Experience in copy-editing nature conservation-related publications desirable
- Demonstrated ability to establish priorities and to plan, organize the 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; and
- The ability to see and articulate the bigger picture from fine scale detail.

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## 6. TIMELINE

The timelines for the finalisation of the two documents by both consultants, in collaboration with the BIOPAMA team is outlined in Annex 1. This consultancy shall be conducted as follows:

- First copy-edited versions returned to IUCN maximum 15 working days from receipt
- Final edit and proofreading of laid-out version completed 10 working days after receiving the laid out version from the designer

## 7. Evaluation of Quotations/ Offer

The selection will be done based on capacity and past experience for developing the proposed products, the ability to work within the estimated timelines and the economic offer.

Contractors established in non-EU OECD Member States, such as Australia, Canada, Chile, Israel, Japan, Korea, Mexico, New Zealand, Switzerland, United States of America, are not eligible to be awarded contracts for the programme funded by the 11-th EDF.

Please send your quotations to Evelyn Chivero (evelyn.chivero@iucn.org) by 30 June 2021. Contracting is expected to be concluded by the 6 July 2021 with and inception call in the same week and work beginning in the week of 12 July 2021.

## 8. PAYMENT MODALITIES

The experts will be paid through a lump sum amount (in instalments linked to the 3 deliverables (design templates, first designed documents, final designed documents) 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.

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## ANNEX 1: Timelines for the finalisation of the two FLoD documents

Action	Responsible	Output	Working Weeks											
			5-9.7	12-16.7	19-23.7	26-30.7	2-6.8	9-13.8	16-22.8	23-27.8	30.8-3.9	6-10.9	13-17.9	
Contracting and Inception call	BIOPAMA, consultants	Agreement on outputs and timelines												
Development of Design templates for FLoD documents	Design consultant	design templates meeting BIOPAMA guidelines												
Review and approval of design templates	BIOPAMA team	approved design templates												
Copy-editing of two FLoD documents	Copy-editing consultant	first version of copy-edited documents, ready for design												
Review of copy-edited document for comments on copy editing (update to design consultant as relevant)	BIOPAMA team	Final comments to both consultants on design and copy editing												
First draft design of the copy-edited versions of 2 FLoD documents	Design consultant	first version of designed documents, ready for final copy-editing comments												
Final edit and proofreading after receiving the laid-out design publication	Copy-editing consultant	Final copy-editing comments on designed documents												
Review of laid-out document for final comments on design and copy editing	BIOPAMA team	Final comments to both consultants on design and copy editing												
Final design after receiving the feedback of the laid out design publication	Design consultant	Final, print-ready documents												
Final approval of deliverables	BIOPAMA team	2 approved print-ready FLoD documents												

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