



IUCN Eastern and Southern Africa Regional Office

Terms of Reference: Consultant, Design 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 designer is required to prepare them for publication. In addition, a copy-editor will also be engaged to provide the final cohesive text of the publications 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 design the two documents, in line with the BIOPAMA communications guidelines:

- 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 brands.



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 design 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:

- (i) Engage with the BIOPAMA team: a. Inception meeting (skype) with BIOPAMA team to discuss the workplan and design ideas; b. Participate in update meetings (calls) with the BIOPAMA team, as needed during the design phase.
- (ii) Prepare, prior to full publication design, examples of infographics, relevant reporting icons, proposed report design template for the BIOPAMA team to review.
- (iii) Following approval of the design template, design the report using the final text, maps, etc. provided by the BIOPAMA team.
- (iv) Following review of the documents by the copy-editor and the BIOPAMA team (16-29 Aug 2021), incorporate edits and changes as required and submit final publication design for printing at the end of September 2021 at the latest, including all design files for icons, and other products in the two FLoD documents.

4. OUTPUTS

The expected outputs from this consultancy include:

- Design template for the two documents, including examples of various icons, maps, etc. as discussed;
- First draft of two designed FLoD documents; and
- Following incorporation of all edits and changes, a final version of the two designed FLoD documents, including all necessary design files.

5. REQUIRED QUALIFICATIONS

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

- Graphic design qualification;
- Minimum of 5 year's post-qualification experience in graphic design, preferably in the conservation or similar sector;
- Minimum of 3 years demonstrated experience with similar projects;
- Proven excellent design skills for formal reports, able to communicate data through visually appealing designs;

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- 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.

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:

- Design templates provided to BIOPAMA team within 10 working days from start of the consultancy
- First draft design returned to BIOPAMA within 15 working days of receiving the copy-edited version
- Final design completed 5 working days after receiving the feedback of the laid out design publication

There will be periods of work on the consultancy, with periods in between when the documents are being reviewed and awaiting comments/edits for incorporation into the final versions.

7. Evaluation of Quotations/ Offer

The selection will be done based on the 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	13-17.6	
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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