



Request for Proposals (RfP) Supporting the development of the second edition of the Eastern and Southern African (ESA) State of Protected and Conserved Areas (SoPACA) report

South Africa Office, BIOPAMA Project
RfP Reference: IUCN-2023-02-P02204-1

Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

1. REQUIREMENTS

- 1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

2. CONTACT DETAILS

- 2.1. During the course of this procurement, i.e. from the publication of this RfP to the award of a contract, you may not discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your proposal.

IUCN Contact: Christine Mentzel, Regional Coordinator, Biodiversity and Protected Areas Programme (BIOPAMA) Christine.Mentzel@iucn.org

3. PROCUREMENT TIMETABLE

- 3.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN decides that changes to any of the deadlines are necessary, we will publish this on our website and contact you directly if you have indicated your interest in this procurement (see Section 3.2).

DATE	ACTIVITY
15 th February 2023	Publication of the Request for Proposals
21 st February 2023	Deadline for expressions of interest
24 th February 2023	Deadline for submission of questions
28 th February 2023	Planned publication of responses to questions
6 th March 2023	Deadline for submission of proposals to IUCN (“ Submission Deadline ”)
10 th March 2023	Clarification of proposals
17 th March 2023	Planned date for contract award
20 th March 2023	Expected contract start date

3.2. **Please email the IUCN contact to express your interest in submitting a proposal by the deadline stated below. This will help IUCN to keep you updated regarding the procurement.**

4. **COMPLETING AND SUBMITTING A PROPOSAL**

4.1. Your Proposal must consist of the following four separate documents:

- Signed Declaration of Undertaking (see Attachment 2)
- Pre-Qualification Information (see Section 4.3 below)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

4.2. Your Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – bidder name]. The bidder name is the name of the company/organisation on whose behalf you are submitting the proposal, or your own surname if you are bidding as a self-employed consultant. Your proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

4.3. *Pre-Qualification Criteria*

IUCN will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to IUCN. Please provide the necessary information in a single, separate document.

Pre-Qualification Criteria	
1	3 relevant references of clients similar to IUCN / similar work
2	Confirm that you have all the necessary legal registrations to perform the work
3	State your annual turnover for each of the past 3 years
4	How many employees does your organisation have who are qualified for this work?
5	Confirm that your organisation meets the following Donor's Eligibility Criteria: - EC nationality rule

4.4. *Technical Proposal*

The technical proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at IUCN's discretion.

Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with IUCN's approval.

IUCN will evaluate technical proposals with regards to each of the following criteria and their relative importance:

	Description	Information to provide	Relative weight
1	Approach and Methodology	Description of overall approach and outline of methodology (including approach to stakeholder involvement in this publication) (maximum 3 pages)	35
2	Consultant Competencies	Description of key competencies of the consultant relevant to this work; Description of and references to similar past work, CV	30
3	Experience in protected and conserved areas management and governance	Short overview of experience related to protected and conserved areas specifically, CV of consultant conducting this work, references as relevant	15
4	Experience in Eastern and Southern Africa (ESA)	Description of experience in the ESA region relevant to this work, CV of consultant conducting this work, references as relevant	10
4	General education and work experience	CV of consultant conducting this work, references as relevant	10
TOTAL			100%

4.5. *Financial Proposal*

4.5.1. The financial proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety.

4.5.2. *Prices include all costs*

Submitted rates and prices are deemed to include all costs, insurances, taxes (except VAT, see below), fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Terms of Reference or Specification of Requirements. IUCN will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable withholding taxes and similar. It is your responsibility to determine whether such taxes apply to your organisation and to include them in your financial offer.

4.5.3. *Applicable Goods and Services Taxes*

Proposal rates and prices shall be exclusive of Value Added Tax.

4.5.4. *Currency of proposed rates and prices*

All rates and prices submitted by Proposers shall be in EUR.

4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be taken into account in the evaluation.

4.7. Your proposal must remain valid and capable of acceptance by IUCN for a period of 90 calendar days following the submission deadline.

4.8. *Withdrawals and Changes*

You may freely withdraw or change your proposal at any time prior to the submission deadline by written notice to the IUCN Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

5. EVALUATION OF PROPOSALS

5.1. *Completeness*

IUCN will firstly check your proposal for completeness. Incomplete proposals will not be considered further.

5.2. *Pre-Qualification Criteria*

Only proposals that meet all of the pre-qualification criteria will be evaluated.

5.3. *Technical Evaluation*

5.3.1. *Scoring Method*

Your proposal will be assigned a score from 0 to 10 for each of the technical evaluation criteria, such that '0' is low and '10' is high.

5.3.2. *Minimum Quality Thresholds*

Proposals that receive a score of '0' for any of the criteria will not be considered further.

5.3.3. *Technical Score*

Your score for each technical evaluation criterion will be multiplied with the respective relative weight (see Section 4.4) and these weighted scores added together to give your proposal's overall technical score.

5.4. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. Your financial proposal will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds (see Section 5.3.2) by the total price of your financial proposal.

Thus, for example, if your financial proposal is for a total of CHF 100 and the lowest financial proposal is CHF 80, you will receive a financial score of $80/100 = 80\%$

5.5. *Total Score*

Your proposal's total score will be calculated as the weighted sum of your technical score and your financial score.

The relative weights will be:

Technical:	70%
Financial:	30%

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of $83 * 70\% + 77 * 30\% = 58.1\% + 23.1\% = 81.2\%$.

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the bidder whose proposal achieves the highest total score.

6. EXPLANATION OF PROCUREMENT PROCEDURE

6.1. IUCN is using the Open Procedure for this procurement. This means that the contracting opportunity is published on IUCN's website and open to all interested parties to take part, subject to the conditions in Section 7 below.

6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.

6.3. All proposals must be received by the submission deadline in Section 3.2 above. Late proposals will not be considered. All proposals received by the submission deadline will be evaluated by a team of three or more evaluators in accordance with the evaluation criteria

stated in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the bidder whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.

- 6.4. IUCN will contact the bidder with the highest-scoring proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded and provide detailed feedback. The timetable in Section 3.1 gives an estimate of when we expect to have completed the contract award, but this date may change depending on how long the evaluation of proposals takes.

7. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

- 7.1. To participate in this procurement, you are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.

7.1.1. It is your responsibility to ensure that you have submitted a complete and fully compliant proposal.

7.1.2. Any incomplete or incorrectly completed proposal submission may be deemed non-compliant, and as a result you may be unable to proceed further in the procurement process.

7.1.3. IUCN will query any obvious clerical errors in your proposal and may, at IUCN's sole discretion, allow you to correct these, but only if doing so could not be perceived as giving you an unfair advantage.

- 7.2. In order to participate in this procurement, you must meet the following conditions:

- Free of conflicts of interest
- Registered on the relevant professional or trade register of the country in which you are established (or resident, if self-employed)
- In full compliance with your obligations relating to payment of social security contributions and of all applicable taxes
- Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection
- Not bankrupt or being wound up
- Never been guilty of an offence concerning your professional conduct
- Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.

- 7.3. You must complete and sign the Declaration of Undertaking (see Attachment 2).

- 7.4. If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your proposal which parts of the goods/services are provided by each partner or sub-contractor.

- 7.5. Each bidder shall submit only one proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a proposal both on its behalf and as part of a joint venture for the same procurement. A bidder who submits or participates in more than one proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the proposals with the bidder's participation to be disqualified.

- 7.6. By taking part in this procurement, you accept the conditions set out in this RfP, including the following:

- It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract.

Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.

- Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.
- Any price fixing or collusion with other bidders in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

8. CONFIDENTIALITY AND DATA PROTECTION

- 8.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your proposal in its entirety for 10 years and make this available to internal and external auditors and donors as and when requested.
- 8.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your proposal. Where you include personal data of your employees (e.g. CVs) in your proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider your proposal.

9. COMPLAINTS PROCEDURE

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact procurement@iucn.org. Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (Section 2.1).

10. CONTRACT

The contract will be based on IUCN's template in Attachment 3, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement.

11. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge

of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org

<https://twitter.com/IUCN/>

12. ATTACHMENTS

Attachment 1 *Specification of Requirements / Terms of Reference*

Attachment 2 *Declaration of Undertaking (select 2a for companies or 2b for self-employed as applicable to you)*

Attachment 3 *Contract Template*

Attachment 1 *Specification of Requirements / Terms of Reference*

Terms of Reference: Consultant, Supporting the development of the second edition of the Eastern and Southern African (ESA) State of Protected and Conserved Areas (SoPACA) report

BACKGROUND: REGIONAL RESOURCE HUB AND SoPA REPORT DEVELOPMENT

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 will be established at the Regional Centre for Mapping Resources for Development (RCMRD) in 2019. 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, the first edition of which was published in 2020. This first report provided a baseline for the region on progress against key indicators of the global biodiversity targets and also focusing on the state of protected area governance and equity (PAGE) and protected area management effectiveness (PAME) across the region. The SOPACA draws on existing information from countries and works closely with relevant experts in the region and in the countries to draft the content for the report. The second edition will be developed in 2023, with the same overall structure as the first/baseline edition, and this consultancy will lead the process and liaise with all relevant stakeholders.

OBJECTIVES OF THE CONSULTANCY

Working under the supervision of the BIOPAMA Regional Coordinator, the key role of the consultant/s is to oversee the overall development of the report, including the development and implementation of a roadmap for finalizing the content. Tasks also include ensuring that the relevant narrative for each chapter is written and editing this content, as well as incorporating the feedback from the peer review process into the final report. The Consultant will assist IUCN and the ESA countries in collecting and collating the relevant information for the ESA State of Protected and Conserved Areas report, based on the table of contents and chapter outlines already determined in the baseline report published in 2020. The consultant will be able to build on work already underway through BIOPAMA staff, who are engaging with countries on various topics in relation to the table of content for the SOPACA.

SPECIFIC TASKS

The consultant will work in close collaboration with the RRH team, the BIOPAMA Regional Coordinator, relevant contacts in the ESA countries and experts across the region (including from IUCN Commissions), in the carrying out of this work. The following tasks are envisaged in order to achieve this:

- (i) Review all existing documents in relation to the SOPACA II development to date including:
 - a. [SOPACA I publication](#) (SOPACA II will have the same structure and chapters, with only content updates in this edition)

- b. Feedback on SOPACA I
 - c. Concept note for SOPACA II development (see appendix 1)
 - d. Draft table of contents for SOPACA II (based on first edition, included in the concept note)
 - e. Draft ideas on chapter authors and contributors as well as ideas on case studies to be included (also in the concept note)
 - f. Information already available from other reports and papers related to the chapter contents, including e.g. NBSAP reports, as relevant
- (ii) Inception call with BIOPAMA team and preparation of a short inception report and timeline for SOPACA development process.
- a. Discuss and develop road map for report development (including roles and responsibilities);
 - b. Discuss and finalise draft outline of report and chapter authors, as well as pool of experts to request content contributions from.
 - c. Obtain contact details of the SOPACA and BIOPAMA Focal points as well as other suggested contributors and chapter authors to engage them in finalizing narrative content (see also (iii) below)
 - d. BIOPAMA team to provide overview of the available data in the RRH for the country profiles and other chapters (to inform narrative)
 - e. BIOPAMA team to provide overview of existing resources already sourced.
- (iii) Establish contact with the country contacts (see point (ii. c) above) and, together with the BIOPAMA RRH Policy Officer, work with them to develop the narrative for the country chapters. Some countries may provide direct support through a staff member, but for others, the consultant may need to collate information through interviews and then write up this narrative him/herself. Liaise with the CONNECT team to capitalize on consultative workshops related to the development of the EAC Wildlife Conservation and Management Strategy and Action plan, planned for March-May 2023 in all EAC countries (7 of the 24 ESA countries).
- (iv) Collect and collate relevant information from the region and the countries to provide content to the other chapters of the SOPACA II report, ensuring that the lead authors for each chapter are progressing according to the agreed time plan.
- (v) Liaise with BIOPAMA team on analyses and graphics to support narrative.
- (vi) Collate all chapters and analyses into one document and edit for logical consistency.
- (vii) Present final report to the validation group (possibly virtual meeting or email engagement).
- (viii) Incorporate final edits from the validation group (peer review process) into the SOPACA and submit final report to IUCN.

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) Draft narrative for all chapters of the SOPACA II;

- (iii) Draft consolidated SOPACA report for validation;
- (iv) Provision of raw data collected to RCMRD to add to the RRH (where applicable and allowed);
and
- (v) Final ESA SOPACA report in word format with graphics and analyses included and all peer review inputs processed (NB all graphics must also be available in editable form for the designers to use)

REQUIRED QUALIFICATIONS

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

- An MSc or higher in biodiversity conservation, natural resources management, environmental sciences, socio-ecology or related field;
- Minimum of 10 year's post-qualification experience in the conservation sector, preferably in protected and conserved areas work and preferably with experience in PAGE and PAME;
- Extensive knowledge of- and work experience in the ESA region;
- Demonstrated experience with similar regional projects;
- Data collation and analysis skills;
- Excellent technical skills in report writing and editing;
- 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 (working knowledge of French and Portuguese would be an additional advantage); and
- The ability to see and articulate the bigger picture from fine scale detail.
- Knowledge of GIS is desirable

See below: Concept note for development of SOPACA II

Eastern and Southern Africa State of Protected and Conserved Areas¹ Report 2023

Concept note

Summary

The second iteration of the Eastern and Southern Africa (ESA) State of Protected and Conserved Areas (SOPACA) Report aims to provide an update of the protected area landscape in the region, focusing specifically on progress towards TARGET 3 of the Kunming-Montreal Global Biodiversity Framework: *Ensure and enable that by 2030 at least 30 per cent of terrestrial, inland water, and of coastal and marine areas, especially areas of particular importance for biodiversity and ecosystem functions and services, are effectively conserved and managed through ecologically representative, well-connected and equitably governed systems of protected areas and other effective area-based conservation measures, recognizing indigenous and traditional territories, where applicable, and integrated into wider landscapes, seascapes and the ocean, while ensuring that any sustainable use, where appropriate in such areas, is fully consistent with conservation outcomes, recognizing and respecting the rights of indigenous peoples and local communities including over their traditional territories; and taking into account the Kigali Call to Action, emanating from the first African Protected Areas Congress in Kigali, Rwanda, in July 2022.*

It will build on the information provided in SOPACA I (published in 2020), and highlight developments and changes in the region since 2020, especially in the context of the main elements noted in Target 3 of the Kunming-Montreal Global Biodiversity Framework and the Kigali Call to Action. Guided by the format of the Protected Planet Report initiative, the ESA SOPACA report will include the latest information on protected area coverage, management, governance, and connectivity in the ESA² region, as well as a review of protected area issues of particular relevance to the region, including financing of protected areas, transboundary conservation, other effective area-based conservation measures and the contribution of traditional territories to conservation targets. It will also include recommendations emanating from the review of that status and the interrogation of new developments and agreements such as the Kigali Call to Action and Target 3 of the GBF.

The development of this report will rely on contributions from national and regional agencies, as well as national governments, local experts, national and regional NGOs and IPLC groups such as ICCA, IMPACT, KWCA, CNL and others. Global partners including, but not limited to, UNEP-WCMC, The

¹ The wording 'protected and conserved areas' refers (for the purposes of this document) to all types of areas, including IUCN PA categories, OECMs and IPLC-led conservation areas.

² 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

Nature Conservancy, WWF, AWF, WCS, African Parks, Frankfurt Zoological Society, Birdlife and IIED will also be requested to contribute as relevant. The Biodiversity and Protected Areas Management (BIOPAMA) programme, working in collaboration with IUCN Members and Commissions for Eastern and Southern Africa, will lead the process.

Objectives and outcomes

The **objectives** of the report are:

1. To provide an overview of the status of protected and conserved areas³ and other effective area-based conservation measures (OECMs) in the ESA region, and assess progress made since the last status report
2. To provide an overview of the region's progress towards Target 3 of the Global Biodiversity Framework (GBF), as well as the Kigali Call to Action
3. To provide key recommendations for policy and practice, including guidance on implementation of Target 3 of the GBF and the Kigali Call to Action
4. To have a better understanding of successes and key challenges the region is facing and how to address them, through the use of case studies
5. To provide facts and figures required by governments to make informed decisions for the implementation of Target 3 of the GBF
6. To raise the profile of the Regional Resource Hub as a regional instrument to support reporting on protected and conserved areas
7. To get a better understanding of financing of protected and conserved areas and how this affects PAGE and PAME (responding also to Target 19 of the GBF)
8. To provide guidance and case studies for the use of various PAME and PAGE assessment tools to support the assessment and strengthening of PCAs.
9. To provide information and guidance on the [potential] contribution of OECMs to meeting Target 3 of the Global Biodiversity Framework (GBF)

Context and justification

A first edition of the Eastern and Southern Africa State of Protected and Conserved Areas Report (ESA SOPACA Report) was published in 2020, providing a comprehensive overview of the status of protected and conserved areas as well as relevant policy and practice in the region. The conceptualisation of the SOPACA was for a status report to be published at regular intervals, showing progress towards global, regional and national targets as well as information policy development in the region. This second edition of the SOPACA comes at a time when significant agreements have been recently made, in particular the Kigali Call to Action and the Global Biodiversity Framework. These will be incorporated into the second edition, providing the framing for the updates and building on the information already provided in SOPACA I. Increased emphasis will be put on pathways to achieving Target 3, and in particular incorporating updates on OECMs and IPLC-led areas, which have been highlighted in both the Kigali Call to Action and the Global Biodiversity Framework. Through case

³ The ESA SOPACA report will cover all IUCN management category types, from I (Strict Nature Reserve) to VI (Protected Area with sustainable use of natural resources).

studies, lessons learned and best practices shared in the report, important recommendations and guidance for policy and practice in the region will again be developed..

Activities and outputs

The BIOPAMA programme will collaborate with other interested national and regional agencies and initiatives to refine the outline, contents and the format of the report, identify partners to write chapters, identify reviewers and facilitate the drafting of chapters as needed. The Regional Resource Hub, supported by the European Commission's Joint Research Centre (EC-JRC) and UNEP-WCMC, will facilitate the analyses and input of global, regional and national coverage and statistics into the report. BIOPAMA will coordinate and administrate this initiative and liaise with project partners to ensure that the report is reviewed by key national and regional stakeholders (including IUCN WCPA regional members).

The project will undertake the following activities:

1. **Orientation/planning** - a short feedback form will be sent to all SOPACA and BIOPAMA focal points and other interested parties, to assess their use of the SOPACA I. The general layout and chapters of the report will remain and based on feedback, a detailed outline/layout for each chapter will be done and authors and partners for specific sections and case studies identified.
2. **Data collation and cleaning** – this involves the preparation of data from the World Database on Protected Areas (WDPA), World Database on Other Effective Area-based Conservation measures (WD-OECM), Protected Area Management Effectiveness assessments, national reports to the CBD, and any other valid data sources, review of supporting literature and case studies.
3. **Country engagement** – The RRH team will engage with country focal points as needed to verify and validate data used in this report and source and collect relevant additional data for each chapter as needed
4. **Data analysis and bibliographic research**
6. **Write reports** – chapters and case studies written by project partners, regional experts and collaborators. Where possible, lead authors will be identified to coordinate the development of the chapters
7. **Review process** – review of the draft report by experts in the field, address comments and finalise report
8. **Document preparation** – this includes professional copy editing, translation, design and layout. The report will be written in English and will be translated into French and Portuguese, if funding has been secured
9. **Document production** – Electronic dissemination will be promoted but efforts to secure funding to produce limited printed versions of the report will be carried out
10. **Promotion** – a launch of the SOPACA II will be planned and relevant focal points in each country invited (possibly linked to RCMRD International Conference or other relevant event).

The following **output** will be produced:

1. The State of Protected and Conserved Areas in Eastern and Southern Africa Report, 2nd edition, in English

The **proposed outline** of the SOPACA II Report is based on the chapters in the SOPACA I:

Acknowledgements

Executive Summary

PART I

- 1) Introduction (Objectives, Methodology, Structure of the report)
- 2) Conceptual and international framework (where GBF, PA categories, etc are explained)

PART II

- 3) Overview of the region (brief summaries for Eastern Africa, Southern Africa and Madagascar and the WIO islands)
- 4) Protected and conserved areas in Eastern and Southern Africa (baseline stats on coverage, governance types, management categories, intl designated areas, Ecological representativity, transboundary)
- 5) Ecosystem services of Protected Areas in ESA
- 6) Regional Policies and relevant frameworks relating to biodiversity conservation and Protected Areas Management
- 7) Regional Economic Communities
- 8) Country profiles – Status of the protected and conserved areas in each country (including OECM and any IPLC areas that are documented?)

PART III

- 9) Protected and Conserved Area Governance and Equity
- 10) Protected and Conserved Area Management Effectiveness
- 11) Regional innovations and experiences

PART IV

- 12) Recommendations
- 13) References
- 14) Appendices/annex