



## IUCN Eastern and Southern Africa Regional Office

### Terms of Reference: Consultant, Design of the Eastern and Southern Africa State of Protected and Conserved Areas (SoPACA) Report

#### 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). In line with these BIOPAMA programme objectives, a Regional Resource Hub (RRH) for Biodiversity and Protected Areas Management is being established at the Regional Centre for Mapping Resources for Development (RCMRD). 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 which is currently being developed with the support of Eastern and Southern African countries.

Protected areas are one of the cornerstones and fundamental strategies for promoting and preserving biodiversity, ecosystem services and human well-being – at local and global scale. For the Eastern and Southern African region, this has been acknowledged at regional level through various regional strategies and policies, at international level through the Convention on Biological Diversity (CBD)'s Programme of Work on Protected Areas (PoWPA), the Aichi Biodiversity Targets in the CBD's Strategic Plan for Biodiversity, as well as in the Sustainable Development Goals (SDGs).

Through the Protected Planet Report initiative, UNEP-WCMC, IUCN and partners are working together to track progress in particular on Aichi Target 11. The first global Protected Planet Report was published in 2012 at the IUCN World Conservation Congress, proposing a standardised way for reporting on the CBD and PoWPA targets, and further editions were launched in 2014, 2016 and 2018. In addition to the global overview provided in these reports, regional assessments of protected areas (here: "State of Protected Areas", including the development of the East African SoPA under phase I of BIOPAMA) can provide a more detailed insight into progress, opportunities, challenges, and lessons learnt in safeguarding key biodiversity and ecosystem services through the protected area system and in particular in trans-boundary ecosystems and protected areas.

The ESA SoPACA will be published as an official IUCN publication. To ensure that this product meets the required IUCN standards for publication, it was decided to enlist the services of a graphic designer to prepare the report for publication.



## 2. OBJECTIVES OF THE CONSULTANCY

Working under the supervision of the BIOPAMA Regional Coordinator, the key role of the consultant/s will be to design the Eastern and Southern African (ESA)<sup>1</sup> State of Protected and Conserved Areas (SoPACA) Report, in line with IUCN publishing guidelines. The consultant will work closely with the BIOPAMA Technical Officer, the SoPACA consultant and the JRC team to develop and design the report according to requirements in terms of maps, text, infographics, etc. The report is envisaged to be approximately 300 pages in total, including images, maps, infographics, acknowledgements, annexes, etc.

The aim is to ensure that BIOPAMA produces a quality publication that is visualising appealing, easy to read and consistent with the BIOPAMA and IUCN brands.

## 3. SPECIFIC TASKS

The consultant will work in close collaboration with the BIOPAMA Regional Coordinator and BIOPAMA Technical Officer (TO), the SoPACA consultant and the JRC team, in the carrying out of this work. 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 weekly 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 peer review of the publication in early 2020, incorporate edits and changes as required and submit final publication design for printing at the end of May 2020 at the latest, including all design files for icons, and other products in the SoPACA report.

## 4. 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) Design template for the SoPACA report, including examples of various icons, maps, etc. as discussed;
- (iii) First draft of designed report; and
- (iv) Following incorporation of all peer-review edits and changes, a final version of the designed SoPACA report, including all necessary design files.

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<sup>1</sup> 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



## 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;
- 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. TIMEFRAME AND LOGISTICS

The consultancy shall be conducted over a period of 9 months, starting week of **30<sup>th</sup> September 2019**. Timeframes are aligned with the draft road map (see Appendix 1). There will be periods of work on the consultancy, with periods in between when the report is being reviewed and awaiting comments/edits for incorporation into the final report, which will be launched at the IUCN World Conservation Congress in June 2020.

## 7. PROPOSAL

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

- CV of key personnel;
- List of other similar projects completed to date;
- Budget and timelines (align with roadmap in Annex 1);
- Please include in your budget and timelines any suggested changes or additions to the specific tasks under 3 above or the roadmap in Annex 1 to ensure a quality product.

Please send your full proposal to Sue Snyman ([sue.snyman@iucn.org](mailto:sue.snyman@iucn.org)) by **midnight on 15<sup>th</sup> September 2019**. Contracting is expected to be concluded by the 1<sup>st</sup> October, with work beginning in the week of 7<sup>th</sup> October 2019.

## 8. 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 a lump sum amount (in instalments as indicated in the roadmap) 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.



## 9. EVALUATION CRITERIA FOR THE OFFER

The selection will be done based on previous expertise, the capacity for developing the proposed activities, the proposed methodology and the economic offer and will be scored as indicated in Annex 2.



### Annex 1: Development Roadmap

Action	Outputs	Deadline	Percentage of pay
Inception call/meeting	Brief inception report	Week of 7 <sup>th</sup> October: call 13 <sup>th</sup> October: report	
Prepare, prior to full publication design, examples of infographics, relevant reporting icons, proposed design template for the BIOPAMA team to review	Design examples and template design	By 3 <sup>rd</sup> November 2019	40%
Following approval of the design template, design the report using the final text, maps, etc. provided by the BIOPAMA team	Full designed report	By 5 <sup>th</sup> January 2020	50%
Approval of publication by IUCN Publications Committee	Incorporation of edits to produce final report and all related files	By 1 <sup>st</sup> June 2020	10%



## Annex 2: Evaluation criteria

<b>Evaluation criteria</b>		
<b>General experience and technical references</b>		
Relevant experience in report design and development	Number of years of experience	Maximum 5 points
	Number of reports/projects	Maximum 5 points
Relevant past conservation experience/understanding of the Eastern and Southern Africa region	Number of years of experience	Maximum 5 points
	Number of ESA countries work has covered	Maximum 5 points
<b>Methodology, organisation and planning</b>		
Methodology, organisation and planning	Proposed methodology	Maximum 5 points
	Proposed organisation and planning	Maximum 5 points
<b>Consultant/team proposed for the project</b>		
Qualification of the consultant/team		Maximum 5 points
<b>Financial proposal</b>		
Total budget		Maximum 5 points
<b>Maximum total</b>		<b>40 points</b>

