



## **IUCN Eastern and Southern Africa Regional Office**

### **Terms of Reference: Consultant, Supporting the development of an EAC State of Protected Areas (SoPA) report**

#### **1. BACKGROUND: EAC OBSERVATORY AND SoPA REPORT DEVELOPMENT**

The Biodiversity and Protected Areas Management (BIOPAMA) project 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. In line with these BIOPAMA project objectives, an Observatory for Biodiversity and Protected Areas Management was established in the East African Community Headquarters in Arusha in 2015. The Observatory 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 Areas” report which is currently being developed with the East African Community Partner States.

Protected areas are one of the cornerstones and fundamental strategy for promoting and preserving biodiversity, ecosystem services and human well-being – at local and global scale. For the East African region, this has been acknowledged at regional level through the tri-partite agreement on Natural Resources Management and at international level through the Convention on Biological Diversity (CBD)’s Programme of Work on Protected Areas (PoWPA), the Aichi Biodiversity Targets in the Strategic Plan for Biodiversity of the Convention on Biological Diversity, which sets an ambitious framework for the future development of the world’s protected area system, as well as in the recently endorsed Sustainable Development Goals (SDGs).

Through the Protected Planet Report initiative, UNEP-WCMC, IUCN and partners are working together to track progress in particular on Target 11 of the Aichi Targets. 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, followed by the 2014 Protected Planet Report launched at the IUCN World Parks Congress. In addition to the global overview provided in these reports, regional Assessments of Protected Areas (here: “State of Protected Areas”) 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.

To ensure that this product provides relevant information and accurate analyses, IUCN, as one of the implementing partners of BIOPAMA, convened a planning workshop on behalf of the East African Community in accordance with the EAC calendar of activities for January - May, 2016, to develop the outline for the content of the EAC “State of Protected Areas - SoPA” report. This included the development of a Table of Content for the report and an outline of each chapter and the key analyses required in the report. In addition, a roadmap for the development of the SoPA was developed and is guiding current follow-up actions from the workshop. This first report is intended to be a baseline for the region, drawing on existing information from the Partner States and identifying potential gaps in information.

## 2. OBJECTIVES OF THE CONSULTANCY

The key role of the consultant is to oversee the overall development of the narrative of the report according to the existing roadmap and then, in particular, to ensure that the relevant narrative for each chapter is written and to edit the final report to ensure consistency. The Consultant will assist IUCN and the EAC Partner States in collating the relevant information for the EAC State of Protected Areas report, based on the table of content and chapter outlines developed in the workshop with the Partner States. The consultant will be able to build on work already underway through BIOPAMA staff, who have engaged with all Partner States on existing reports and analyses and collated an overview in relation to the table of content for the SoPA.

## 3. SPECIFIC TASKS

The consultant will work in close collaboration with the EAC Observatory team and the relevant contacts in the EAC Partner States, 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 SoPA development to date including:
  - a. Report from the SoPA development workshop in Arusha, in May 2016;
  - b. Roadmap for SoPA development;
  - c. Draft table of contents for SoPA, including collated references to information already available from national reports; and
  - d. Relevant sections of national reports (see c above)
- (ii) Engage with BIOPAMA team:
  - a. Inception meeting (skype) with BIOPAMA team to discuss progress to date;
  - b. Discuss and flesh out road map for narrative section of report;
  - c. Obtain contact details of the country contacts; and
  - d. participate in regular update meetings with the BIOPAMA team for the SoPA development.
- (iii) Establish contact with the country contacts and work with them to further develop the narrative for the 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.
- (iv) Liaise with BIOPAMA team on analyses and graphics to support narrative.
- (v) Collate all chapters and analyses into one document and edit for logical consistency.
- (vi) Present final report to the validation group (possibly virtual meeting or email engagement).
- (vii) Incorporate final edits from the validation group into the SoPA and submit final report to IUCN.

## 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) Draft narrative for all chapters of the SoPA;
- (iii) Draft consolidated SoPA report for validation; and
- (iv) Final EAC SoPA report in word format with graphics and analyses included.

## 5. REQUIRED QUALIFICATIONS

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

- A MSc or higher in biodiversity conservation, natural resources management, environmental sciences, socio-ecology or related field;
- Minimum of 10 years post-qualification experience in the conservation sector, preferably in Protected Areas work;
- Extensive knowledge of- and work experience in the EAC region;
- Demonstrated experience with similar projects;
- 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; 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 6 months, starting in August 2016. Timeframes are aligned with the draft road map developed with the EAC Partner States (see Appendix 1).

## 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 Appendix 1)
- Please include in your budget and timelines any suggested changes or additions to the specific tasks under 3 above or the roadmap in Appendix 1 to ensure a quality product

Please send your full proposal to Christine Mentzel ([Christine.mentzel@iucn.org](mailto:Christine.mentzel@iucn.org)) by 10 August 2016. Contracting is expected to be concluded in the week of 15 August 2016, with work beginning in the week of 22 August 2016.

**Appendix 1: EAC SoPA Development Roadmap (30 May 2016)**

<b>Action</b>	<b>Outputs</b>	<b>Deadline</b>
Send draft roadmap to all workshop participants for input and feedback as well as planning purposes (Partner States to note deadlines and inputs needed)	Final Roadmap	Mid June
Identify the relevant analyses and data used in the CBD reports that link to SoPA outline		End June
Identify other national reports that may have information not included in CBD report (e.g. State of biodiversity, state of wildlife)	Table with data and analyses currently available	End June
Draw narrative info from CBD reports that link to SoPA		End June
Identify non-data information needed for SoPA and potential contributors	Table with narrative sections currently available	End June
Send draft tables to the country contacts (workshop participants) for further feedback and input	Additional info from country contacts	End July
Contact CBD focal points to understand reporting process and identify who has relevant data sets (list of participating organisations?)	Location of data sets; key analysis experts	July/August
Request junior professional from each country to work with on collation of report (parallel process)	1 contact per country that can assist with writing and contacts in-country	July/August
Begin write-up of non-data chapters with in-country contacts and EAC contacts		August
Roadshow to see exactly what data sets are available and who holds them in each Partner State, collate existing products (such as maps of high biodiversity areas) where possible and identify analysis experts	List of data sets and data holders, list of key analysis experts; existing products uploaded into Geonode	August/ September/ October
EAC process to request specific datasets for inclusion in Observatory and available for regional analysis	Relevant data sets included in the Observatory	November (after each country visit)
Based on inputs from country visits, identify analyses needed for SoPA chapters in preparation for regional analysis workshop	Agenda and workflow for the Analysis workshop	November (beginning)
Analysis workshop with Partner State experts to upscale national analyses to the regional level analysis/output (structure workshop so that analyses for regional report are finished at the end of it)	Regional data analysis for SoPA completed; network of experts for analysis and RRIS tool development formed	November (late) (or first week of Dec)
Write-up of narrative component of report		December/ January
Review and identify additional analyses that may be needed		Jan/Feb
Final review by country review panel		February