



## IUCN World Conservation Congress 2020

11-19 June 2020

### Short-term consultancy **Chief Rapporteur** **IUCN World Conservation Congress 2020 Forum**

#### Terms of Reference

### IUCN World Conservation Congress 2020

#### *The Forum and the Members' Assembly*

The IUCN World Conservation Congress is where the world comes together, every four years, to set priorities and drive meaningful action on conservation and sustainable development. By bringing experts, government and non-government voices together from over 160 countries, the Congress carries a powerful mandate.

The event is composed of two main segments: A “*Forum*”, open to anyone, but designed primarily for conservation and development professionals, and a “*Members' Assembly*”, devoted to the business of IUCN governance and strategy, attended mostly by IUCN Members.

The Forum segment is the world’s largest marketplace of conservation and sustainable development science, practice and policy. The Forum includes various types of sessions (plenaries, thematic 2 hour conferences, “Speaker pitches”, and more) restricted to registered participants, as well as a large exhibit hall filled with pavilions, open to the General public.

The Congress and its 10,000+ participants focus on nature’s relevance and contributions to reaching global goals and addressing global challenges such as climate change and biodiversity loss. As such, the event and its promotion create a tremendous opportunity to mobilise action around these issues.

#### *The IUCN Forum 2020 in numbers*

**4.5** days

**1300+** interactive sessions

**6** high-level dialogues

**10,000+** participants

**160+** countries represented

## A critical event in a crucial year

The 2020 Congress in Marseille, France takes place 11-19 June 2020, four months before the UN Convention on Biological Diversity COP15 in China, where governments will set biodiversity policy and targets for the coming decades. The messages, decisions and other outcomes of the Congress will frame the debate going into that important event. Nature also can provide 30% of the solution to addressing climate change, but too few countries are using it to its potential. The Congress will represent a decisive step in how the world rewrites its relationship with nature for decades to come, and contribute to achieving an ambitious agreement at the Conference of the Parties of the *Convention on Biological Diversity*, held in Kunming, China, in October 2020.

More information on the 2020 Congress, as well as the outcomes of prior Congresses, can be found on the [website](#).

## Assignment

IUCN is seeking to select a highly qualified Chief rapporteur to oversee the rapporteuring of the Forum segment from the Congress Opening to the closing of the Forum sessions and consolidate a summary report for delivery to the Members' Assembly.

## General responsibilities

1. Design and organize the reporting process for the IUCN World Conservation Congress 2020 Forum, to be held in Marseille, France from 11 to 19 June 2020
2. Provide a template to be used as the outcomes document & roadmap to COP15 in China, in consultation with IUCN's Congress Preparatory Committee
3. Oversee the drafting and consolidation of the Forum proceedings, which will include:
  - Essential content captured from the Forum opening, High level dialogues, "Conversation with..." sessions, and Thematic plenaries (see [Session types](#))
  - Key commitments, pledges and ideas generated through various events, such as the Conservation Action Cafés, Press conferences, Pavilion events
  - Highlights from Thematic stream sessions
4. Manage a small team of IUCN staff recruited as assistant-rapporteurs for this occasion (x7), as well as coordinate the rapporteurs provided by session organizers (potentially > 100).
5. Report the key messages and highlights from the Forum to the IUCN Members' Assembly

## Specific responsibilities

Before Congress	<p>Help design the required templates and tools to capture the Forum's content and produce the outcome document</p> <p>Coordinate the team of internally-recruited IUCN assistant rapporteurs to ensure that all are fully briefed and aware of roles, responsibilities and expectations well ahead of time</p> <p>Design the template for rapporteurs provided to session organizers</p> <p>Participate in briefings (electronically and on-site) with the Forum &amp; Rapporteur team</p> <p>Liaise with the <i>Congress Officer</i> and <i>Forum manager</i> to ensure that space and facilities/equipment needed by the team of rapporteurs (in the Plenary Hall and in the Secretariat offices) are in place</p>
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During Congress (on site)	<p>Coordinate the rapporteuring for the entire Forum, with highlights from Plenary events (Opening, High Level Dialogues, Conversation with..., etc.)</p> <p>Liaise with the Theme leaders to identify key topics and items from both the Thematic plenaries (x7) and the Conservation Action cafés (x7) that are relevant to each theme</p> <p>Manage the rapporteuring team recruited by IUCN, and assign rapporteuring tasks to each staff member in order to maximize the coverage.</p> <p>Collect and summarize the inputs from rapporteurs provided by session organizers for Thematic stream sessions, campus sessions and speaker pitches.</p> <p>Maintain and oversee a fully backed-up, electronic archive of rapporteur notes from the Forum.</p> <p>Trouble-shoot logistical or technical issues, by liaising with the appropriate staff members in other support teams.</p> <p>Report back on High level Forum messages and outcomes at the Members' Assembly</p>
After Congress	<p>Finalize the text of the Forum outcomes in English immediately after the Congress, in consultation with the IUCN Theme Leaders, Forum team, Assistant rapporteurs, and others, as necessary.</p> <p>Support the finalization of the outcomes document in English.</p>

## Dates and expected commitment

	Start date (dd.mm.yy)	End date (dd.mm.yy)	Estimated workload during the indicated interval
Before Congress	15 February 2020	9 June 2020	2-3 days
On site	11 June 2020	16 June 2020	10-12 hours / day
After Congress	18 June 2020	15 September 2020	3 days

## Selection criteria

### Requirements

1. Proven track record of rapporteuring for large, multi-session international events (7-10 years experience is a minimum);
2. Excellent leadership skills: Demonstrated ability to manage a small team of rapporteurs
3. (senior professional with experience in the fields of nature conservation, environment, sustainable development, or related areas etc.;
4. Exceptional interpersonal, motivational and organizational skills;
5. Ability to maintain a clear overview, to stay calm under pressure, and prioritise effectively to meet tight deadlines;
6. Ability to analyse, summarise and coherently report on diverse perspectives in an objective manner Superior English writing and oral communication skills.

### Desired skills

1. Track record of publications in a related field (either in writing or copy-editing capacity)
2. Fluency in, or knowledge of, French and/or Spanish
3. Familiarity with the various IUCN Constituent parts including the Programmes, units, and others (Secretariat, Commissions and Members)

## Selection process

Proposals will be assessed by the Forum Team and Congress Director. They should be submitted electronically to: [Congressforum@iucn.org](mailto:Congressforum@iucn.org)

Proposals must include:

- A recent CV
- Key references and publications
- A brief description of the methodology to be used for documentation (e.g. templates for reporting back on high level sessions, template for the outcome document, archiving and distribution, etc.)
- A brief description of the methodology to be used for optimal allocation of the 7 dedicated IUCN assistant rapporteurs and the consolidation of reports delivered by rapporteurs provided by session organizers.
- A succinct timeline with key milestones
- A consolidated total cost for services provided, labeled in CHF (Swiss Francs), with and without taxes.

Selected proposals may require additional information, in which case the Forum team will get in touch with vendors directly at the provided contact details.

## Deadline for submission

Proposals must be submitted by **Friday 24 January 2020** at Midnight (12:00 AM) GMT +1. Proposals submitted after the deadline will not be considered.