Terms of Reference – Support to the Green List process in Zambia

**Project:** Trilateral Cooperation (Germany, China, Zambia): Fair and effective protected area management for sustainable development – working together towards global standards

**Background:**
Ministry of Tourism and Arts through the Department of National Parks and Wildlife (DNPW) is participating in the Trilateral Cooperation Project by Germany (BMZ) and China (NFGA) and Zambia which aims at improving the quality of protected area management and governance through the implementation of the ‘IUCN Green List of Protected and Conserved Areas’. An Expert Assessment Group for the Green List (EAGL) has been established to implement this certification process at national level, which will benefit four protected areas (North Luangwa National Park, Kafue National Park, Bangweulu Game Management Area, Simalaha Community Conservancy).

**Major responsibilities:**
The main mission is to support the DNPW in establishing and accompanying the Green List process in Zambia.

**Specific duties:**
i) Coordination support to DNPW
   - Accompany the project implementation and facilitate the contribution, coordination and participation of DNPW
   - Assist technical focal point of DNPW on institutional coordination:
     o Prepare, participate in and report on technical meetings (incl. technical steering), participate actively in work planning, propose actions towards effective project management and communication (incl. e.g. evaluation of working/planning documents),
     o Track implementation of project plans and commitments, and provide reports and updates on activities and events to DNPW and associated partners (GIZ, IUCN)
     o Actively contribute to preparation for exchanges with international partners (Namibia, China, IUCN, GIZ),
   - Knowledge management on behalf of DNPW: track progress, synthesize and systematize lessons learnt and good practices, collect and systematize (learning) resources for institutional memory
ii) EAGL administrative support
- Support the organization of EAGL training workshops
- Support of coordination of the EAGL Zambia and organize all the activities including the logistics for the evaluation of the sites and the support to the mentors

The consultant will work closely with the IUCN Green List Regional Coordinator based in South Africa.

Deliverables:
We require the following deliverables: quarterly and final activity reports, meeting minutes, communication on project outcomes, contribution to action plans as necessary (if certain Green List indicators are not fully met).

Timeframe:
Upon signature – August 31 2021 (4 months), with possibility of renewal

Budget:
20,000 CHF

Requirements

- Education;
  Good academic profile (Degree in a relevant subject; MSc level preferred, but not essential provided the candidate has strong relevant skills and experience)

- Work Experience;
  At least five years in management and administration of projects preferably in the field of environment, including organization of meetings, technical reporting, monitoring and evaluation.
  Previous experience working with a wide range of conservation practitioners from field to senior government manager levels;
  Demonstrated ability to work as part of a team;
  Experience in capacity building activities related to biodiversity conservation.
  Experience with sustainability standards / certification an advantage
  Good computer skills

- Language Proficiency;
  Fluency in written and spoken English is a must

Application closing date and time

Consultants must submit their applications including CV and cover letter to IUCN no later than Midnight CET time on May 2, 2021 by e-mail to: thierry.lefebvre@iucn.org
The subject heading of the e-mail shall be Support to the Green List process in Zambia. Electronic documents are to be submitted in PDF format.