



# Terms of Reference

## Research and Policy Consultant

### I. Background

The Research and Policy Consultant will support the Washington DC-based Forest and Grasslands Team (FGT) in developing policy-oriented and science-based knowledge products, building on existing drafts and preliminary sources. This work is connected to The Restoration Initiative (TRI), a GEF-funded programme led by IUCN, together with FAO and UNEP, with 10 projects in 9 Asian and African countries and 1 global support project. See [website](#).

### II. Objectives

This consultancy will help generate strategic knowledge products on policy and science, as listed in section III. Moreover, this Consultancy will analyse countries' progress report data to present core indicators reporting in a dashboard + byproducts for external audiences and through other summary materials to showcase programme-level impact across policy, finance, best practices and implementation components.

The Consultant, operating from their home office, will collaborate closely with the IUCN TRI Program Coordinator. They will also engage with program partners from IUCN, FAO, and UNEP, as well as country teams, to ensure the design and content of deliverables are informed by all relevant parties.

### III. Deliverables and activities

The consultant will be responsible for the following:

1. A PANORAMA Solutions in-focus publication on TRI policy impacts
  - Similar to other PANORAMA in-focus publications (see example [here](#)), a ~30-page publication based on the 10 PANORAMA Solutions from [TRI policy impact published in 2023](#). The main substantial contribution from the consultant will be to develop a 'roadmap section' (~5 pages) that presents a comparative analysis of the TRI PANORAMA solutions to distil trends, key elements of success, and lessons learned (also based on previous TRI policy publications, see [here](#) and [here](#)). Further, the consultant will summarise the 10 solutions published to follow the format of the PANORAMA in-focus publications. Consultations with country teams might be needed to gather the latest policy developments, as needed.
  - A web story and a slide deck to present the publication to external audiences at events and online.
  - The launch of this publication is expected at CBD COP16.
2. The Program Progress Report 2024
  - Based on country and global projects 2024 Project Implementation Reports, the Consultant will develop the following deliverables:
    - A visually compelling dashboard based on core indicators performance across country projects and, as byproducts, a PDF and slide deck (see core indicators [here](#)). The consultant will propose the software to be used for the dashboard.

- 3-4 Impact Briefs that highlight the achievements of the TRI program across its components of policy, monitoring, finance, best practices and FLR implementation on the ground. The briefs will present a numerical analysis and a summary of impacts.
  - Consultation with the country and the global teams might be needed to cross-check information from the reporting.
3. Finalize knowledge products on the application of [STAR](#) in the Central African Republic + practical application of STAR in countries.
- Based on advanced drafts, finalise the fact sheet of the findings of the STAR application in CAR (~ 4-page draft) and a knowledge brief on the practical application (policy and decision making) of [STAR findings in Kenya and Cameroon](#) (~11-page draft). Interviews with country teams and IUCN experts might be needed to complete the reports.

## IV. Timeline for deliverables and consultancy

The consultancy is anticipated to run from July 2024 until December 2024.

Deliverable	Description	Deadline for final versions
PANORAMA Solutions in-focus publication	A communications strategy in the last year of the TRI global support project. To be launched at CBD COP16	September 15 <sup>th</sup>
Web story and slide deck based on the PANORAMA Solutions publication	To be ready to disseminate before CBD COP16	October 1 <sup>st</sup>
Dashboard based on core indicators performance, PDF and slide deck	To be ready to disseminate before UNCCD COP16	November 1 <sup>st</sup>
3-4 Impact Briefs	To be ready to disseminate before UNCCD COP16	November 10 <sup>th</sup>
CAR STAR assessment fact sheet	To be ready to disseminate before CBD COP16	August 30 <sup>th</sup>
Knowledge Brief on Practical Application of STAR Assessments in Kenya and Cameroon	To be ready to disseminate before CBD COP16	September 30 <sup>th</sup>

## V. Budget and payment schedule

The budget for this consultancy is for a maximum of USD 15,000.

The consultant is expected to conduct the work within an estimated 75-100 working days between July and December 2024 with the FGT, partners of TRI and relevant stakeholders. The consultant shall submit an invoice according to the schedule of payments described below:

1. 25% upon signature
2. 35% upon the deliverables as per the timeline above, including a summary of deliverables, September 30<sup>th</sup>, 2024.
3. 40% upon the completion of the remaining deliverables as per the timeline above, and all tasks and delivery of all relevant deliverables and reports, 31 December 2024

The consultant will be responsible for all taxes related to this agreement.



## VI. Skills and experience

The individual consultant should have the following qualifications and expertise:

- Degree in policy, environmental science or other related fields.
- A minimum of five (5) years of relevant working experience in developing research and data analysis with published work to demonstrate such experience. (Required)
- Knowledge of forest and landscape restoration or other sustainable ecosystem management approaches.
- Ability to succinctly compile large amounts of information into a coherent document for conservation practitioners and government officials.
- Excellent facilitation and coordination skills, with the ability to manage the timely and effective delivery of quantity and quality work on time.
- Strong communication and presentation skills and an ability to prepare appropriate and timely reports to various audiences and cultures.
- Excellent time management skills, including working effectively under pressure and meeting tight deadlines.
- Excellent writing and speaking literacy in English (French is an asset).
- Proven ability to liaise and work with various stakeholders, including government agencies, the private sector, and local communities, and in support of regional and national institutions.
- A team player able to contribute effectively to collaborative issues, and to demonstrate innovation and leadership.
- A good understanding of IUCN's mission and a general attitude of serving others.

## VII. Supervision and coordination

The consultant will report to and work under the supervision of the TRI Global Manager.

Please submit your Resume, samples of previously published work relevant to this consultancy, a detailed timeline to implement the deliverables listed in sections III and V, and a detailed costing of such deliverables using the Request for Quotation (see next page) to [Adriana.vidal@iucn.org](mailto:Adriana.vidal@iucn.org) by June 13<sup>th</sup>, 2024.



# REQUEST FOR QUOTATION

IUCN is a membership Union composed of both government and civil society organisations. It harnesses the experience, resources and reach of its more than 1,300 Member organisations and the input of more than 13,000 experts. IUCN is the global authority on the status of the natural world and the measures needed to safeguard it.

We kindly request your best quotation for the below items.

**THIS IS NOT A PURCHASE ORDER.**

IUCN may, unless you expressly stipulate to the contrary, accept whatever part of the offer that we so wish.

<b>Date RFQ sent out:</b>	May 23 <sup>rd</sup> , 2024	<b>Date quotation due back:</b>	By June 13 <sup>th</sup> , 2024
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<b>SUPPLIER NAME:</b>		<b>RETURN QUOTATION TO:</b>	
<b>Contact name</b>		<b>Contact name</b>	Adriana Vidal
<b>E-mail</b>		<b>E-mail</b>	<a href="mailto:adriana.vidal@iucn.org">adriana.vidal@iucn.org</a>

<b>Date items required by:</b>	Different dates as indicated in the ToRs
<b>Delivery address:</b>	Online
<b>Delivery method (if applicable):</b>	
<b>Payment terms:</b>	See ToRs

				For supplier to fill in:		
				Currency:		
Line item no.	Description of Goods / Services (add attachment for technical specification if very detailed)	Unit	Quantity required	Unit Price	Total Price	Comments
1				0.00	0.00	
2				0.00	0.00	
3				0.00	0.00	



4				0.00	0.00
5				0.00	0.00
6				0.00	0.00
7				0.00	0.00

Add more lines to the RFQ if required

<b>Subtotal</b>	0.00
<b>Delivery charge (if applicable)</b>	
<b>Other charges (if applicable)</b>	
<b>TOTAL</b>	0.00

<b>Additional information required from supplier:</b>	
[1] Quote validity period	

Please note that IUCN is exempt from value-added tax.