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| **CONTRACT REFERENCE NUMBER** |  |
| **PROJECT NUMBER** | **P04285** |
| **AWARD NUMBER** | **AVRO-00084** |

CONSULTANCY AGREEMENT

(the “Agreement”)

**between**

**IUCN, International Union for Conservation of Nature and Natural Resources**, an international association established under the laws of Switzerland, with its World Headquarters located at Rue Mauverney 28, 1196 Gland, Switzerland (hereafter “**IUCN**”),

**and**

[Full name of the Consultant], whose passport number: [------------], domiciled at [Full address]; Telephone number: [--------]. Email: [[--------------------]](mailto:kariemomar@gmail.com) (hereafter “Consultant”).

IUCN and the Consultant shall be referred to herein individually as a “Party” and together as the “Parties”.

**PREAMBLE**

**Whereas** the mission of IUCN is to influence, encourage and assist societies throughout the world to conserve the integrity and diversity of nature and to ensure that any use of natural resources is equitable and ecologically sustainable;

**Whereas** IUCN has received a donation from **Global Affairs Canada** (hereafter the “Donor”) to implement the Project **Enhancing Climate Resilience of Biodiversity Hotspots in Jordan** (the “Project”) and wishes to benefit from certain skills and abilities of the Consultant with the aim of providing IUCN with assistance and support in **Consultancy to conduct Management Effectiveness of Jordan Protected Areas Network**

**Whereas** the Consultant has represented to IUCN that it has the required expertise and experience;

**Now therefore** the Parties agree as follows:

* 1. **SERVICES**
  2. The Consultant will conduct a **Consultancy to conduct Management Effectiveness of Jordan Protected Areas Network** and perform the tasks and deliver the deliverables no later than the agreed deadline(s) as set out in the terms of reference attached as Annex I (the “Services”).
  3. IUCN reserves the right to request any reports (progress, financial or otherwise additional to those required under the Agreement), which could be considered to be reasonably required to evidence satisfactory performance under the Agreement. All financial records and other relevant documents relevant to or pertaining to this Agreement may be subject to inspection and/or audit at the discretion of IUCN or of the Donor. The Consultant agrees to allow IUCN or Donor's auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. In the event of inspection or audit, IUCN or Donor shall provide the Consultant reasonable prior written notice.
  4. The Consultant shall not subcontract the Services to third parties without the prior written consent of IUCN. However, the Consultant may under his/her own responsibility use the services of others provided such services are of an auxiliary or clerical nature.
  5. **TERM**

This Agreement comes into effect on **upon its signature by both Parties** (the “Effective Date”) and will expire on **31st of March 2024** (the “Expiration Date”).

* 1. **INDEPENDENT STATUS**
  2. The Consultant acknowledges that he/she is engaged as an independent contractor and shall perform under his/her sole responsibility. Nothing in this Agreement shall render the Consultant an employee, agent or partner of IUCN and the Consultant will not hold himself/herself out as such.
  3. The Consultant shall have no authority to enter into contracts or to incur any other legally binding commitment on behalf of IUCN.
  4. The Consultant shall not hold himself/herself out or permit himself/herself to be held out as having authority to do or say anything on behalf of or in the name of IUCN.
  5. **OBLIGATIONS**

4.1 The Consultant shall carry out his/her duties in an expert and diligent manner and to the best of his ability; he/she shall promptly and faithfully comply with all lawful and reasonable requests which may be made by the IUCN Contact Person.

4.2 The Consultant shall give written or oral advice or information regarding the execution of the Services as and when required by IUCN.

4.3 In the case of illness, accident or a case of Force Majeure as described under clause 16.3 preventing him/her from performing the Services, the Consultant shall promptly notify IUCN in writing of such impediment.

* 1. **REMUNERATION**
  2. As full remuneration for the Services performed under the terms of this Agreement, IUCN shall pay the Consultant a fixed and firm lump sum of [**currency/amount in numbers (amount spelled out in letters)**] (“the Remuneration”) based on **30** days of work at a daily rate of [daily rate] as follows:
     1. A first instalment of [currency/amount in numbers (amount spelled out in letters)] corresponding to 20% of the Remuneration upon submitting and approval of the inception report (D1) mentioned in Annex 1: Inception report: including literature review, workplan, methodology); together with a first invoice;
     2. A second instalment of [currency/amount in numbers (amount spelled out in letters)] corresponding to 30% of the Remuneration upon submitting and approval of D2 & D3 mentioned in Annex 1: Situation analysis and gap assessment including Ecosystem representation and gaps in the PA system. (Report covering ecosystem representation and gap analysis); and presentation of the corresponding invoice;
     3. A third instalment of [currency/amount in numbers (amount spelled out in letters)] corresponding to 30% of the Remuneration upon submitting and approval of D4 mentioned in Annex 1: Marxan Scenarios for revising the PA network including the design of connectivity corridors. (Report covering the 3 scenarios for reviewing the PA network and the design of connectivity conservation proposal for Jordan PAs at the wider regional landscape level / maps and GIS layers resulting from the connectivity conservation design); and presentation of the corresponding invoice; and
     4. A third and last instalment of [currency/amount in numbers (amount spelled out in letters)] corresponding to remaining 20% of the Remuneration upon submitting and approval of D5, satisfactory and timely completion and IUCN written acceptance of all Services as specified in Annex I. The final invoice must be submitted no later than [insert the no. of days e.g. 30 days] after IUCN’s written acceptance of all Services or after the Agreement end date whichever is later
  3. The Consultant must submit a valid invoice quoting the Contract Reference Number and number of the instalment for each payment to be made.
  4. If the tasks defined in the Agreement are not fulfilled to the satisfaction of IUCN within the requested time limit, IUCN reserves the right to withhold any further payments and recuperate any funds already paid for unfulfilled Services.

* 1. IUCN shall make payments to the Consultant’s bank account (to be opened in the name of the Consultant in the place where Consultant is established or where the Services are provided) as follows:

Complete Account name: [xxx]

Account type and currency: [xxx]

Bank name: [xxx]

Bank address: [xxx]

Account No.: [xxx]

SWIFT Code or other bank routing code: [xxx]

IBAN No: [xxx]

* 1. The Consultant shall bear bank charges for international wire-transfers (namely from the Consultant’s bank or any intermediary banks) associated with any transfer of funds that IUCN may make hereunder.
  2. Funds that remain unused at the Expiration Date or termination date of this Agreement must be returned to IUCN within sixty (60) days following either of such dates, as applicable.
  3. **TRAVEL EXPENSES**

Not Applicable

* 1. **CONSULTANT’S WARRANTIES AND UNDERTAKINGS**
  2. The Consultant undertakes to IUCN that he/she will duly pay the tax and national insurance contributions (such as but not limited to contributions to the social security system) which are due from him/her whether in Switzerland or elsewhere in relation to the payments to be made to him/her by IUCN pursuant to this Agreement.
  3. The Consultant warrants that his/her performance of the Services under the terms of this Agreement will not infringe on the rights of any third party or cause him/her to be in breach of any obligation towards a third party.
  4. The Consultant shall maintain at its sole expense liability and any other relevant insurance covering the performance of this Agreement. IUCN may require the Consultant to provide a certificate of insurance evidencing such coverage.
  5. The Consultant represents and warrants that no part of the Remuneration shall be provided to, or used to support, individuals and organizations associated with terrorism as identified on any sanction list published by the European Union, the United States Government, the United Nations Security Council or other relevant agency or body.
  6. **CONFIDENTIALITY**
  7. The Consultant will not disclose or use, at any time during or subsequent to this Agreement, any confidential information of IUCN or any other non-public information relating to the business, financial, technical or other affairs of IUCN except as required by IUCN in connection with the Consultant’s performance of this Agreement or as required by law. In particular, but without prejudice to the generality of the foregoing, the Consultant shall keep confidential all Intellectual Property and know-how disclosed to him/her by IUCN, which becomes known to him/her during the period of this Agreement or which he/she develops or helps to develop in providing the Services to IUCN.
  8. The Consultant may communicate confidential information only to those of its employees who are directly and necessarily involved in the performance of this Agreement or who are bound to the Consultant by obligations no less stringent as the ones mentioned in this Agreement.
  9. The Consultant shall:
     1. not disclose to third parties (including news and social media) without express prior written consent of IUCN the contents of this Agreement and the results of work performed as part of the provision of the Services;
     2. disclose know-how and other confidential information of IUCN which is provided by IUCN to the Consultant for the purpose of carrying out the Services only to those persons necessary to accomplish the Services and only to the extent necessary for the proper performances of the Services or to persons bound to the Consultant by obligations no less stringent as the ones mentioned in this Agreement.
  10. The Consultant agrees to immediately notify IUCN in writing if he/she becomes aware of any disclosure in breach of the obligations of this clause 8. The Consultant shall be responsible for any breach of these obligations by its employees or subcontractors. The Consultant will take all steps necessary to prevent further disclosure.
  11. **PROPERTY OF RESULTS**

1. All notes, memoranda, correspondence, records, documents and other tangible items made by the Consultant in the course of providing the Services will be and remain at all times the property of IUCN. At any time, even after the termination of this Agreement, the Consultant shall, upon request, promptly deliver to IUCN all such tangible items which are in his/her possession or under his/her control and relate to IUCN, its business affairs and clients and/or the Services.
   1. **INTELLECTUAL PROPERTY**
   2. Intellectual Property rights are any and all rights and prerogatives, registered or not, arising from the Swiss and international legislation on the protection of notably patents, design, trademark, as well as know-how and trade secrets.
   3. Pre-existing Intellectual Property (“Pre-existing Rights”) of a Party means any rights, title and interests in, to and under any and Intellectual Property that have been conceived or developed by such Party prior to the Effective Date or that is conceived or developed by such a Party at any time wholly independently of the implementation of this Agreement. Subject to the rights and licenses expressly granted under this Agreement, each Party shall retain ownership of its Pre-existing Rights. The Consultant hereby grants to IUCN a non-exclusive, worldwide, perpetual, royalty free, sub-licensable license to use Pre-existing Rights incorporated in the Services. The Consultant shall ensure that it has obtained all the rights to use any Pre-existing Rights belonging to third parties that are necessary to implement this Agreement.
   4. All Intellectual Property rights, including copyright, in the Services produced under this Agreement are vested in IUCN and the Consultant hereby assigns and agrees to assign to IUCN, with full title guarantee, all rights in and to any Intellectual Property resulting from the implementation of this Agreement for the full duration of such rights, including, without any limitations, the right to use, publish, license, translate, sell or distribute, privately or publicly, any item or part thereof wherever in the world enforceable.
   5. The Consultant confirms that IUCN shall have all rights of development, manufacture, promotion, distribution and exploitation in relation to the projects undertaken and products developed in the course of the provisions of the Services and the Intellectual Property created or arising from the provision of the Services.

10.5 Neither Party shall have the right to use the other Party’s name, logo and/or other trademarks in any medium and for whatever purpose without the other Party’s prior written consent in each instance of use.

* 1. **LIABILITY AND INDEMNITY**

11.1 The Consultant agrees to indemnify and hold IUCN harmless from any and all losses and damages that IUCN may incur as a result of Consultant’s actions or omissions in rendering the Services or the breach of any of the Consultant’s obligations contained in this Agreement.

* 1. **COMMUNICATION AND NOTICES**

All correspondence and notices in connection with the implementation of this Agreement must be directed as follows:

|  |  |
| --- | --- |
| **IUCN Contact Person** | **Consultant Contact Details** |
| **Natalia Boulad**  Programme Manager  Protected areas, Biodiversity and World Heritage Programme /IUCN-ROWA  **Address**: Abdel Latif Salah street, bldg. 29, P.O. Box 942230 Amman 11194, Jordan  Tel: +962 6 554 6912/3/4; Fax: +962 6 554 6915; Mob: +962 777 888 182  Email: [Natalia.Boulad@iucn.org](mailto:Natalia.Boulad@iucn.org) | [name]  [title]  [address]  [phone]  [email] |

In case the Contact Person is being changed, the authorized representative of each Party shall notify the other Party in writing (email accepted).

* 1. **ETHICS, FRAUD AND CORRUPTION**

13.1 The Consultant shall comply with the principles and expected standards of conduct equivalent to those stipulated in Section 4 of the Code of Conduct and Professional Ethics for the Secretariat, available at <https://www.iucn.org/downloads/code_of_conduct_and_professional_ethics.pdf>, which by signing this Agreement, the Consultant confirms it has reviewed and accepted.

13.2 The Consultant shall take all necessary measures to prevent any situation where the impartial and objective implementation of the Agreement is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest.

13.3 The Consultant represents and warrants that there are no potential or actual conflicts of interests in relation to the implementation of this Agreement. If, during the course of this Agreement, the Consultant becomes aware of facts which constitute or may give rise to a conflict of interest, the Consultant shall promptly inform the IUCN Contact Person in clause 12.1 in writing, without delay. The Consultant shall immediately take all the necessary steps to rectify this situation. IUCN reserves the right to verify that the measures taken are appropriate and may require additional measures to be taken within a specified deadline.

13.4 The Consultant shall take all necessary precautions to avoid fraud and corrupt practices in implementing this Agreement. The Consultant shall comply with the standards of conduct equivalent to those stipulated in IUCN's Anti-fraud Policy, available at <https://www.iucn.org/downloads/anti_fraud_policy.pdf>, which by signing this Agreement, the Consultant confirms it has reviewed and accepted.

13.5 The Consultant shall cooperate fully in any investigations linked to events under this clause which may be carried out by IUCN and/or the Donor and shall give access to all records (and to its staff if applicable) in the event that this is needed to support investigations of complaints of fraud or corruption. IUCN reserves the right to take necessary legal action and/or terminate the Agreement in accordance with clause 16 if it determines that any fraud, corruption and/or unethical behaviour has occurred. Any repayment claim may also include interest, investment income or any other financial gain obtained as a result of the fraud.

* 1. **POLICY ON THE PROTECTION FROM SEXUAL EXPLOITATION, SEXUAL ABUSE, AND SEXUAL HARASSMENT (SEAH POLICY)**

The Consultant will comply with the principles and standards of protection equivalent to those stipulated in the SEAH Policy available at <https://www.iucn.org/sites/dev/files/seah_revised_version_2020apr27.pdf>

* 1. **PROCESSING OF PERSONAL DATA**

15.1 Personal Data is any information relating to an identified or identifiable individual, unless otherwise defined under applicable law. The Parties commit themselves to respect applicable data protection laws and regulations and process Personal Data in accordance with the terms of this Agreement.

15.2 IUCN may share Personal Data of the Consultant with the Donor and other IUCN partners strictly involved in the implementation of the Project. The Consultant will have the right of access its Personal Data and the right to rectify any such Personal Data held by IUCN. If the Consultant has any queries concerning the processing of Personal Data, it shall address them to IUCN using the online form located at (https://portals.iucn.org/dataprotection/requestform).

15.3 IUCN may in the course of performance of this Agreement provide the Consultant with Personal Data. The Consultant shall limit access and use of Personal Data to that strictly necessary for the performance of this Agreement and shall adopt all appropriate technical and organizational security measures necessary to preserve the strictest confidentiality and limit access to Personal Data.

15.4 Where the Consultant engages another processor for carrying out specific processing activities on behalf of IUCN, the same data protection obligations as set out in this Agreement and the applicable law shall be imposed on that other processor by way of an agreement. Where that other processor fails to fulfil its data protection obligations, the Consultant shall remain fully liable to IUCN for the performance of that other processor’s obligations.

15.5 Where Personal Data is transferred to a country that has not been deemed to provide an adequate level of protection for Personal Data or to an International Organization within the meaning of Regulation (EU) 2016/679, the Consultant shall ensure that appropriate safeguards in accordance with applicable law are provided.

15.6 The Consultant shall promptly, and in any case within twenty-four (24) hours inform IUCN through the online form located at (https://portals.iucn.org/dataprotection/requestform), if it determines and/or discloses to a competent public authority and/or affected data subjects that a Personal Data breach has occurred.

* 1. **TERMINATION**
  2. Termination for cause

16.1.1 IUCN reserves the right to terminate this Agreement in whole or in part, upon written notice with immediate effect in the event that the Consultant:

1. has falsified or provided inaccurate, incomplete or misleading information in any documentation provided to IUCN;
2. defaults in carrying out any of its obligations under this Agreement;
3. has engaged in illegal acts, including, without limitation fraudulent or corrupt actions as defined in Code of Conduct and Professional Ethics for the Secretariat and IUCN's Anti-fraud Policy (hereafter referred to as a “Fraud”);

16.1.2 If it is determined that the Consultant has committed Fraud in competing for or in the performance of this Agreement, all expenditures incurred under this Agreement shall be undue and the Consultant shall promptly reimburse IUCN for all expenditures incurred in the performance of this Agreement.

* 1. Termination for lack of Donor funds

IUCN shall have the right to terminate this Agreement with immediate effect and without any liability for damages to the Consultant in case the agreement between IUCN and the Donor is terminated and/or the Remuneration funds become unavailable to IUCN.

* 1. Termination for force majeure

16.3.1 The performance of this Agreement by either Party is subject to acts of God, war, government regulations, epidemics, pandemics, disaster, strikes (excluding strikes of respective Parties’ personnel), civil disorders, curtailment of transportation facilities, or other emergencies making it illegal or impossible for either Party to perform its obligations (“Force Majeure Event”). The Party subject to a Force Majeure Event shall promptly notify the other Party of the occurrence and particulars of such Force Majeure Event, including how it impacts the performance of its obligations under this Agreement. The Party so affected shall use diligent efforts to avoid or remove such causes of non or delayed performance as soon as is reasonably practicable.

16.3.2 This Agreement may be terminated unilaterally without compensation for any one or more of the foregoing reasons by written notice from one Party to the other.

16.3.3 Notwithstanding the above, the Parties may agree to a suspension or an extension of the Agreement as deemed appropriate. Upon termination of the Force Majeure Event, the performance of the suspended Services shall without delay recommence.

16.3.4 The Party subject to the Force Majeure Event shall not be liable to the other Party for any damages arising out of or relating to the suspension or termination of Services by reason of the occurrence of a Force Majeure Event, provided such Party complies with all the requirements under this clause 16.3.

* 1. Effects of Termination

In the event of termination under this clause, IUCN shall pay the Consultant any outstanding Remuneration in respect of Services performed by the Consultant up until the effective date of termination, it being understood that the total amount payable by IUCN to the Consultant shall not exceed the Remuneration stated in article 5 of the Agreement. The Consultant shall within thirty (30) days of termination, and at IUCN’s request:

* + 1. to the extent possible, complete the Services subject to the Remuneration made available until the date of termination and stop all ongoing activities;
    2. refund to IUCN any advance payments received in excess of the total expenditure incurred as evidenced in the invoices submitted to IUCN,
    3. reimburse IUCN for any expenditures made in breach of the terms of this Agreement; and
    4. submit final technical and financial reports and any other materials, deliverables, works or other outputs created as at the date of termination under this Agreement.
  1. **APPLICABLE LAW AND DISPUTE RESOLUTION**

17.1 The performance and interpretation of this Agreement will be subject exclusively to the laws of Switzerland, excluding its conflict of laws principles.

17.2 Any dispute arising out of or in relation with this Agreement that cannot be resolved amicably by the Parties or by way of mediation shall be submitted to the competent courts of Lausanne, Switzerland.

* 1. **GENERAL PROVISIONS**

18.1 This Agreement is the complete understanding between IUCN and the Consultant and replaces all other agreements and understandings in reference to the subject matter of this Agreement.

18.2 Any modification or amendment of this Agreement shall be in writing and shall become effective if and when signed by both Parties.

18.3 This Consultancy Agreement is non-exclusive. IUCN is free to consult other experts in the Consultant’s field of specialization.

18.4 This Agreement is personal to IUCN and the Consultant, and neither Party may sell, assign or transfer any duties, rights or interests created under this Agreement without the prior written consent of the other.

18.5 Either Party waives all and any rights of set-off against any payments due hereunder and agrees to pay all sums due hereunder regardless of any set-off or cross claim.

18.6 All provisions that logically ought to survive termination of this Agreement shall survive.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same Agreement. The Parties agree that the signed counterparts may be delivered by e-mail in a ".pdf" format data file or electronic signature (e.g., DocuSign or similar electronic signature technology) and thereafter maintained in electronic form, and that in this case such signature shall create a valid and binding obligation of the party executing with the same force and effect as if such ".pdf" or electronic signature page were an original thereof.

**Signed on behalf of**:

**IUCN, International Union for [full name of OTHER PARTY]**

**Conservation of Nature and**

**Natural Resources**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dr. Hany Al-Shaer [Name of representative]**

**Regional Director IUCN ROWA [Position of representative]**

**ANNEXES**

**Annex 1: Terms of References (TOR)**

**TERMS OF REFERENCE**A blue circle with black text

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|  |  |  |
| --- | --- | --- |
| Title of Assignment | Consultancy to conduct Management Effectiveness of Jordan Protected Areas Network | |
| Location | **Jordan Protected Areas** | |
| Project | **Enhancing Climate Resilience of Biodiversity Hotspots in Jordan** | |
| Duration | **4 months** | |
| **From:** Upon signing contract | **To: 31st of March 2024** |

**Background**

The initiative "Enhancing Climate Resilience of Biodiversity Hotspots in Jordan'' aims to improve the resilience to the adverse impacts of climate change on vulnerable ecosystems and vulnerable communities dependent on natural resources for their livelihoods. Protected areas, when well designed, well-connected, and effectively managed, deliver important ecosystem services to human populations in general, and specifically to neighbouring communities. In Jordan, local communities living around protected areas are benefiting from employment opportunities, eco-tourism development options, the provision of healthy rangelands, medicinal plants, and the development of socio-economic projects that provide economic benefits. Climate change is one of the major threats to biodiversity, accelerating the loss of species, degradation of habitats, and the well-being of local communities, while well-designed protected areas are one of the main Nature-based Solutions to mitigate the impacts of climate change, sustain ecosystem services for human societies, and to generate economic benefits for local communities that rely heavily on them.

The ecosystem vulnerability assessment conducted through Jordan's Third National Communication (TNC) Report showed that forests and water ecosystems are among the most vulnerable, highlighting the priority needed to perform adaptation interventions within these two kinds of ecosystems. (<http://www.moenv.gov.jo/ebv4.0/root_storage/ar/eb_list_page/jordans_third_national_communication_report-0.pdf>). The TNC proposed to adopt a national-wide protected area system using diverse conservation governance forms, including protected areas (PAs), "Hima" and special conservation areas (SCAs) that empower local communities to conserve natural resources and improve their livelihoods by enhancing their adaptive capacity, in addition to involving them in restoration actions of degraded ecosystems and encouraging the establishment of community forests to control soil erosion. Currently, Jordan’s protected areas network covers only 5.3% of the country, while the international conservation community is trying to promote the adoption of the 30x30 initiative by conserving 30% of terrestrial and marine ecosystems globally by 2030. (<https://www.mdpi.com/2073-445X/11/1/56>). Critical gaps in the current national network of protected areas include the lack of integration of the current and projected impacts of climate change on ecosystems, as well as the lack of comprehensive representation of some ecosystems.

Based on this, the project will contribute to enhancing the resilience of vulnerable ecosystems and vulnerable communities on two geographic scales:

1. National scale: by aiming to increase the "percentage of critical climate-vulnerable ecosystems within the National Protected Areas Network". The project will also integrate climate change metrics into the design of the protected areas management effectiveness tracking tools to help track and achieve an effective protected areas network that is better resilient to the impacts of climate change.
2. Sub-national scale: by applying pilot interventions in Shoubak and Petra Districts from Ma'an Governorate southern Jordan that aim to achieve "increased areas of restored forest ecosystems in Shoubak and Petra southern Jordan", and an "increased percentage of women, youth and marginalized groups engaged in and benefiting from the implementation of Nature-based Solutions in Shoubak and Petra districts". The project will focus on pilot interventions targeting forest ecosystems in Shoubak and Petra, in southern Jordan, which are some of the most vulnerable ecosystems. It also tackles the impact of climate change on vulnerable local communities, especially women, girls, and youth, sectors of society most affected by the degradation and reduced productivity of these ecosystems.

The project's ultimate outcome will result in conserved and sustained ecosystem services for the benefit of local communities dependent on protected areas and the ecosystems conserved through these protected areas, which will contribute to poverty reduction across all sites where protected areas exist. The project's pilot interventions, including Forest Landscape Restoration (FLR) and Nature-based Solutions (NbS) in the target locations in Petra and Shoubak, will have a direct impact on enhancing the livelihoods and income of vulnerable communities through an extensive capacity building program that will target women, girls, and youth, and by engaging them in the FLR and NbS activities. This will not only enhance their income but will also improve their skills to achieve sustainable financial income.

**Scope of Work and Objectives**

Under the supervision of the Protected Areas, World Heritage and Biodiversity Programme Manager at IUCN ROWA, the selected service provider shall contribute to and support the implementation of the following tasks related to the output “**Adapted toolkit for mainstreaming climate change and gender in protected areas management effectiveness tracking tools developed, tested, and published”**:

* Conduct situation analysis and gap assessment on protected areas management effectiveness tracking tools already applied for PAs in Jordan.
* Develop an adapted toolkit that integrates climate change and gender into the protected area management effectiveness tracking tools. The adapted toolkit should include at least one indicator on gender mainstreaming and one indicator on climate change impact to ensure that these aspects are well-integrated in PA management effectiveness tracking.
* The consultant shall follow a participatory approach and engage in consultations with the key stakeholders, like Ministry of Environment MoEnv, Royal Society for Conservation of Nature RSCN, Aqaba Special Economic Zone Authority ASEZA, and other key stakeholders and experts to agree on enhancing the indicators and adapting the toolkit.
* Test and apply the adapted gender responsive and climate sensitive Protected Areas Management Effectiveness Tracking Tools on Jordan’s 12 protected areas collaboratively with the PA management authorities, IUCN and MoEnv.
* Conduct an in-person training on the use of the adapted protected areas management effectiveness tracking tools for PA planners and practitioners. The training should be for 2-3 days including introductory theoretical sessions in addition to hands-on practical sessions for PA management teams and relevant practitioners.

The consultant shall ensure the delivery of the outputs and activities and shall refer to the activity description in the project PIP (version Sep. 2023).

**Deliverables**

The consultant shall submit the following to IUCN-ROWA:

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Subject** | **Deadline** |
| D1 | Inception report: including literature review, work plan and methodology. | 1 week after signing the contract (estimated workload: 2 days) |
| D2 | Report on the situation analysis and gap assessment on protected areas management effectiveness tracking tools (METT) used for PAs Jordan | 3 weeks after sending D1 (estimated workload: 4 days) |
| D3 | Adapted Management METT toolkit tailored to include climate change and gender indicators | 6 weeks after sending D2 (estimated workload: 11 days) |
| D4 | Report on applying the adapted PA METT to at least 12 protected areas in Jordan conducted in a participatory manner with PA managements. | 4 weeks after sending D3 (estimated workload: 7 days) |
| D5 | Workshop report upon conducting two in-person training programs on the use of the adapted protected areas management effectiveness tracking tools for PA planners and practitioners. | 3 weeks after sending D4 (estimated workload: 4 days) |

The consultant will have 2 working days to reply to the comments and feedback remarks on the above-mentioned deliverables by GAC or IUCN.

**Payment Schedule**

The consultant is expected to conduct the work within **4 months through** field visits, interviews, and consultation with the IUCN ROWA and relevant stakeholders as needed (an estimated total of **30 working days distributed over the 4 months**) to conduct the tasks. The consultant shall submit an invoice according to the schedule of payments described below:

1. 20% upon submission and approval of the inception report (D1)
2. 30% upon the completion and approval of the deliverable (D2 and D3).
3. 30% upon the completion and approval of deliverables (D4).
4. 20% upon the completion and approval of the remaining deliverable (D5) and all tasks and delivery of all relevant deliverables and reports.

If the consultant is subject to tax in the territory of Jordan in respect of the consideration received under this agreement, the consultant hereby acknowledges that IUCN is entitled to deduct 5% for residents of Jordan and 10% for residents outside Jordan, in addition to 1% as national contribution for non-residents, as income tax arising or made in connection with this agreement. Also, IUCN will deduct a 5% amount as administrative and review costs arising or made in connection with this agreement.

**Qualifications of a Successful Candidate**

IUCN is seeking qualified consultants with the following qualifications and expertise:

* MSc degree in ecology, environmental sciences, biodiversity conservation, or any other related fields. A PhD degree in the above-mentioned field would be an asset.
* Previous experience in the field of biodiversity conservation management and capacity building for PA managers.

Experience within the countries of the Mediterranean basin is highly valued.

* Extensive experience in conducting management effectiveness evaluations for protected areas in Jordan and/ or the region.
* Extensive understating of the different management effectiveness tracking tools, and experience in developing or adapting management effectiveness toolkits is preferred.
* Ability to compile large amounts of information succinctly into a coherent document for conservation practitioners and government officials.
* Experience with gender integration process in climate change
* Excellent facilitation and coordination skills, with the ability to manage the timely and effective delivery of both quantity and quality work on time.
* Strong communication and presentation skills and the ability to prepare appropriate and timely reports for a wide range of audiences and cultures.
* Mastery of editorial tools, database management and tech-savvy.
* Excellent time management skills, including an ability to work effectively under pressure and to meet tight deadlines.
* Excellent writing and speaking literacy in English (Arabic is an asset).
* Proven ability to liaise and work with a range of stakeholders including government agencies, the private sector, and local communities, and in support of regional and national institutions.
* Demonstrated commitment to achieving biodiversity conservation and livelihoods goals.

**Nature of penalty clauses in contracts**

If the requested deliverables are not submitted within the timeframe stated in this ToR, the payments will be withheld.

International Union for Conservation of Nature – Regional Office for West Asia (IUCN-ROWA) reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work or outputs are incomplete, not delivered, or for failure to meet deadlines. All materials developed will remain the copyright of IUCN, and IUCN will be free to adapt and modify them in the future.

**Important notes:**

1. All the deliverables from the consultant, whether reports, presentations, documents, etc., should include (IUCN, GAC), and the two institutions should be mentioned whenever an activity is mentioned.
2. Any pictures, figures, charts, etc. used in this consultancy must include the copyrights.
3. The final compiled reports for this assignment will need to follow IUCN’s visual identity and publication guidelines, which will be provided by IUCN.
4. All costs related to training including the training venue, catering, accommodation of the participants and trainers will be covered by IUCN. However, the consultant shall bear the cost of their international travel and accommodation in Amman except those related to training workshops and meetings if held outside Amman.