



**Terms of Reference**  
**Consultancy under LIFE4BEST ORs (LIFE18 PRE/BE/000004)**  
**Development of tutorials and training modules on the PCA self-assessment tool that**  
**will support sound design and planning**

**Protected and Conserved Areas Team**

**Issue Date: 08.01.2024**

**Closing date: 26.01.2024**

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**PART 1 – INSTRUCTIONS TO PROPOSERS**

**1.1. About IUCN**

The International Union for Conservation of Nature (IUCN) is a membership Union uniquely composed of both government and civil society organisations. It provides public, private, and non-governmental organisations with the knowledge and tools that enable human progress, economic development, and nature conservation to take place together.

Headquartered in Switzerland, IUCN Secretariat comprises around 950 staff in more than 50 countries. Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments, and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools, and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous people's organisations, and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development. Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems, and improve people's well-being.

[www.iucn.org](http://www.iucn.org)

<https://twitter.com/IUCN/>

**1.2 Declaration of Undertaking**

Please complete to the best of your knowledge and sign the annexed Declaration of Undertaking as part of IUCN's procedure.

**PART 2 – PROPOSAL CONDITIONS**

**2.1 Background**

LIFE4BEST is a project funded by the LIFE Programme of the European Commission (DG ENV), the French Biodiversity Agency (OFB), and the French Development Agency (AFD). It continues the BEST Initiative and is a direct continuation of the BEST RUP programme. The objective of LIFE4BEST is to support the conservation of biodiversity, the sustainable use of



natural resources and ecosystem services, including adaptation to climate change and the mitigation of its effects, in the 9 European Outermost Regions (EU ORs) grouped into 4 major geographical regions:

- **Amazonia:** French Guiana (France)
- **Caribbean:** Guadeloupe, Martinique, and Saint-Martin (France)
- **Indian Ocean:** Réunion and Mayotte (France)
- **Macaronesia:** the Azores and Madeira (Portugal), and the Canary Islands (Spain).

The grant mechanism took the form of 2 calls for proposals designed to provide effective support for small on-the-ground actions at the local and regional levels between 2019-2021. LIFE4BEST also aimed to increase the visibility of ORs as key contributors to achieving European and international biodiversity objectives.

## 2.2 Objectives

The primary objective of this consultancy is to develop different guidance and training materials about the use of the IBEX self-assessment tool and related technical knowledge, to capacitate Protected or Conserved Areas managers in using it.

This work is linked to the other consultancy, that consists in further developing the IBEX self-assessment tool.

## 2.3 Scope of Work

The activity will focus on the following key points:

- Compile and synthesize existing guidelines and papers on site values identification and on setting thresholds for monitoring these values;
- Develop training materials drawn from the available resources, that explains the theoretical background and describes the way to do it in practice, with examples;
- Develop a short hands-on guidance document and related tutorial(s) to explain what is the self-assessment tool for and how to use it.

## 2.4 Deliverables

The consultant is required to deliver the following:

- i. **Hands-on guidance and related tutorial(s):** A tutorial video that explains the purpose of the PCA self-assessment tool (including the NECO table), its scope, and how to use it step-by-step. A guidance document that compiles this information.
- ii. **Training modules:** Develop a training modules for Protected or Conserved Areas managers on identifying site values, their threats and ways to mitigate them, as well as setting thresholds. This module will be integrated into the Green List online advanced course.

These deliverables should be well-organized, clearly written, and supported by evidence and data where applicable. They will serve as valuable resources for site managers in EU ORs (and associated OCTs), enabling them to adapt their management plans and conservation priorities.

## 2.5 Timeframe



The assignment will last around 40 days within a period of three (3) months from the date of commencement. The consultant will provide a detailed time schedule for the task and cost for the delivery of the outputs.

## **2.6 Cost**

The cost of the consultancy should not exceed 20,000 €, including all the costs and taxes, if applicable.

## **2.7 Qualifications**

The consultant should have:

- A bachelor's or preferably master's degree in a relevant field such as environmental science, ecology, biodiversity conservation, or a related discipline.
- Proven experience (at least 10 years) in conducting research, analysis, and consulting in the field of biodiversity conservation, ecosystem management, or related areas.
- Demonstrated knowledge and experience on global standards for management effectiveness
- Proven ability to develop guidance and training materials
- Strong interpersonal and communication skills to build effective relationships with stakeholders.
- Excellent research and documentation skills, including the ability to review and synthesize a wide range of documentation and data effectively.
- Strong writing and reporting skills to produce clear and concise reports.
- A high level of analytical thinking and problem-solving ability to identify gaps, trends, and lessons learned from complex datasets and information.
- Capability to manage projects, meet deadlines, and deliver high-quality results in a timely manner.
- Familiarity with environmental policies, regulations, and best practices related to biodiversity conservation, and ecosystem services.
- Proficiency in English, and French an asset.
- The ability to work collaboratively with a diverse team of experts and stakeholders is essential.

## **2.8 Application**

The application must include 1) a cover letter outlining clearly how the candidate meets the requirements, 2) a detailed CV and 3) a technical and financial proposal of 2 pages maximum (total discounted quote for the assignment clearly broken down, including all the chargeable taxes and proposed Terms of payment), in a single PDF file.

Candidates are invited to submit their application no later than 26 January 2024 at midnight CEST by email to: [cecile.fattebert@iucn.org](mailto:cecile.fattebert@iucn.org). Please write Life4Best training consultancy in the subject heading.