



Call for Expression of Interest

IUCN World Commission on Protected Areas (WCPA)
Consultant – Young Professional Support to IUCN WCPA

Background

IUCN's World Commission on Protected Areas (WCPA) is the world's premier network of expertise on protected areas and other effective area-based conservation measures (OECMs) and is one of IUCN's seven Commissions, with more than 2000 members, spanning 140 countries. The Commission convenes a diverse constituency of volunteer experts, governments, indigenous partners, and civil society organizations to strengthen the management of conservation areas, including their contributions as natural solutions to address global environmental challenges such as climate change and disaster risk reduction. WCPA works by providing strategic advice to policy makers and practitioners to help strengthen capacity and investment in protected areas and OECMs. To effectively engage WCPA members and to deliver on our mandate, WCPA needs short-term support for Commission communications and other programmatic priorities. This contract seeks to assist with administrative and programmatic projects within the Commission while empowering a promising WCPA Young Professional by further engaging her in the work of the Commission.

More information on the [WCPA website](#).

The Young Professional Support must be based in Singapore to facilitate close collaboration with the Commission Chair, promote effective engagement with WCPA members, and drive successful delivery of our mandate in the region and beyond. Singapore's strategic location in Asia will also enable efficient coordination and outreach to other countries, making it the ideal hub for the consultant.

Description of services to be provided

Coordinating the Area-Based Conservation (ABC) WCPA Bulletin, including sourcing content for the newsletter on a quarterly basis (four a year), formatting and distributing the newsletter.

Supporting Specialist Groups and Task forces (OECMs SG, One Health TF, Climate Change SG, Sustainable Finance SG, GER Theme/SG, PADDD TF, and others as needed), including coordination work and supporting the development of technical/scientific publications and other knowledge and communication products



Designing WCPA visual assets including presentations, event posters and infographics, formatting reports Research projects related to the WCPA mandate.

Tracking WCPA resolution progress

Tracking and analysing the development of WCPA publications/knowledge products, events, comms products, and other workshops for the WCPA annual report

Contract Term

Start Date: April 1st, 2024, End Date: April 1st, 2025 (1 year)

Selection Criteria

- Educational background and experience that fits the TOR requirements.
- Knowledge and experience in OECMs, PAs and issues related to area-based conservation.
- Strong ability to prioritize, focus on key projects such as website and membership, and timely implement WCPA priorities.
- Ability to manage frequent and timely communication in diverse time zones, including periodic work on weekends and evenings.
- Good understanding of the dynamics, conduct, and procedures of past meetings of WCPA and subsidiary related groups.
- Knowledge of WCPA and IUCN's Rules and Procedures and processes desirable.
- Ability to explain complex matters, verbally and in writing, in a simple and accurate way.
- Results orientation seeks positive efficient solutions to procedural matters that advance the business of the meetings, with respect for the rules and without taking sides in controversial matters.
- Ability to stay calm and courteous while working under pressure.
- Demonstrate self-confidence and respect for all parties engaged in what may be sensitive or controversial matters.
- Professional proficiency in English, including excellent writing skills.



Terms of Engagement

The contract would cover a period of 1 year, which could be extended to 2 years. The services will be provided upon request from WCPA, and all the deliverables described above may not be utilized during the duration of the contract. WCPA will inform the consultant about its needs and will pay only for services provided.

Location: Singapore; other locations will not be considered.

Expression of Interest

All interested and qualified consultants are encouraged to submit their credentials, a supporting letter of motivation in English and a quotation of the work described above. The letter should specifically address the selection criteria presented above and provide the names/contact details of three referees, including one recent employer. The amount of the fee and any other anticipated fees or costs should also be detailed.

All expressions of interest should be submitted by email, before March 8th, 2024, 5pm Swiss Time, to: wcpa.iucn@gmail.com.

Proposals received after the deadline will not be considered unless the position remains open. Proposals may be amended or withdrawn at any point prior to the submission deadline but cannot be revoked or changed thereafter.