

Terms of Reference

Facilitator – IUCN World Conservation Congress (PCA Team)

Contracting Authority: International Union for Conservation of Nature (IUCN)

Duration: September – October 2025

Location: Remote preparation and on-site in Abu Dhabi, UAE

Dates of Events: 8–13 October 2025

Background:

The IUCN World Conservation Congress, held in Abu Dhabi in October 2025, provides a platform for global conservation actors to shape the direction of nature conservation. The IUCN Protected and Conserved Areas (PCA) team is organising several strategic events including:

1. **BIOPAMA Knowledge Sharing Day** (8 October): A full-day event convening grantees, donors, and partners to share insights and prepare for Congress.
2. **Two Grant-Making Focused Events:**
 - A two-hour internal forum session (limited to 50 participants) tailored to IUCN staff to explore lessons in managing environmental grant-making.
 - A 90-minute external-facing event at the IUCN Programme Pavilion to showcase IUCN's work in grant-making and engage with Congress participants.
3. A **90-minute "Communications for Conservation Action" workshop**, also at the Programme Pavilion, designed to share communication best practices and strengthen capacity among conservation professionals.
4. A large BIOPAMA event on **'Success Stories from the Global South'**, aimed at showcasing the role of BIOPAMA in laying the groundwork for the 2030 goals of the GBF through presentations and panel discussions, and launching the BIOPAMA Impact Report.

Objectives of the Assignment

The facilitator will be responsible for the design, preparation, and facilitation of the above-listed events, in close coordination with the IUCN PCA team. This includes ensuring engaging formats, enabling meaningful participation, and synthesising discussions to support IUCN's broader programme objectives.

Scope of Work and Deliverables

1. Event Design and Preparation (Remote, September – early October 2025):

- Participate in briefing meetings with IUCN PCA team.
- Review background materials provided by IUCN (e.g. BIOPAMA concept note, IUCN Programme content, communication materials).

Donors & Implementing Partners



- Design facilitation agendas, tools, and interactive methods tailored to each event's objectives and audience.
- Coordinate with speakers and session leads to ensure coherence and timing.

Deliverables:

- Finalised session agendas and facilitation plans for each event.
- Slide decks or interactive tools (e.g., Mural, Mentimeter), if needed.
- Briefing notes for speakers and panellists, as required.

2. On-Site Facilitation in Abu Dhabi (8–13 October 2025):

- Facilitate the full-day BIOPAMA Knowledge Sharing Day, ensuring dynamic, inclusive, and goal-oriented discussions.
- Moderate or facilitate the two grant-making focused events.
- Lead the Communications for Conservation Action workshop, incorporating interactive learning and peer exchange.
- Ensure the smooth implementation of the Success Stories from the Global South event.

Deliverables:

- Facilitation of all five events in a professional and engaging manner.
- On-site adjustments to session plans based on audience and evolving needs.

3. Capturing daily highlights and key impacts (8–13 October 2025):

- Collate and organise daily highlights – including key events, impacts, launches and engagements – from the IUCN PCA team at Congress, for dissemination with external audiences.

Deliverable:

- 6 daily reports, shared with IUCN PCA team focal points before the close of each day.

4. Post-Congress Reporting (Remote, by 31 October 2025):

- Provide a concise summary report, capturing:
 - Key outcomes and insights from each event.
 - Participant feedback (if available).
 - Recommendations for future events.

Deliverable:

- Final report submitted to IUCN by 31 October 2025.

Qualifications and Experience

- Proven experience in event facilitation, especially in international, multi-stakeholder environments.
- Strong understanding of biodiversity conservation, protected areas, or international development.
- Experience facilitating participatory workshops, strategic planning, or communications sessions.

Donors & Implementing Partners



- Familiarity with the BIOPAMA programme is a distinct advantage.
- Excellent communication and interpersonal skills.
- Fluency in English; working knowledge of French or Spanish is an asset.

Contractual Arrangements

The facilitator will be contracted directly by IUCN under a consultancy agreement. Fees will be based on an agreed daily rate and will cover:

- Design and preparation time (estimated 4–5 days)
- On-site facilitation (5 days)
- Reporting and follow-up (1–2 days)

Travel and accommodation for the Congress in Abu Dhabi will be arranged and covered by IUCN, in coordination with other team members.

Donors & Implementing Partners

