



IUCN World Conservation Congress 2020 7-15 January 2021*

Short-term consultancy **Chief Rapporteur** **IUCN World Conservation Congress 2020 Forum**

Terms of Reference

The IUCN World Conservation Congress (the Congress) is where the world comes together, every four years, to set priorities and drive meaningful action on conservation and sustainable development. By bringing experts, government and non-government voices together from over 160 countries, the Congress carries a powerful mandate.

The event is composed of two main segments: a *Forum*, open to anyone, but designed primarily for conservation and development professionals, and a *Members' Assembly*, devoted to the business of IUCN governance and strategy, attended mostly by IUCN Members.

The Forum segment is the world's largest marketplace of conservation and sustainable development science, practice and policy. The Forum includes various types of sessions (plenaries, 2-hour thematic conferences, speaker pitches, and more) restricted to registered participants, as well as a large Exhibition Hall filled with stands, and open to the General public.

The Congress and its thousands of expected participants will focus on nature's relevance and contributions to reaching global goals and addressing global challenges such as climate change and biodiversity loss. As such, the event and its promotion create a tremendous opportunity to mobilize action around these issues.

The IUCN Forum 2020 in numbers

4.5 days
1300+ interactive sessions
6 high-level dialogues

* In light of the ongoing COVID-19 pandemic, the International Union for Conservation of Nature (IUCN) and the Government of France have postponed the IUCN World Conservation Congress 2020 in Marseille, from its original date of 11-19 June 2020, to 7-15 January 2021.

A critical event in a crucial year

The IUCN Congress in Marseille, France will take place from 7 to 15 January 2021, a few months before the UN Convention on Biological Diversity COP15, where governments will set biodiversity policy and targets for the coming decades. The messages, decisions and other outcomes of the Congress will frame the debate going into that important event. Nature also can provide 30% of the solution to addressing climate change, but too few countries are using it to its potential. The Congress will represent a decisive step in how the world rewrites its relationship with nature for decades to come, and contribute to achieving an ambitious agreement at the Conference of the Parties of the UN Convention on Biological Diversity.

More information on the IUCN Congress, as well as the outcomes of prior Congresses can be found on the [website](#).

Assignment

IUCN is seeking a highly qualified Chief Rapporteur to oversee the reporting of the Forum segment of the IUCN Congress (8 – 11 January 2021), and to consolidate a summary report for delivery to the Members' Assembly (12 – 15 January 2021).

General responsibilities

1. Design and organize the reporting process for the IUCN World Conservation Congress 2020 Forum, to be held in Marseille, France from 8 to 11 January 2021 (4 days).
2. Provide a template to be used as the Outcomes document & roadmap to the COP15 in China, in consultation with IUCN's Congress Preparatory Committee.
3. Oversee the drafting and consolidation of the Forum proceedings, which will include:
 - Essential content captured from the Forum opening, High level dialogues, "Conversation with..." sessions, and Thematic Plenaries (see [Session types](#))
 - Key commitments, pledges and ideas generated through various events, such as the Conservation Action Cafés, Press conferences, and Exhibition events
 - Highlights from Thematic Stream Sessions
4. Manage a small team of IUCN staff recruited as Assistant Rapporteurs for this occasion (7 IUCN Staff Members), as well as coordinate the rapporteurs provided by session organizers (potentially > 100).
5. Consolidate the key messages and highlights from the Forum into the Congress Outcomes document.

Specific responsibilities

Before Congress	<p>Help design the required templates and tools to capture the Forum's content and produce the Outcomes document</p> <p>Coordinate the team of internally-recruited IUCN Assistant Rapporteurs to ensure that all are fully briefed and aware of roles, responsibilities and expectations well ahead of time</p> <p>Design a template for rapporteurs, provided to both internally-recruited IUCN Assistant Rapporteurs and session organizers</p> <p>Participate in briefings (remotely and on-site) with the Forum & Rapporteur team</p> <p>Liaise with the <i>Congress Officer</i> and <i>Forum manager</i> to ensure that space and facilities/equipment needed by the team of rapporteurs (in the Plenary Hall and in the Secretariat offices) are in place</p>
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During Congress (on site)	<p>Coordinate rapporteuring for the entire Forum, with highlights from Plenary events (Opening, High Level Dialogues, Conversation with..., etc.)</p> <p>Liaise with Theme leaders to identify key topics and issues from both the Thematic Plenaries (x7) and the Conservation Action Cafés (x7) that are relevant to each theme</p> <p>Manage the team of six Assistant Rapporteurs and one Deputy Chief Rapporteur, recruited by IUCN; and assign rapporteuring tasks to each staff member in order to maximize the coverage</p> <p>Collect and summarize the inputs provided by rapporteurs of thematic stream sessions, campus sessions and speaker pitches</p> <p>Maintain and oversee a fully backed-up, electronic archive of rapporteur notes from the Forum</p> <p>Troubleshoot logistical or technical issues by liaising with the appropriate staff members in other support teams</p> <p>Report back on high-level Forum messages and outcomes at the Members' Assembly</p>
After Congress	<p>Finalize the text of the Forum outcomes document in English immediately after the Congress, in consultation with the IUCN Theme Leaders, Forum team, Assistant Rapporteurs, and others, as necessary.</p> <p>Support the finalization of the Outcomes document in English</p>

Dates and expected commitment

	Start date	End date	Estimated workload during the indicated interval
Before the IUCN Congress 2020 Forum	15 October 2020	6 January 2021	2-3 days
On site	7 January 2021 8 January 2021	7 January 2021 11 January 2021	4 hours 10-12 hours / day
After the IUCN Congress 2020 Forum	12 January 2021	15 March 2021	3 days in total

Selection criteria

Requirements

1. Senior professional with experience in the fields of nature conservation, environment, sustainable development, or related areas etc.
2. Proven track record of rapporteuring for large, multi-session international events (7-10 years of experience is a minimum)
3. Excellent leadership skills; demonstrated ability to manage a small team of rapporteurs
4. Ability to maintain a clear overview, to stay calm under pressure, and prioritise effectively to meet tight deadlines
5. Ability to analyse, summarise and coherently report on diverse perspectives in an objective manner
6. Exceptional interpersonal, motivational and organizational skills
7. Superior English writing and oral communication skills

Desired skills

1. Track record of publications in a related field (either in writing or copy-editing capacity)
2. Fluency in, or knowledge of, French and/or Spanish
3. Familiarity with the various IUCN Constituent parts including the Programmes, units, and others (Secretariat, Commissions and Members)

Selection process

Proposals will be assessed by the Forum Team and Congress Director. They should be submitted electronically to Congressforum@iucn.org.

Proposals must include:

- A recent CV
- Key references and publications
- A brief description of the methodology to be used for documentation (e.g. templates for reporting on high-level sessions, a template for the Outcomes document, archiving and distribution, etc.)
- A brief description of the methodology to be used for optimal allocation of the seven dedicated IUCN Assistant Rapporteurs to Forum sessions, and the consolidation of reports delivered by rapporteurs provided by session organizers.
- A succinct timeline with key milestones
- A consolidated total cost for services provided, labelled in CHF (Swiss Francs), with and without taxes.

Selected proposals may require additional information, in which case the Forum team will get in touch with candidates directly at the provided contact details.

Deadline for submission

Proposals must be submitted by **Friday 31 July 2020** at Midnight (12:00 AM) GMT +1. Proposals submitted after this deadline will not be considered.