

TERMS OF REFERENCE (ToR)

Short-Term Consultancy for the Development of State of Community Conservation (SoCC) Report 2024

Closing Date: 25 May 2025

1. Introduction

The Namibian Association of CBNRM Support Organisations (NACSO), in collaboration with the Ministry of Environment, Forestry and Tourism (MEFT) and partners, produces the ***State of Community Conservation (SoCC) Report*** annually, which aims at documenting progress, challenges and lessons learnt in the community-based natural resource management (CBNRM) sector. The report serves as a key advocacy and knowledge-sharing tool for conservancies, implementing partners, policymakers and development partners.

A production team consisting of staff members from NACSO, MEFT and partners usually works together with the consultancy to coordinate the production of the report. However, to ensure the timely production of the ***SoCC Report 2024***, NACSO seeks a qualified consultant to conduct interviews with relevant people, compile, edit and finalise the publication in collaboration with the NACSO Communications Officer and institutional stakeholders.

2. Purpose of the Consultancy

The Consultant will lead the development of the SoCC Report for 2024, ensuring it reflects accurate data, compelling narratives and a cohesive thematic focus. The role involves research, stakeholder engagement, writing and coordination with designers to produce a high-quality publication.

3. Scope of Work

The Consultant will undertake the following tasks:

a) Content Development:

- Draft clear, accessible and well-structured content for the in collaboration with the production team
- Conduct interviews with relevant people, including conservancy representatives, NACSO members, MEFT and partners, to gather qualitative and quantitative data
- Compile and synthesise information aligned with the approved report theme and outline report.

b) Design Coordination:

- Collaborate with a layout artist to ensure visual coherence and professional presentation
- Guide graphics placements, maps and photographs to enhance readability

c) Review and Finalisation:

- Incorporate feedback from NACSO's Working Group, MEFT and stakeholders
- Deliver a print-ready, error-free final version of the report

d) Documentation:

- Submit all working files (text, images, references) to the NACSO Communications Officer for archiving

4. Methodology

The consultancy will be undertaken as follows:

4.1. Meeting with the production team to agree on the theme for 2024 and the structure of the report.

4.2. The consultant is expected to set up interviews with relevant people for inputs

5. Reporting Line

The Consultant will report to the NACSO Communications Officer and Director and work closely with the SoCC production team.

6. Time frame and Location

Period: June to November 2025 (6 months)

Location: Remote, with potential meetings in Windhoek if required

7. Qualifications and Experience:

- Advanced degree in Conservation, Sustainable Development, Environmental Science/Management, Communications (with focus on environmental reporting) or a related field
- Proven experience in research, report writing and editing, preferably in CBNRM or conservation
- Strong ability to synthesise technical information into accessible content

- Excellent command of English (written and spoken)
- Familiarity with the Namibian CBNRM programme, policies and stakeholders is an added advantage
- Experience working with graphic designers/layout artists

8. Remuneration and Payment Schedule

- Consultants must submit a financial proposal including:
- Daily rate** (in NAD, VAT inclusive)
- Total estimated cost based on proposed working days

8. Application Process

Submit the following to applications@nacso.org.na by 25 May 2025

- Cover letter highlighting relevant experience
- CV (maximum 3 pages) and qualifications of the consultant
- Financial proposal with daily rate and total estimated cost
- Two writing samples (e.g. Publications)
- Work plan with timeline

Note: Incomplete applications will not be considered.