

CALL FOR QUOTATION/APPLICATION FOR CONSULTANCY SERVICES

Title: GEF IW Communications Support Consultant

Objective of the Consultancy

The consultancy aims to achieve the following outcomes:

1. **Enhanced project communications:** Maintain the IW websites and develop clear, accessible English-language communications materials that effectively communicate the findings and progress of both GEF International Waters (IW) projects.
2. **Publication-ready technical outputs:** Produce executive summaries of the Transboundary Diagnostic Analyses (TDAs), edit the TDA documents for publication, and strengthen project staff capacity to develop communications materials.

Background

Project Reference:

- *Enhancing Sustainability of the Transboundary Cambodia–Mekong River Delta Aquifer between Viet Nam and Cambodia.*
- *Fostering Water and Environmental Security in the Ma and Neun/Ca Transboundary River Basins and Related Coastal Areas between Lao PDR and Viet Nam.*

RfP Reference: IUCN-2610-P03926&P03794

About IUCN

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.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and around 15,000 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 peoples 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
<https://twitter.com/IUCN/>

About the Projects

IUCN is implementing the two GEF International Waters projects listed above, with the Food and Agriculture Organization of the United Nations (FAO) serving as the GEF Agency for both projects.

Both projects are completing their Transboundary Diagnostic Analyses (TDAs), which define system boundaries, collect and analyse data on shared environmental problems, assess impacts, identify immediate, underlying and root causes, and prioritise transboundary concerns.

IUCN seeks to engage a consultant to support English-language communications for both projects, translating technical findings and project information into clear, accessible and publication-ready communications products for relevant audiences.

Position Details

- **Title:** GEF IW Communications Support Consultant
- **Category:** Individual Consultant
- **Duration:** Six months, from November 2026 to 30 April 2027
- **Level of Effort:** Approximately 40 working days over the assignment period
- **Payment Modality:** Against accepted deliverables, in accordance with the consultancy contract
- **Duty Station:** Home-based, with occasional travel to project events if required by IUCN

Description of the Assignment

The consultant will provide English-language communications, editing and content development support to both GEF IW projects. The assignment will focus on maintaining project websites on the IW platform, translating technical findings into accessible communications materials, preparing TDA executive summaries, editing TDAs for publication, strengthening project staff communications capacity, and reviewing press releases before submission to FAO.

Scope of Work

The consultant will be responsible for the following tasks:

1. Maintain and update the IW websites for both projects.
2. Review key project documents, including TDA chapters, and develop web stories and other communications content for the IW websites.
3. Prepare executive summaries of the TDAs in clear, concise and accurate English.
4. Edit the TDAs for clarity, consistency, language quality and publication readiness, while preserving their technical content.
5. Train project staff to identify, collect and organise source materials for web stories and other communications products.
6. Review English-language press releases before submission to FAO, ensuring clarity, consistency and alignment with applicable communications requirements.
7. Coordinate with IUCN and the project teams on work priorities, review comments and delivery schedules.

Deliverables and Timeline

Deliverable	Description	Deadline
Deliverable 1: Website Maintenance and Communications Content	Updated IW websites and agreed web stories or other communications materials for both projects.	To be agreed with IUCN and the project teams
Deliverable 2: TDA Executive Summaries	Executive summaries of the TDAs for both projects.	To be agreed with IUCN and the project teams
Deliverable 3: Edited TDA Documents	Edited TDA documents ready for publication.	To be agreed with IUCN and the project teams
Deliverable 4: Staff Training and Communications Support	Training for project staff on collecting and preparing communications materials, together with reviews of press releases before submission to FAO.	To be agreed with IUCN and the project teams

The final deliverable schedule, submission requirements and acceptance criteria will be agreed with IUCN at the commencement of the assignment.

Duration and Level of Effort

The assignment will run from **November 2026 to 30 April 2027**, with an estimated level of effort of **40 working days**.

The allocation of working days across website maintenance, content development, TDA editing, executive summary preparation, staff training and press release review will be agreed with IUCN according to project priorities.

An extension may be considered subject to project requirements, satisfactory performance, available funding and IUCN approval.

Qualifications and Experience

Applicants should demonstrate the following qualifications and experience:

- Excellent English-language writing, editing and analytical skills, with native-level English proficiency.
- Knowledge of GEF International Waters processes, related publications and the IW platform.
- Familiarity with FAO communications policies and procedures.
- Demonstrated experience developing communications materials on water resources and natural resource management in Asia.
- Ability to translate complex technical information into clear, accessible content for different audiences.
- Strong organisational and coordination skills, with the ability to work independently and meet agreed deadlines.

Relevant experience working with international development or environmental projects would be an advantage.

Duty Station

The assignment will be home-based. The consultant may be required to travel to project events when considered necessary by IUCN.

Travel Requirements

Occasional travel to project events may be required. Approved project-related travel costs will be covered by IUCN in accordance with applicable IUCN procedures.

Application Process

Eligibility Requirements

Applicants must:

- Be free of actual or potential conflicts of interest that could affect the assignment.
- Comply with applicable legal and tax obligations.
- Disclose any actual or potential conflict of interest relevant to the assignment.
- Comply with applicable IUCN policies and contractual requirements.

Required Documents

Applicants should submit the following documents in PDF format:

- **Expression of Interest (EOI):** A brief letter outlining relevant experience, suitability for the assignment and proposed daily consultancy rate, inclusive of applicable taxes.
- **Curriculum Vitae (CV):** Highlighting relevant qualifications, experience and examples of relevant communications or editing assignments, where available.
- **Financial proposal:** Proposed daily rate and estimated total professional fees for the 40 working days, with applicable taxes clearly indicated.

Any additional declarations or supporting documents required by IUCN will be communicated to applicants.

Submission Details

- **Submission Deadline:** 30 October 2026
- **Submission Email:** Jake.BRUNNER@iucn.org
- **Email Subject Line:** [Insert RfP Reference Number] – GEF IW Communications Support Consultant – [Applicant Name]
- All applications must be submitted in PDF format.
- Applicants should not submit documents through file-sharing links or platforms.

Additional Information

- IUCN reserves the right to accept or reject any or all applications in accordance with its applicable procedures.
- Only shortlisted applicants will be contacted.
- The assignment is subject to the terms and conditions of the consultancy contract issued by IUCN.
- The contract period may be extended subject to project needs, satisfactory performance, available funding and IUCN approval.