

## Knowledge Writer

### **Background**

The Department of Fisheries, Forestry and the Environment has recently launched a project titled “Catalyzing Financing and Capacity for the Biodiversity Economy around Protected Areas”, which seeks to establish three Biodiversity Economy Nodes across the country that will contribute to improved well-being through inclusive, conservation-compatible rural economic development, while protecting natural capital. The project is funded by the Global Environment Facility (GEF 7) and SANParks is leading the project implementation in the Eastern Cape where the Greater Addo-Amathole Biodiversity Economy Node is being established. The activities to be undertaken include facilitating a Master Plan process to identify and quantify all the Biodiversity Economy opportunities within the Node and streamlining them into municipalities and investment frameworks. The project seeks to support anchor projects, SMMEs and communities within the nodal area.

Key to the success of the Project is documenting and communicating the work taking place in the landscape. As such, the Project requires the services of a Knowledge Writer to support the project with achieving its goals and objectives as this capacity does not currently exist in the team.

### **PURPOSE**

To assist with the development of project related outputs in the form of documents, reports, brochures, online content, stakeholder engagement and related written deliverables.

### **SCOPE**

The project seeks to contract a Knowledge Writer who will support a number of key areas of work for the project to capture, document and create content about the project.

### **Deliverables:**

- Documenting lessons being learned on community biodiversity stewardship and biodiversity economy;
- Extract knowledge and information to document stories of change;
- Developing new content including brochures, newsletter, factsheets to support Project communication;
- Attending project events and meetings virtually and in-person where required to capture stories and lessons.

<b>Deliverable</b>	<b>Estimated hours/days</b>
Document lessons learnt and Capture Stories of change	Attend and document writing retreat on lessons learnt, community profiles and stories of change with the project team (5 days attend retreat)

	(5 days Lessons Learnt writing)  Total 10 days
Develop 15 comprehensive community profiles and infographics	Extract and consolidate knowledge, information and media to develop profiles and infographics for 13 communities (13 days extracting and consolidating information and media)  (7 days writing profiles)  (5 days developing infographics)  Total = 25 days
Capture Stories of change	Ongoing capturing through attendance of writing retreat, meetings and workshops  Documenting and writing articles/case studies  Total 10 Days
Support to communication activities including media, press release and awareness campaigns	Provide writing support, depending on the Communications strategy implementation plan  4 write-ups (0,5 day each)  <u>Total 2 days</u>
Develop new content for brochures, online platforms and stakeholder engagements	5 days
Attend project events and meetings	Estimated 2 meetings/events per quarter? (Aprox. 8 engagements attended and proceedings captured and 8 days write-up)  <u>Total 16 days</u>
<b>TOTAL</b>	<b>68</b>

### Qualification Requirements

A Relevant qualification (Post Grad in Conservation, Ecology or Environmental Science)

Skills required:

- At least 5 years proven experience as a writer in the conservation field

- Ability to translate technical information into publicly acceptable narrative
- Understanding of the South African biodiversity and conservation context
- Energetic and highly motivated individual with passion for development and conservation
- Exceptional verbal communication and report writing skills
- Ability to work effectively within a team
- Willingness to travel if required
- Ability to speak fluently in isiXhosa and Afrikaans is an advantage

### **Reporting requirements & Management**

- Accountability and reporting will be to the Node Coordinator.
- The service provider will be working with the project, as well as with individuals or teams from other organisations.
- All reports must be in MS Office format (Word or Excel preferred).
- An electronic version of all reports must be submitted.
- High resolution pictures are to be provided for material developed.

### **Location**

The scope of work will be based at the Addo-Amathole Landscape, South Africa. Ideally the service provider should be based in the Landscape.

### **Duration**

It is anticipated that the assignment will run for a period of 12 months from contracting.