



**CONSULTANCY FOR THE DEVELOPMENT OF THE TAITA TAVETA WILDLIFE  
CONSERVANCIES ASSOCIATION (TTWCA)**

**2020 ANNUAL REPORT.**

**TERMS OF REFERENCE**

**Background Information**

Taita Taveta Wildlife Conservancies Association (TTWCA) is an umbrella body of 33 ranches and conservancies which form the greater Tsavo Landscape Conservation area in Taita Taveta County. The organization supports the conservancies in holistic and sustainable natural resource management to improve livelihoods through development of livestock enterprises, nature based enterprises and general environmental conservation. TTWCA also catalyzes and convenes key stakeholders to produce and share evidence that informs policy and practice on the landscape management, governance and well-being of conservancies.

The organization (TTWCA) seeks to develop its first ever annual report (2020) to showcase the organizations' programmatic and financial operations and significant achievements to all stakeholders and to highlight key areas where the organization is contributing to the conservation of Tsavo landscape. Specifically, the report will demonstrate results for both completed and ongoing programmes or projects and how they have impacted TTWCA's member conservancies and other beneficiaries.

This report shall be used for outreach and advocacy purposes and to provide information and visibility for TTWCA's programmes, projects and activities

The organization will also use the report for interactions with partners, including the county government of Taita Taveta, donors and other key stakeholders.

**Objective**

The overall objective of this consultancy is to develop TTWCA's annual report (2020). This objective shall be pursued through a close working relationship with the Conservancies Coordinator and the Communication Assistant and shall be achieved through the following specific activities:

1. Propose and discuss report structure and format with the Conservancies Coordinator and the Communication Assistant including content, presentation, best use of case studies, visual elements or any other important elements
2. Review background materials, including previous reports and any other necessary documents
3. Review all presentations made by the organization previously noting information relevant for the annual report
4. Corroborate gathered information through one-on-one discussions with the conservancies Coordinator
5. Consult external sources as determined by the Conservancies Coordinator and the Communication Assistant
6. Draft and edit report text – including charts and graphs, as needed of between 25 to 40 pages, ensuring accuracy and currency of all content
7. Consolidate other input into report annexes, to include financial information, partnerships and other relevant information
8. Finalize the annual report, integrating any feedback from TTWCA management and ensuring accuracy, clarity and coherence.

### **Expected Deliverables.**

This assignment shall be conducted between April and May, 2021.

The following deliverables will be expected from the consultant and payment for this assignment shall be pegged on their achievement.

- 1) An inception meeting report that details the outline of the report and clear implementation plan
- 2) Draft annual report presented to TTWCA for review
- 3) Final report integrating TTWCA's reviews.

### **Qualifications and experience**

1. Relevant experience in report development demonstrated through at least 2 samples
2. Experience in working with conservancies and community-based conservation an added advantage
3. Excellent analytical, communication and reporting skills

4. Ability to meet deadlines and work under pressure.

### How to Apply

Interested persons should submit expression of interest indicating their understanding of the terms and indicative remuneration expectation, attach CV and 2 sample reports demonstrating experience in handling similar assignments to:

**Email: [info@ttwcaKenya.com](mailto:info@ttwcaKenya.com)**

**Or**

**Hardcopies of the same**

**Addressed to;**

**Taita Taveta Wildlife Conservancies Association**

**Po Box 26-80300 Voi**

**To reach us on or before: 14<sup>th</sup> April 2021**