



CALL FOR CONSULTANCY N°20/2023_SPA/RAC
TERMS OF REFERENCE FOR THE PROVISION OF CONSULTANCY
SERVICES

Assistance for the IMAP-MPA project “Towards achieving the Good Environmental Status of the Mediterranean Sea and Coast through an Ecologically Representative and Efficiently Managed and Monitored Network of Marine Protected Areas”

May 2023

This call for consultancy document is available only in English. Offers could be made either in English or French.

I.BACKGROUND AND SUBJECT OF THE TASK

In accordance with its mission, the Specially Protected Areas Regional Activity Centre for (SPA/RAC) of the Mediterranean Action Plan (UNEP/MAP) is assisting the Contracting Parties to the Barcelona Convention in fulfilling their obligations under the SPA/BD Protocol, the Strategic Action Programme for the Conservation of Biological Diversity (SAP BIO) in the Mediterranean region and the regional Action plans for the conservation of threatened habitats and endangered species.

The Ecosystem Approach (EcAp) is a strategy for the integrated management of land, water and living resources that promotes conservation and sustainable use in an equitable way, as stated by the Convention on Biological Diversity. It goes beyond examining single issues, species, or ecosystem functions in isolation. Instead, it recognizes ecological systems for what they are: rich mixes of elements that interact with each other continuously. This understanding is particularly important for coasts and seas, where the nature of water keeps systems and functions connected.

In this context, SPA/RAC is implementing the IMAP-MPA project "Towards achieving the Good Environmental Status of the Mediterranean Sea and coast through an ecologically representative and efficiently managed and monitored network of Marine Protected Areas" (hereafter referred to as """). The project is funded by the European Union (EU) – the European Commission's (EC) Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR) and the Green MED III. The biodiversity cluster of the project is implemented by SPA/RAC until August 2023. The overall objective of the project is to contribute towards the achievement of Good Environmental Status (GES) in the Mediterranean Sea and along its coast. In so doing, the project proposes to consolidate, integrate, and strengthen the ecosystem approach (EcAp) for Marine Protected Area (MPA) management and their sustainable development. This will be achieved through the monitoring and assessment of environmental status in the Mediterranean Sea and its coast, including MPAs, in a comparative and integrated manner.

II.OBJECTIVE OF THE ASSIGNMENT

The objective of the consultancy is to assist the SPA/RAC project team in charge of the IMAP component of the full project "Towards achieving the Good Environmental Status of the Mediterranean Sea and Coast through an Ecologically Representative and Efficiently Managed and Monitored Network of Marine Protected Areas"(IMAP-MPA

III.TASKS TO BE UNDERTAKEN

The consultant will be called upon to provide technical assistance to the Ecosystem Approach Projects Officer on the following tasks:

- the organization of online and in-person technical meetings and workshops, training sessions, information days, field missions planned within the IMAP-MPA project.

- the production and reviewing of the meetings minutes, workshop and training reports, the technical progress and financial reports, in French and English,
- the editing of the project activities deliverables and products (documents, brochures, reports etc...) and their archiving.
- The follow-up of the technical, financial and administrative implementation of contracts, and memoranda of understanding signed with the relevant actors (experts/consultants, consultancies, partner organizations/institutions involved, etc.)
- in the regular updating SPA/RAC website and social media with information related to the implementation of activities.

She/He will also:

- Complete any other tasks assigned by the SPA/RAC Director that are required for the execution of the organization's mission.
- Devote all of her/his working hours to the tasks assigned to her/him, as described above.
- Comply with the instructions of the Director of the SPA/RAC
- uphold professional secrecy and avoid from disclosing any communications pertaining to SPA/RAC activities without the prior consent of the director.
- Not to engage in any private profit-making activity during the period of the present contract.
- take care of the means at his/her disposal and to make rational use of them.
- carry out tasks in close collaboration with all the SPA/administrative, RAC's scientific, and technical staff, doing so in a spirit of cooperation and teamwork.

IV. DURATION, DELIVERABLES AND SCHEDULE FOR IMPLEMENTATION

The duration of this contract is 3 months, starting from the date of its signature and ending on the project's closing date of August 15th, 2023. The contract's deliverables and their timeline of submission should be in done compliance with the implementation of the SPA/RAC IMAF-MPA project.

To implement his/her tasks, the assistant consultant will be working in full time from a SPA/RAC bureau (administrative working hours of the Centre) to keep close contact with the SPA/RAC team.

V. SUPERVISION AND COLLABORATION

The assistant consultant will work under the direct supervision of the EcAp project Officer and the overall supervision of the SPA/RAC director.

VI. SKILLS AND EXPERIENCE REQUIRED OF CONSULTANTS

The assistant consultant is expected to have the following profile, skills and expertise:

- Advanced university degree (master's degree or equivalent) in environmental science such as environmental sciences, marine ecology, marine biology, etc.

- At least three years of professional experience is required in supporting of projects or programs management in the field of biodiversity, conservation of marine Ecosystem & threatened species.
- Experience with project reports preparation (financial and technical reports).
- Experience in the Mediterranean region and Familiarity and good knowledge of the UNEP/MAP System, EC, or other international agreements or organizations
- Collaborative, resourceful and capable of working with variety sources of data;
- Fluency in written and spoken English and French is required. Knowledge of other Mediterranean languages is an advantage.

VII. SUBMISSION

Proposals must be received electronically at the following e-mail address:

car-asp@spa-rac.org, not later than **14 may 2023 11:59 pm UTC+1 (Tunis Time)**.

E-mails should have the following subject:

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Please note that incomplete application files, application files that do not comply with the submission procedure, or applications reaching SPA/RAC after the deadline will be rejected.

VIII. APPLICATION PROCEDURE

The application package must include:

- A cover letter describing the applicant's suitability for the position (in English) ;
- A copy of the candidate's identity card
- A detailed curriculum vitae (in English or French);
- Copies of baccalaureate (end of high school diploma); university diploma(s); and any document justifying the experience acquired by the candidate in relation with the position. (Work certificate, internship certificate, etc...). .

IX. EVALUATION PROCEDURE

Only candidates selected for evaluation will be contacted. An initial selection of up to three qualified candidates will be made based on the information submitted in the application package (CV and cover letter) according to the evaluation criteria of the assistant consultant offer. The evaluation of the candidates may include an oral interview for technical and substantive skills assessment.