



**Mediterranean
Action Plan**
Barcelona
Convention



**CALL FOR CONSULTANCY N°05/2024_SPA/RAC
TERMS OF REFERENCE FOR THE PROVISION OF CONSULTANCY
SERVICES**

**Assistance for the implementation of the regional Action plans for the
conservation of marine key habitats and endangered species in the
Mediterranean**

May 2024

*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.

In this context, SPA/RAC has received financial support under the French Voluntary Contribution, MASE to implement the activities related to regional Action plans for the conservation of marine key habitats and endangered species, within the framework of the POW 2024-2025 activities under mainly the MTS programme 2 Towards Healthy Mediterranean Ecosystems and Enhanced Biodiversity.

II. Objective of the assignment

The objective of the consultancy is to assist SPA/RAC programme officers for Ecosystem and Species conservation in the implementation of the following main outcomes within the Mediterranean Action Plan Programme of Work for 2024-2025 (PoW 2024-2025):

- Outcome 2.1. Ecosystem resilience improved through restoration of those with best regeneration potential
- Outcome 2.3. Mediterranean endangered and threatened species and key habitats in favourable status of conservation
- Outcome 2.4. Non -indigenous species introductions minimized and introduction pathways under control
- Outcome 3.2. Nature-based, technical solutions promoting prevention or reduction of the impact of climate change on coastal and marine ecosystems and increase resilience to climatic variability and change.

III. Tasks to be undertaken

The **assistant consultant** will contribute and assist in:

- the organization of technical meetings, workshops, training sessions, information days, field missions
- the drafting of meeting reports, workshop minutes, progress and financial reports in French and English,
- the editing/printing of activities deliverables and products (documents, brochures, reports etc...), and archiving.
- the regular updating SPA/RAC website and social media with information related to the implementation of activities.
- the drafting of terms of reference, bidding documents, contracts, and memoranda of understanding with the relevant actors (experts/consultants, consultancies, partner organizations/institutions involved, etc.) and any other relevant necessary for the proper implementation of the activities.
- The Tracking the progress of activities implementation and monitoring the related budget expenditures

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, Ecosystem and species programmes.
- 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 of 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 time duration of this contract is 17 months, Subject to a probationary period of 3 month, starting from the date of its signature. The contract deliverables and timeline of their submission should be carried out in conformity with the implementation of the mentioned activity in line with the PoW 2024-2025.

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 SPA/RAC Programme officers in charge of the Ecosystem and Species Programme 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 management of projects or programs in the field of biodiversity, preferably conservation of marine Ecosystem & threatened species
- Experience in organizing events (Training, meetings, workshop)
- Experience with project reports preparation (financial and technical reports)
- Experience in the Mediterranean region and Familiarity and good knowledge of the international and regional agreement /instances
- 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, **the deadline of the submission is 09th June 2024 11:59 pm UTC+1 (Tunis Time)**. E-mails should have the following subject:

CALL FOR CONSULTANCY N°05/2024_SPA/RAC

Proposals received after this deadline will not be considered.

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);
- Certified copies of academic degrees obtained; and any document justifying the experience acquired by the candidate in relation with the position. (Work certificate, internship certificate, etc...).

Incomplete applications will not be considered. Any application received at SPA/RAC after this date and time will be rejected.

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.