



Mediterranean
Action Plan
Barcelona
Convention



CALL FOR CONSULTANCY N°21/2023_SPA/RAC
TERMS OF REFERENCE FOR THE PROVISION OF CONSULTANCY
SERVICES

Assistance for the implementation of the Med-Monk seal
Project: Enhancing knowledge and awareness on monk
seal in the Mediterranean.

May 2023

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

BACKGROUND

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 is implementing the [Med-Monk seal Project](#): Enhancing knowledge and awareness on monk seal in the Mediterranean funded by the [Monk seal Alliance](#).

The overall objective of the Project is to support the Contracting Parties of the Barcelona Convention to implement the Priority Goals stated in the [Regional Strategy for the Conservation of Mediterranean Monk Seal](#). This will be done in synergy with the Integrated Monitoring and Assessment Programme (IMAP) and the [Ecosystem Approach](#) and any ongoing projects contributing to the conservation of the species.

A capacity building programme will be conducted to increase the capacity of organisations from countries where monk seal sightings are occurring more and more frequently.

The project will then tailor country-specific monitoring initiatives in collaboration with the national partners to be implemented in the second and third years.

The training and monitoring activities will take into account the work from the IUCN-med project on standardising the Field Protocol for monk seal monitoring to have comparable results at the end of the project. Finally, a public awareness campaign will be launched in synergies with other project leaders supported by the Monk Seal Alliance.

I. OBJECTIVE OF THE ASSIGNMENT

The objective of the consultancy is to provide technical assistance in SPA/RAC coordination and implementation of the Med Monk seal Project.

II. TASKS TO BE UNDERTAKEN

The consultant will be called upon to provide technical assistance to the Programme officer in charge of Species programme on following tasks:

- the organization of the online and in-person technical meetings ; training session, field work as planned within the Med Monk seal project.
- the production and reviewing of the meetings minutes; the training reports; the technical progress and financial reports as well as the project activities deliverables and products (documents, brochures, reports etc...)
- 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 project activities.

- The follow-up of the technical, financial and administrative implementation of contracts, and memoranda of understanding signed with the relevant actors (experts/consultants, partner organizations/institutions involved, etc.) and the Monk seal alliance.
- The updating of SPA/RAC website and social media with information related to the implementation of project activities.

III. DURATION, DELIVERABLES AND SCHEDULE FOR IMPLEMENTATION

The duration of this contract is 9 months, starting from the date of its signature and ending on March 31, 2024. The contract's deliverables and their timeline of submission should be in compliance with the implementation of the MED Monk seal project.

To implement these tasks, the consultant will be working at least ten full days per month but not more than 30 days per quarter.

IV. SUPERVISION AND COLLABORATION

The consultant will work under the direct supervision of the Programme Officer in charge of species programme and the overall supervision of the SPA/RAC Director.

V. SKILLS AND EXPERIENCE REQUIRED OF CONSULTANTS

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

- Advanced university degree (master's degree or equivalent) in marine environmental sciences, marine ecology, marine biology, etc.
- At least seven years of professional experience is required in coordinating and management projects or programs in the field of biodiversity, conservation of marine Ecosystem & threatened species, particularly marine mammals.
- Experience with project reports preparation (financial and technical reports).
- Experience in the Mediterranean region and good knowledge of the UNEP/MAP System, European Commission programmes 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 asset.

VI. SUBMISSION

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

car-asp@spa-rac.org, not later than **22 May 2023 11:59 pm UTC+1 (Tunis Time)**.

E-mails should have the following subject:

CALL FOR CONSULTANCY N°21/2023_SPA/RAC

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.

VII. APPLICATION PROCEDURE

The application package must include:

- A cover letter describing the applicant's suitability for the consultancy (in English)
- 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...).

VIII. EVALUATION PROCEDURE

Only candidates selected for evaluation will be contacted. An initial selection of up to three qualified candidates will be made on the basis of 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.