

Terms of reference

<i>Job Opening number</i>	:	18-United Nations Environment Programme-107312-Individual Contractor
<i>Job Title</i>	:	Individual Contractor to support the Mediterranean implementation of the Ecosystem Approach, in coherence with the EU MSFD (EcApMEDII) project implementation
<i>General Expertise</i>	:	Environmental Affairs
<i>Category</i>	:	Environment Planning and Management
<i>Department/ Office</i>	:	United Nations Environment Programme
<i>Organizational Unit</i>	:	UNEP ODED DEPI MCEB MAP

Duties and Responsibilities

The United Nations Environment (UN Environment) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UN Environment's ecosystems Division works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. The individual contractor's assignment is for the Mediterranean Action Plan (MAP).

The Barcelona Convention and its seven Protocols represent a political and legal framework for the protection of the marine environment and the coastal areas of the Mediterranean region.

The ecosystems approach is a strategy for the integrated management of land, water and living resources that promoted conservation and sustainable use in an equitable way. The Contracting Parties to the Barcelona Convention have engaged into a process to implement the ecosystems approach in the Mediterranean the ultimate objective of which is to influence the management of human activities.

The Ecosystem Approach also refers to a specific roadmap with the development of a common vision, Ecological Objectives, targets, common indicators, and based on these, the implementation of an Integrated Monitoring and Assessment Programme of the Mediterranean Sea and Coast and Related Assessment Criteria (IMAP).

The IMAP lays down the principles for an integrated monitoring, which, for the first time in the Mediterranean, aims to monitor biodiversity and non-indigenous species, pollution and marine litter, coast and hydrography in an integrated manner, following regionally agreed common indicators. Developing (and later implementing) national IMAPs is an absolute priority for the Ecosystem Approach Roadmap implementation, as it is a necessity to assess the status of the Mediterranean marine and coastal environment on a qualitative, common regional basis (for upcoming 2023 Quality Status Report).

The EU financed Project entitled "Mediterranean implementation of the Ecosystem Approach, in

coherence with the EU MSFD" aims to support UN Environment/MAP Barcelona Convention and its Southern Mediterranean Contracting Parties to implement the ecosystem approach in synergy and coherence with the implementation of the European Union (EU) Marine Strategy Framework Directive (MSFD), with a focus on supporting Southern Mediterranean Countries to update their existing monitoring programmes and as such develop their national Integrated Monitoring and Assessment Programmes (national IMAPs).

In addition, the project addresses some specific challenges of the Ecosystem Approach Roadmap implementation, strengthening science-policy interface, addressing sub-regional implementation needs, and responding to data and information challenges in the region.

The project covers the period of eight semesters from October 2015-June 2019, with a budget of 2,675,000 EUR. It builds on the achievements of the EcAp-MED 2012-2015 EU-funded project and aims for potential co-financing both from the Mediterranean Trust Fund and other resources.

The project has already resulted in some key deliveries and met most of its objectives as of November 2018.

Due to the early departure of the current project manager there is a need for the recruitment of an individual contractor to undertake project management and coordination related tasks by the end of the project.

Hereafter are the tasks and responsibilities of the Individual Contractor:

A Coordination and Project Management to ensure timely project implementation in line with 2018-2019 Annual Work Plan (and Project Document):

- Coordinating and managing the project and working closely with UN Environment/MAP implementing partners (components);
- Developing detailed Work Plan covering all aspects of project implementation;
- Developing specific detailed workplans for outstanding activities of the project to be implemented by the partners, following overall Annual Work Plan and discuss these in the EcAp Task Force Meeting;
- Monitoring delivery of outputs and progress of implementation of activities in accordance with the Project Document and Annual Work Plan and ensuring quality of outcomes and proposing necessary amendments as need be;
- Organizing EcAp Task Force Meeting, preparing Agenda and Task Force Meeting documents, coordinating reporting to donor (EC) in line with the rules of GPGC;
- Coordinating and managing overall project budget revisions/implementation including those of implementing partners;
- Reviewing project budget spending of partners, analyzing annual financial reports and if need be proposing budget reallocation, other mitigation action (if necessary, alert on serious problems, important mitigation actions the Project Steering Committee);
- Preparing various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, as well as supervising their translations and inputting with these the respective upcoming CORMON meetings;
- Informing and advising the implementing partners through the Project Steering Committee on any issue likely to affect the financial resources or the scope of the activities foreseen;
- Cooperating closely with INFO/RAC on the development of the IMAP compatible Pilot Info System and coordinating outstanding tasks on this between INFO/RAC and components, as need be;
- Developing a Progress Report on the development of the IMAP compatible Pilot Info System

(including, if need be, mitigation actions necessary);

- Finalizing EcAp-MEDII Project Database, ensuring all project outputs, legal instruments, key communication items, financial data, budget review proposals and annual financial reports are part of the project database, to enable effective project evaluation upon conclusion of the project.
- Handling administrative paperwork in implementing the project;
- Developing Final Report on progress achieved.

B Communication and Networking:

- Collecting information on latest developments on the Ecosystem Approach/IMAP implementation at regional and global levels, reviewing and analyzing issues and trends, to contribute to the policy development of UN Environment/MAP and to the national implementation (national IMAPs) and technically support UN Environment/MAP management in the development of the 2023 Mediterranean Quality Status Report roadmap;
- Coordinate and monitor all the Communications activities of the project in collaboration with MAP Components in line with the Project Communication and Visibility Plan.

C Ensure project sustainability and successful closing

- Develop full project data base to ensure evaluator has all necessary information to undertake project evaluation;
- Further develop existing project document (IMAP-MPA project document draft) and develop a new project document proposal (based on existing concept note, as presented to Contracting Parties during the IMAP Best Practices Meeting) with the aim to ensure further support to Ecosystem Approach implementation in the Mediterranean.

D Any other duties as per the request of the office

Ultimate result of service

Respective outputs of the MAP Programme of Work and Budget (Decision IG.23/14) supported by EcAp-MEDII project deliverables are met and the EcAp-MEDII project is successfully implemented, with all outputs met, reporting obligations complied with.

Title & ID number of programme/project

EU financed project document entitled "Mediterranean implementation of the Ecosystem Approach, in coherence with the EU MSFD" (EcAp-MEDII Project)
Fund: 32ECL, Cost Center 11210, WBSE: SB-001135.04.01

Is any other department or office of the Secretariat or any other organization of the United Nations involved in similar work to the best of your knowledge?

No

Travel Details

Applicable

The individual contractor is required to be stationed at the Coordinating Unit of the UN Environment/Mediterranean Action Plan. Her/his travel will be organized by the Substantive Office.

A return ticket and terminal expenses for the individual contractor from his/her residence to Athens duty station will be provided by UN Environment/MAP at approximate rate of 600 USD.

Up to five missions in total, to CORMON Meetings and possibly to implementing Partners are foreseen. Estimated

Cost: USD 10,000.

Travel will be undertaken under the direction of UN Environment/Mediterranean Action Plan upon written approval by the supervisor. Separate travel requests will be raised.

Travel will be organized by the Substantive Office.

Outputs/Work Assignment

1. Detailed Work Plan prepared based on the hand-over of the current Project Manager and on review of documents, project implementation timeline, bilateral meeting needs with all project partners: January 2018;
2. Organization of at least two Ecosystem Approach Task Force Meeting to review project and more specifically 2018-2019 Project Work Plan implementation (including preparation of meeting documents, facilitating meeting, drafting meeting report): January/February 2019 and May/June 2019;
3. Preparation of Project Final Substantial Report in collaboration of all implementing partners: January-February 2019;
4. Annual financial report developed and financial reports, spending of project implementing partners are regularly followed to ensure timely financial reporting (January-April 2019);
5. Minimum 3 Progress Reports are developed on IMAP compatible Pilot Info System delivery and close cooperation, coordination established between components on needed additional deliveries to enable this output: January-May 2019;
6. Development of minimum 2 draft project proposals in line with EcAp Funding Strategy findings, draft concept notes presented to IMAP Best Practices Meeting and draft Project Document of IMAP-MPA Green Med Project (with input of EcAp Task Force Members, February-May 2019);
7. Successful coordination of the implementation of Project Visibility and Communication Plan, including least 3 news items prepared for website (January/March/June) and three SPI brochures (led by Plan Bleu, coordinated with components and inputted by project manager, by May 2019);
8. Technical support to Deputy Coordinator and Coordinator, as need be, on QSR2023 Roadmap development, in cooperation with monitoring officer, in light of EcAp-MEDII project implementation and deliverables (March-June 2019);
9. Finalization of EcAp-MEDII Project Database: January-June 2019;
10. Preparation of Final Report (June 2019).

Expected Duration

The contract will be for a period of 6 months starting from 1 January 2019 (full time), regardless the date of the last signature.

Evaluation Criteria

Academic Qualifications : Advanced university degree (Master's degree or equivalent) in environmental or marine studies, environmental and/or international policy, law, project management or related disciplines is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience : At least five (5) years of progressively responsible work in environmental policy coordination, implementation and/or environmental project management/implementation/evaluation or related field, out of which at two (2) years at the international level is desired. A good understanding of marine environmental monitoring and/or EU MSFD will be considered as an asset.

Language : Fluency in English (oral and written) is required. Working knowledge of French is an asset . Knowledge of Arabic and/or Spanish is an advantage.