



Mediterranean  
Action Plan  
Barcelona  
Convention



**CALL FOR CONSULTANT N°10/2023\_SPA/RAC**  
**TERMS OF REFERENCE FOR THE PROVISION OF CONSULTANCY**  
**SERVICES**

**Assistance for the implementation of the regional Action plans for the  
conservation of threatened habitats and endangered species**

**February 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.

In this context, SPA/RAC has received financial support under the bilateral agreement between UNEP/MAP and the Ministry of the Environment and Energy Security of Italy, to implement the activities related to regional Action plans for the conservation of vulnerable habitats and endangered species, within the framework of the POW 2022-2023 activities under 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 on Habitats and Species in the implementation of the following main activities:

- 2.3.1. Implement regional and national actions to boost the implementation of the Action Plans on marine key habitats
- 2.3.2. Effectively implement the updated regional Strategy and Action Plans for the conservation of threatened and endangered species
- 2.3.3. Implement conservation measures and share best practices related to threatened and endangered species listed in Annex II to SPA/BD Protocol
- 2.4.1. Update and implement the regional action plan on Non-Indigenous Species (NIS) and species introductions, as well as targeted measures of the Mediterranean Strategy on Ships' Ballast Water Management and Action Plan

## **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 planned within the regional action Plans
- 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.
- in 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.

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 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 10 months 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 2022-2023.

**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 Barcelona Convention and projects and programmes
- Collaborative, resourceful and capable of working with variety sources of data;

- Fluency in written and spoken English and French is required. Knowledge of other other Mediterranean languages is an advantage.

## VII. SUBMISSION

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

[car-asp@spa-rac.org](mailto:car-asp@spa-rac.org), not later than **20 February 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. DURATION OF APPOINTEMENT

<b>Position title:</b>	Assistant consultant
<b>Office:</b>	Specially Protected Areas Regional Activity Centre (SPA/RAC)
<b>Location:</b>	Tunis, Tunisia
<b>Type of contract:</b>	Consultant contract - Full-time, one-year fixed-term  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
<b>Expected start date:</b>	1 March 2023
<b>Posting date:</b>	8 February 2023
<b>Application deadline</b>	20 February 2023
<b>Call for applications reference:</b>	Call for consultant N°10/2023_SPA/RAC

## IX. 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...).



## **X. 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.