



Terms of Reference

IOC/MPR Section

Post title : **Consultant – Start-up phase of UN Decade of Ocean Sciences for Sustainable Development**

Organizational unit :
UNESCO Intergovernmental Oceanographic Commission (IOC)
Marine Policy and Regional Coordination Section

Primary location:
Paris HQ

Recruitment open to: **External candidates**
Type of contract: **Consultant**

Monthly fee:
Betw 4000- 5000 EUR based on experience

Deadline:
20 February 2019

Main responsibilities

Under the overall supervision of the Assistant Director-General for the Intergovernmental Oceanographic Commission (ADG/IOC) and the direct supervision of the Head of Marine Policy and Regional Coordination Section, the incumbent will assist with the implementation of technical activities related to the planning phase (2018-2020) of the UN Decade of Ocean Sciences for Sustainable Development which is coordinated by IOC.
More information : <https://en.unesco.org/ocean-decade>

The incumbent will specifically:

- (i) provide support to the Executive Planning Group in developing elements of structure and operational plans for preparatory activities of the Decade leading to the finalisation of the Implementation plan of the Decade to be ready by 2020, according to the guidance provided by IOC governing bodies, secretariat and officers;

- (ii) Prepare and disseminate core documents for the planning phase, particularly circular letters to Member States and potential partners, Calls of Interest to identify voluntary contributions, and meeting reports from consultation meetings, amongst others;
- (iii) support the establishment, organisation and working operations of the global planning meetings and regional workshops, notably guidelines on stakeholders contribution, reporting template, meetings agenda;
- (iv) Develop a dedicated communication and outreach strategy for the Decade, including the development of specific communication tools, contents for social media, multilingual web-based multimedia products and other corporate materials;
- (v) Guide the development of the Decade website and including the establishment of a virtual stakeholder forum providing a mechanism to register institutional partners and contributors and a space for discussion and proposing activities under the Decade.
- (vi) coordinate the IOC and EPG's contributions to the meeting of the UN Informal Consultative Process (June 2019) focus on the Decade in support of the intergovernmental dimension of the Decade;
- (vii) Identify partnership and voluntary contributions to the Decade planning phase from Member states, UN partners, intergovernmental organizations and non-governmental organizations;
- (viii) Contribute to the Decade Reporting process through regular IOC mechanisms on planning activities related to the Decade to IOC Governing bodies, UN-Oceans and the UN General Assembly;
- (ix) Plan and organise outreach events related to the Decade, including at the European Maritime Day (Lisbon, May 2019), the UN ICP Meeting (New York, June 2019), and Ocean Obs Conference (Hawaii, Sept. 2019)

Required qualifications

Education: Advanced university degree (master level or higher) in environmental sciences, marine policy, Law of the Sea, marine and coastal management

Work experience: Minimum of 7 years of working experience in institutions dedicated to sustainable development of the ocean (including in relation to Agenda 2030), coastal and marine management, ocean governance, applied ocean science of which preferably 3 years at international level.

Skills and competences:

- Excellent research, analytical and problem solving ability, including taking part in the resolution of issues and in the application of good judgement.

- Very good inter-personal skills and ability to maintain effective partnerships and working relations within a multi-cultural environment; ability to work collaboratively as part of a team to achieve organisational goals.
- Ability to plan own work and manage conflicting priorities; work under pressure.
- Ability to write and speak clearly and effectively, including the ability to draft reports in a concise style and communicate complex information to a broader audience – via visual, written and verbal modes.
- Languages: Very good knowledge of spoken and written English. Knowledge of additional working languages of UNESCO and European Union official languages.

Desirable qualifications:

Education: The consultant should hold a postgraduate degree in marine/coastal resources management, environmental sciences or equivalent combined with the use of information/data management tools.

Work experience: Practical familiarity with European water and land policies and their associated environmental information systems and decision support tools.

Duration:

The Consultant is appointed for an initial period of 6 months. The appointment is non-career and does not carry any expectancy of renewal or conversion to another contract.

Taxes

UNESCO will not reimburse any taxes, duties or other contributions for which individuals may be liable in respect of any payments made to them under the terms of their contract.

Insurance

Individuals issued with a contract for individual consultants or other specialists are covered by UNESCO's insurance policy for work-related illness, injury, accidents or death whilst performing their official duties or travelling on behalf of the Organization. The insurance premium for the coverage, as determined by Pension and Insurance Section (HRM/SPI), must be included in the financial commitment for the contract.

Social Benefits

Individual consultants and other specialists shall be responsible for arranging, at their own expense, any medical insurance that they consider necessary during the contract period. Unless they are affiliated by virtue of their status as former staff members, they cannot be enrolled in the UNESCO's Medical Benefit Fund or United Nations Joint Staff Pension Fund. Individual consultants and other specialists are not entitled to paid annual or sick leave.

Please note that UNESCO is a non-smoking Organization.

How to apply?

Please submit a full CV (using the UNESCO template <https://en.unesco.org/careers/media/3705>), a motivation letter and a proposal for implementing the activities related to the main responsibilities described in this call, to : Mrs. Isabel Chavez (i.chavez@unesco.org) **by 20 February 2019 COB (Paris time).**