



Terms of Reference

IOC/MPR Section

Post title: **Consultant – Start-up phase of UN Decade of Ocean Science 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:

14 February 2018

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 Science for Sustainable Development which is coordinated by IOC. More information: <https://en.unesco.org/ocean-decade>

The incumbent will specifically:

- (i) Develop elements of governance, 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 Officers, Secretariat and Member States;

- (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 and working operations of a multi-stakeholder Planning Group to be established by the IOC Executive Council;
- (iv) Develop a dedicated communication and outreach strategy for the Decade, including the development of specific communication tools (e.g. website), contents for social media, multilingual web-based multimedia products and other corporate materials;
- (v) Identify partnership and voluntary contributions to the Decade planning phase from Member States, UN partners, intergovernmental organisations and non-governmental organisations;
- (vi) Report through regular IOC mechanisms on planning activities related to the Decade to IOC Governing bodies, UN-Oceans and the UN General Assembly;
- (vii) Organise outreach events related to the Decade.

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, and 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](#)), a motivation letter and a proposal for implementing the activities related to the main responsibilities described in this call, to: Mr. Julian Barbière (j.barbiere@unesco.org) **by 14 February 2018 COB (Paris time)**.