



Mediterranean  
Action Plan  
Barcelona  
Convention



## **CALL FOR CONSULTANCY N° 12/2024\_SPA/RAC\_FishEBM Med**

**TERMS OF REFERENCE FOR THE PROVISION OF CONSULTANCY SERVICES**

**Financial and administrative Expert for FishEBM MED Project**

**July 2024**

## I- CONTEXTE ET JUSTIFICATION

### ***1.1. The Specially Protected Areas Regional Activity***

The Specially Protected Areas Regional Activity Centre (SPA/RAC) was established by the Contracting Parties to the Barcelona Convention in order to assist the Mediterranean countries in implementing the Protocol concerning Specially Protected Areas and Biological Diversity in the Mediterranean (SPA/BD Protocol) of the Barcelona Convention<sup>2</sup>. Tunisia has been hosting the Centre since its establishment in 1985.

The Centre works under the auspices of the United Nations Environment Programme / Mediterranean Action Plan (UNEP/MAP) - Barcelona Convention Secretariat, based in Athens, Greece.

SPA/RAC's main objective is to contribute to the protection, preservation and sustainable management of marine and coastal biological diversity in the Mediterranean and, in particular, the creation and effective management of marine and coastal areas of particular natural and cultural value and the conservation of threatened and endangered species of flora and fauna in the Mediterranean.

For more information, please consult: [www.spa-rac.org](http://www.spa-rac.org).

### ***1.2. The FishEBM MED project***

The Fisheries and Ecosystem Based Management for the Blue Economy of the Mediterranean ([FishEBM MED](#)) project addresses the complex dynamics of fisheries management in the Mediterranean, a region historically intertwined with fishing activities across various scales. Industrial, semi-industrial, and small-scale fisheries (SSF) coexist, utilizing diverse fishing gear to exploit the region's rich marine biodiversity. Unlike other fishing areas with focused operations on select stocks, the Mediterranean's fisheries exploit a wide array of benthic and pelagic species, as well as mollusks and crustaceans, shared among littoral states. This necessitates strong cooperation for sustainable management. Despite its significance, the fishery sector has often been overshadowed by emerging sectors like tourism and energy. Nonetheless, it remains vital for livelihoods, nutrition, and coastal community resilience.

Recognizing the increasing pressures on Mediterranean stocks, the project emphasizes an ecosystem approach to fisheries management. It aims to contribute to reversing the over-exploitation of select commercial living marine resources by enhancing the capacity of Mediterranean countries to manage fisheries, including through the application of ecosystem-based management tools, in their blue economy development pathway.

FishEBM MED is a collaborative effort led by the Food and Agriculture Organization (FAO) and the United Nations Environment Programme (UNEP), with execution facilitated by the General Fisheries Commission for the Mediterranean (GFCM) and the Mediterranean Action Plan (MAP) under the Barcelona Convention, through the Specially Protected Areas Regional Activity Centre (SPA/RAC). The project receives funding from the GEF Trust Fund and operates in Albania, Algeria, Bosnia and Herzegovina, Lebanon, Libya, Montenegro, Morocco, Tunisia, and Türkiye. Through these concerted efforts, FishEBM MED aims to foster a sustainable future for Mediterranean fisheries while promoting the broader blue economy agenda.

## II- OBJECTIVE

The objective of this consultation is to assist the FishEBM Med project team in the implementation of the project through (i) the preparation of logistics arrangements and operational support for the execution of activities, (ii) ensuring the timely preparation and implementation of the administrative and financial aspects of the planned technical activities, and (iii) the preparation of financial reports according to the required formats.

### III- TASKS TO BE UNDERTAKEN

The **Administrative and Financial Expert** will be responsible for all activities related to the administrative and financial management of the implementation of the FishEBM Med project activities assigned to SPA/RAC. The specific tasks will include:

#### **Administrative Responsibilities:**

- Supporting the project team in the preparation of the work plan, indicating required administrative procedures and timeline.
- Ensuring the timely preparation and implementation of the administrative aspects of the planned technical activities, including the mobilization of consultants and procurement procedures.
- Assisting the team in drafting terms of reference and tender documents, in the examination and evaluation of bids to ensure compliance with prevailing rules of administrative and financial aspects
- Overseeing the procurement of necessary supplies and equipment, from orders until delivery, in accordance with UNEP-MAP-SPA/RAC procedures and donor requirements.
- Collecting, classifying, and archiving monthly administrative documents (contracts, deliverables, invoices, etc.) in both paper and electronic versions.
- Preparing the administrative and logistical aspects of project team participation to missions, as workshops, conferences, or any similar events related to the project implementation.
- Writing the minutes of meetings related to the project implementation
- Supporting the project team in drafting activity reports when necessary.
- Anticipating potential constraints and proposing recommendations to improve operational efficiency.

#### **Financial Responsibilities:**

- Supporting the project team in the preparation of the work plan, indicating required financial procedures and timeline.
- Entry and accounting validation of commitments relating to the Fish EBM project
- Entry and accounting validation of payments relating to the project
- Maintaining project accounts up to date
- Establishing commitment files for accounting operations, processing and creating reports on the application of the Center's Budgetary, Financial and Accounting Management (ARABSOFT<sup>1</sup>)
- Ensuring the timely preparation and implementation of the financial aspects of the planned technical activities, including payments and the transfer of financial resources.
- Monitoring and managing expenditures in accordance with the approved budget.
- Keeping financial records and making required information available.
- Preparing periodic financial reports according to UNEP/MAP SPA/RAC and donor standards.
- Managing cash flows to ensure the availability of funds necessary for project activities.
- Facilitating internal and external audit and evaluation missions.
- Preparing financial statements, documents, and reports requested by the external auditor during the preparation of financial reports.
- Liaising with project technical experts to provide guidance on the development of appropriate annual budgets and work plans to achieve project outputs.

She/He will also:

- Complete any other tasks assigned by the SPA/RAC Director and the Project team for the implementation of the project.
- 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 disclosing any communications pertaining to SPA/RAC activities without the prior consent of the director.

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<sup>1</sup> <https://www.arabsoft.com.tn/amin>

- 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 make rational use of them.
- Carry out tasks in close collaboration with all of the SPA/RAC's administrative, financial, scientific, and technical staff, doing so in a spirit of cooperation and teamworking.

#### IV- Terms and conditions of employment

- Given the regional nature of SPA/RAC's work, travel to Mediterranean countries is expected.
- The successful candidate is expected to commence duties in September 2024.
- The contractual duration is 12 months, renewable until the end of the project (August 2026), subject to a 3-month probation period from the date of signing and satisfactory performance.
- The contract deliverables and their submission schedule must align with the implementation of project activities.
- The **Administrative and Financial Expert** will work full-time from the SPA/RAC office during administrative working hours to maintain close contact with the project team.

#### V- SUPERVISION AND COLLABORATION

The Administrative and Financial Officer will work under the direct supervision of the FishEBM Med Project Manager, in collaboration with the other project team members and the SPA/RAC financial and administrative Assistants, and under the general supervision of the SPA/RAC Director.

#### VI- REQUIRED SKILLS AND EXPERIENCE

The Administrative and Financial Officer must have the following qualifications:

- A university degree in business administration, management, finance, or a related field.
- Minimum 7 years of professional experience in a similar role.
- A good knowledge of project management (planning, event organization).
- A good knowledge of projects funded by the European Commission and/or the GEF or other international funding organizations is a significant asset.
- Knowledge of the administrative procedures of the United Nations or other international cooperation agencies is desirable.
- Experience in an international environment is an advantage.
- Proficiency in English and French (both written and spoken). Knowledge of other Mediterranean languages is a desirable asset.
- Proficiency in computer tools: Word, Excel, PowerPoint.
- Proficiency in administrative management software and tools.
- Proficiency in financial and accounting management software and tools. Knowledge of the AMIN software (ARABSOFT) is a desirable asset.

He/she must also possess the following skills:

- Excellent organization, planning, and the ability to anticipate administrative needs.
- Rigor, objectivity, transparency, and a strong sense of responsibility.
- Ability to work as part of a team and communicate effectively with project members and external stakeholders.
- Autonomy, efficiency, and the ability to meet deadlines and work under pressure.
- Strong writing and document management skills.
- Ability to manage multiple tasks simultaneously and adapt to changing priorities.
- Initiative and the ability to propose improvements for operational efficiency.
- Discretion and respect for the confidentiality of information handled.
- Logistical management skills for organizing events and missions

## VII- SUBMISSION

Proposals must be received electronically at the following e-mail address : [car-asp@spa-rac.org](mailto:car-asp@spa-rac.org). The deadline of the submission is 2nd September 2024 at 11:59 PM (Tunis time). E-mails should have the following subject:

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Proposals received after this deadline will not be considered.

## VIII- APPLICATION PROCEDURE

The application package must include:

- A cover letter describing the candidate's suitability for the position (in English);
- A copy of the candidate's identification card;
- A detailed curriculum vitae (in English or French) including a short biography, the total number of years of professional experience including the number of years of international experience, the project management tasks handled (e.g., planning, event organization, etc.), the projects financially managed, proficiency in administrative and financial management software, language proficiency (including any Mediterranean languages), and other relevant details. Please also include examples demonstrating your organizational, planning, and team collaboration skills, as well as your ability to manage multiple tasks and meet deadlines;
- Certified copies of obtained university degrees and any documents verifying the candidate's relevant experience for the position (work certificates, internship certificates, etc.);
- Contact details of three (03) professional references (name, first name, position, organization, email, phone number).

Incomplete applications will not be considered.

## IX PROCEDURE D'EVALUATION

Only candidates selected for evaluation **will be contacted**. An initial selection of up to three qualified candidates will be made based on the information submitted in the application package (CV and cover letter) according to the evaluation criteria of the **Administrative and financial Expert** offer.

The evaluation of the candidates may include an oral interview for technical and substantive skills assessment.