

Terms of Reference

Posting Title:	Capacity Needs and Priority Assessment Consultant (Caribbean Small Island Developing States) (Promotion of a better understanding of the Agreement under the United Nations Convention on the Law of the Sea on the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction (BBNJ Agreement), in particular to strengthen capacities of developing States toward becoming parties to the BBNJ Agreement and implementing it)
Department/Office:	Division for Ocean Affairs and Law of the Sea, Office of Legal Affairs, United Nations (the Division)
Duty Station:	New York
Application Deadline:	14 March 2024 (Midnight, New York time, USA)
Type of Contract:	Consultancy
Post Level:	Consultant, Level C
Languages Required:	English
Starting Date: (date when the selected candidate is expected to start)	15 April 2024
Duration:	Approximately 4-month period
Contract sum:	US\$ 33,600 (paid in two instalments)

Background

The Project for “*Promotion of a better understanding of the Agreement under the United Nations Convention on the Law of the Sea on the conservation and sustainable use of marine biological diversity of areas beyond national jurisdiction (BBNJ Agreement), in particular to strengthen capacities of developing States toward becoming parties to the BBNJ Agreement and implementing it*” is a strategic partnership between the Office of Legal Affairs of the Secretariat of the United Nations, through its Division for Ocean Affairs and the Law of the Sea (the Division), and the European Union.

The Project, to be implemented by the Division pursuant to General Assembly resolution 77/321 and in the context of its capacity-building mandate, will seek to address critical capacity barriers at the regional and national levels in becoming parties to the Agreement and for its implementation.

The Project will be implemented over two years and comprises three main activities, namely: (1) capacity needs and priority assessments with a view to informing the subsequent regional workshops; (2) regional workshops of African, and Latin American and Caribbean States; and (3) the publication of case studies with experiences of States in becoming parties to the Agreement. Further activities include communication and outreach.

Work Location

Home-based with possibility of travel (to be funded by consultant).

Expected duration

The duration of the contract will be approximately 80 days within a 4-month period.

Duties and Responsibilities

Under the overall supervision of the Director of the Division, the consultant shall be directly supervised by a Senior Legal Officer (the Head). The Capacity Needs and Priority Assessment Consultant will conduct an assessment of needs and priorities of Caribbean small island developing States concerning capacities toward becoming parties to the BBNJ Agreement and implementing it, with a view to informing the regional workshop for parliamentarians, government officials and other stakeholders in Caribbean small island developing States under the Project.

The Capacity Needs and Priority Assessment Consultant is responsible for the effective and efficient performance of the following duties:

1. Develop a methodology for the capacity needs and priority assessment
2. Hold consultations with relevant stakeholders
3. Prepare a draft capacity needs and priority assessment report
4. Undertake a peer review process for the draft report
5. Finalize the report taking into account all relevant comments

Deliverables

The deliverables will consist in the following:

- 1) A methodology for capacity needs and priority assessments;
- 2) A capacity needs and priorities assessment report.

The completed capacity needs and priority assessment report should follow United Nations editorial style and guidelines. It is expected that the report would be approximately 50 pages (not including annexes) and include:

- An executive summary;
- Main body;
- Prioritized list of needs and priorities, including 1) a summary of common capacity needs and priorities across the region, and 2) individualized lists for each State;
- Full citations and references.

Payment

Initial payment of one third (US\$ 11,200) due upon positive assessment of the methodology of the needs and priority assessment, followed by the final two-thirds (US \$22,400) upon the positive assessment of the finalized report by the Division.

Competencies

• **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to needs and priority assessments in the Caribbean context. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Strong command of information technology tools and programmes, is required. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Ability to build good working relationships at all levels. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports colleagues, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his or her own shortcomings and those of the work unit, where applicable.

Education

Advanced university degree (Master's degree or equivalent) in public law, international law, ocean affairs and the law of the sea, sustainable development, environment or a related field. A first-level university degree in combination with additional relevant work experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in ocean affairs and law of the sea in the Caribbean is required.

Demonstrated experience in capacity needs and priority assessments in the Caribbean context is required.

Experience in ocean affairs or related fields is required.

Experience in managing stakeholder relationships within projects is required.

Experience in the usage of computers and office software packages is required.

Previous work experience in the UN system is highly desirable.

Languages

For this position, fluency in both English and Spanish is required. Fluency in French is desirable.

TO APPLY TO THIS CONSULTANCY:

- 1) Complete the application form available at the following link:
<https://forms.office.com/e/KKa9gQfmXn>
- 2) After completing the form, please send a CV and cover letter to denise.ward@un.org (with a copy to doalos@un.org) with the email subject line "Capacity Needs and Priority Assessment Consultant (Caribbean Small Island Developing States)"

The documents should be named as follows:

surname of candidate_CV

surname of candidate_cover_letter

Only applications that follow both stages of the application process will be considered.

Closing date: 14 March 2024

Female candidates are strongly encouraged to apply.

Individuals in active government service, including employees of institutions under direct management of a government, are not eligible for selection for this consultancy.