



Call for expression of interest in the framework of TUNE UP project

The Mediterranean Wetlands Initiative (MedWet) is organizing a Call for expression of interest in view of establishing a Short List of experts to be employed in the project “TUNE UP - Promoting multilevel governance for tuning up biodiversity protection in marine areas” (5MED18_3.2_M23_053) - (CUP: E45D18000410004) Programme Interreg Mediterranean 2014-2020.

Date: 15/01/2020

Deadline: 13:00h of 06/02/2020

Background information

MedWet is participating in the Interreg MED project “TUNE UP - Promoting multilevel governance for tuning up biodiversity protection in marine areas”, funded by Interreg MED Programme. TUNE UP fits in the Interreg MED Priority Axis 3: Protecting and promoting Mediterranean natural and cultural resources, specifically contributing to the Specific objective 3.2: To maintain biodiversity and natural ecosystems through strengthening the management and networking of protected areas.

The Interreg MED Programme is a transnational European Cooperation Programme for the Mediterranean area. It is co-financed by the ERDF (European Regional Development Fund), an instrument of the EU regional policy and of its new programming period.

Brief description of the scope of the project

TUNE UP is a multi-module project tackling the need for a strategic and collaborative approach to Med MPAs management and biodiversity protection, by testing and capitalizing a multi-stakeholder/multi-level governance tool based on River/Wetland Contracts experience tested by the Interreg Med WETNET project. TUNE UP will build on WETNET results exploiting the flexibility and feasibility of the River/Wetland Contract methodology further developing it to MPAs management, assessing its effectiveness through the implementation of 11 MPA Contracts.

TUNE UP approach is based on vertical and horizontal subsidiarity, to achieve coordination among institutions at all involved levels, as well as to integrate funding, resources and plans. Indeed, the project will ensure higher coordination among stakeholders and decision makers, limiting raising

conflicts between preservation and economic issues, and will enhance the goal of biodiversity protection.

Thus, the project intends to achieve the following results:

1. Stronger, coordinated and proactive involvement of key stakeholders in MPAs management.
2. Improved effectiveness of MPAs management by integrating multilevel governance tools into national and regional policy instruments.
3. More intensive transnational cooperation and networking between Med MPAs.

The partnership involves different types of actors operating in MPAs management, so it will allow TUNE UP to ensure high transferability of main outputs to Med Countries. TUNE UP approach aims at overcoming the criticalities originating from the fragmentation in MPAs management, where orientations and objectives for the conservation are both intertwined and overlapping, jeopardizing biodiversity protection. By promoting a multilevel governance tool based on River/Wetland Contracts experience tested by the Interreg Med WETNET project, TUNE UP aims at assuring higher coordination among stakeholders and decision makers while strengthening the network of Med MPAs and improving marine and coastal biodiversity. TUNE UP intends to limit raising conflicts between different issues: between preservation issues and economic activities (e.g. agriculture, aquaculture, fisheries, marine trade, tourism), but also between natural heritage valorisation and protection of environmental values and functions.

In this perspective, the project will build on results of WETNET and exploit the flexibility of the River/Wetland Contract tool further adapting it to MPAs management, assessing its effectiveness through the implementation of areas with various characteristics. To achieve this, TUNE UP foresees:

1. Testing: each partner, will run a participatory planning process (in coordination with the MPA Managing Authorities as associated partners), basing on a Joint transnational methodology, where the active engagement of key stakeholders, both at national and local level, will lead to the signature of a MoU.
2. Transferring and Capitalization: (i) mainstreaming activities for uptake project results through the incorporation of the tool into regional policy instruments and regulations for MPAs integrated management in the partnership's territories, (ii) lobbying and advocacy activities for the inclusion of the tool in other Euro-Mediterranean Regions, into their policy instruments.

The main role of MedWet in TUNE UP

The main role of MedWet in TUNE UP is the coordination of the capitalization process, which aims at mainstreaming and promoting the tested tool at regional and Med level through exchanging, transferring, training and lobbying activities. All activities will be implemented according to a project Capitalization Plan, which will be pivotal for integrating TUNE UP activities with other Med initiatives in order to ensure a strong capitalization of the project results.

The capitalization strategy consists of:

- further implementing the wikisource of good practices on coastal governance (developed by the Interreg Med Project COASTING - coastingwiki.eu), by adding a section on MPA governance;

- mainstreaming the MPA Contract into regional policies by: (i) developing 11 key governance plans to support regional authorities of TUNE UP area in embedding the tool into their strategies and regulations; (ii) organizing Capacity building seminars; (iii) involving Regional authorities and MPAs managers in the subscription of a MoU to uptake the tool;
- coordinating with Horizontal project PANACEA;
- promoting the embedding of MPA Contracts at Med level, through a set of Political Recommendations to be delivered to the EC and to Regional authorities of the programme area;
- capitalizing the project results at Med and international level, by organizing capitalization seminars in coordination with the scientific community.

Scope of this Call

The aim of this notice is to establish five short lists for the provision of external expertise to be used in relation to the needs and requirements of MedWet's activities with reference to the Interreg Mediterranean project "TUNE UP - Promoting multilevel governance for tuning up biodiversity protection in marine areas". Applying to this Call takes place upon request by the interested parties who meet the requirements set out in this notice. This Call will result in five short lists related to the following profiles:

1. Technical manager
2. Policy and advocacy expert
3. Communication expert
4. Financial and administrative assistant
5. Graphic designer

Experts profile description

The 5 categories of experts are the following:

1. Technical manager

Main responsibilities:

- provide essential support to the project, working with team members
- review progress on a regular basis and discuss future steps of the project
- arrange meetings with project's members, take minutes of the meetings and preparing deliverables, technical and scientific reports.
- responsible for maintaining crucial project documents which track project progress
- identify any potential issues or risks that could affect the progression of the project and identify potential solutions
- Manage the schedule, monitoring deadlines for each project task and report any potential delays.
- drafting final reports

Competencies (Experience, Knowledge and Skills):

- analytical thinking with excellent-problem solving skills
- team player with high level of self motivation and ability to set and meet goals
- ability to manage multiple priorities and to meet both short and long-term deadlines
- action-research skills

- excellent decision-making and leadership capabilities
- negotiation and conflict resolution

2. Policy and advocacy expert

Main responsibilities:

- developing and implement capitalization and knowledge transfer strategy that advances TUNE UP achievements and its partners' influence with government and other key stakeholders
- ensuring a sound and effective capitalization of the MPA Contracts methodology
- improving legislation, policy and strategy in relation to capitalizing a multi-stakeholder/multi-level governance tool based on River/Wetland Contracts
- producing policy and information briefs, draft tools, guidance and training to help partners to advocate and lobby effectively, and support them to improve effectiveness of MPAs management by integrating multilevel governance tools into national and regional policy instrument
- identifying opportunities for TUNE UP to be represented at relevant forums, events and conferences
- to increase capacity of partners for effective policy advocacy and influencing for a more intensive transnational cooperation and networking between Med MPAs.

Competencies (Experience, Knowledge and Skills):

- capacity to elaborate policy and advocacy strategies by identifying and prioritizing audiences and communication means
- experience in performing analysis of political situations and scenarios, and contributes to the formulation of institutional responses
- capacity in identifying needs and interventions for capacity building of partners and other stakeholders
- experience in developing and/or participates in the development of tools and mechanisms, including identifying new approaches to promote individual and organizational learning and knowledge sharing using formal and informal methodologies

3. Communication expert

Main responsibilities:

- contribution to the establishment of the project's multi actor communication framework which will be drawn up to drive and interweave the communication, dissemination and capitalization activities throughout the duration of the project
- contribute to project's promotional material portfolio
- communicate with all distinct target audiences under the scope of project's stakeholders' workshops
- design user friendly tools for easy communication
- enhance project visibility

Competencies (Experience, Knowledge and Skills):

- high communication skills
- excellent interpersonal, written and verbal communication skills (English) including active listening skills
- demonstrate good organization, problem-solving, and teamwork skills

- be flexible with a high commitment to achieving deadlines
- absolute commitment to high ethics and integrity
- demonstrate adaptability to differences in age, culture, gender, nationality and religion
- be familiar with standard office programs and web social media

4. Financial and administrative assistant

Main responsibilities:

- assists in the management of the project budget by budget formulation, controlling allocations, monitoring expenditures, and preparing revisions according to the needs of the project
- enters into the MedWet financial system annual budgets of projects based on approved annual workplans, makes budget revisions based on requests and justification letters from projects, and monitors project budgetary commitments
- generates financial reports, when needed
- checks and examines various project financial reports for accuracy and consistency against approved budgets
- takes required actions on operational and financial closure of projects in line with European and national regulation
- coordinates and liaises with between audit teams and projects for annual project audits
- makes international and local travel arrangements for project staff and implementing partners, follow-ups with the concerned staff
- drafts routine correspondence related to financial and administrative matters for the signatures of project manager
- ensures the effective recording and reporting system, internal control and audit follow-up and processes administrative and financial transactions in an accurate and timely way

Competencies:

- thorough understanding of financial administrative issues
- organisation and time management
- working under pressure of deadlines
- basic knowledge of environmental and conservation issues in the Mediterranean is an advantage

5. Graphic designer

Main Responsibilities:

- develop and design visual communications materials considering briefs developed by internal and external stakeholders
- design and produce brand and communicational pieces for different supports (digital & physical)
- audiovisual documentation of project and activities related (photo and video)
- develop communicational and advertising campaigns

Competencies (Experience, Knowledge and Skills):

- marketing and business strategy
- graphic design
- experience in writing contents and publications
- filmmaking and photography

Specific requirements

Specific requirements for a candidate are required for inclusion in the short lists, as specified below:

1. Technical manager

- One of the following degrees is required: biology, natural sciences, environmental sciences or equivalent. A PhD degree will be an additional asset.
- At least 3 years' experience and documented competence in technical-scientific activities in Mediterranean coastal and marine ecosystems (with a specific focus on coastal wetlands and MPAs).
- At least 3 years of experience in international networking, participation and involvement in the promotion of environmental protection and conservation of wetlands/marine areas.
- Experience in projects/activities dealing with sustainable governance of Mediterranean coastal areas via improved scientific, technical and managerial knowledge base.
- Good knowledge of the environmental challenges and issues at Mediterranean level.
- Proven experience in providing scientific and technical support to partner institutions, identifying needs but also supporting policy and cross-sectoral dialogues with partner countries and associated institutions.
- Good knowledge of spoken and written English and French. The knowledge of another E-community language would be an advantage. Good computer skills.

2. Policy and advocacy expert

- at least 5 years' experience and documented competence in multilevel governance tools, experience in participatory processes that involve the involvement of stakeholders and decision-makers' politicians and AMP network to improve marine and coastal biodiversity. expertise on river / coast contracts is a plus
- experienced, knowledgeable and skilled in policy processes specifically in relation to stakeholder engagement and management in diverse communities
- skills in lobbying and advocacy are required for the inclusion of the governance tool in other euro-Mediterranean tools
- experience working in cross-cultural environments with people from a wide range of professional and cultural backgrounds
- good knowledge of spoken and written English; good computer skills

3. Communication expert

- at least 3 years of relevant professional experience performing tasks similar to the required job position with a proven experience in communication of projects
- evident experience in web publishing and maintenance
- a proven ability to use creative and effective communication tools
- evident experience in liaising and co-operating with media journalist, government officials, NGOs and private sector
- previous experience with civil society sector is a strong asset
- excellent computer literacy (ms office; windows, internet); excellent communications, report writing and analytical skills

- good knowledge of spoken and written English and French, Arabic is a plus – other languages are a bonus

4. Financial and administrative assistant

- at least 3 years of relevant work experience in performing tasks similar to the required job
- university degree in business administration, commerce, economics or social sciences. strong finance/accounting and research knowledge
- computer skills: relevant computer skills, word processing, power point presentations, excel spreadsheets. familiarity with people soft/erp is an asset
- good knowledge of spoken and written English and French

5. Graphic designer

- at least 3 years of proven experience in the design of communication material (eg brochures, posters, etc.), especially in projects in the field of the environment and sustainable development
- Bachelor's degree in informatics, web design, programming tools, graphic design with web, php, photos montage, video montage, etc
- Master's in design, arts, etc. is a plus
- good knowledge of spoken and written English and French

How to apply

The application procedure for the short lists is started at the request of the interested candidates and under their own responsibility through self-certification, indicating their specific competencies and skills, the category and the profile for which they express their interest (category_____).

The candidates can request the registration to the short list by sending it via email bearing the wording "Notice for the formation of short lists for professional services and services for the Interreg Mediterranean project "TUNE UP". CUP: E45D18000410004" indicating the relative, and accompanied by the following documents:

1. application for registration in the Short List drawn up using the scheme in Annex "A" of this Notice;
2. professional curriculum, dated, signed and containing the authorization to process the data personal; and
3. front-back copy of an identity document (of the legal representative in case of legal person).

The email **must be received**, under penalty of exclusion, **by and no later than 13.00 on 06/02/2020** via email at the address: info@medwet.org

Selection process

The examination of the applications is exclusively aimed at verifying the completeness of the information requests and to include those admissible in the short lists. Candidates who meet the

requirements will be inserted, in alphabetical order and by area of competence, in the specific short list, a ranking is not foreseen.

MedWet reserves the right to verify the veracity of the data indicated in the curricula and to request in any time the right documents.