

Terms of Reference

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| Posting Title: | Capacity Needs and Priority Assessment Consultant (Latin American 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 the Law of the Sea, Office of Legal Affairs, United Nations (the Division) |
| Duty Station: | New York |
| Application Deadline: | 18 February 2025 (Midnight, New York time, USA) |
| Type of Contract: | Consultancy |
| Post Level: | Consultant, Level C |
| Languages Required: | English, Spanish |
| Starting Date: (date when the selected candidate is expected to start) | 18 March 2025 |
| Duration: | 60 days within a 4-months period |
| Contract sum: | US\$ 33,600 (paid in two instalments) |

Background

The Project “*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, implemented by the Division in the context of its capacity-building activities undertaken in response to General Assembly resolution 77/321, seeks to address critical capacity barriers at the regional and national levels in becoming parties to the Agreement and for its implementation.

The Project, which is being implemented over two years, comprises three main activities, namely: (1) capacity needs and priority assessments with a view to informing the subsequent regional workshops; (2) regional workshops for parliamentarians and government officials of African and of Latin American and Caribbean States, and for Caribbean small island developing States; and (3) the publication of case studies on 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 the consultant).

Expected duration

The duration of the contract will be 60 days within a 4-months period.

Duties and Responsibilities

Under the overall supervision of the Director of the Division and a Principal Legal Officer, the consultant will report directly to a Legal Officer, with a Senior Legal Officer as the second reporting officer.

The Capacity Needs and Priority Assessment Consultant will conduct an assessment of needs and priorities of Latin American States (Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela) concerning capacities toward becoming parties to the BBNJ Agreement and implementing it, with a view to informing, together with the assessment of capacity needs and priorities of Caribbean small island developing States that is currently being carried out under the Project, the regional Workshop for parliamentarians and government officials of Latin American and Caribbean 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 for Latin American States.

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 Latin American region, particularly in legislative or parliamentary contexts. 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, 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 Latin America is required.

Demonstrated experience in capacity needs and priority assessments in the Latin American States is required.

Experience in ocean affairs or related fields is required.

Working knowledge 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 is required.

Experience in capacity-building and awareness-raising for parliamentarians 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 and/or Portuguese is desirable.

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.