

TERMS OF REFERENCE

Posting Title:	Consultant – Capacity-building needs and priorities Assessment Toolkit Development Expert
Department/Office:	Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs of the United Nations (“the Division”)
Duty Station:	Home based (remote work)
Type of Contract:	Consultancy
Post Level:	Consultant, Level C
Languages Required:	English
Starting Date:	14 May 2024
(date when the selected candidate is expected to start)	
Duration:	Part time. 5 Months (75 Working Days). 14 May 2024 to 14 October 2024
Contract Sum:	US \$36,750 (paid in two instalments upon the Division’s confirmation of successful completion of each phase)

Background

Pursuant to General Assembly resolution 77/321, the Office of Legal Affairs of the United Nations through its Division for Ocean Affairs and the Law of the Sea (“the Division”), has developed a programme of activities, including capacity-building and technical assistance activities, to promote 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) and to prepare for its entry into force.

This programme of activities includes regional workshops, technical assistance at the national level, briefings and side events, and the development of capacity-building and outreach tools and materials, including a toolkit for assessing the capacity-building needs and priorities of States in relation to becoming parties to the BBNJ Agreement.

The aim of the capacity-building needs and priority assessments is to determine the capacity-building needs of States for becoming parties to, and implementing, the BBNJ Agreement in the context of their specific priorities. Specifically, this may involve stocktaking and assessment of the level of activities in the State relating to marine biological diversity of areas beyond national jurisdiction (BBNJ), including activities with respect to the conservation and sustainable use of BBNJ and activities under the jurisdiction or control of the State with a potential impact on BBNJ; legal, regulatory and policy gap analysis; governance, institutional and administrative capacity needs assessment; and scientific, technical and infrastructure capacity needs assessment.

In order to ensure that such assessments are carried out in an efficient and coherent manner, so as to better inform coordinated efforts to respond to the needs and priorities to be identified through such

assessments, a capacity-building needs and priority assessment toolkit will be developed under this consultancy. The toolkit will be utilized for the implementation of the DOALOS programme of activities, including in the context of capacity-building needs and priority assessments at the regional and national levels. The toolkit will also be made available to States and other stakeholders for its possible utilization in conducting such assessments.

Work Location

The consultancy will be home based.

Expected Duration

Part time. 5 Months (75 Working Days).

Scope of work and deliverables:

Under the overall supervision of the Director of the Division and a Senior Legal Officer, the consultant will report directly to a Legal Officer.

The Capacity-Building Needs and Priority Assessment Toolkit Development Expert is expected to deliver the following outputs:

1. Develop a toolkit for undertaking assessments of the capacity-building needs and priorities of developing States, in particular the least developed countries, landlocked developing countries, geographically disadvantaged States, small island developing States, coastal African States, archipelagic States and developing middle-income countries, in relation to becoming parties to, and implementing, the BBNJ Agreement.
 - The toolkit will include a series of standardized and customizable assessment tools covering all key elements of the Agreement, together with information resources that would support the utilization of such tools. The toolkit should include methodologies on the assessment process, including an overarching assessment framework which reflects and is responsive to the requirements of States for becoming parties to, and implementing, the BBNJ Agreement. The toolkit should include tools for relevant data collection, analysis, and evaluation, and for the prioritization of the identified capacity-building needs.
 - The toolkit will be designed to support the generation and presentation of findings on, among others:
 - the level of current activity in the State relating to BBNJ, including the State's activities with respect to the conservation and use of BBNJ and any activities under the jurisdiction or control of the State with a potential impact on BBNJ;
 - the priorities of the State in respect of BBNJ and the BBNJ Agreement;
 - the legal, regulatory and policy changes that might be required for the State to become party to, and implement, the BBNJ Agreement;
 - the governance, institutional and administrative capacity-building needs and priorities of the State for becoming party to, and implementing, the BBNJ Agreement; and
 - the scientific, technical and infrastructure capacity-building needs and priorities of the State for implementing the BBNJ Agreement.
2. Conduct testing of the toolkit for at least two States from each of the seven categories of developing State mentioned above, to be selected in consultation with the Division, to ensure the effectiveness and usability of the toolkit, and make adjustments as necessary.

The testing will also serve to customize, as needed, the toolkit for each of the seven categories of developing States mentioned above.

All materials, including preliminary drafts, produced from this consultancy are the property of the United Nations.

Timelines

Phase 1 completion	Approved: Capacity-Building Needs and Priority Assessment Toolkit with the specific components outlined in deliverable 1 above	Month 2
Phase 2 completion	Approved: Capacity-Building Needs and Priority Assessment Toolkit tested with at least two States from each of the seven developing State categories, and adjusted and customized, as needed as outlined in deliverable 2 above	Month 5

Payment

Initial payment of fifty percent (50%) due upon positive assessment of the needs assessment toolkit, followed by the final fifty percent (50%) upon the approval of the finalized, tested toolkit, by the Division.

Competencies

- **Professionalism:** Knowledge of ocean affairs and the law of the sea, including ocean governance at the national level. Knowledge and understanding of the theories, concepts and approaches relevant to capacity-building and to designing and conducting capacity-building needs and priority assessments in developing countries that take into account each country's priorities. Expertise in qualitative and quantitative research methodologies. Ability to use other relevant software (such as mapping tools), as well as database software to organize, analyse and archive collected materials during research is desirable. 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. Ability to work under pressure and in dynamic situations; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Ability to treat sensitive or confidential information appropriately. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Ability to deal efficiently and effectively with administrative responsibilities.
- **Teamwork:** Excellent interpersonal skills and ability to establish and maintain harmonious working relationships in a multicultural, multi-ethnic and political work environment. Works collaboratively with colleagues to achieve project goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Ability to develop consensus among people with varying points of view; 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.

- **Communications:** Strong oral communication and drafting skills; Ability to interact positively with high-level government officials.

- **Technological awareness:** Excellent knowledge of Microsoft Office applications including Microsoft Word, PowerPoint and Excel. Ability to use other relevant software (such as mapping tools), as well as database software to organize, analyse and archive collected materials during research is desirable. Actively seeks to apply technology to appropriate tasks.

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

Extensive relevant professional experience in capacity-building at the international level is required.

Experience in managing stakeholder relationships within projects is required.

Experience with multilateral legal instruments and their implementation at the national level is highly desirable .

Previous work experience with needs assessment design and implementation is desirable.

Experience in conducting assessments of readiness, at the national level, to implement multilateral legal instruments is an advantage.

Previous work experience with the UN system or an intergovernmental context is an advantage.

Languages

For this position, fluency in English is required. Knowledge of other United Nations official languages is an advantage.

TO APPLY TO THIS CONSULTANCY:

- 1) Complete the application form available at the following link:
<https://forms.office.com/e/n82L1BfHYr>
- 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-building needs and priorities Assessment Toolkit Development Expert"

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: 10 April 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.