



Consultancy in Communications at the SwitchMed II Networking Facility hosted by the SCP/RAC

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Regional Activity Centre for Sustainable Consumption and Production United Nations
Environment Programme - Mediterranean Action Plan (SCP/RAC)
Regional Centre Under the Stockholm Convention on Persistent Organic Pollutants
Sant Pau Art Nouveau Site – Nostra Senyora de la Mercè Pavillion
Carrer Sant Antoni Maria Claret, 167. 08025 Barcelona (Catalonia) Spain

The SwitchMed Programme is
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About the position

The Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC), which hosts the SwitchMed Networking Facility (NF), is seeking to engage the services of a consultant to support the execution of its communications activities under the [SwitchMed II Initiative](#). The contractor's responsibilities would include mainly i) the implementation of the SwitchMed II communication plan in collaboration with the project's implementing partners; and ii) the coordination of SCP/RAC's service providers for the timely delivery of the renewed communications tools (website, newsletter, social media presence, graphic elements). The duration of this consultancy is 7-8 months.

About the SwitchMed Initiative

The SwitchMed initiative aims to stimulate the creation of new greater business opportunities and decent employment while reducing the environmental footprint of existing economic activities in the Southern Mediterranean. SwitchMed II is building upon the results of the first phase in order to further support and scale up the transition towards Sustainable Consumption and Production (SCP) practices which contribute to a green and circular economy in the region. To do so, the programme is using an integrated and comprehensive approach that targets and involves different actors, thereby addressing the transition at various levels.

The programme has a regional dimension and will continue to work in the 8 countries of the Southern Mediterranean region, including Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestine and Tunisia. This region is greatly affected by many challenges including water scarcity, population growth and rapid urbanization, energy demand increase, environmental challenges and climate change. On the other hand, at global level, natural resource supply to the private sector is threatened by increased competition for the resources, whose shortage of or high price volatility coupled with the new environmental and climate challenges, indicate that "business as usual" is no longer beneficial or advisable. Instead there is now a need and an opportunity for building new greener and dynamic business models as market pressure is becoming a key driver, along with enabling factors such as innovation, cooperation, control and incentive mechanisms.

Despite these challenges, the opportunities associated with the adoption of sustainable consumption and production practices have a clear link to supporting stabilisation of the region through sustainable and inclusive economic development.

The SwitchMed initiative is a key action carried out under EU-funded regional cooperation with the Mediterranean region and will be implemented by UNIDO; UN Environment, Economy Division; and SCP/RAC of UNEP/MAP, in close coordination with DG NEAR and the EUDs in the beneficiary countries.

Capitalizing on the lessons learned from SwitchMed I, the project is structured with three main components:



- 1) Direct support to the private sector;
- 2) Creation of an enabling policy environment;
- 3) Coordination, networking and communication.

By the end of the project, through the scaling up and wide dissemination of results already seen in SwitchMed I, phase II is expected to see an increased number of green businesses activities, enhanced competitiveness of the private sector by adoption of resource efficiency production strategies, and a more cohesive and enabling policy environment for a green economy.

Key responsibilities of the contractor

- Supporting the implementation of the SwitchMed Initiative's communication plan;
- Managing the correspondence with the implementing partners and regularly following-up on progress with the SwitchMed Communications Team;
- Coordinating SCP/RAC's service providers for timely delivery of the renewed communications tools (website, newsletter, social media presence, graphic elements);
- Guiding, developing and writing content for the website;
- Liaising with relevant interlocutors for the adequate implementation of the administrative and legal aspects of the project.

Consultant profile

- At least 3 years of experience in a communications or stakeholder relations role with a comprehensive understanding of innovative communication methods, including leveraging and maximizing traditional, digital and social media channels;
- Having completed at least undergraduate studies in communications, Public Relations, journalism, or a relevant field;
- Proven project management skills ideally including design, development and implementation an integrated communications strategy using a range of channels;
- Excellent writing skills for communications content relevant for diverse audiences, recognising channel and format mix;
- Insights into governance and management of EU projects;
- Good understanding of the North Africa and Middle East regional context, political and cultural sensitivities;
- Some understanding of Sustainable Consumption and Production (SDG 12);
- High standard of quality in all communications output and attention to detail;
- Language skills required: English - Excellent Level C2. French – Basic Level A2. Spanish – Basic Level A2. (Basic notions of and Arabic would be an asset);
- Holder of a work permit within the European Union and a valid bank account.



Location

This position is located in Barcelona. The consultant will work closely with the SwitchMed Networking Facility team and have to attend regular face-to-face meetings at SCP/RAC’s premises or at other locations in the metropolitan area.

Application procedure and deadline

The candidates who fulfil the above-mentioned requirements should send the following documents:

- 1) **A motivation letter** briefly describing how you meet the required profile. Kindly outline therein particularly your experience in project management, coordination of service providers and management of websites. This motivation letter should serve as your technical offer
- 2) **A full curriculum vitae**, and
- 3) **A financial offer**.

Applications must be sent via e-mail to btuncer@scprac.org with the subject line ‘Networking Facility Communications Consultant’ latest by 26 January 24:00 CET.

Important :

- This is a **consultancy position** and the application has to include a financial offer.
- The header of the **technical and financial offer** must clearly note the candidate data (Name, address, country, telephone, email and fiscal identity number or other official number) and be addressed to: « Regional Activity Center for Sustainable Consumption and Production / Agència de Residus de Catalunya / Carrer Dr. Roux nº 80 / 08017 Barcelona, Spain / NIF: Q-5856373-E ».
- **The maximum amount foreseen for this consultancy is 14.900 Euros (all taxes included). The duration of this consultancy is 7-8 months.**

Only the short listed candidates will be contacted.

The applications will be assessed according to the following criteria and scores:

Points	Criteria
Maximum 60 points	Quality of the technical offer including the extent to which it meets the required profile
Maximum 40 points	Financial offer

SCP/RAC reserves the right to contact candidates to convene an interview to facilitate the evaluation.

In case of questions concerning these ToR, please contact Ms. Burcu Tunçer: btuncer@scprac.org.



Selection and payment

The selected candidate will be notified by email on the selection of the offer. As of that date, the services will be considered engaged, and work can start according to an agreed calendar. Payments will be done only in Euros, and within a maximum of 60 days after reception and validation of the service provider's invoice. The Catalan Waste Agency is not responsible for any banking costs that might be incurred by the contractor, nor for any currency exchange costs.