

**Regional Activity Centre for Sustainable Consumption and Production**  
**Mediterranean Action Plan**

Doctor Roux 80; 08017 Barcelona  
Tel: +34 93 553 87 90 Fax: + 34 93 8823637  
<http://www.cprac.org>

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***Terms of Reference for recruiting a New Member for the Green Entrepreneurship and Civil society activities.***

**1. Background**

**1.1. The Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC)**

The Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC) ([www.cprac.org](http://www.cprac.org)) is a centre for international cooperation with Mediterranean countries on development and innovation in the business sector and in civil society, based on more sustainable consumption and production models. SCP/RAC operates as one of the regional activity centres of the Mediterranean Action Plan (MAP) for the protection and development of the Mediterranean basin and as one of the regional centres of the Stockholm Convention on Persistent Organic Pollutants (POPs), both under the umbrella of the United Nations Environment Programme (UNEP).

Sustainable consumption and production (SCP) is about the combined implementation of diverse measures involving policy makers, businesses and civil society to redesign the way in which goods and services are produced and consumed to drive the revitalization of industrial and socio-economic development towards resource efficient and socially inclusive economies.

**1.2. SwitchMed**

SwitchMed initiative ([www.switchmed.eu](http://www.switchmed.eu)) is a regional multi-component programme funded by the European Union (EU). The programme is implemented through collaborative efforts by the EU, UNIDO, UNEP/MAP-SCP/RAC and UNEP-DTIE. The overall objective of the SwitchMed initiative is to facilitate the shift toward SCP in the Southern Mediterranean Region. The Programme target countries are Morocco, Algeria, Tunisia, Libya, Egypt, Israel, Palestinian Occupied Territories (POT), Jordan and Lebanon.

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### **2. Description of the activities and tasks to accomplish**

Under the coordination of the Green Entrepreneurship and Civil society Team Leader, the Project Manager will be on charge of the development and management of the online platform "The Switchers" ([www.theswitchers.eu](http://www.theswitchers.eu), which is aimed at spreading and supporting the social and eco innovation initiatives).

- Identify entrepreneurs, companies and initiatives of the Civil Society that have been able to develop an eco and social innovative solution making an impact for sustainable living within the Mediterranean region, and contributing to the switch to fairer and more sustainable consumption and production patterns (Switchers).
- Contact organisations and stakeholders which could help to find new Switchers cases.
- Evaluate the potential Switchers, according to the criteria established by the SCP/RAC.
- Draft the new Switchers cases, in accordance with the format used on the platform.
- Manage the relationship between the SCP/RAC, the Switchers and the stakeholders which are involved.
- Design and develop new functionalities for the web platform [www.theswitchers.eu](http://www.theswitchers.eu), aimed at providing services to the entrepreneurs, Civil Society initiatives, financial actors and other stakeholders.
- Manage the selection and recruitment process of the external experts and organisations, which are necessary to develop our activities. (Identification of local suppliers, draft and dissemination of the Terms of Reference, monitoring and reviewing the services of the local providers, etc.)
- Organize events and workshops related with the Switchers (in Barcelona and in the SwitchMed Programme target countries)
- Other activities, within the framework of the Green Entrepreneurship and Civil society SCP/RAC program.

### **3. Requirements and qualifications**

#### **3.1. Education qualifications**

- Graduate degree or equivalent on Environmental Sciences, Social Sciences, Economics, Management, Engineering, etc.

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- High level of English and French, spoken and written. Knowledge of Arabic would be an asset.

### **3.2. Professional experience**

- At least 4 years of professional experience managing international programmes
- Experience in managing programmes in the areas of SCP and, ecological and social innovation
- Experience in organizing local and international workshops and events
- Experience in multi-stakeholders engagement processes
- Experience in supervise the development of studies and reports
- Experience in identifying external experts and providers and managing selection and follow up processes
- Basic knowledge and understanding related to financing instruments for green SMEs and green entrepreneurship.

### **3.3. Specific skills**

- Excellent communication, reporting and organization skills;
- Knowledge of the MENA region would be an asset;
- Good interpersonal and team working skills; familiarity with multicultural working environment;
- Good communication skills in English and French both orally as well as in writing are required. Arabic would be an asset;
- Full computer literacy.

The duration of the assignment will be of 19 months, starting on June 2016. The budget for the assignment is 28.765€ (all taxes included).

Location: Barcelona (may require travels to the MENA region).

If you are interested by this position, please send your cover letter and updated CV to:

[mclgundin@gencat.cat](mailto:mclgundin@gencat.cat)