

## **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 the recruiting a New Member for SwitchMed's Networking Facility 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**

The External Expert will have to support the development and implementation of the activities of the Network Facility component of the SwitchMed Programme. The new staff member will undertake the following tasks:

- Support the development and organisation of the Networking Event i.e. the SwitchMed Connect (including both event management and sessions' content);
- Support the day-to-day correspondence and partnership agreement development with the strategic partners;
- Formulate a list of potential side events, workshops and webinars in collaboration with the strategic partners;
- Support the coordination of scaling-up studies (focusing on MED TEST, Green Entrepreneurship and Civil Society Empowerment activities);
- Support the development of the impact assessment framework and impact videos;
- Support the preparation of the missions for the Green Impact Investing Network in Europe and in target countries, the identification and contracting of local experts, the development of the SWOT analysis in Europe and in target countries and the preparation of communication materials targeted at impact investors.

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

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

- Masters level degree, graduate degree or equivalent on Environmental Sciences, Social Sciences, Economics, Management, Engineering, etc.

#### **3.2. Professional experience**

- At least 5 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

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- 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)