

## **CONTRACT FOR INDIVIDUAL CONSULTANT - REQUEST FOR WRITTEN PROPOSAL**

### **Ref: OBPS-Consultancy**

UNESCO/IOC is inviting individual consultants to submit a written proposal for the assignment as described under the Terms of Reference (Annex A) as given hereunder.

The written proposal should consist of (documents to be submitted in pdf-version):

- A detailed and updated CV
- A statement indicating how your qualifications and expertise make you suitable for the assignment
- An indication of the approach you would adopt to carry out the assignment (including inputs required from UNESCO/IOC)
- The amount to be charged for the assignment (in USD or in EUR) expressed as an overall lump sum. Please show any travel costs separately.
- For applications of 70 or older, a medical exam prior to being hired is mandatory (the cost of which will have to be borne by the consultant);

Your proposals and any supporting documents must be either in English or in French.

Candidates should submit their proposal no later than close of business (18:00) 15 September 2019 (CET). Email proposals should not exceed 5MB.

The email address is:

[p.pissierssens@unesco.org](mailto:p.pissierssens@unesco.org)

mentioning under subject: OBPS Consultancy - proposal + your full name.

It is the individual's responsibility to ensure that his/her proposal is received by the deadline.

Thank you for your interest in this UNESCO/IOC assignment; and we look forward to receiving your proposal.

Peter Pissierssens (IODE) – Emma Heslop (GOOS)

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### **ANNEX A - PROPOSED TERMS OF REFERENCE OBPS REPOSITORY AND PROJECT MANAGER**

#### Background, purpose, duties and tasks

Under the supervision of Pissierssens, Peter (IODE Programme Manager) and Heslop, Emma (Programme Specialist for GOOS & JCOMM OCG), the Individual Specialist shall:

Within the context of the approved programme and budget for 2018-2019 (39 C/5), MP11, MLA1, and in particular the "Ocean Best Practices System Project (OBPS)" established through Decision IOC-XXX.Dec7.2.1, with payments foreseen on a monthly basis and 2 deliverables (see ToRs) the contractor shall:

- (i) Support and monitor the implementation of the OBPS project, based upon work plans proposed by the Steering Group (under work packages) and approved by IODE and GOOS governing bodies, and in consultation with members of the Steering Group
- (ii) Manage and administer, on a daily basis, the OBPS e-repository (<https://www.oceanbestpractices.net>) by:
  - a. Oversight of submission of ocean best practices, curation of metadata of deposited best practices and quality control of deposited best practices (documents as described, not empty or inappropriate)
  - b. Review and approve submitter registration requests
  - c. Provide email support to submitters (help desk)
- (iii) Provide support to repository users
- (iv) Report technical issues to the repository technical manager at the IOC Project Office for IODE, Oostende, Belgium
- (v) Organize sessions (at least one per calendar year) of the IODE/GOOS Steering Group for the Ocean Best Practices System project, in close consultation with SG Co-Chairs, by:
  - a. Sending out invitations to the members of the group
  - b. Invite and make available, working documents for the session, including (as a minimum):
    - i. Provisional agenda and timetable
    - ii. Reports on progress of all working areas (work packages)
    - iii. Report on usage statistics of the e-repository
    - iv. Report on user feedback
  - c. Assist with administrative arrangements, in collaboration with members of the IOC Secretariat (GOOS and IODE) related to the meetings of the Steering Group
  - d. Prepare the summary report of the Sessions of the Steering Group for publishing by IOC (online), as well as necessary documentation for the IODE and GOOS governing bodies (concise work plan)
- (vi) Organize regular inter-sessional steering group calls
- (vii) Organize OBPS related workshops and other events, as directed by the Steering Group
- (viii) Manage and update the web page(s) on the OBPS project in the IODE and/or GOOS web sites
- (ix) As directed by the Steering Group, carry out other duties as needed.

Timetable and deliverables:

	Description deliverable	Deadline
1.	Signature of the contract	30 September 2019
2.	Organization of the first Steering Group meeting (2019)	15 December 2019
3.	Submission of an interim report on the work carried out	31 December 2019
4.	Summary report of the first Steering Group meeting (2019)	31 January 2019
5.	Organization of the second Steering Group meeting (2020)	30 June 2020
6.	Summary report of the second Steering Group meeting (2020)	31 July 2020
7.	Submission of final report on the work carried out	31 August 2020

Qualifications:

- Demonstrable experience in the management of E-repositories
- Advanced experience in DSpace repository management
- Experience with metadata management and curation for scientific publications
- Project management experience
- Experience in organization of meetings
- Excellent social and organizational skills
- Fluent in spoken and written English and some knowledge of French desirable
- Self-motivated and resourceful, with the proven ability to multi-task and prioritize multiple assignments
- A strong sense of cultural awareness and the ability to work with people from different nationalities
- Ability to work individually and as part of a team
- Willingness to travel as needed

Desirable:

- Knowledge of oceanography and/or best practices and/or ontology

Duration of the contract:

Preferably 11 months starting 1 October 2019