

Terms of reference

<i>Job Opening number</i>	:	23-International Seabed Authority-203829-Consultant
<i>Job Title</i>	:	Project Manager
<i>General Expertise</i>	:	Environmental Affairs
<i>Category</i>	:	Environment Planning and Management
<i>Department/ Office</i>	:	International Seabed Authority
<i>Organizational Unit</i>	:	ISA-OEMMR

Purpose

The SSKI initiative aims to enable ISA to strengthen cooperation with all interested stakeholders to advance the knowledge of deep-sea biodiversity in the Area. SSKI focuses on enhancing data flow and developing capacity to create the enabling conditions for effectively fulfilling ISA's environmental mandate, and in accordance with agreed international goals and objectives.

The SSKI inception workshop, held in Korea in December 2022, identified several short- and medium-term activities to be implemented under the five key components of SSKI, namely:

1. New Knowledge,
2. Integrative Tools
3. Data Sharing
4. Capacity Development
5. Uptake of Science.

For the period of 2022-2024, specific project activities will be implemented under the financial agreement signed between ISA and the European Commission, to increase the workforce for taxonomic identification and description of deep-sea species (New Knowledge), and create DNA and image reference libraries, and species identification tools (Integrative Tools). Additional financial and technical partnerships are currently being developed to advance the implementation of actions across all components of SSKI.

Duties and Responsibilities

Working under the direct supervision of the Environmental coordinator and the overall guidance of the Director of OEMMR, the project manager is expected to:

- Ensure the delivery of the project outputs and activities as defined in the project implementation plan and ensure the compliance of all implementing partners.
- Develop workplans and concept notes for the implementation of the project activities.
- Advice, guide and support the logistical and scientific delivery of the project, verifying and checking all deliverables adhere to terms of reference and project implementation plan.
- Prepare monitoring reports and information about the results and activities of the project to donors.
- Ensure the due involvement of the project advisory bodies and partners.
- Support the internal and external project communication.

- Organize, participate and take minutes for all project meetings.
- Provide scientific and technical assistance in other activities undertaken by OEMMR related to ISA action plan for MSR in support of UN Decade, as required.

Ultimate result of service

The objective of this consultancy is to ensure the smooth implementation of the Sustainable Seabed Knowledge Initiative, by monitoring the timely delivery of outputs and reporting duties. The consultancy will also support the delivery of parts of the project and coordination with partners.

The consultant will report to and receive guidance from the Director of OEMMR and direct supervision by the Environmental coordinator, who will review and approve the deliverables/outputs following close consultation and cooperation with the relevant offices in the Secretariat.

Travel Details

N/A

Travel	Per Diem	Other	Total
0	0	0	0

Output/Work Assignments

The work shall be performed at the consultant's home base. The consultant will be required to meet with ISA Secretariat staff on issues related to the deliverables. Where travel is deemed necessary, a round trip airline ticket (economy) as per prevailing ISA policies on official travel and DSA at the prevailing ICSC rates established on the travel days would be provided to the consultant.

To facilitate timely and accurate outcomes by the consultant, the Director for the Office of Environmental Monitoring and Mineral Resources (OEMMR) and the Environmental Coordinator will make reasonable and practical efforts to respond promptly to the consultant's queries and provide the necessary reference material as identified by the consultant, where feasible.

Contract Duration

Overall Contract Duration: 12 Months

Estimated amount of actual time to worked (days, weeks, months):

Regular Working Hours (if applicable):

Total Remuneration:

Payment Terms: Monthly instalments

Qualification Requirements/Evaluation Criteria*Education:**Language:*

Excellent written and oral communication skills in English is required.

JFQ/JSQ:

Studies in marine biology, marine ecology, oceanography, marine environmental sciences or related field is desirable.

A minimum of 5-year working experience in project/programme management in marine scientific research at the national and/or international level is required.

Knowledge of deep-sea environment, ecosystems and biodiversity is desirable.

Familiarity with the work of ISA is required.

Experience writing technical reports and relevant dissemination materials for intergovernmental organizations is highly desirable.

Ability to deliver outputs against tight timelines is highly desirable.