

# **International Consultant for Documentation, Communication & Reporting**

## **Terms of Reference**

### **1.0 Background**

The Bay of Bengal Programme Inter-Governmental Organisation (BOBP-IGO) is executing the **“Sustainable management of fisheries, marine living resources and their habitats in the Bay of Bengal region for the benefit of coastal states and communities” (BOBLME-2)**. The project supports implementation of the BOBLME Strategic Action Programme (SAP), which seeks to safeguard and maintain the regulating and provisioning ecosystem services in the BOBLME. The project will support the BOBLME member countries in delivering the project outcomes through a coordinated partnership including IUCN, BOBP-IGO, and Southeast Asian Fisheries Development Centre (SEAFDEC). The BOBP-IGO will be executing the project in its member countries, namely, Bangladesh, India, Maldives and Sri Lanka.

The project objective is to contribute to sustainable management of fisheries, marine living resources and their habitats in the Bay of Bengal region, to reduce environmental stress and improve environmental status for the benefit of coastal states and communities. This will be achieved through interlinked project components based on the SAP themes, by undertaking country-led and adopting a participatory, bottom-up, integrated focus area approach to planning and implementation at community, sub- national, national, and regional levels to ensure greatest impact.

BOBP-IGO will be responsible for implementation of key parts of the work plan, including developing *“Regional mechanism for planning, coordination and monitoring of the BOBLME, knowledge management and programme coordination”* (Component 5 of the Project). The project will strengthen regional cooperation between countries and between government agencies within countries with the engagement of civil society and the private sector. The Project will focus on strengthening the mechanisms at regional and national levels for planning, coordination, and monitoring of the BOBLME.

BOBP-IGO seeks applications from highly motivated and suitable candidates to be appointed to the following position of the project at BOBP-IGO, Chennai:

#### ***“International Consultant for Documentation, Communication & Reporting”***

### **2.0 Job Description**

#### **Role Summary:**

The International Consultant for Documentation, Communication & Reporting will play a pivotal role in developing and implementing communication strategies, enhancing information sharing mechanisms, and ensuring comprehensive documentation and reporting of project activities and outcomes. This position will require effective coordination with the BOBP-IGO Project Team, Regional Coordination Unit (RCU), and other stakeholders.

#### **Major responsibilities**

- Preparing communication strategy programme and its implementation
- Developing sub-regional information sharing mechanism, enabling broad access to best practices and lessons learned in the participating countries
- Coordinate with BOBP-IGO Project Team and Regional Coordination Unit (RCU)

- Undertaking other technical tasks of the Project assigned by the Project Management Unit at BOBP-IGO as and when required.

### **Specific duties**

- Identifying lessons learned and contribute to IW: LEARN and LME Learn/Interaction with IW: LEARN
- Supporting BOBLME website strengthening for sub-regional information sharing mechanism for facilitating wide dissemination of programme findings and lessons to the participating countries
- Providing systematics and regular information updates on progress towards reaching BOBLME SAP targets

**The contract will be for 12 months with the possibility of renewal upon mutual agreement.**

### **Deliverables**

1. Communication Strategy Programme: A comprehensive communication strategy document, including implementation plans, timelines, and measurable objectives, tailored to the project's goals and stakeholder needs.
2. Sub-regional Information Sharing Mechanism: Establishment and operationalization of a sub-regional information sharing platform or mechanism, facilitating access to best practices, lessons learned, and progress updates.
3. Enhanced BOBLME Website: A report on the enhancements made to the BOBLME website, including updates on its functionality, content, and role in sub-regional information sharing.
4. Regular Information Updates: Periodic reports (monthly/quarterly) detailing progress towards BOBLME SAP targets, including challenges, achievements, and next steps.
5. Documentation of Lessons Learned: A compilation of lessons learned throughout the project, to be contributed to IW: LEARN and LME Learn, including methodologies, outcomes, and recommendations for future initiatives.
6. Project Communication Materials: A suite of communication materials (e.g., newsletters, brochures, press releases, digital content) developed and disseminated to promote project activities and outcomes.
7. Stakeholder Engagement Reports: Reports on stakeholder engagement activities, including workshops, meetings, and consultations, highlighting key discussions, outcomes, and action plans.
8. Working Group (WG) Support Documentation: Documentation supporting the formation and activities of Working Groups (WGs), including terms of reference, meeting minutes, and progress reports.
10. Governance Arrangement Review Report: A detailed report reviewing governance arrangements in the sub-region, including recommendations for enhancements and the establishment of sub-regional mechanisms for coordination and monitoring.

### 3.0 Required Qualifications and Experience

- Formal post-graduate academic degree in communication, social sciences, or other related disciplines.
- At least 10 years' work experience in the responsibilities mentioned above in multinational environment;
- Familiarity with the Bay of Bengal region and its socio-economic dynamics;
- Strong communication skills.
- Proficiency in English. Knowledge of at least one local language of the project area (Bangla, Hindi, Oriya, Tamil, Telugu, Dhivehi, or Sinhalese) will be an asset.
- Ability to prepare high quality reports of international standard.

The Position is based in BOBP-IGO HQ in Chennai, India. The chosen candidate should be ready undertake travels.

### 4.0. Application Process

Interested candidates should submit their CV (do not attach certificates) to BOBP-IGO through email, along with a cover letter detailing their experience related to the responsibilities outlined above, to [info@bobpigo.org](mailto:info@bobpigo.org).

The last date for application is 07 May 2024. Only short-listed candidates will be contacted for further screening process.