



TERMS OF REFERENCE

CONSULTANCY REEF RESTORATION NETWORK COORDINATOR

A. Introduction and Background

The Mesoamerican Reef Restoration Network (RRN-MAR) was created in 2012, and Oceanus A. C. led the setup of this important regional platform.

The main objective of the RRN-MAR is to enable the exchange of knowledge, experiences, best practices, and methodologies regarding coral reef restoration and associated ecosystems (seagrass, mangrove, beach vegetation, among others). The Network promotes sharing knowledge among experts, technicians, scientists, and governmental and non-governmental organizations in the four MAR countries and the Great Caribbean basin. More than fifty organizations from the four countries make up the RRN-MAR. Documents and products are prepared both in English and Spanish.

The RRN-MAR is managed by an Executive Committee. It has a website (www.coralmar.org), and the Network runs under the established bylaws. In addition, every two years, the RRN-MAR holds a regional meeting, where the decisions are made, and feedback is provided about the Network's leading progress.

Furthermore, since 2017, MAR Fund has supported the RRN-MAR through the Mesoamerican Reef Rescue Initiative (RRI)¹ to strengthen scientific and technical capacities on reef restoration in the MAR.

To this end, the MAR Fund and the Executive Committee of the RRN-MAR will hire a part-time Network Coordinator to oversee and facilitate the RRN-MAR's processes, initiatives, and projects for a successful operation.

¹ The main objective of the Initiative is to increase the resilience and recovery of the Mesoamerican Reef and the environmental and cultural services it provides, through capacity building, regulations, economic incentives, and financial sustainability, required for an effective and timely restoration.

B. Objectives of the consultancy

1. Oversee and facilitate the RRN-MAR's processes, initiatives, and projects to successfully fulfill the Network objectives.
2. Encourage communication and effective collaboration among the Network's members and the Executive Committee.
3. Provide content and support to the Network's website manager (www.coralmar.org).

C. Responsibilities

1. Leads and facilitates the processes, initiatives, and projects of the RRN-MAR to fulfill the objectives and results planned for 2021.
2. Provides technical assistance to the RRN-MAR and the Executive Committee in order to implement the activities programmed for 2021.
3. Follows up the agreements of RRN-MAR and the Executive Committee for a successful operation of the Network.
4. Assists the RRN-MAR in organizing regional and in-country meetings.
5. Organizes forums or virtual meetings among the RRN-MAR members to share topics relevant to the Network's objectives and activities.
6. Conducts regular calls with the Executive Committee to evaluate the progress of the work plan and agreements.
7. Maintains communication with the RRN-MAR members, encouraging the participation and the exchange of information among members and stakeholders from the region.
8. Maintains constant communication with the website manager and provides content/information to publish on the website (www.coralmar.org). For example, studies, publications, events, news, photographs, presentations, videos, contacts, maps, training, funding opportunities, and other input.
9. Produces documents relevant to the RRN-MAR's objectives/activities (e.g., consultancy terms of references, meeting reports, project proposals and fundraising concept notes, and others), as required by MAR Fund and the Executive Committee.
10. Prepares relevant communication materials to disseminate the RRN-MAR's results and progress widely.
11. Puts together the RRN-MAR Newsletter and makes sure that it is released every month.
12. Maintains the LISTSERV of the RRN-MAR, with updated contact information of Network members, and updates the RRN-MAR directory.
13. Maintains and updates RRN-MAR's Facebook page.
14. Identifies training opportunities regarding restoration and related topics and promotes the participation of RRN-MAR members and the Executive Committee.
15. Identifies and keeps the RRN-MAR and the Executive Committee informed about possible funding opportunities to implement the Network's activities.
16. Submits monthly progress reports to the Executive Committee and MAR Fund.
17. Carries out other activities that are considered essential to the objectives of the consultancy.

D. Main products of the consultancy

1. Succinct work plan and schedule for the consultancy.
2. An updated schedule of activities planned by the Executive Committee for 2021.
3. A LISTSERV with updated contact information of Network members.
4. An updated directory of RRN-MAR members.

5. An updated database of reef restoration projects across the MAR.
6. Communication materials, such as the newsletter, a fact sheet, PowerPoint presentations, and others necessary to disseminate the Network's results and progress.
7. An updated website of the RRN-MAR.
8. The final version of the RRN-MAR logo, revised and approved by the Executive Committee.
9. Meeting reports, forums, conferences, and online calls.
10. Support material, such as consultancy terms of references, proposals and fundraising concept notes, meeting programs, attendance lists, photos, and supporting documents.
11. Monthly progress reports that include detailed information of the achievements and obtained products. Website statistics must be included. The report must also include a copy of the final version of approved documents, files, and links created.

E. Supervision and communication

1. The consultancy will be under direct supervision of the RRN-MAR Executive Committee's President or her designee.
2. Through the RRI program, MAR Fund will provide feedback and collaborate with the President or the Executive Committee's designee in the monitoring and follow-up of this consultancy.
3. Monthly reports and products are required to be submitted to the President of the Executive Committee and approved prior to payment.
4. The consultant will communicate with MAR Fund-RRI to solve questions or inquiries regarding their contract.

F. Duration of the consultancy

The consultancy has a duration of one year after the signing of the contract.

G. Workplace

The consultant will work independently, using their own office and equipment.

H. Payments

1. Professional fees will be assigned according to the experience of the consultant.
2. The payments will be issued upon delivery of reports and final products, with prior approval of the RRN Executive Committee.
3. MAR Fund will issue payments upon satisfactory reception of the products.
4. Travel costs, when necessary, will be covered separately by MAR Fund.
5. The website manager is hired separately.

I. Profile

1. Professional with proven experience, at least three years on facilitating and leading processes.
2. Expertise in natural resources management, marine resources, marine sciences, or similar.
3. Proven experience working in the MAR region.
4. Action-oriented, highly proactive, self-driven, with the ability to analyze information, follow instructions, and deliver tasks, even if limited information is available.
5. Proven proficiency in both written and spoken English and Spanish.
6. Based in the MAR region.

7. Available to travel within the MAR (occasionally).

J. Required documentation

1. Curriculum Vitae.
2. Letter of Interest indicating why she or he is the person for the consultancy.
3. Summary in English and Spanish, indicating your work and experience in the topics of these Terms of Reference (2 pages max).
4. Three work references (e-mail and telephone number)
5. Please prepare and submit all your documents in English only.

1. Application deadline

Send the required documentation to Magda Lares at mlares@marfund.org **no later than April 5th, 2021.**