# Terms of Reference
# Consultancy

**Coordination of the Network for Sustainable Fisheries in the MAR Region**

## 1. Background

The Mesoamerican Reef Fund (MAR Fund) is a regional environmental fund whose primary goal is to protect the Mesoamerican Reef Ecoregion shared by Belize, Guatemala, Honduras, and Mexico. Its mission is to drive regional funding and partnerships for the conservation, restoration, and sustainable use of the Mesoamerican Reef.

On November 8, 2017, within the framework of the meeting of the Gulf and Caribbean Fisheries Institute (GCFI) in Merida, the MAR Fund, the Mexican Fund for the Conservation of Nature (FMCN) and Rare Conservation organized a parallel event to lay the groundwork for the creation of the Regional Network on Sustainable Fisheries in the Mesoamerican Reef. More than 45 representatives from OSC, government (mainly from the environmental sector), and academic institutions from the four countries currently working in sustainable fisheries participated in the meeting.

On November 26 and 27, 2018, MAR Fund and FMCN held a Network follow-up meeting in Cancun, Mexico. The meeting was attended by 44 participants from 38 organizations from the four MAR countries, representing civil society organizations, community-based organizations, government, academic institutions, and fishing cooperatives currently working on sustainable fisheries. The meeting's general objective was to consolidate a network to promote and support the sustainability of small-scale fisheries in the MAR region. An Executive Committee of the Network integrated by two representatives of each MAR country, two fishers, and one donor met virtually on January 24, 2019. The meeting's outcomes were the bylaws of the Network, with its mission and vision.

The Network's vision is to become an established and strengthened entity that assists and promotes healthy fisheries that contribute to food security, benefit the coastal communities of the MAR countries, and minimize environmental impacts. Its mission is to encourage and support the sustainability of fisheries, especially small-scale fisheries, as an integral system in the Mesoamerican Reef System region.

The Network's specific objectives include:

- Share and exchange information through an electronic platform (documents, photos, presentations, projects, financing opportunities, databases, best practices, project results);
- Identify and standardize biological and socioeconomic indicators for sustainable fisheries initiatives;
- Define the performance indicators and collective impact indicators of the Network;
- Strengthen the capacities of the Network in multiple areas (ecological, social - legal, and economic);
- Promote advocacy of public policy;
- Harmonize fishing regulations of critical species at a regional level;
- Fundraise for the Network;
- Develop a communication strategy for the Network;
- Implement a 3-year strategic plan for the Network to support the sustainability of artisanal fisheries in the Mesoamerican Reef region document.

This initiative has generated a strategic document that maps and analyses actors, projects, and key organizations working in the four MAR countries' artisanal fishing sector. This study presents information on the region's priorities, opportunities, constraints, and threats facing the sector. It provides a reliable database to support and inform the next steps of the Network and its members with a regional and multilevel approach that involves different sectors of society. Likewise, points of convergence were identified to collectively advance artisanal fisheries' sustainability in the four MAR countries. The study provides the baseline to establish the Network's work plan.

On July 2-3, 2019, an in-person meeting of the Executive Committee took place in Cancun. The meeting results include approval of the bylaws and the creation of six work teams on the following themes: Indicators, Marketing and Markets, Legal Framework, Capacity Building, Strategic Communication, Financial Sustainability, and a three-year work plan with budget and schedule.

MAR Fund and the Network's Executive Committee (EC), are looking for a professional to carry out the consultancy: *Coordination of the Network for Sustainable Fisheries in the MAR Region.*

## 2. Objectives of the consultancy

a. Follow up on the implementation of the operational work plan of the network to support the sustainability of artisanal fisheries in the Mesoamerican Reef;
b. Organize the Network's Assemblies and the EC virtual meetings;
c. Promote and organize forums or virtual meetings among the members of the Network to share topics relevant to the Network's objectives;
d. Prepare (with the approval of the Executive Committee and MAR Fund) the minutes of the forums, virtual meetings, and other events, and share them through the website;
e. Support the Executive Committee in fundraising for the financial sustainability of the Network;
f. Maintain continuous communication with the Network's Executive Committee;
g. Follow up on the agreements of the Network's Assembly and Executive Committee meetings;

h. Define with the Executive Committee the biological and socioeconomic indicators for sustainable fisheries initiatives as well as the performance indicators and collective impact indicators of the Network;
i. Update the Network's web page information;
j. Develop the Network's social media platforms;
k. Develop relevant communication materials to widely disseminate the results and advances of the Network, updating the Network's social media platforms;
l. Maintain an online data-sharing platform (e.g., Dropbox, google docs, etc.) with information relevant to the Network, including but not limited to: studies, publications, events, photographs, presentations, videos, contacts, maps, and reports;
m. Use the "list serve" as a communication tool to share information among all members of the Network;
n. Maintain communication with the Network members, encouraging participation and exchange of information among members and stakeholders from other regions;
o. Have monthly meetings with the MAR Fund representative to provide update on progress;
p. Other activities that are relevant for the scope of the objectives of this consultancy.

## 3. Expected products

a. Consultant's work plan for six months.
b. Website information of the Network for Sustainable Fisheries in the MAR Region updated, and systematized.
c. Two active social media platforms updated to highlight the work done by the Network for Sustainable Fisheries in the MAR.
d. A general assembly developed and its respective minutes and results.
e. Minutes of the monthly meetings with the Network's Executive Committee.
f. Minutes of meetings held among the members of the Network (includes forums and virtual conferences).
g. Regular meetings with MAR Fund representatives to report on the progress of activities related to organized events, activities with the network, progress in the work plan, among others. Copy of documents, files and any information developed should be shared.
h. Monthly activities report.
i. Evidence of communication/interaction with the Network members and the Executive Committee.

## 4. Duration of consultancy

6 months part-time.

## 5. Work location

The Consultant will be based in her/his country of residence (Mexico, Belize, Guatemala, or Honduras). She/he will conduct this consultancy from her/his home or office.

## 6. Relationships and Responsibilities

The consultancy's monitoring and follow-up will be carried out by MAR Fund's Technical Director .

## 7. Payment

Professional fees will be agreed with the Consultant based on experience and availability.
The payment will be executed monthly upon delivery of the products and reports.

Travel costs, when necessary, will be covered by MAR Fund separately.

## 8. Qualifications and skills

a. Experience managing networks and working groups.
b. Experience organizing and facilitating meetings.
c. Knowledge of fisheries, natural resources management, marine resources, marine sciences or similar.
d. Knowledge and experience in web-based video conferencing tools – desirable.
e. Proven leadership and interlocution with a diversity of actors.
f. A dynamic person with skills to motivate the participation of members of the network
g. Fully bilingual with excellent written and verbal communication skills (Spanish-English).
h. Action-oriented; able to act and react as necessary, even if limited information is available.
i. Experience as Community Manager.
j. Located within the MAR Region countries.
k. Ability to work remotely.
l. Available to travel within the MAR (if required).

## 9. Application procedure

Qualified individuals should submit:

a. Curriculum Vitae.
b. Letter of Interest indicating your work and experience and why you are the best person for the job (2-page max).
c. Three work references.

## 10. Deadline and contact

Please provide the required documentation under the title “Coordinator of the Network for Sustainable Fisheries” to arivas@marfund.org no later than March 25th, 2022.