



Terms of Reference for the consultancy

Technical collaborator for the Reef Rescue Initiative Unit of the Mesoamerican Reef Fund

a. Introduction

The Mesoamerican Reef Fund (MAR Fund) is a regional environmental fund whose primary goal is to protect the Mesoamerican Reef (MAR) 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.

MAR Fund implements the **Mesoamerican Reef Rescue Initiative (RRI)**, whose main objective is to support the long-term ecologic and economic viability of the Mesoamerican Reef (MAR) and the environmental services it provides by supporting capacity building, the regulatory environment, local economic incentives and the financial sustainability required to carry out sound, effective and timely science-based coral reef conservation and restoration.

Furthermore, MAR Fund, through the RRI, undertakes various regional projects related to reef conservation and restoration. These projects include the regional demonstration project in attention to the Stony Coral Tissue Loss Disease (SCTLD), the MAR Insurance Programme, and the Reef Resilience and Risk Financing in the Greater Caribbean.

For the above, **MAR Fund** will hire a consultant to provide technical support to the Reef Rescue Initiative Unit in implementing the programmatic activities of the projects undertaken by the Initiative.

b. Main objectives of the consultancy

- Provide technical support to the Reef Rescue Initiative Coordinator in the implementation of the programmatic activities carried out by the Reef Rescue Unit.

c. Main responsibilities of the consultant

1. Provide support to the Reef Rescue Initiative Unit in the implementation of its programmatic activities as per the Annual Work Plan approved by MAR Fund.
2. Provide support to the Reef Rescue Initiative Unit in the elaboration of technical reports to be submitted to different donors, the Board of Directors, the RRI's Technical Supervisory Committee, and other partners, as required by the Initiative's Coordinator.
3. Prepare the Updates for the Initiative, as required by the Communications Officer of MAR Fund.
4. Prepare Terms of Reference for the consultancies to be carried out for the Initiative, as required by the Initiative's Coordinator.

5. Provide follow-up on contracts with consultants and collaborate in the review of the products delivered, as required by the Initiative's Coordinator.
6. Collaborate in the organization of events (including online meetings and in-person meetings), such as technical meetings and workshops with partners, and trainings, as required by the Initiative's Coordinator and according to the work plans approved.
7. Lead in the preparation of agendas, minutes of meetings, proceedings, and meeting agreements.
8. Provide support in the elaboration and revision of communication materials, such as videos, presentations, factsheets, briefs, PowerPoint presentations, information for the MAR Fund website, and others, as required by the Initiative Coordinator and MAR Fund.
9. Maintain the photographic and video (footage) material well organized for easy access to MAR Fund's team.
10. Collaborate in the implementation of other specific activities assigned by the Initiative Coordinator for the efficient implementation of the projects executed by the RRI operating unit.
11. Develop a work plan and deliver monthly reports of the main achievements of the consultancy.
12. Participate in the correct implementation and monitoring of the Environmental and Social Management System (ESMS) of MAR Fund.

d. Main products of this consultancy include

1. A detailed work plan indicating the activities and products to be conducted during the consultancy.
2. A monthly report that includes the main progress and products achieved. Include annexes of approved products.

e. Oversight

The consultant will report directly to the Reef Rescue Initiative Coordinator at MAR Fund.

f. Duration of Contract

The contract will be for 12 months, renewable depending on the performance evaluation result.

There will be a trial period of two months.

g. Payment

1. Fees will be assigned based on the experience of the consultant.
2. Payments will be issued monthly upon satisfactory reception of products and results.
3. The consultant will submit an invoice.
4. Travel expenses will be provided when travel within the MAR region is required.

h. Key Qualifications and requirements

1. Solid educational background.
 - a. Minimum undergraduate degree in environmental sciences. Marine sciences degree or similar are relevant for this consultancy.
 - b. A Master degree or Master's student is a plus.
2. Minimum three years of experience working in the MAR Region in projects related to coastal and marine resources conservation.

3. Action-oriented; able to act and react as necessary, even if limited information is available.
 - a. Excellent organizational skills, attention to detail, initiative, and leadership abilities.
 - b. Great verbal and written communication skills in English and Spanish.
 - c. Knowledge and skills in most commonly used computer programs and the Internet.
 - d. Availability for occasional travel within the MAR region.
 - e. The consultant must be based within the MAR Region.
 - f. Immediate availability.

i. Required Documentation (please send the documents in English)

1. Curriculum Vitae (short version)
2. Letter of interest.
3. Three work references.

j. Deadline and Contact

Please send the required documentation to Claudia Ruiz, cruiz@marfund.org with a copy to Claudia Ocaña cocana@marfund.org, no later than May 31st, 2022, **COB**.