



## Terms of Reference – Consultant

# Preparation of a Publication Commemorating the 20<sup>th</sup> Anniversary of ASCOBANS

**Closing Date: 9 September 2011**

### 1. Background

In 2012, ASCOBANS will celebrate the 20<sup>th</sup> Anniversary of the signing of the Agreement. Parties endorsed the preparation of a publication to mark this event, which was to include information both on the institutional history of the Agreement and the development and activities in the field, such as conservation status, threats and projects.

The publication should be attractive and interesting not only for people directly involved with the work of the Agreement, but have a wider appeal.

The publication is foreseen to be launched at the 7<sup>th</sup> Meeting of the Parties of ASCOBANS, which will take place in September/October 2012.

### 2. Responsibilities:

The consultant will be responsible for delivering:

- 1) A detailed outline of proposed chapters and contributors
- 2) A detailed work plan, including timeframes, how to undertake the project within the deadlines indicated below
- 3) A draft of the main chapters of the publication, to be delivered one month in advance of the 19<sup>th</sup> Meeting of the Advisory Committee (foreseen for March 2012), which will be invited to provide comments
- 4) Text contributions from external sources, as required
- 5) Illustrations for use in the publication, with support from the ASCOBANS Secretariat as necessary
- 6) The final manuscript to be passed to the designer/publisher in June 2012
- 7) Assistance with proofing the layouts

### 3. Qualifications:

Applicants should demonstrate their relevant experience. In particular, the consultant is expected to have:

- An advanced university degree in a conservation-related subject
- Long-standing direct involvement with the Agreement (at least 10 years)

- Extensive experience in and a clear overview of small cetacean conservation issues, with sound knowledge of the particular situation in the ASCOBANS Agreement Area
- Excellent contacts to a wide range of people involved with the work of ASCOBANS over the last 20 years and with researchers active in the Agreement Area
- Extensive experience in authoring, coordinating, editing and publishing print publications
- Excellent communication skills in written English

#### **4. Duration:**

The period covered by this part-time consultancy extends from 15 September 2011 until the publishing date, foreseen for August 2012.

#### **5. Fee:**

Applicants are requested to make an offer specifying the total expected fee for completing the assignment above.

The fee will be paid in four equal instalments upon satisfactory completion of activities specified in paragraph 3 above and presentation of invoices to the UNEP/ASCOBANS Secretariat:

- 1) Signature of contract and delivery of final outline of proposed chapters and contributors as well as work plan
- 2) Timely submission of the draft of the main chapters of the publication for the consideration of AC19
- 3) Timely submission of the final manuscript and illustrations for the publication
- 4) Completion of the project

#### **6. Other Provisions:**

Offers must include a concept note for the publication and a preliminary version of the outline and work plan requested under points 2.1 and 2.2 above, to be finalised after the contract is concluded and based on comments by the Secretariat.

**Please send your offer to [ascobans@ascobans.org](mailto:ascobans@ascobans.org).**