

JPO REQUEST FOR THE AGREEMENT ON THE CONSERVATION OF AFRICAN-EURASIAN MIGRATORY WATERBIRDS (AEWA)

General Information

Post Title: Junior Professional Officer

Unit: UNEP/ AEWA Secretariat

Location: Bonn, Germany

Duration: 2 – 4 years

Background information on UNEP and requesting Unit

The Agreement on the Conservation of African-Eurasian Migratory Waterbirds was drafted and negotiated by the Netherlands in the late eighties. In June 1995 the Agreement was concluded in The Hague, The Netherlands. After the required number of ratifications was achieved AEWA entered into force on 1 November 1999. A few days later the First Session of the Meeting of the Parties (MOP1) took place in Cape Town, South Africa. MOP 2 took place in September 2002 in Bonn, Germany. The next MOP is foreseen to take place in Africa end of 2005.

At MOP1 it was decided to establish a permanent Secretariat for the Agreement to be administered by UNEP. Furthermore the MOP1, on the invitation of the Conference of the Parties of the Convention on the Conservation of Migratory Species of Wild Animals (CMS), decided to co-locate this Secretariat with UNEP/ CMS Secretariat in the Agreements Unit. The permanent Secretariat was established on 17 July 2000 and is based at the UN-premises in Bonn.

The AEWA is the most ambitious agreement developed so far under CMS. It encompasses 117 Range States of Africa, Europe, the Middle East and Central Asia and 235 species of migratory waterbirds. Although the Agreement is still young, it is obvious that the Range States strongly support this Agreement. The number of Parties has grown to 48 and will probably increase rapidly in the near future. Also the implementation of the Agreement is well under way. Worth mentioning is the African-Eurasian Flyway GEF project.

It is expected that in the nearby future some other species will be included in the Agreement e.g. wetlands birds and/ or seabirds. Furthermore it is expected that the geographical scope of the Agreement might increase by inclusion of the Central Asian Flyway. Decisions on both new developments could take place at MOP3 late 2005.

Although the development of the Agreement is very successful, e.g. currently we have 48 Contracting Parties; human and financial resources are lacking to carry out all tasks given to the Secretariat by the Meeting of the Parties. Currently the Secretariat consists of the Executive Secretary and his Assistant.

As indicated above the number of Contracting Parties has grown to 48. Many request from as well Contracting Parties as Non-Contracting Parties are received for more information/ clarification on the Agreement, etc. This has caused an increase of the workload of the small Secretariat. Also the wish of the Contracting Parties and the Agreement Secretariat to strengthening the cooperation with Multilateral Environment Agreements (MEAs) and International Organizations leads to the need to exchange information. Besides this, the implementation of the Agreement is well underway and strongly supported by some of the industrialized countries. The number of projects is rapidly increasing.

In 2005 the AEWA will celebrates it 10th Anniversary. Throughout the year special attention will be given to this celebration and in particular during the MOP3 late 2005.

Why is a JPO requested/needed?

One of the most exciting projects is the African-Eurasian Flyway GEF project (see Annex 2). The GEF council approved the full size project of US \$ 12 million in November 2003. The implementation will probably start in second half of 2004. Fifty percent of the budget mentioned before has to be matching funds. The UNEP/ AEWA Secretariat has offered to support the implementation of this project by allocating some matching funds. Although this project will be a huge step forwards regarding the implementation of the Agreement, it certainly will also have a big impact on the work programme.

One of the major problems the Secretariat is encountering currently is that due to limited resources communication in general is not well developed. One of the core activities for the Agreement Secretariat is to strengthen the cooperation with other MEAs or International Organizations. This is seen as a basis for success of the implementation of the Agreement and it also will avoid duplication of efforts. Although this is seen as a core activity of the Agreement Secretariat so far this activity could not be implemented effectively. A first step to tackle this problem has been taken by contracting out the drafting of a communication strategy. A first draft of the communication strategy will be submitted to the AEWA Standing Committee in November 2004 for approval. Final adoption of the strategy will probably take place at MOP3 in December 2005. The second step has to be to increase the capacity of the Secretariat to implement the communication strategy effectively.

To avoid duplication of efforts the AEWA Secretariat has from the beginning onwards indicated that it should be closely involved in the communication activities of the GEF project. By linking our own communication activities foreseen in the (draft) AEWA communication strategy with the ones foreseen in the GEF project economies of scale could be gained.

Firstly the requested JPO is urgently needed to implement the AEWA communication strategy. It is foreseen that s/he will spend part of his/ her time in structural revision of and updating of the Agreements Website. Furthermore s/he will develop new information materials e.g. special brochures on the 10th Anniversary, Newsletters, etc. It has also been

noted that regions such as Middle East, Central Asia and Africa are lacking sufficient information on AEWA. Partly this is caused by language problems.

Secondly the requested is needed for the implementation of the GEF project. Approximately s/he will spend 50 percent of his/ her time on developing and implementing communication activities foreseen in the GEF project.

UNEP/ GEF implements the GEF project. The executing agency will be Wetlands International. Furthermore BirdLife International, Ramsar Convention on Wetlands and AEWA are involved as main stakeholders. It is evident that communication is of high importance to stress the important role of UNEP and UNEP/ AEWA Secretariat are playing in this project. By having a JPO that will be linked to the UNEP/ AEWA Secretariat and who will work part-time for GEF project appropriate communication will be secured. The time the incumbent will work for the GEF project is seen as matching fund in kind from the UNEP/ AEWA Secretariat to the GEF project.

Finally in 2005 AEWA will celebrate its 10th anniversary. Special attention will be paid to this event during the year and in particular during MOP3. It is expected that the JPO will develop some information material and press releases to stress the important role of UNEP and AEWA regarding conservation of Migratory Waterbirds.

Supervision

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Duties, responsibilities and output expectations

Under the supervision of the Executive Secretary the incumbent will implement the communication strategy for the Agreement. More or less at the same time he/ she will develop in close co-operation with the project leader of the GEF project a communication strategy for this project. After this strategy is approved by the Steering Committee of the AEWA GEF project the incumbent will be responsible for implementation. The latter

means development of targeted stakeholder awareness programmes, communication of best practice approaches through websites, newsletters and publications, revision/ updating of the Agreement website, compiling and improvement of the AEWA Newsletter, development of new Information materials, etc.

Terms of reference

See Annex 3 attached hereto.

Output expectations

The expected output is:

- Implementation of the Communication Strategy Plan for AEWA;
 - Up-to-date AEWA Website
 - Two AEWA Newsletters per year
 - At least one special AEWA Newsletter per year
 - One special brochure on 10th Anniversary of AEWA
 - New information material on AEWA

- Development and implementation of the Communication Strategy Plan for the AEWA GEF project;
 - Special pages on the Agreements' Website on the GEF project
 - List server for exchanging information on the project
 - Several leaflets on best practice approaches

Travel

Year 1:

To discuss the GEF project and the expectations of the executing agency of the GEF project, Wetlands International. During the first year the incumbent will visit several times the head office of Wetlands International in Wageningen, The Netherlands. The incumbent will also pay a visit to UNEP/ WCMC in the UK, until now strongly involved in the development of the AEWA Website. By the end of the first year a mission to the demonstration project in Niger of the AEWA Global Environment Facility Project is foreseen. The goal of this mission is to develop a leaflet on the benefits of the AEWA GEF project and in particular on the demonstration project which should demonstrate the best practices on wetlands and waterbird management.

During the first year, preparations have to be made to celebrate the 10th anniversary of AEWA in 2005. The incumbent, in close cooperation with the Executive Secretary will draft some press releases, a brochure on 10 years of AEWA and other information material.

The total cost of missions, including travel costs and DSA, will be US \$ 5,000.

Year 2:

After the incumbent has familiarized him/herself with AEWA he/she could deputize for the Executive Secretary at a few meetings during year two. During these meetings the incumbent should give a presentation on AEWA. During year two the activities regarding

the GEF project will continue and two or three missions to be determined later are foreseen.

The total cost for travel and DSA are estimated in US \$ 7, 500.

Year 3 and 4:

Becoming more and more involved in AEWA the incumbent could represent more often the Executive Secretary at meetings. The cost per annum will be similar to year 1.

Training and Learning Elements

Regarding the development and implementation of a Communications Strategy for the Agreement and in particular for the AEWA GEF project it is expected that the incumbent will consult the Professional Information and Capacity Building Officer of CMS, the Information Assistant and other experts in this field in the UN-premises in Bonn. Also some relevant MEAs and International Organizations, with which the AEWA Secretariat has a close working relationship, will be consulted. For the development of other information materials the same procedure will be followed. All these activities will be supervised by the Executive Secretary, who has long-standing experiences regarding the development of information materials. All this would lead to on the job training of the incumbent.

Fully depending on the experiences and skills of the incumbent there could be a need for additional courses on specific computer programs or e.g. on Public Relations, etc. Besides this the incumbent could make use of the languages courses, which regularly take place at the UN-premises.

Learning elements:

After Year 1:

In general the incumbent will learn to work in an international environment with sometimes very hectic moments. After year 1 the incumbent should be able to implement the AEWA communication strategy by developing e.g. information materials. Furthermore the incumbent should be able to improve the existing contents of the Web Page.

After Year Two:

The incumbent should be able to present a paper on AEWA at meetings. He/ she also should be able to respond to requests for information on the Agreement and to establish good working relationships with Information Officers from relevant MEAs and International Organizations.

After Year Three and Four:

Depending on the performance of the incumbent he/ she could be given more and more responsibility to promote the Agreement at meetings, to take care of the further development of information material, etc.

Qualifications and experience

The applicant should have a University degree, first or second degree with high grades, in communications, public relations, graphic design, computing or a related field; excellent writing skills; training and experiences in the use of software for the design and maintenance of websites (HTML, JAVA, PDF, etc.), preferably a few years relevant working experience. Willingness to work in an international environment, proficiency in spoken and written English is essential and a good working knowledge of French is desirable. Knowledge of German, Russian and/ or Arabic would be an asset.

Competencies

In particular computer and writing skills are the most important competencies for the job. Furthermore it is expected from the applicant that he/ she is motivated and competent to carry out the assigned duties with a minimum of supervision.

Living conditions at duty station

The city of Bonn provides excellent living conditions for the incumbent.

ANNEX 3:

JUNIOR PROFESSIONAL OFFICER-INFORMATION

Summary of the assigned duties:

Under the supervision of the Executive Secretary of AEWA the incumbent will:

1. Assist in the implementation of the AEWA Communication Strategy
 - a. Website
 - i. Improving accessibility of the information available at the Agreements Website;
 - ii. Improving/ updating of the AEWA Website by e.g. inserting existing AEWA documents ensuring that they are accurate and in agreement with editorial standards and layout templates;
 - iii. Inclusion/ updating of information on the AEWA GEF project;
 - iv. Contacting organizations with a close working relationship with AEWA for additional updated and new information for inclusion on the AEWA Website;
 - v. Designing new pages on “latest news on AEWA”.
 - b. AEWA Newsletter
 - i. Improving existing lay-out of the AEWA Newsletter;
 - ii. Collecting information for inclusion in the AEWA Newsletters (two issues/ annum);
 - iii. Editing the information for inclusion;
 - iv. Compiling the Newsletter using Pagemaker 6.5, ready to be printed;
 - v. Liaising with printers regarding printing of the Newsletter ensuring high (print) quality of the Newsletter;
 - c. Other information materials
 - i. Assisting in the further development of the AEWA Flyway DVD;
 - ii. Completing arrangements for press conferences, booking meeting rooms, collating information materials and preparing audio-visual material including Powerpoint presentations, overheads, slides, etc;
 - iii. Composing first drafts of press releases and writing reports to the Technical Committee;
 - iv. Developing ideas for new type of information materials particularly with regards to the 10th Anniversary of AEWA;
 - v. Designing new information materials;

2. Assist in the developing and implementation of the African-Eurasian Flyways GEF project;
 - i. Developing special pages on the Agreements' Website on the GEF project;
 - ii. Developing list server for exchanging information on the project;
 - iii. Drafting special several leaflets on best practice approaches.

3. Perform other duties as assigned, such as:
 - i. Assisting in the promotion of AEWA and organizational matters.