

Terms of reference

Scientific referencing

Assistance to the scientific Secretariat of MedECC (network of Mediterranean Experts on Climate and environmental Change)

1 Context and general objectives

1.1 Context

The network of Mediterranean Experts on Climate and environmental Change (MedECC) was launched in 2015. Plan Bleu (UNEP/Mediterranean Action Plan (PAM) Regional Activity Centre) and Union for the Mediterranean (UfM) jointly support the MedECC in the frame of their agreement. Plan Bleu hosts the scientific Secretariat of MedECC in Marseille.

1.2 General objectives

The main current objective of the MedECC is the finalization and publication of the 1st Mediterranean Assessment Report (MAR1) on the risks associated to climate and environmental changes in the Mediterranean. This report is being prepared by more than 85 scientists from 20 countries. The 2nd draft of the report was prepared and underwent a scientific review process, completed on November 30th, 2019. The report is now in its finalisation phase and its publication is planned in the first semester of 2020. This report contains a large number of references, mainly to scientific articles in peer-reviewed journals. These articles are listed in the Mendeley reference management software.

The objective of the mission described in the current terms of reference is to support MedECC Secretariat during the crucial phase of the finalisation of the MAR1. The consultant will manage the references cited in the report, completing the following activities:

1. Updating the literature database Mendeley, so that it contains all publications present in the report;
2. Checking whether all publications present in the text are listed at the end of the chapters;
3. Ensuring that all publications are cited correctly in Mendeley.

2 Deliverables

The deliverables will be:

1. Updated Mendeley database containing all publications present in the report (in the chapters) and cited correctly.

3 Calendar of deliverables

The consultant will work in a close collaboration with the MedECC Science Officer, who is in charge of MedECC scientific Secretariat.

Task number	Deliverable	Deadline
1.	Updated Mendeley database containing all publications present in the report and cited correctly	31.12.2019

4 Duration

The work represents 15 working days.

5 Qualifications

The qualifications of the consultant should be as follows

1. University diploma (Master or PhD) in environmental sciences,
2. Confirmed experience in preparing scientific publications,
3. Good knowledge of computer software (Word, Excel, Power Point),
4. The knowledge of reference management software (Endnote, Mendeley, Zotero),
5. Very good level of English and French (written and spoken),
6. Patience and attention to details.

6 Application

The applications should include:

- Curriculum Vitae (CV)
- The list of publications, including PhD or Master Thesis
- The SIRET number or other business identification number (depending on countries' legislation)
- Financial offer

The selection process may include interviews (by skype or phone).

The applications should be submitted until 9 December 2019 midnight (CET) through the website of Plan Bleu <http://planbleu.org/>, in the section "Tenders and contracts" or by email to marini@medecc.org