

International Consultant for Documentation, Communication & Reporting

Terms of Reference

1.0 Background

The Bay of Bengal Programme Inter-Governmental Organisation (BOBP-IGO) is executing the **“Sustainable management of fisheries, marine living resources and their habitats in the Bay of Bengal region for the benefit of coastal states and communities” (BOBLME-2)**. The project supports implementation of the BOBLME Strategic Action Programme (SAP), which seeks to safeguard and maintain the regulating and provisioning ecosystem services in the BOBLME. The project will support the BOBLME member countries in delivering the project outcomes through a coordinated partnership including IUCN, BOBP-IGO, and Southeast Asian Fisheries Development Centre (SEAFDEC). The BOBP-IGO will be executing the project in its member countries, namely, Bangladesh, India, Maldives and Sri Lanka.

The project objective is to contribute to sustainable management of fisheries, marine living resources and their habitats in the Bay of Bengal region, to reduce environmental stress and improve environmental status for the benefit of coastal states and communities. This will be achieved through interlinked project components based on the SAP themes, by undertaking country-led and adopting a participatory, bottom-up, integrated focus area approach to planning and implementation at community, sub- national, national, and regional levels to ensure greatest impact.

BOBP-IGO will be responsible for implementation of key parts of the work plan, including developing *“Regional mechanism for planning, coordination and monitoring of the BOBLME, knowledge management and programme coordination”* (Component 5 of the Project). The project will strengthen regional cooperation between countries and between government agencies within countries with the engagement of civil society and the private sector. The Project will focus on strengthening the mechanisms at regional and national levels for planning, coordination, and monitoring of the BOBLME.

BOBP-IGO seeks applications from highly motivated and suitable candidates to be appointed to the following position of the project at BOBP-IGO, Chennai:

“International Consultant for Documentation, Communication & Reporting”

2.0 Job Description

Role Summary:

The International Consultant for Documentation, Communication & Reporting will play a pivotal role in developing and implementing communication strategies, enhancing information sharing mechanisms, and ensuring comprehensive documentation and reporting of project activities and outcomes. This position will require effective coordination with the BOBP-IGO Project Team, Regional Coordination Unit (RCU), and other stakeholders.

Major responsibilities

- Develop and implement a strategic communication plan for BOBP-IGO's involvement in the BOBLME Project, aligned with project themes: EAFM, combating IUU fishing, and reducing pollution from fisheries.

- Lead the design and delivery of communication content and campaigns to raise project visibility at regional, national, and community levels.
- Coordinate with the BOBP-IGO Project Team, Regional Coordination Unit (RCU), FAO, and national partners to ensure consistent messaging and visibility across platforms.
- Document and disseminate project progress, success stories, and good practices to enhance learning and stakeholder engagement.
- Provide technical support on communications for project events, capacity-building activities, and guideline dissemination.
- Undertake other tasks as assigned by the Director, BOBP-IGO.

Specific duties

- Plan, coordinate, and implement communication activities aligned with project milestones, stakeholder priorities, and visibility needs across BOBP's areas of work: EAFM, IUU fishing, and fisheries-related pollution.
- Liaise regularly with technical teams, national partners, and regional coordination units to source relevant updates, field stories, and technical content for strategic dissemination.
- Ensure that all communication products and outreach campaigns are tailored to appropriate audiences—policy makers, fishers, partner agencies, and the public—and follow BOBP-IGO's quality and branding standards.
- Manage social media calendars, coordinate content creation (text, visuals, multimedia), and maintain consistency in tone and message across platforms.
- Identify and package technical content (e.g., guidelines, reports, practices) into user-friendly communication formats such as briefs, storyboards, or explainer visuals.
- Monitor performance of communication activities using analytics tools and stakeholder feedback, and refine approaches based on evidence.
- Provide editorial support and quality control for outreach documents, training materials, and event communication.
- Facilitate knowledge-sharing by organizing campaigns, thematic features, and collaborative content with other BOBLME partners.
- Maintain a structured archive of communication materials and contribute to periodic reporting and documentation as required.

The contract will be for 12 months with the possibility of extension upon mutual agreement.

Deliverables

1. Preparation of communication work plans for 2025–26, detailing key communication objectives, stakeholders, media platforms, and timelines to support project visibility, awareness, and uptake of key messages.
2. Development of a minimum of three tailored posts per month across BOBP's official social media channels (Facebook, Instagram, LinkedIn, YouTube), aligned with themes of EAFM, IUU fishing, and fisheries-related pollution.
3. Design and production of a 2-page BOBLME project brochure, introducing the project's objectives, countries, focus areas, and implementation partners, with emphasis on BOBP's role.

4. Creation of introductory social media cards and infographics explaining how the BOBLME project addresses IUU fishing, promotes EAFM, and combats pollution from fisheries.
5. Preparation of one-page country profiles highlighting national priorities and interventions related to EAFM, IUU fishing, and pollution management.
6. Development of country-specific webpages on the BOBP website, including written content, visuals, and navigation structure in coordination with the web team.
7. Documentation of at least five stories of progress or good practices—one from each participating country—focusing on successful interventions or innovations in EAFM implementation, IUU control, or fisheries pollution mitigation.
8. Design of communication packages for international observances relevant to BOBP themes, e.g. IUU Fishing Day (5 June), World Ocean Day (8 June), World Fisheries Day (21 November).
9. Field-level documentation support for EAFM implementation, gear marking, waste management practices, and enforcement against IUU fishing—through photos, interviews, and storyboarding.
10. Development and execution of two thematic social media campaigns, one each on (a) Combating IUU Fishing and (b) Reducing Fisheries-Related Marine Pollution, including stakeholder voices and visual storytelling.
11. Design and facilitation of at least one capacity-building workshop for BOBP country focal points and field personnel on effective storytelling, media engagement, and strategic communication planning.
12. Development of targeted communication products (e.g., policy briefs, posters, videos, infographics) to support the implementation of EAFM, curbing IUU fishing, gear marking, and responsible waste management in fisheries.
13. Coordination with IW:LEARN and contribution to IW:LEARN and LME:LEARN platforms, including submission of communication and knowledge products in required formats.
14. Monitoring, analytics, and communication reporting, including preparation of quarterly updates on communication outputs, reach, engagement, and recommendations for improvement.
15. Support to organisation of events and preparation of event reports as per BOBP standards.

3.0 Required Qualifications and Experience

Essential Qualifications:

1. Educational Background

- Master's degree or higher in Communications, Journalism, English, Social Sciences, Fisheries Sciences, Marine Affairs, or a related field. Exceptional Bachelor's degree holders with a strong portfolio may also be considered.
- Minimum 3 years of relevant experience in communications, preferably in the fisheries, marine, coastal, or natural resource management sectors.
- Excellent writing, editing, and storytelling skills to translate technical or scientific fisheries content into accessible messages and infographics.
- Proficiency in developing and managing multi-lingual content, audio-visual material, IEC products, and using digital communication tools and platforms.

- Advanced skills in MS Office (Word, Excel, PowerPoint). Basic knowledge of photo and video editing software for content creation.
- Strong facilitation, coordination, and stakeholder engagement skills.
- Experience of working in multi-cultural, multi-lingual environment and sensitivity to cultural contexts, traditional knowledge, and gender inclusiveness.
- Proficiency in English and at least one regional language (e.g., Bangla, Odia, Dhivehi, Hindi, Sinhala, Tamil, Telugu).
- Strong understanding of digital media, social media strategy, media relations, and analytics.
- Demonstrated experience in organizing and documenting workshops, awareness campaigns, and producing field stories.
- Ability to work independently and in teams, and to undertake travel to coastal and field locations as required.

Desirable

- A background in Fisheries, Environmental Sciences, or Marine Policy with demonstrable communication expertise is highly desirable.
- Prior engagement with rural communities, government departments, international agencies, or coastal NGOs will be an advantage.
- Working knowledge of another regional language.
- Proven expertise in communication strategy development, campaign design, and stakeholder mapping, especially in the fisheries or natural resource context.
- Ability to prepare press releases, policy briefs, case studies, newsletters, and success stories.
- Familiarity with policy advocacy, development communication, or issue-based campaigns (e.g., climate, health, governance).

The Position is based in BOBP-IGO HQ in Chennai, India. The chosen candidate should be ready undertake travels.

4.0. Remuneration: INR 50,000/- (Rupees Fifty thousand only) all inclusive.

5.0. Application Process

Interested candidates should submit their CV (do not attach certificates) to BOBP-IGO through email, along with a cover letter detailing their experience related to the responsibilities outlined above, to info@bobbigo.org.

The last date for application is 16 Aug 2025. Only short-listed candidates will be contacted for further screening process.