

Switcher Recruitment

The UN Environment Centre for Sustainable Consumption and Production in Barcelona works with green entrepreneurs in the Mediterranean region. We are looking to select 100 new green entrepreneurs to The Switchers, our website where we tell stories of changemakers for sustainability. For this we will hire an external consultant to scout relevant green entrepreneurs in 8 different MENA countries and support them through the application process until they have fully completed the application.

The ideal consultant will have similar skills to a Business Development Manager: You will contact potential candidates, raise their interest in the program, and eliminate all roadblocks they encounter to filling out an application form.

How to succeed in this role

The chosen consultant will have to be detail-oriented, able to manage numerous relationships and communications in parallel, possess excellent time management skills and emotional intelligence.

The countries covered are in the MENA region and include Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestine, and Tunisia. Familiarity with this region and relevant language skills as well as cultural competence will be an advantage, and candidates from the project region are especially encouraged to apply.

Relevant experience in business development, communications, or partnership building is a must. Strong English skills are essential to this role, French or Arabic skills are highly welcome.

Project details

The main goal is to source a total of 80 applications, with an approval rate of more than 90%. To be approved, the organization must be located and active in one of the project countries, its activities must be focused on generating a significant impact for SCP (Sustainable Consumption and Production), and it needs to be past the ideation stage and operationally active, which is typically characterized by indicators such as legal establishment, active revenue stream, or a team.

Duties include:

- Scouting green entrepreneurs and successfully encouraging them to apply to The Switchers;

- Organizing and working with tight deadlines;
- Overseeing and following up with candidates to ensure the validity of their applications;
- Meticulous filing, and other administrative tasks related to keeping records of progress;

Timeframe: The project should ideally be completed within 3 months from June 1, 2018. Under no circumstances shall the project be extended beyond November 2018.

Contract information & application

Please note: This role will be administered by the UN Environment Mediterranean Action Plan Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC). The contractor shall be considered as having the legal status of an independent contractor, and not an employee, and must have a valid VAT number and necessary registrations. The SCP/RAC shall not accept any liability for claims arising out of the activities performed under this agreement.

Remuneration is on a per-successful application basis, and we will pay 37€ per application. We are looking for around 30 applications per month, and a total of 80 applications in total, for a contract of €2960 in total over the course of 3 months.

Please note: Due to the nature of public institutions, payment can take up to 12 weeks from invoicing if you have not worked with us before. The project is fully funded, so there is no possibility that payments will not be made, but possible delays must be taken into account.

To apply, please email a CV, a cover letter, and a signed freelance offer (you may find [this template](#) useful), to theswitchers@scprac.org no later than 12:00 (noon) CET on May 31, 2018. We will hire as soon as we find the right candidate, so please don't hesitate to apply early. Only shortlisted candidates will be contacted and the evaluation will be based on the previously mentioned success factors as well as availability of the candidates.

The Switchers is a part of the [EU funded SwitchMed Programme](#), an initiative that supports and connects stakeholders to scale up eco and social innovations in the Mediterranean; our aim is to provide them with tools and connections to supporting partners for their eco and social innovations, to achieve productive, circular and sharing economies in the Mediterranean. SwitchMed is implemented by [UNIDO](#) and [UNEP](#), through the [Mediterranean Action Plan](#) (MAP) and its [Regional Activity Centre for Sustainable Consumption and Production](#) (SCP/RAC) and the [Division of Technology, Industry and economics](#) (DTIE). For further details, please visit switchmed.eu.