



## REQUEST FOR PROPOSAL (RFP)

To: All Interested Bidders	DATE: November 1, 2019
	REFERENCE: RFP/UNDP/ENV-ATSEA/84306/029/2019 - <b>Accelerating EAFM Implementation and Progress of Fisheries Improvement Project in Red Snapper Fisheries</b>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to the Request for Proposal RFP/UNDP/ENV-ATSEA/84306/029/2019 - **Accelerating EAFM Implementation and Progress of Fisheries Improvement Project in Red Snapper Fisheries**

A **bidder's conference** will be held on:

Date/Time : Thursday, 7<sup>th</sup> November 2019 starting 1400 hour (GMT +7)

Place : Aceh Meeting room, 7th Floor Menara Thamrin Building, Jl. MH. Thamrin Kav. 3 Jakarta 10250

Detailed Terms of Reference as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system" (<https://etendering.partneragencies.org>) **Event ID: 4787**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with RFP requirements, through UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE! The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the financial proposal. **NOTE: DO NOT ENTER PROPOSAL PRICE IN THE SYSTEM, INSTEAD ENTER ONE.**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and **FINANCIAL PROPOSAL IS PASSWORD PROTECTED. NOTE! The File name should contain only Latin characters (No Cyrillic or other alphabets).**

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation” button no later than **7<sup>th</sup> November 2019**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have not registered in the system before, you can register now by logging in using:

**username: event.guest**  
**password: why2change**

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the “Instructions Manual for the Bidders”, attached. Should you require any training on the UNDP ATLAS e-Tendering system or face with any difficulties when registering your company or submitting your quotation, please send an email to [rida.trisna@undp.org](mailto:rida.trisna@undp.org) cc: [yusef.millah@undp.org](mailto:yusef.millah@undp.org)

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters.
2. At least one capital letter.
3. At least one number.

New bidder registering for first time, system will not accept any password that does not meet the above requirements and thus registration cannot be completed.

For already existing bidders whose current password does not meet the criteria, when signing in, system will prompt you to change the password, and it will not accept a new password that does not meet requirement.

The user guide and videos are made available to bidder in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Bidder can also access below instruction from youtube with link below:  
<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

The bidders are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

**No hard copy or email submissions will be accepted by UNDP.**

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Sincerely yours,

A handwritten signature in blue ink, appearing to be 'M. Kurnia', written over a thin blue horizontal line.

*Martin Stephanus Kurnia*  
Procurement Analyst  
11/1/2019

### Description of Requirements

Context of the Requirement	ATSEA-2 - Accelerating EAFM implementation and Progress of Fisheries Improvement Project in Red Snapper Towards MSC certification in Aru District, Maluku Province
Implementing Partner of UNDP	Fisheries Research Center, Ministry of Marine and Fisheries (MMAF)
Brief Description of the Required Services <sup>1</sup>	The context of this TOR is UNDP seeking to engage organization/company to improve fisheries management with EAFM and accelerate the ongoing Fisheries Improvement Project (FIP) in Red Snapper ( <i>Lutjanus argentimaculatus</i> and <i>Lutjanus sebae</i> ) fisheries to be ready for entering the Marine Stewardship Council (MSC) certification process by addressing gaps in the indicators against MSC Fisheries standard, and thus able to generate lesson learnt and model in improving fisheries sustainability. The Main focus area are in Aru District, Maluku Province
List and Description of Expected Outputs to be Delivered	<p>The ATSEA project requires assessment and implementation of EAFM and a coordinated effort to design and implement FIP to allow platform stakeholders to gain practical experience in fisheries improvement and to increase the supply of sustainable seafood products that specifically link with Arus's fisheries resources. In addition, experience and learnings of FIP will be documented and disseminated worldwide.</p> <p>The overall objective of this assignment is to support the Government of Indonesia to improve fisheries management. The key output under this assignment are, which includes but not limited to:</p> <ol style="list-style-type: none"> <li>1. EAFM assessment for Red Snapper</li> <li>2. Progress Report of Red Snapper EAFM's implementation</li> <li>3. Fisheries profile of Red snapper</li> <li>4. Pre assessment for Red Snapper</li> <li>5. FIP Strategy and Action Plan for Red Snapper</li> <li>6. Progress Report of Red Snapper FIPs implementation</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	<ol style="list-style-type: none"> <li>1. Director of the Centre for Fisheries Research, Ministry of Marine Affairs and Fisheries/MMAF</li> <li>2. Programme Manager for Natural Resource Management, UNDP</li> <li>3. National Project Coordinator of ATSEA</li> </ol>
Frequency of Reporting	<i>Please Refer to the TOR attached to this RFP</i>
Progress Reporting Requirements	<i>Please Refer to the TOR attached to this RFP</i>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Location of work	<input checked="" type="checkbox"/> Exact Address/es Aru Archipelago District , Maluku Province <input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal																							
Expected duration of work	The expected duration of the contract is 210 working days within 21 (twenty one) months																							
Target start date	January 2020																							
Latest completion date	September 2021																							
Travels Expected	Shall be agreed upon starting, UNDP shall be responsible of any travel out of the agreed duty station "Djibouti as initial"																							
	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration (days)</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td>Jakarta</td> <td>Maximum 18 days / trip</td> <td>Workshop, Coordination meeting and Data Collection through survey to Fisheries Supply chain for Red snapper</td> <td>Jan – November 2020, Jan – June 2021</td> </tr> <tr> <td>East Java</td> <td>Maximum 3 days</td> <td>Data Collection through survey to Fisheries Supply chain for Red snapper</td> <td>Jan – June 2020</td> </tr> <tr> <td>Bali</td> <td>Maximum 3 days</td> <td>Data Collection through survey to Fisheries Supply chain for Red snapper</td> <td>Jan – June 2020</td> </tr> <tr> <td>Maluku</td> <td>Maximum 13 days</td> <td>Coordination meeting, Data Collection through survey, Implementing Action Plan for EAFM and FIPs red snapper</td> <td>Jan – Dec 2020, Jan-Aug 2021</td> </tr> </tbody> </table>				Destination/s	Estimated Duration (days)	Brief Description of Purpose of the Travel	Target Date/s	Jakarta	Maximum 18 days / trip	Workshop, Coordination meeting and Data Collection through survey to Fisheries Supply chain for Red snapper	Jan – November 2020, Jan – June 2021	East Java	Maximum 3 days	Data Collection through survey to Fisheries Supply chain for Red snapper	Jan – June 2020	Bali	Maximum 3 days	Data Collection through survey to Fisheries Supply chain for Red snapper	Jan – June 2020	Maluku	Maximum 13 days	Coordination meeting, Data Collection through survey, Implementing Action Plan for EAFM and FIPs red snapper	Jan – Dec 2020, Jan-Aug 2021
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Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling																							
Facilities to be Provided by UNDP (i.e., must be	<input checked="" type="checkbox"/> Liaise with the relevant stakeholders <input checked="" type="checkbox"/> Workshop venue for 4 (four) Locations																							

excluded from Price Proposal)															
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required														
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required														
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Local Currency for Local Bidders														
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted														
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>No</th> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> a. EAFM Assessment  b. Initial EAFM Strategy and Action Plan  c. Initial report on fisheries profile </td> <td>20%</td> <td>April 2020</td> <td>Within thirty (30) days from the date of meeting the following conditions:</td> </tr> </tbody> </table>					No	Outputs	Percentage	Timing	Condition for Payment Release	1	a. EAFM Assessment b. Initial EAFM Strategy and Action Plan c. Initial report on fisheries profile	20%	April 2020	Within thirty (30) days from the date of meeting the following conditions:
No	Outputs	Percentage	Timing	Condition for Payment Release											
1	a. EAFM Assessment b. Initial EAFM Strategy and Action Plan c. Initial report on fisheries profile	20%	April 2020	Within thirty (30) days from the date of meeting the following conditions:											

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	2	a. Final EAFM Strategy and Action Plan b. Final Report on fisheries profile	10%	June 2020	a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	3	a. Pre-assessment report b. List of potential Fisheries Company and stakeholder mapping	20%	July 2020	
	4	a. Initial FIP Strategy and Action Plan b. Initial report on FIP Operational Guidelines c. Baseline report on Sustainability Score Card Assessment	10%	October 2020	
	5	a. 1 <sup>st</sup> Report on EAFM implementation b. Final FIP Strategy and Action Plan c. Final report on FIP Operational Guidelines	10%	December 2020	
	6	a. Midterm report of FIP implementation b. 2 <sup>nd</sup> Report on EAFM implementation c. 1 <sup>st</sup> report on Sustainability Score Card Assessment/ Tracking tool	15%	July 2021	
	7	a. Final report of FIP implementation b. Final report on Sustainability Score Card	15%	October 2021	

	Assessment/ Tracking tool c. Final report of EAFM implementation			
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	National Project Coordinator of ATSEA Project - UNDP			
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 50% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <b><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></b>			
	<p><b><u>Financial Proposal (30%)</u></b></p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:			
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)			

<sup>4</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.



	Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex3) <input checked="" type="checkbox"/> Others <sup>6</sup> Written Self Declaration of Impartiality Letter
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p><i>Rida Dian Trisna and Yusef Saiful M.</i>  <i>Procurement Unit</i>  <b><i>Rida.trisna@undp.org and yusef.millah@undp.org</i></b></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables [list them as referred to in the RFP]</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (IDR/USD)</b>
1	a. EAFM Assessment b. Initial EAFM Strategy and Action Plan c. Initial report on fisheries profile	20%	
2	a. Final EAFM Strategy and Action Plan b. Final Report on fisheries profile	10%	
3	a. Pre-assessment report b. List of potential Fisheries Company and stakeholder mapping	20%	
	a. Initial FIP Strategy and Action Plan b. Initial report on FIP Operational Guidelines c. Baseline report on Sustainability Score Card Assessment	10%	
	a. 1 <sup>st</sup> Report on EAFM implementation b. Final FIP Strategy and Action Plan c. Final report on FIP Operational Guidelines	10%	
	a. Midterm report of FIP implementation b. 2 <sup>nd</sup> Report on EAFM implementation c. 1 <sup>st</sup> report on Sustainability Score Card Assessment/ Tracking tool	15%	
	a. Final report of FIP implementation b. Final report on Sustainability	15%	

	Score Card Assessment/ Tracking tool c. Final report of EAFM implementation		
	Total	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*

### Term of Reference (TOR)

#### Accelerating EAFM implementation and Progress of Fisheries Improvement Project in Red Snapper Fisheries Towards MSC certification in Aru District, Maluku Province ATSEA Project Activity 3

##### A. General Information

- Title : Accelerating EAFM implementation and Progress of Fisheries Improvement Project in Red Snapper Towards MSC certification in Aru District, Maluku Province
- Report to : 1. Director of the Centre for Fisheries Research, Ministry of Marine Affairs and Fisheries/MMAF  
2. Programme Manager for Natural Resource Management, UNDP  
3. National Project Manager of ATSEA
- Location : Aru Archipelago District , Maluku Province
- Expected place of travel : As listed in annex 1
- Duration of contract : The expected duration of the contract is 210 working days within 21 (twenty one) month calculated based on the contract starting date
- Provision of support services :
- Location : Yes ☐ No ☒
- Equipment (laptop etc.) : Yes ☐ No ☒
- Secretarial Services : Yes ☐ No ☒

##### Terminology of this TOR

The terms listed here under are used throughout this request for proposal (RFP) to mean the following:

Fisheries Improvement Project (FIP)	:	It is a collaboration between relevant stakeholders to influence policies and management practices and to improve the sustainability of fishing operations. A FIP is designed to improve fisheries towards sustainability and mostly to pass a certain certification scheme. A FIP operates via an alliance of seafood buyers, suppliers, and producers who work together to improve a specific fishery by pressing for better policies and management
Certification	:	Procedure by which a third party gives written or equivalent assurance that a product, process or service conforms to specified requirements. Certification may be, as appropriate, based on a range of inspection activities which may include continuous inspection in the production chain.
Stakeholder	:	A person, group or organization that has interest or related to fisheries sector, which can affect or be affected by the related actions, activities, or policies. This includes 1) Ministry of Marine Affairs and Fisheries, 2) Industries/companies, processors, exporters, buyers,

		retailers, 3) Local governments at the provincial, district, and city level, 4) Related line ministries associated with fisheries management
performance score card	:	The purpose of the scorecard is to assist governments, donors and NGOs to investigate and record significant aspects of a fisheries condition to show both its current health and status and to indicate if the system is holistically moving over the long-term towards an improved status.

## B. Background Information

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development."

The Arafura-Timor Seas (ATS) region is part of the North Australian Shelf large marine ecosystem (LME), which is a tropical sea lying between the Pacific and Indian Oceans and extending from the Timor Sea to the Torres Strait and including the Arafura Sea and Gulf of Carpentaria. The ATS region are important to respective countries, both economically and ecologically, as the ATS region is very rich in living and non-living marine resources, filled with major fisheries and oil and gas reserves. It has strong connectivity in oceanographic and ecological processes, such as the movement of pelagic and migratory species. Significantly, the ATS region exhibits high productivity that sustains both small- and large-scale fisheries, including several high-value, shared transboundary fish stocks, with industrial-scale fisheries, such as finfish trawl fishery, shrimp trawl fishery, and bottom long-line fishery. These fisheries provide livelihoods for millions of people in the region, and make significant contributions to food security for both regional communities and also, large populations in export market countries to the north, including China. However, many of the ATS fisheries are fully exploited or over exploited. The marine environment in the ATS region is in serious decline, primarily as a result of over-harvesting and other direct and indirect impacts of anthropogenic stresses and global climatic changes. In the ATS region, several signs of overfishing are identified, affected by many factors and added with high levels of Illegal, Unreported and Unregulated (IUU) fishing in the ATS. Alterations and damages to marine and coastal habitats, unsustainable harvesting, climate change, and pollution from both land-based and marine-based sources are also issues that need to be handled.

The littoral countries of Indonesia, Timor-Leste, and Australia have joint commitment to a regional response for improving management and governance of the Arafura and Timor Seas (ATS) ecosystems, through signing of a Ministerial Declaration 2014 that formalizes support of the long-term objective and vision of the ATS regional strategic action program (SAP) "to promote sustainable development of the Arafura-Timor Seas region to improve the quality of life of its inhabitants through restoration, conservation and sustainable management of marine-coastal ecosystems". The overall goal and objective of this project is to sustain the flow of ecosystem goods and services from the Arafura and Timor Seas

through a transboundary governance strategy that is rooted in national development priorities, and to enhance sustainable development of the Arafura-Timor Seas (ATS) region to protect biodiversity and improve the quality of life of its inhabitants through conservation and sustainable management of marine-coastal ecosystems.

### **C. Context of this TOR**

The context of this TOR is UNDP seeking to engage organization/company to improve fisheries management with EAFM and accelerate the ongoing Fisheries Improvement Project (FIP) in Red Snapper (*Lutjanus argentimaculatus* and *Lutjanus sebae*) fisheries to be ready for entering the Marine Stewardship Council (MSC) certification process by addressing gaps in the indicators against MSC Fisheries standard, and thus able to generate lesson learnt and model in improving fisheries sustainability. The Main focus area are in Aru District, Maluku Province

### **D. Objectives of Assignment**

The overall objective of this assignment is to support the Government of Indonesia to improve fisheries management.

### **E. Expected Outputs**

The key output under this assignment are, which includes but not limited to:

1. EAFM assessment for Red Snapper
2. Progress Report of Red Snapper EAFM's implementation
3. Fisheries profile of Red snapper
4. Pre assessment for Red Snapper
5. FIP Strategy and Action Plan for Red Snapper
6. Progress Report of Red Snapper FIPs implementation

### **F. Expected Approach and Ethical Guidelines**

The consultant will be expected to observe full ethical guidelines and approach during the field work (specifically) and throughout the process (generally) which will be designed and agreed during the methodology design stage. It is important, however, to highlight the following fundamentals to UNDP's intervention practice which the Organization/Company is expected to keep in mind:

- Ensure that both the formal and informal environmental and socio-economic mechanisms are examined;
- Be aware of conflict and gender sensitivities and adopt the principles and practices of participatory dialogue for all consultations.
- Respect local cultures and values and ensures behaviours of research team do not violate norms and values;
- Ensure adequate safety to those conducting and attending the consultations and other activities of the process;
- Ensure objectivity and independence by conducting the consultation in an impartial manner;
- Work with relevant government to identify participants for the consultations; and

- Pay attention to vulnerable group throughout the process.

## **G. Risks and Assumptions**

One of the other risks that may happen is the process to engage the industry, which require additional acceleration support. It is expected that the consultant should consider the successful factor of project implementation, i.e. relevant government agencies sharing data in timely manner.

Reorganization in the relevant government agencies may occur in the project period which may also affect the commitment of the related agencies. The organizations/company shall identify the risks prior to the project implementation and develop strategies of countermeasures.

## **H. Scope of Work**

The ATSEA project requires assessment and implementation of EAFM and a coordinated effort to design and implement FIP to allow platform stakeholders to gain practical experience in fisheries improvement and to increase the supply of sustainable seafood products that specifically link with Arus's fisheries resources. In addition, experience and learnings of FIP will be documented and disseminated worldwide.

The scope of work is as follow:

### Scope of work 1: Development EAFM Assessment for Red Snapper

- 1.1 Manage EAFM assessment for Red snapper fisheries in Aru District collaboration with Learning Center (LC) EAFM in Maluku Province;
- 1.2 Present the EAFM report in meeting(s) arranged by the Project Coordination Unit (PCU) with the related government and stakeholders to discuss, assess the bottleneck and challenges in improving and readying the Red Snapper EAFMs Action plan, and recommend necessary shared actions;
- 1.3 Based on this TOR, desk studies and meeting results, submit detailed Pre-assessment;

### Scope of work 2: Implementation of Red Snapper EAFMs

- 2.1 Implementation of Red Snapper EAFMs according to the agreed Strategy and Action Plan that related to Fisheries Management Planning (FMP) in WPP 718;
- 2.2 Develop a comprehensive report on EAFM implementation. The report based on monitoring and evaluation of the EAFM implementation, shall be in-depth analyzed, including conclusions and recommendations. All data and assumptions should be clearly described and included in the report;
- 2.3 Data and information as well as lesson learnt of Red Snapper EAFMs;

### Scope of work 3: Development of Fisheries profile for Red Snapper

- 3.1 Develop assessment of fisheries operational for Red snapper in Aru district. The information includes fishing gear and fishing vessel information, fishing effort and fishing ground;



- 3.2 Develop comprehensive assessment of Value chain analysis for Red snapper. The assessment should identify key supply chain player, stakeholder mapping as basic and and comprehensive FIPs recommendation and also identified fisheries local consumption as local demand;
- 3.3 Develop Socio Economic Assessment to describe the benefits of FIPs. Within this assessment also provide profile of status, needs, trends, constraints and opportunities in the gender aspect of the targeted fisheries;

#### Scope of work 4 : Development of Pre-Assessment for Red Snapper Fisheries

- 4.1 Manage Pre-assessment for Red snapper fisheries in Aru District based on a recognized consultant/company in MSC;
- 4.2 Present Pre-assessment report in meeting(s) arranged by the Project Coordination Unit (PCU) with the related government and stakeholders to discuss, assess the bottleneck and challenges in improving and readying the Red snapper FIP to enter certification process, and recommend necessary shared actions;
- 4.3 Enggage potential partner in relevant fisheries company that readying to enter Red snapper fisheries certification process;
- 4.4 Based on this TOR, desk studies and meeting results, submit detailed Pre-assessment;

#### Scope of work 5: Development of Red Snapper FIP Strategy and Action Plan

- 5.1 Develop Strategy and Action Plan based on desk studies on the characteristics and development challenges of the fisheries that improve component in each MSC's principle (Target stock, Ecosystem components and Management system);
- 5.2 Present the Strategy and Action Plan in meeting(s) arranged by the Project Coordination Unit (PCU) with the related government and stakeholders to discuss, assess the bottleneck and challenges in improving and readying the Red Snapper FIP to enter certification process, and recommend necessary shared actions;
- 5.3 Provide strategic actions for improving gender equality including the enabling conditions for Red Snapper FIPs forward;
- 5.4 Development of Operational Guidelines for Red Snapper FIP implementation. Based on the Government of Indonesia's policy, identify and define a Red Snapper FIP Operation Guidelines, which include business process of Red Snapper FIP, financial plan, impact scenarios, legal and regulation framework;
- 5.5 Present the Operational Guidelines in the FGD/ workshop arranged by the PCU to gathered input and feedbacks from relevant stakeholders;
- 5.6 Based on this TOR, desk studies and FGD/ workshop results, submit detailed Red Snapper FIPs Strategy and Action Plan and Operational Guidelines;

#### Scope of work 6: Implementation of Red Snapper FIP

- 6.1 Implementation of Red Snapper FIPs according to the agreed Strategy and Action Plan that related to Principle in MSC certification and Fisheries management planning in WPP 718;
- 6.2 Implementation should improve or maintain performance of MSC's principle component; Outcome management, Primary species, Secondary species, ETP Species, Habitats, ecosystem, Governance and Policy, and Fisheries Specific management system;
- 6.3 Develop a comprehensive report on fisheries sustainability score card/ benchmarking tracking tool. The report based on monitoring and evaluation of the FIP implementation, shall be in-depth analyzed, including conclusions and recommendations. All data and assumptions should be clearly described and included in the report;
- 6.4 Present progress reports of Red Snapper FIP implementation in the Fisheries Platform Meeting arranged by the PCU;
- 6.5 Develop a profile of the Red Snapper fisheries to be inserted in the fisheryprogress.com and conduct at least quarterly update to the portal;
- 6.6 Develop brief report on lesson learnt from implementing Red Snapper FIPs and recommendation for policy intervention for further replication or scale up of the FIP;

#### Scope of work 7: Final Report

- 7.1 Present the Red Snapper FIP draft report to stakeholder meeting arranged by the PCU;
- 7.2 Finalize report based on all inputs and comments gathered and submit the report in English and Indonesian. The consultant shall submit a file storage (i.e. USB or CD) containing soft copy of editable version of final report, all presentation, photos and video, all data and calculation, and simulation result (if available).

#### **I. PROJECT COORDINATION UNIT RESPONSIBILITY**

The Project Coordination Unit (PCU) under project ATSEA will take care of the following tasks:

Organize 4 (four) in two days workshops/Focus Group Discussions related to the scope of works above, including preparation of events such as confirmation of participants and secure the venue. The cost of meeting package will be borne by ATSEA Project ID 00100050. The consultant is expected to provide 3 (three) resource person, 1 (one) EAFM assessor, 1 (one) Pre-Assessment assessor and should also allocate their own cost of accommodation and travels to Jakarta.

#### **J. DELIVERABLE AND PAYMENT SCHEDULE**

Scope of work	Deliverables/Outputs	Output Progress	Due Date	Payment Schedule	Payment Amount
1	d. EAFM Assessment e. Initial EAFM Strategy and Action Plan f. Initial report on fisheries	20%	March 2020	April 2020	20%

	profile				
2	c. Final EAFM Strategy and Action Plan d. Final Report on fisheries profile	10%	May 2020	June 2020	10%
3	c. Pre-assessment report d. List of potential Fisheries Company and stakeholder mapping	20%	June 2020	July 2020	20%
4	d. Initial FIP Strategy and Action Plan e. Initial report on FIP Operational Guidelines f. Baseline report on Sustainability Score Card Assessment	10%	September 2020	October 2020	10%
5	d. 1 <sup>st</sup> Report on EAFM implementation e. Final FIP Strategy and Action Plan f. Final report on FIP Operational Guidelines	15%	November 2020	December 2020	10%
6	d. Midterm report of FIP implementation e. 2 <sup>nd</sup> Report on EAFM implementation f. 1 <sup>st</sup> report on Sustainability Score Card Assessment/ Tracking tool	15%	June 2021	July 2021	15%
7	d. Final report of FIP implementation e. Final report on Sustainability Score Card Assessment/ Tracking tool f. Final report of EAFM implementation	10%	September 2021	October 2021	15%
	Total	100%			100%

Reporting Schedule should be submitted 2 weeks before due date in each delivery. All forms of reports shall be developed in English translation in the national language (Bahasa Indonesia). All deliverables

must be presented first to the PCU for feedback and comments. These comments must be incorporated to the reports before the product's final approval by the project steering committee. The final reports must have an executive summary and Power Point presentation. The team of consultant shall submit the final report both in English and Bahasa Indonesia version in a file storage (i.e. USB or CD) containing soft copy of editable version of final report, all presentation, photos and video, all data and calculation.

#### **K. QUALIFICATION OF THE ORGANIZATION/COMPANY**

The UNDP is seeking an Organization/company, which can demonstrate:

1. Experience in Fisheries Improvement Project.
2. At least 2 years' experiences in Fisheries Management or Supply Chain.
3. Experience in engaging government and private sector, and designing/implementing multi-stakeholder engagement process leading to broad-based consensus and support
4. Experience working with Indonesia's biodiversity and conservation sector, policies and regulations is preferred;

#### **L. QUALIFICATIONS OF KEY PERSONNEL**

The selected Organization/Company is expected to put together an independent and multi-disciplinary team composed of national expertise which collectively brings experience and commitment in the following fields:

- Environment, biodiversity, conservation, financing, and sustainable development
- Effective stakeholder engagement
- Ability to write technical reports

##### **1. Personal Education/Qualification**

Minimum requirements include:

##### **a) One (1) Fisheries Expert also as Team Leader**

###### Academic Qualifications

Master's degree in Fisheries, Marine Sciences, Environment, Conservation, Biology or Natural Resources Management or related fields.

###### Years of Experience and Competencies

- Minimum of 5 years of working experience in Fisheries, Environmental sector, Conservation or Natural Resource Management.
- Understanding government policy and working experiences with Government of Indonesia related to fisheries or natural resources management
- Experience in managing fisheries or natural resources management program

- Has experience with multi stakeholders in national and local level related to fisheries or natural resources management
- Has knowledge on national development priority targets and UN conventions
- Experience in managing international and/or national funded projects.
- Experience working in international level and or the international organization would be an asset.

**b) One (1) Fisheries Improvement Specialist**

Academic Qualifications

Bachelor's degree in Fisheries, Marine Sciences, Environment, Conservation, Biology or Natural Resources Management or related fields.

Years of Experience and Competencies

- Minimum of 6 years of working experience in Fisheries, Environment, Food Safety, Conservation, or Natural Resources Management or related fields.
- Understanding government policy and working experiences with Government of Indonesia related to conservation, fisheries or natural resources management would be an advantage.
- Experience in managing fisheries programs and natural resources management.
- Has experience with multi stakeholders in national and local level related to fisheries or natural resources management

**c) One (1) EAFM Specialist**

Academic Qualifications

Bachelor's degree in Fisheries, Marine Sciences, Environment, Conservation, Biology or Natural Resources Management or related fields.

Years of Experience and Competencies

- Minimum of 6 years of working experience in Fisheries, Environment, Food Safety, Conservation, or Natural Resources Management or related fields.
- Understanding government policy and working experiences with Government of Indonesia related to conservation, fisheries or natural resources management would be an advantage.
- Experience in managing fisheries programs and natural resources management.
- Has experience with multi stakeholders in national and local level related to fisheries or natural resources management
- Experience with EAFM assessment

**d) One (1) Pre-assessment Assessor**

Academic Qualifications

Master's degree in Fisheries, Marine Sciences, Environment, Conservation, Biology or Natural Resources Management or related fields.

Years of Experience and Competencies

- Minimum of 5 years of working experience in managing pre-assessment for fisheries commodities
- Approved assessor by MSC Understanding government policy and working experiences with Government of Indonesia related to conservation, fisheries or natural resources management would be an advantage.

**e) One (1) Data and Knowledge Management Support Specialist**

Academic Qualifications

Bachelor's degree in Environmental Economics, Fisheries, Environment, Conservation, or Natural Resources Management Finance Management, or related fields.

Years of Experience and Competencies:

- Minimum of 3 years of working experience in data management, financing management, environmental management, knowledge management and public decision-making process.
- Knowledge on biodiversity issues, management and government business would be an advantage.
- Experience in working in international level and/or the international organization would be an asset.

**2. Language Requirement**

While all individuals on the team may not have both English and Indonesian skills, collectively and at all times, there should be at least have the following competencies:

Proficiency in English language, spoken and written. The consultants must have the ability to write reports, make presentations etc. in the English language.

**3. Composition of Key Staff**

A guideline proposed staffing structure for the consulting team is given in the following Table. **Bidders should specify the amount of the time of key staff will spend in to work on the project during project period.** The combined team's CV should clearly demonstrate experience in the above-mentioned

disciplines. Bidders are encouraged to review and propose their own staffing schedule to match the project need. Bid submissions must include CVs for proposed staff in the format given in the Attachment II "Technical Proposal Format", Section 3: Personnel

#### Suggested staffing structure and inputs

Description	Quantity	Unit	Number of Unit (Man. Days) in total	Remarks
Fisheries Expert also as Team Leader	1	Person	210	National expert
Fisheries Improvement Specialist	1	Persons	210	National specialist
EAFM Specialist	1	Persons	210	National specialist
Pre-assessment assessor	1	Persons	20	MSC's assessors
Data and Knowledge Management Specialist	1	Persons	210	National specialist
<b>Total</b>	<b>5</b>		<b>1,000</b>	

Bidder may propose additional personal/personnel based on bidder's discretion.

#### 4. Budget proposal

Bidder should describe budget planning based on the expected output. Clearly showing logical framework or activities plan to be proposed to achieve the output.

#### 5. Other Selection Criteria

Given the urgency and on-going nature of the work, the Organization/Company must be available to start in January 2020

Annex 1. Expected place of travel

Destination/s	Estimated Duration (days)	Brief Description of Purpose of the Travel	Target Date/s
Jakarta	Maximum 3 days / trip	Workshop, Coordination meeting and Data Collection through survey to Fisheries Supply chain for Red snapper	Jan – November 2020, Jan – June 2021
East Java	Maximum 3 days/ trip	Data Collection through survey to Fisheries Supply chain for Red snapper	Jan – June 2020
Bali	Maximum 3 days/ trip	Data Collection through survey to Fisheries Supply chain for Red snapper	Jan – June 2020
Maluku	Maximum 10 days/ trip	Coordination meeting, Data Collection through survey, Implementing Action Plan for EAFM and FIPs red snapper	Jan – Dec 2020, Jan-Aug 2021