

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** International Consultant for Project Document Development (Team Leader)

**Project Name :** Implementation of the Arafura and Timor Seas Regional and National Strategic Action Programs

**Reports to:** Environment Unit

**Duty Station:** Home-based

**Expected Places of Travel (if applicable):** Jakarta, Bali, Dili, Dobo, Bobonaro

**Duration of Assignment:** 9 months (approx. 45 working days)

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
7	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :</b> (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor <b>CATEGORY OF INTERNATIONAL CONSULTANT , please select :</b> (6) Junior Specialist (7) Specialist✓ (8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

### Need for presence of IC consultant in office:

☒ partial (project related meeting/workshop)

☐ intermittent (explain)

☐ full time/office based (needs justification from the Requesting Unit)

### Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: N/A

Signature of the Budget Owner:

## I. BACKGROUND

The Arafura and Timor Seas are extremely rich in living and non-living marine resources. Through implementation of the Arafura and Timor Seas Ecosystem Action (ATSEA) Program (2010-2014), there have been several environmental barriers identified in applying sustainable management approach to these resources. These issues can be tackled through a coordinated implementation of the Strategic Action Program (SAP) that was developed by ATSEA to remove the key barriers to sustainable ecosystem-based management of the Arafura and Timor Seas (ATS). The SAP was endorsed and adopted by the governments of Indonesia, Timor Leste and Australia at the ministerial level on May 15, 2014 that was reflected in the signed Ministerial Declaration of the Arafura and Timor Seas.

The 10-year vision for the ATS and the long-term objective of the SAP is 'to promote sustainable development of the Arafura-Timor Seas region to improve the quality of life of its inhabitants through conservation and sustainable management of marine-coastal ecosystems'. This corresponds to the desired status of the ATS ecosystem, which will be pursued through achievement of five medium-term environmental quality objectives:

- Recovering and sustaining fisheries
- Restoring degraded habitats for sustainable provision of ecosystem services
- Reducing land-based and marine sources of pollution
- Protecting key marine species
- Adaptation to the impacts of climate change

In October 2014, GEF approved the SAP implementation project<sup>1</sup> concept for the Arafura and Timor Seas entitled: "Implementation of the Arafura and Timor Seas Regional and National Strategic Action Programs". The main objective of this project mirrors that of the SAP and is 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. A project preparation grant (PPG) was also approved and this phase is now underway to develop a full set of project documentation for the new UNDP/GEF Full Sized Project that are necessary for final approval by UNDP and GEF.

During the PPG period, a number of studies and stakeholder consultations will be undertaken with the view to further develop the approved project concept into a fully formulated project document through appropriate situation analysis with extensive and broad stakeholder consultations. A main objective of the PPG is to establish clear, accurate baseline information, clarify GEF incremental reasoning, and design and plan activities that will deliver on the outputs, outcomes and objectives of the project.

There are four main components that will be covered in this preparation phase, including:

Component A: Technical review, field surveys and preliminary studies

Component B: Institutional arrangements, monitoring and evaluation

Component C: Financial planning and co-financing investments:

Component D: Validation workshops

Detailed description of each component is provided in following link:

The project concept is called the Project Identification Form (PIF). The PIF is accessed at this link:

[http://www.thegef.org/gef/sites/thegef.org/files/gef\\_prj\\_docs/GEFProjectDocuments/Multi%20Focal%20Area/Regional%20-%20\(6920\)%20-%20Implementation%20of%20the%20Arafura%20and%20Timor%20Seas%20Region/08-28-14\\_PIF\\_Document\\_Final1.pdf](http://www.thegef.org/gef/sites/thegef.org/files/gef_prj_docs/GEFProjectDocuments/Multi%20Focal%20Area/Regional%20-%20(6920)%20-%20Implementation%20of%20the%20Arafura%20and%20Timor%20Seas%20Region/08-28-14_PIF_Document_Final1.pdf)

## II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Team leader of Project Document Development Consultant will be contracted for up to 45 days over a period of 9 months. Under the supervision of the UNDP-GEF Regional Technical Advisor and the Environment

Team Leaders, UNDP Indonesia and Timor Leste, and in consultation with the other consultant members, the International Consultant must ensure the completion of Project Document and the GEF CEO Endorsement Form (please see the following link:

The UNDP project document template will be provided. The GEF CEO Endorsement Form is in this link: [http://www.thegef.org/gef/guidelines\\_templates](http://www.thegef.org/gef/guidelines_templates). Applicable tracking tools are in these links: [http://www.thegef.org/gef/BD\\_tracking\\_tool](http://www.thegef.org/gef/BD_tracking_tool) and [http://www.thegef.org/gef/iw\\_monitoring](http://www.thegef.org/gef/iw_monitoring)

and all required annexes and, as required, provide guidance to the consultants that are preparing the regional Fisheries and Biodiversity and the National profiles and Governance Analyses for Indonesia and Timor Leste.

The International Consultant will prepare a fully formulated Project Documents in an appropriate format through appropriate situation analysis with extensive and broad stakeholder consultations using the Regional Fisheries and Biodiversity as well as the National Policy profiles of Indonesia and Timor Leste as a basis of information from which to complete the Project Document. The Consultant will:

- a) provide guidance and ensure the direction of the work of the local and international consultants;
- b) review and analyse baseline information delivered by the local experts;
- c) develop the full logical framework of the project based on the project framework, with SMART indicators, baseline and targets;
- d) develop the threats and root causes matrix, and the description of the barriers to the sustainable ecosystem-based management of the Arafura and Timor Seas (ATS);
- e) assess global environmental benefits sought from the Project;
- f) Lead the PPG team in the developing the UNDP project document, the GEF CEO endorsement document, GEF Tracking Tools, and all required annexes;
- g) Liaise with UNDP Country Offices in Indonesia and Timor Leste and Asia-Pacific Regional Center in Bangkok, Government of Indonesia, Timor-Leste and Australia, and other partners.

Travel to Inception and validation meetings as well as visits to selected projects sites will be required, and expected travel as below:

1. Jakarta for 1 time with travel duration: 4 (four) days,
2. Bali for 1 time with travel duration: 4(four) days,
3. Dili for 1 time with travel duration: 4 (four) days,
4. Dobo, Maluku province, Indonesia for 1 time with travel duration: 5 (five) days,
5. Bobonaro, Timor-Leste for 1 time with travel duration: 4 (four) days,

### III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications

At Least Master degree in Fisheries, Environmental Science, Marine Resources and Oceanography, Development Studies or relevant field;

#### II. Years of experience

- At least 10 year(s) of working experience in the relevant works is required;
- Substantive experience in developing proposal and/or project document for major donors' funded project;
- An ability to analyse current policies and biodiversity and marine resources area management in Indonesia, Timor-Leste and other countries;
- Good knowledge on capacity needs assessment methodology;
- Experience in team-based, multidisciplinary, international research, and project management is a must;
- Computer literacy (word processing, spreadsheets, PowerPoint) is expected with statistical and or spatial analysis skills a plus;

- Proven track record of experience in community development investment study and stakeholders consultation process.

**Language Requirements:**

Proficient in English language, both spoken and written, understanding Bahasa would be an advantage. Ability to write project reports particularly for international funded project, make presentation.

**III. Competencies**

- Programme development on Regional International Waters.
- Regional governance of large marine ecosystems.
- Marine resources management and/or biodiversity conservation.
- Proposal and project logical framework development.
- Natural resources related policies and institutional framework.
- Capacity need assessment.

**IV. EXPECTED RESULTS**

The assignment will be delivered within 9 (nine) months with approximately no later than 45 working days. Schedule of payment will be in accordance with the timetable noted below:

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1. Inception meeting report within the second week of PPG, building on the inputs of the team members	15 May 2015 (8 working days) – 20%	UNDP-GEF Regional Technical Advisor, Head of Environment Unit UNDP-CO Indonesia
2. Report on the threats, root-causes and the description of the barriers to sustainable managed of Arafura and Timor seas.		
3. First draft of the UNDP Project Document (Prodoc), CEO endorsement document, GEF Tracking Tools and required annexes.	15 September 2015 (17 working days) – 40%	
4. Final drafts of the UNDP Project document and CEO endorsement document with all the required annexes including UNDP Environmental and Social Screening.	15 December 2015 (20 working days) – 40%	
5. Completed response matrix to the GEF Secretariat's comments on the submitted Prodoc and all relevant documents.		

The payment will be made to the consultant at each payment schedule, upon technical clearance from Head of Environment Unit UNDP-CO Indonesia and approval of the satisfactory submission of results from UNDP-GEF Regional Technical Advisor. Travel costs will be arranged by UNDP or can be reimbursed upon advance approval of Environment Unit UNDP-CO Indonesia