

### Annex 3

#### Term of Reference (TOR)

#### Ecosystem Approach to Fisheries Management (EAFM) assessment and Pre-assessment in Shrimp in Aru Archipelago District, Maluku Province and Barramundi in Merauke District, Papua Province Towards MSC certification ATSEA Project Activity 2

##### A. General Information

Title	:	Ecosystem Approach to Fisheries Management (EAFM) assessment and Pre-assessment in Shrimp in Aru Archipelago District, Maluku Province and Barramundi in Merauke District, Papua Province Towards MSC certification
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 and Merauke District, Papua Province
Expected place of travel	:	As listed in annex 1
Duration of contract	:	The expected duration of the contract is 310 working days within 6 (six) month calculated based on the contract starting date
Provision of support services	:	
Location	:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Equipment (laptop etc.)	:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Secretarial Services	:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

##### 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
Ecosystem Approach to Fisheries Management (EAFM)	Fisheries Management approach that seeks to balance diverse social objectives, taking into account the knowledge and uncertainties inherent in biotic, abiotic and human resources as components of ecosystems and their interactions and applies an integrated approach to fisheries within meaningful ecological boundaries.
Project Coordination Unit (PCU)	Project team that coordinate the overall implementation of the project and the management of its resources to ensure that its objective is realized.
MSC	The Marine Stewardship Council is an international non-profit organization which sets a standard for sustainable fishing

## 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.

### **Context of this TOR**

The context of this TOR is UNDP seeking to engage organization/company to manage EAFM assessment, Fisheries profile and Pre-assessment of Shrimp in Aru District and Barramundi in Merauke based on the Marine Stewardship Council (MSC) certification process by addressing gaps in the indicators against MSC Fisheries standard. The Main focus area are in Aru District, Maluku Province and Merauke, Papua Province

### **C. Objectives of Assignment**

The overall objective of this assignment is to assess shrimp and barramundi commodities to support people’s welfare from Aru Archipelago and Merauke district with MSC scheme and support the Government of Indonesia to improve fisheries management.

### **D. Expected Outputs**

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

1. EAFM assessment for Shrimp in Aru Archipelago district and Barramundi In Merauke district
2. Fisheries profile for Shrimp in Aru Archipelago district and Barramundi In Merauke district
3. Pre-assessment for Shrimp in Aru Archipelago district and Barramundi In Merauke district

B.

### **E. 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.

## **F. 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.

## **G. Scope of Work**

The ATSEA project requires EAFM Assessment and Pre-assessment to identify the supply of sustainable seafood products that specifically link with Arus's and Merauke's fisheries resources.

The scope of work are as follow:

### Scope of work 1: Development EAFM Assessment for Shrimp in Aru Archipelago District and Barramundi in Merauke District

- 1.1 Manage EAFM assessment for Shrimp fisheries in Aru Archipelago District and Barramundi in Merauke District that collaborate with Learning Center (LC) EAFM;
- 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 shrimp and Barramundi EAFMs Action plan, and recommend necessary shared actions;
- 1.3 Based on this TOR, desk studies and meeting results, submit detailed assessment;

### Scope of work 2: Development of Fisheries profile for Shrimp in Aru Archipelago District and Barramundi in Merauke district

- 2.1 Develop assessment of fisheries operational for Shrimp in Aru Archipelago district and Barramundi in Merauke district. The information includes fishing gear and fishing vessel information, fishing effort and fishing ground;

- 2.2 Develop comprehensive assessment of Value chain analysis for Shrimp in Aru Archipelago district and Barramundi in Merauke district. The assessment should identify key supply chain player, stakeholder mapping as basic and comprehensive FIPs recommendation and also gender aspect of the targeted fisheries
- 2.3 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 3: Development of Pre-Assessment for Shrimp Fisheries

- 3.1 Manage Pre-assessment for Shrimp fisheries in Aru Archipelago District and Barramundi in Merauke district based on a recognized consultant/company in MSC;
- 3.2 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 Shrimp FIP to enter certification process, and recommend necessary shared actions;
- 3.3 Based on this TOR, desk studies and meeting results, submit detailed Pre-assessment;
- 3.4 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).

## **H. PROJECT COORDINATION UNIT RESPONSIBILITY**

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

Organize 3 (three) two-day workshops/Focus Group Discussions in Jakarta, Aru Archipelago (Maluku) and Merauke (Papua) related to the scope of works above, including preparation of events such as confirmation of participants and secure the venue. The consultant is expected to provide 2 (two) resource person, 1 (one) Pre-Assessment assessor and should also allocate their own cost of accommodation and travels to Jakarta, Aru Archipelago and Merauke.

## **I. DELIVERABLES AND PAYMENT SCHEDULE**

<b>Scope of work</b>	<b>Deliverables/Outputs</b>	<b>Output Progress</b>	<b>Due Date</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
1	a. Initial report on EAFM Assessment for Shrimp commodities b. Initial report on fisheries profile in Shrimp commodities	20%	April 2020	May 2020	20%
2	a. Initial report on pre-assessment report for Shrimp commodities	30%	May 2020	June 2020	30%

	<ul style="list-style-type: none"> <li>b. Final Report on fisheries profile and EAFM for Shrimp commodities</li> <li>c. Initial report on EAFM Assessment for Barramundi commodities</li> <li>d. Initial report on fisheries profile in Barramundi commodities</li> </ul>				
3	<ul style="list-style-type: none"> <li>a. Final report on Pre-assessment for Shrimp commodities</li> <li>b. List of potential Fisheries Company and stakeholder mapping for Shrimp commodities</li> <li>c. Initial report on pre-assessment report for barramundi commodities</li> <li>d. Final Report on fisheries profile and EAFM for barramundi commodities</li> </ul>	30%	June 2020	July 2020	30%
4	<ul style="list-style-type: none"> <li>a. Final report on Pre-assessment for barramundi commodities</li> <li>b. List of potential Fisheries Company and stakeholder mapping for barramundi commodities</li> </ul>	20%	August 2020	September 2020	20%
	Total	100%			100%

Reporting Schedule should be submitted 2 weeks before due date in each deliverable. All forms of reports shall be developed in bilingual (English and 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.

#### J. EXPERIENCE

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

1. Experience in Fisheries Improvement Project.
2. 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.

Other requirement for the organization/company could demonstrate good relationship in national and provincial level

#### **K. 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. Personnel 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.
- Experiences in government policy 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
- 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 Assessment 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

- 6 years of working experience in Fisheries, Environment, Food Safety, Conservation, or Natural Resources Management or related fields.
- Experiences in government related to conservation, fisheries or natural resources management would be an advantage.
- Experience in fisheries profile data collection

#### **c) One (1) Pre-assessment Assessor**

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

##### Years of Experience:

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

#### **d) 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

- 6 years of working experience in Fisheries, Environment, Food Safety, Conservation, or Natural Resources Management or related fields.
- Experiences in government policy related to conservation, fisheries or natural resources management would be an advantage.
- Experience with EAFM assessment and part of Learning center of EAFM would be an advantage.

## **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	90	National expert
Fisheries assessment Specialist	1	Person	90	National specialist
EAFM Specialist	1	Person	90	National specialist
Pre-assessment assessor	1	Person	40	MSC’s assessors
<b>Total</b>	<b>4</b>		<b>310</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.

**Annex 1.** Expected place of travel

<b>Destination/s</b>	<b>Estimated Duration (days)</b>	<b>Brief Description of Purpose of the Travel</b>	<b>Target Date/s</b>
Jakarta	Maximum 3 days / trip ( 3 trips in total)	Workshop, Coordination meeting and Data Collection through survey to Fisheries Supply chain for Shrimp and barramundi	March – August 2020
East Java	Maximum 3 days (1 trip)	Data Collection through survey to Fisheries Supply chain for Shrimp and barramundi	March – August 2020
Bali	Maximum 3 days (1 trip)	Data Collection through survey to Fisheries Supply chain for Shrimp and barramundi	March – August 2020
Maluku	Maximum 10 days/ trip ( 3 trips in total)	Coordination meeting, Data Collection through survey to fisheries profile and Fisheries Supply chain for shrimp	March – August 2020
Papua	Maximum 5 days/ trip ( 3 trips in total)	Coordination meeting, Data Collection through survey to fisheries profile and Fisheries Supply chain for barramundi	March – August 2020