

# Terms of Reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Monitoring, Evaluation and Learning Specialist (National Consultant)

**Project Name:** ATSEA Phase 2

**Reports to:** NRM Programme Manager

**Duty Station:** Jakarta ( ATSEA-2 Indonesia Secretariat )

**Expected Places of Travel (if applicable):** Refers to UNDP rules and regulations if there are unforeseen travels

**Duration of Assignment:** 165 working days within June 2020 – April 2021

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	<b>CONFIRMATION OF CATEGORY OF NATIONAL CONSULTANT, please select:</b>
	(1) Junior Consultant
	(2) Support Consultant
	<b>(3) Support Specialist</b>
	(4) Senior Specialist
	(5) Expert/ Advisor
	<b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b>
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
<b>3</b>	
<b>X</b>	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

<b>X</b>	P11
<b>X</b>	Copy of education certificate
<b>X</b>	Completed financial proposal
<b>X</b>	Completed technical proposal (if applicable)

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

☐ partial

☐ intermittent (explain)

**X** full time/office based

### **Provision of Support Services:**

Office space: ☐ Yes **X** No

Equipment (laptop etc): ☐ Yes **X** No

Secretarial Services ☐ Yes **X** No

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

## I. BACKGROUND

The Arafura and Timor Seas (ATS) 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 region is adjacent to the Coral Triangle<sup>1</sup>, which hosts the world's highest marine biodiversity and contains some of the most pristine and highly threatened coastal and marine ecosystems. At the regional scale, the ecosystems of the ATS play an important economic and ecological role in the littoral nations bordering the Arafura and Timor Sea: Indonesia, Timor-Leste, Australia, and Papua New Guinea.

The marine environment in the ATS region is in serious decline, primarily as a result of overharvesting and other direct and indirect impacts of anthropogenic stresses and global climatic changes. Fisheries in the ATS region represent an extremely complex productive, socioeconomic sector, with multiple actors, target species sought, and technology used. The main characteristics of depletion of shared ATS transboundary stocks by fishery were assessed as part of the ATS transboundary diagnostic analysis (TDA) in 2012. In addition to climate change, unsustainable harvesting, illegal unreported unregulated (IUU) fishing, and bycatch are having significant impacts on the populations of key marine species in the ATS region, particularly globally threatened coastal marine megafauna including migratory, rare, and threatened species of turtles, dugongs, seabirds/shorebirds, sea snakes, cetaceans, sharks and rays. Lastly, potential sources of marine pollution in the ATS region include marine debris, marine based pollution from oil and gas activities, as well as waste from fishing and shipping vessels.

This project will covers the five priority transboundary environmental problems identified by the TDA: (i) unsustainable fisheries and decline and loss of living coastal and marine resources; (ii) modification, degradation and loss of coastal and marine habitats; (iii) marine and land-based pollution; (iv) the decline and loss of threatened and migratory species; and (v) impacts of climate change on the ATS

This project is building upon the foundational results realized in the first phase of the ATSEA program, which applied the tried and tested GEF International Waters focal area approach, starting with a participatory transboundary diagnostic analysis (TDA) and followed by development of a regional strategic action program (SAP) and national action programs (NAPs). This second phase of the ATSEA program, is designed to support the initial implementation of the ATS SAP, endorsed through Ministerial Declaration in 2014.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

The Monitoring, Evaluation and Learning Specialist will responsible to support project implementation, manage project database, support activity report based on the annual workplan with Implementing Partner and support to monitoring and evaluation of project result based on project document.

The main key responsibilities for this position, include:

1. Manage database for data and information related to project Implementation
2. Develop Periodic report (Quarterly progress report based on Strategic result framework and Progress Annual Report)
3. Develop Lesson learn from Project implementation
4. Support project Implementation related to reducing IUU fisheries, MPA effectiveness in SAP South East Aru and MPA development in Kolepom Island

<sup>1</sup> The Coral Triangle is a marine area located in the western Pacific Ocean, and including the waters of Indonesia, Malaysia, the Philippines, Papua New Guinea, Timor-Leste and Solomon Islands.

### Expected Outputs and deliverables

The specific outputs/deliverables expected from the Monitoring, Evaluation and Learning Specialist are the following:

<b>Deliverables</b>	<b>Estimated number of working days</b>	<b>Completion deadline</b>	<b>Review and Approvals Required</b>
1 <sup>st</sup> Payment will be made upon the submission and approval of following outputs: <ul style="list-style-type: none"><li>• Data and information compilation to support PIR ATSEA-2 Indonesia component</li><li>• Report on update yearly indicator, baseline and Mov based on Strategic Result Framework and its relevance to government performance indicator index</li><li>• Report of design proposal preparation for Develop STELINA Mobile apps</li></ul>	15 working days	30 June 2020	National Project Director of ATSEA-2 and NRM Programme Manager
2 <sup>nd</sup> Payment will be made upon the submission and approval of following outputs: <ul style="list-style-type: none"><li>• Report of design proposal preparation for pilot testing SOP monitoring in SAP South East Aru</li><li>• Report of midterm Project Implementation 2020 include lesson learnt and effectiveness, challenges and opportunities of implementation</li><li>• Progress report for National Action Program (NAP) implementation</li><li>• Report of Project Board Meeting (first meeting)</li></ul>	15 working days	30 July 2020	National Project Director of ATSEA-2 and NRM Programme Manager
3 <sup>th</sup> Payment will be made upon the submission and approval of following outputs: <ul style="list-style-type: none"><li>• Report of design proposal preparation for strengthening Marine and Surveillance implementation under directorate PSDKP</li><li>• Report of technical review on Simaswas implementation on ATS</li><li>• Report of training on Surveillance data analysis in PSDKP</li></ul>	15 working days	30 August 2020	National Project Director of ATSEA-2 and NRM Programme Manager
4 <sup>th</sup> Payment will be made upon the submission and approval of following outputs: <ul style="list-style-type: none"><li>• Report of design proposal to implementing STELINA in site selection</li><li>• Report of technical review to develop Fisheries surveillance forum in Papua Province</li></ul>	15 working days	30 September 2020	National Project Director of ATSEA-2 and NRM Programme Manager

<ul style="list-style-type: none"> <li>Update report of Biodiversity monitoring preparation in Aru Island waters</li> </ul>			
<p>5<sup>th</sup> Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> <li>Report of technical review for combating IUU action plan implementation from subgrantee institution (July – September 2020)</li> <li>Report of technical review from pilot testing SOP monitoring in SAP South East Aru</li> <li></li> <li>Quarterly progress report based on Strategic result framework in second quarter (July-September 2020)</li> <li></li> </ul>	15 working days	30 October 2020	National Project Director of ATSEA-2 and NRM Programme Manager
<p>6<sup>th</sup> Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> <li>Report of Project Board Meeting (Second Meeting)</li> <li>Report on Mett Assessment score card on SAP Aru Tenggara and Kolepom Island</li> <li>Report of technical review on Biodiversity ATLAS in ATS</li> </ul>	15 Working days	30 November 2020	National Project Director of ATSEA-2 and NRM Programme Manager
<p>7<sup>th</sup> Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> <li>Report of technical review for National Action Program (NAP) implementation</li> <li>Report of Regional Steering Committee Meeting</li> <li>Report of PAR preparation in ATSEA-2 2020 implementation</li> </ul>	15 Working days	30 December 2020	National Project Director of ATSEA-2 and NRM Programme Manager
<p>8<sup>th</sup> Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> <li>Report of technical review combating IUU from subgrantee institution (October-December 2020)</li> <li>Report of Project Implementation 2020 include lesson learnt and effectiveness, challenges and opportunities of implementation</li> <li>Report of technical review for STELINA implementation in site selection</li> </ul>	15 Working days	30 January 2021	National Project Director of ATSEA-2 and NRM Programme Manager
<p>9<sup>th</sup> Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> <li>Report of design proposal preparation for Management plan of MPA in Kolepom island</li> <li>Update data and information compilation to support PIR ATSEA-2 Indonesia component 2020</li> </ul>	15 Working days	28 February 2021	National Project Director of ATSEA-2 and NRM Programme Manager

<ul style="list-style-type: none"> <li>Report of the draft AWP 2021 compilation from Ministry of Marine and Fisheries Affairs</li> </ul>			
<p>10<sup>th</sup> Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> <li>Report of recommendation for extracting lesson learn for community-based surveillance in ATS</li> <li>Report of technical review on annual workplan on Task force of fisheries surveillance in Papua</li> </ul>	15 Working days	30 March 2021	National Project Director of ATSEA-2 and NRM Programme Manager
<p>11<sup>th</sup> Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> <li>Quarterly progress report based on Strategic result framework in second quarter (January-March 2020)</li> <li>Report of technical review of gender action plan implementation</li> </ul>	15 Working days	30 April 2020	National Project Director of ATSEA-2 and NRM Programme Manager

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

The IC will be reporting to NRM Programme manager in seeking approval and acceptance of the above-mentioned outputs, upon securing endorsements from National Project Director (NPD) ATSEA-2. The IC is expected to be in regular contact with National Project Coordinator (NPC) ATSEA-2 and update and report on his/her progress on a weekly basis.

#### **Duration of the Work**

Expected duration of work is from June 2020 – April 2021 for 165 working days. The IC is expected to support the deliverables on a part-time basis.

#### **Duty Station**

Jakarta ( ATSEA-2 Indonesia Secretariat )

#### **Travel Plan**

Travel will be arranged by Hiring Unit which refers to UNDP rules and regulations if Consultant is requested to travel outside Jakarta.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

- Bachelor degree in Marine science, anthropology environmental engineering , social science or other related field

#### Years of experience :

- Minimum 5 years experiences in marine biodiversity
- Experience in engaging government and community to support field assessment and Technical assistance
- Experience working in issues related to Marine Protected Area (MPA), Fisheries Surveillance and biodiversity assessment

- Proven track record in coordination and working with ministries to align priorities with the national planning document, familiarity with government bureaucracy in Ministry of Marine and Fisheries Affairs are advantage
- Experience in producing UNDP or GEF project reports are advantage

Competencies and special skills requirement:

- Strong leadership and ability to plan, organizer, implement and report on work ;
- Strong field work experience and strong communication skills in community and other relevant stakeholder;
- Fluency in English with excellent written communication skills, and strong experience writing reports is required;
- Excellent written and spoken skills in Bahasa Indonesia.

## V. EVALUATION METHOD AND CRITERIA

### 2. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; 70

\* Financial Criteria weight; 30

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>	70	100
Criteria A: Qualification Requirements as per TOR:		70
1. Bachelor degree in Marine science, anthropology environmental engineering , social science or other related field;		15
2. Minimum 5 years experiences in marine biodiversity;		15
3. Experience in engaging government and community to support field assessment and Technical assistance		10
4. Experience working in issues related to Marine Protected Area (MPA), Fisheries Surveillance and biodiversity assessment ;		15
5. Proven track record in coordination and working with ministries to align priorities with the national planning document, familiarity with government bureaucracy in Ministry of Marine and Fisheries Affairs are advantage;		5
6. Experience in producing UNDP or GEF project reports are advantage		10

<i>Criteria B: Brief Description of Approach to Assignment:</i>		30	
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner		10	
2. Important aspects of the task addressed clearly and in sufficient detail		10	
3. Logical, realistic planning for efficient project implementation		10	