

# Terms of Reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Gender Project Consultant

**Project Name:** ATSEA Phase 2

**Reports to:** NRM Programme Manager

**Duty Station:** Home Based (Jakarta)

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

**Duration of Assignment:** 75 working days within May -October 2020

## REQUIRED DOCUMENT FROM HIRING UNIT

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

## REQUIRED DOCUMENTATION FROM CONSULTANT

X	P11
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal (if applicable)

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

☒ partial

☐ intermittent (explain)

☐ full time/office based

### **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:

Head of Environment Unit (EU), Mr. Agus Prabowo

Name: Iwan Kurniawan

Title: NRM Programme Manager

Signature: \_\_\_\_\_

## 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

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

### Scope of Work

The Gender project specialist will responsible for developing gender project plan for ATSEA-2 and will also define the gender mainstreaming strategy for project operations that will concrete and measurable actions and accountabilities to be implemented by ATSEA-2 project.

The main key responsibilities for this position, include:

1. Gender analysis report
2. Document Action Plan based on Project document ATSEA-2
3. Gender project strategy implementation

### Expected Outputs and deliverables

The specific outputs/deliverables expected from the Gender Project Consultant are the following:

Deliverables	Estimated number of working days	Completion deadline	Review and Approvals Required
1st Payment will be made upon the submission and approval of following outputs: <ul style="list-style-type: none"><li>• Initial Document for gender analysis report based on Project Document ATSEA-2</li><li>• Technical support to design field assessment to identified gender issues in multiple level (local</li></ul>	15 wds	June 2020	National Project Director of ATSEA-2 and NRM

<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.

community, local and national government policy)			Programme Manager
<p>2nd Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> <li>Field Assessment report in Aru Island district to identified: <ul style="list-style-type: none"> <li>gender inequality issues specific to the project's proposed activities, such as barriers to women's and girl's participation in fisheries, decision making and capacity building</li> <li>opportunities to address the gender related barriers.</li> <li>gaps and strategies for collecting age and sex disaggregated data for conducting gender analysis and project reporting.</li> </ul> </li> <li>Appropriate gender sensitive indicators, targets and activities in the implementation of the project;</li> </ul>	15 wds	July 2020	National Project Director of ATSEA-2 and NRM Programme Manager
<p>3th Payment will be made upon the submission and approval of following outputs :</p> <ul style="list-style-type: none"> <li>Field Assessment report in Rote Island district to identified: <ul style="list-style-type: none"> <li>gender inequality issues specific to the project's proposed activities, such as barriers to women's and girl's participation in fisheries, decision making and capacity building</li> <li>opportunities to address the gender related barriers.</li> <li>gaps and strategies for collecting age and sex disaggregated data for conducting gender analysis and project reporting.</li> </ul> </li> <li>Appropriate gender sensitive indicators, targets and activities in the implementation of the project;</li> </ul>	15 wds	August 2020	National Project Director of ATSEA-2 and NRM Programme Manager
<p>4th Payment will be made upon the submission and approval of following outputs :</p> <ul style="list-style-type: none"> <li>Final Document for Gender analysis report based on serial discussion between local stakeholder, steering committee and UNDP input</li> <li>Initial Document Action Plan based on Project document ATSEA-2 includes an associated timeline and budget (incorporating feedback from the project team and the project's corporate team)</li> </ul>	15 wds	September 2020	National Project Director of ATSEA-2 and NRM Programme Manager
<p>5th Payment will be made upon the submission and approval of following outputs :</p> <ul style="list-style-type: none"> <li>Conduct consultation meetings with the relevant public and private sectors, line ministries, women's groups and NGOs, development partners and the local communities to improve gender equality and empowerment outcomes for the project</li> </ul>	15 wds	October 2020	National Project Director of ATSEA-2 and NRM Programme Manager

<ul style="list-style-type: none"> <li>Final Action Plan document based on Project document ATSEA-2 includes an associated timeline and budget (incorporating feedback from the project team and the project's corporate team)</li> </ul>				
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III. WORKING ARRANGEMENTS
<p><b>Institutional Arrangement</b></p> <p>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.</p> <p><b>Duration of the Work</b></p> <p>Expected duration of work is from May – October 2020 for 75 working days. The IC is expected to support the deliverables on a part-time basis.</p> <p><b>Duty Station</b></p> <p>The IC will be home based with regular coordination with NPD and NCU in Jakarta</p> <p><b>Travel Plan</b></p> <p>Travel will be arranged by Hiring Unit which refers to UNDP rules and regulations if Consultant is requested to travel outside Jakarta.</p>

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS
<p><u>Academic Qualifications:</u></p> <ul style="list-style-type: none"> <li>Advanced university degree (Master's degree or equivalent) in gender, Sociology, Anthropology, Development Studies, or other related Social Science fields or equivalent relevant works. A first-level university degree in combination with ten additional years of qualifying experience may be accepted in lieu of the advanced university degree.</li> </ul> <p>Minimum experience requirement:</p> <ul style="list-style-type: none"> <li>6 years working experience on conducting gender analysis and developing gender strategies.</li> <li>Demonstrated experience on working with stakeholders in the government as well as development partners on gender issues;</li> <li>Demonstrated strong understanding of gender equality and women's empowerment issues;</li> <li>Strong understanding of gender concepts and demonstrated experience in applying gender analytical tools and conceptual frameworks to programming;</li> <li>Familiarity with technical issues related to coastal and fisheries sector;</li> <li>Cultural sensitivity to work in multicultural, multi-ethnic environment;</li> <li>Experience in producing high quality reports;</li> </ul> <p><u>Language Requirements:</u></p> <ul style="list-style-type: none"> <li>Fluency in English with excellent written communication skills, and strong experience writing reports is required;</li> <li>Excellent written and spoken skills in Indonesian.</li> </ul> <p><u>Competencies and special skills requirement:</u></p> <ul style="list-style-type: none"> <li>Strong leadership and good communication skills;</li> <li>Strong analytical, reporting and writing skills;</li> </ul>

- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Good presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Strong field work experience and strong communication skills in community and other relevant stakeholder;

## 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. Criteria 1: Advanced university degree (Master's degree or equivalent) in gender, Sociology, Anthropology, Development Studies, or other related Social Science fields or equivalent relevant works. A first-level university degree in combination with ten additional years of qualifying experience may be accepted in lieu of the advanced university degree;		20
2. Criteria 2: 6 years working experience on conducting gender analysis and developing gender strategies in coastal community and fisheries sector;		20
3. Criteria 3: Strong understanding of gender concepts and demonstrated experience in applying gender analytical tools and conceptual frameworks to programming;		15
4. Criteria 4: experience on working with stakeholders in the government as well as development partners on gender issues ;		10
5. Criteria 5: Experience in producing high quality reports.		5
Criteria B: Brief Description of Approach to Assignment:		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