

Terms of Reference

Title of Project	Strengthened in support of Combating IUU Fishing in Arafura and Timor Seas through better Monitoring, Controlling and Surveillance, An activity/ sub-project of ATSEA-2 Component (2)
Duration	12 Months
Type of Contract	Low value grant
Work Location	Nusa Tenggara Timur, Maluku and Papua Province
Supervisor	National Project Coordinator ATSEA-2 - UNDP

I. BACKGROUND

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, the marine resources and ecosystems of the Arafura and Timor seas (ATS) are at risk. Many of the region’s fisheries are over- or fully exploited. Poorly managed or unmanaged extraction of fish, prawns and other biota, coupled with other pressures such as pollution and disease, has led to a decline in living resources within some areas of the ATS. Climate change is further exacerbating this situation. Low profile coasts, shallow continental shelves and macro-tidal conditions mean that the coastal and marine environments of the ATS region are particularly vulnerable to the impacts of climate change. Climate change is predicted to alter the coastal environment of the ATS region in many ways, including increases in annual air temperatures and rainfall; heat wave duration; sea surface temperatures; sea level rise; ocean acidification; and the inter-annual variability of the Asian monsoon, as well as decreases in annual potential evaporation. These changes will threaten lives and livelihoods both in the waters and on the coasts. Development projects designed for the ATS region thus need to be cognizant of changing climatic conditions, in particular when addressing food insecurity and freshwater availability.

The Arafura Sea Fisheries Management Area (FMA 718 or WPP 718), one of the most heavily exploited regions in Indonesian waters (Wagey et al. 2009 ; Adhuri et al. 2009), has suffered from inappropriate and destructive fishing activities undertaken by industrial scale fishing fleets by Indonesian and others, including from countries to the north such as Taiwan and China who operate using fish trawls, shrimp trawls, gillnets and bottom long lines. Priority concerns regarding fishing in Arafura Sea are unrecorded catch, which includes catch that is thrown away (bycatch, discards), catch which is not reported, catch which is reported but not properly recorded (misreported), and illegal fishing activities. Unreported fishing is another important issue in the region. It is estimated that more than 80% of demersal fish, mostly Red Snapper (*Lutjanus sp*) harvested from the Arafura Sea using bottom long line, caught between 1980 and 2005 were unreported (Wagey et al. 2009). With regard to illegal fishing activity, particularly in the fishnet fishery, fish are typically transshipped from the fishing vessel to foreign carrier vessels for transport to country of origin. Thus, a major problem is the widening gap between official fisheries statistics for the Arafura Sea and the actual real catch and effort.

Within the project implementation in ATSEA-2 start in 2019, national policy already changing within the past 5 years. Fisheries profile that utilized Arafura and Timor Seas have many changes to response the management of the area. There are needs to measure again the Threaten to fisheries commodities, habitat and other marine species in this area, in terms of strengthening the strategic to reduce IUU fishing in ATS.

II. SCOPE OF SERVICES, EXPECTED OUTPUTS, AND DELIVERABLES

The ATSEA-2 project requires the IUU fishing assessment in Fisheries Management Area (FMA) of 718 that include Maluku and Papua Province. The assessment also includes unreported of small-scale fishers (< 30 GT) in Aru, Merauke, Tanimbar, and Rote Ndao.

The expected results from this component are **a) Conduct study to estimate IUU fishing (quantitatively - in tons) in FMA 718; b) Conduct assessment of IUU fishing (mostly as unreported) of small-scale fishers (< 30 GT) in Aru, Merauke, Tanimbar, and Rote Ndao; c) Support Fisheries surveillance implementation in ATS specifically based on community or customary institution in Arafura Seas**

In pursuing the above-mentioned objective and expected results, while also taken into consideration of the operating context, UNDP have 3 (three) frameworks below will be basis to achieve results for Program Component 2:

1. Assessment to estimate IUU fishing in Arafura and Timor Seas

Priority concerns regarding to this objective are to assessing Illegal, Unreported and Unregulated practice in FMA 718 and additional area in Timor Seas. It will include catch that is thrown away (bycatch, discards), catch which is not reported especially for marine Endangered, Threatened and Protected (ETP) species, catch which is reported but not properly recorded (misreported), and illegal fishing activities. Unreported fishing is another important issue in the region. With regard to illegal fishing activity, particularly in the fishnet fishery, fish are typically transhipped from the fishing vessel to foreign carrier vessels for transport to country of origin. Thus, a major problem is the widening gap between official fisheries statistics for the Arafura Sea and the actual real catch and effort. There are also gaps related to the drivers, trends, and characteristics of IUU fishing and data on catch levels. There is a clear need to identify the drivers and impacts of IUU fishing on local livelihoods in certain coastal areas, particularly in eastern Indonesia in the provinces of Maluku, NTT, and Papua.

Information are shows in estimate number of IUU fishing (quantitatively – in Tons), spatial identification or mapping to identify the hotspot area of IUU within different fisheries scale. The activity could conduct analysis on vessel density and movement by using inferential tools and satellite imagery. And also identified customary regulation, detailing the mechanism that potential to be improved to support of Combating IUU Fishing in Fisheries Management Plan 718 and Timor Seas through better surveillance, enforcement and monitoring.

2. Support MMAF to improve compliance level of Fishing vessel in Arafura waters

The activities will support implementation of Fisheries Management Plan of FMA 718 to improve compliance of fishing vessel under MMAF and Province government permits. Improve Registered Vessels System, in collaboration with MMAF to support the program of “Registered vessels from Indonesian Archipelagic Waters (R-VIA) that has been implemented in the Arafura Sea.

Other activities to support the compliance, the project will support MMAF to maintain E-logbook implementation in FMA 718. With at least 50 fishing vessels with different fishing gear that catch in FMP 718 with good quality.

Fishing logbook data has a high importance to support management of fish resources. one of which is the Improvement of Data and the Implementation of Electronic Data Reporting Systems through the Fishing Logbook. E-logbook data is expected to provide a more detailed and up-to-date picture of the level of fish resources utilization in the Fisheries Management Area (WPP).

3. Strengthening Community or customary institution-based surveillance

The complexity within the fisheries sector for habitat protection, the threat of marine pollution to climate change has its own challenges. Things that need to be considered also relate to Governance in dealing with the issue, especially in the ATS region. The uniqueness of the characteristics of the island province with a variety of customs and local wisdom is a positive capital in supporting existing management. However, in its development the position and important role of customary institutions in supporting marine and fisheries management in the waters of Timor and Arafura still has various challenges.

The synergy of Marine and Fisheries management at the national level with the islands-based and indigenous-based management models needs to get further support by various parties because this is also a characteristic characteristic of the ATS region. Sharing roles and authorities is expected to support each other's community needs and government development. In related to MCS community are the primary stakeholder in front line that support implementation. Collaboration with MMAF the activities will support to strengthening community-based surveillance (Kelompok Pengawasan Masyarakat - PokWasMas) in Aru and Merauke.

The activities include Capacity building of the groups management, support to develop efficient strategic to monitoring and surveillance and working close to task force under MMAF to giving awareness and reduce IUU and Marine Protected Area (MPA) in Aru and initial MPA in Merauke district.

The selected NGO will be responsible to implement the following more detail sub-activities to achieve:

No	Expected Outputs	Deliverables	Target Completion
1	Conduct assessment of IUU fishing in Arafura and Timor Seas	<ul style="list-style-type: none"> a. Develop estimation analysis of Fisheries compliance (IUU fishing quantitatively in Tons) in different fisheries scale (> 30 GT and < 30GT) b. Identification the number of fishing vessel composition on IUU Fishing practice violations in FMA 718 c. Develop monitoring and surveillance strategic plan in ATS specifically based on province level that include community or customary institution in Arafura and Timor Seas 	1 st – 3 rd Month
2	Support MMAF to improve compliance level of Fishing vessel in Arafura waters	<ul style="list-style-type: none"> a. Improve Registered Vessels System. In collaboration with MMAF, support the program of “Registered vessels from Indonesian Archipelagic Waters (R-VIA) in the Arafura Sea. b. Support to engage fisherman to comply with E-logbook implementation in at least 50 Fishing vessel that catch in FMA 718 c. Facilitate capacity building-logbook vericator that focus in FMA 718 d. Support the implementation of the fishing Logbook on Small Scale Fishermen (Ships <10 GT) in Aru and Merauke 	4 th - 12 th Month
3	Community empowerment to support Fisheries Monitoring, Controlling and Surveillance (MCS) implementation	<ul style="list-style-type: none"> a. Establish or strengthening a community-based surveillance (PokWasMas) management at least in 4 site location each in Aru and Merauke b. Facilitate to develop SOP for MCS in target groups (PokWasMas) c. Support to strengthening periodic MCS report from PokWasMas d. Develop awareness material related to fisheries MCS for Aru and Merauke District 	4 th - 12 th Month

4	Support Fisheries Monitoring, Controlling and Surveillance (MCS) policy in Province or local customary regulation implementation in Aru Island district	<p>a. Strengthening MCS policy in local government or local customary regulation on Aru islands Waters</p> <p>b. Facilitate awareness activities to reducing IUU Fishing practice in Aru island district</p>	6 th - 12 nd Month
---	---	--	--

In addition to above expected outputs and activities, the selected partner obliges to provide technical oversight and assistance to beneficiaries during start-up activities, on-the-job training, and apprenticeships. All the process should have identified gender and also should to have gender balance. Children protection should be put upfront in each activity, no children workers or other kind of child exploitation are allowed in this project. Disbursement plan of cash grants shall be in line with technical oversight and assistance plan. To ensure quality of deliverables, they must also develop monitoring plan and undertake regular monitoring and reporting of implementation progress.

INSTITUTIONAL ARRANGEMENTS

The selected NGO/CSO will work under direct supervision of UNDP Project Coordinator ATSEA-2, and will be directly responsible for reporting findings, progress, issues and challenges, as well as to seek for acceptance and/or validation of milestones. Biweekly updates shall be furnished highlighting findings, issues, and progress of rehabilitation work, and monthly reports will be submitted to describe overall progress of the work. In day-to-day implementation, the NGO/CSO will work in collaboration with the Field Facilitator in Aru and Merauke District. The selected NGO/CSO will work closely with local communities, local institutions, community leaders and other stakeholders, and potentially with CSOs.

Upon signing of the contract, The NGO/CSO is expected to attend an inception meeting with UNDP to review the scope of work, deliverables, site locations, reporting tools and formats. The UNDP and NGO/CSO will agree on data collection and reporting tools and formats. The NGO/CSO needs to provide minimum of 3 mid to senior level staff to participate in this orientation session.

A detail methodology and work plan, along with a schedule will be developed by the NGO/CSO in consultation with UNDP. The work plan will be submitted for UNDP review and endorsement within 7 days following the inception meeting.

The NGO/CSO takes full responsibility for the overall management of activities, and bears all substantive, operational, financial, monitoring responsibilities. The NGO/CSO must possess complete project management set up, including for administrative and operational matters. UNDP will not provide any administrative support.

The NGO/CSO needs to provide monthly progress report including detailed update on implementation progress, results achieved, challenges, forward planning and financial delivery. The NGO/CSO also needs to provide updates and inputs to UNDP whenever necessary or on request.

The NGO/CSO needs to maintain a data backup system for copies of original receipts for payments of goods, services, labor charges, training cost, operation running costs, etc. for auditing.

At the end of the assignment, the NGO/CSO will have to submit a final report with comprehensive narrative including success and lessons learned, and completion of financial matters.

III. DURATION OF WORKS

All works for contracts secured by the selected NGO/CSO are to be completed in duration of 12 months. Thus, all project activities shall also be completed by this period.

IV. GEOGRAPHIC AREA COVERAGE AND TARGET BENEFICIARIES

The Activity/ Sub-project is expected to cover 8 village as site selected in Fishers in **Aru Islands** and **Merauke** district that covers at least 3,803 Targeted direct beneficiaries with cover area about 291,411 Ha. The detailed of total beneficiaries from this program as described below:

Beneficiaries	Women	Men	Total
Approximate number of direct beneficiaries:	2,173	1,630	3,803
Approximate number of indirect beneficiaries:	7,280	9,707	16,987

The project intervention related to Combating IUU Fishing in Arafura and Timor Seas implementation aims to capacity the local government and community in site selection. The community selection process will occur during the implementation phase. The direct beneficiaries are estimated to include women and Men which have approximate number of direct beneficiaries and indirect beneficiaries.

Due to the fact that different locations have its own characteristics, any required detail criteria and mechanism of identification, selection, and prioritization of beneficiaries will be developed and finalized jointly between UNDP and the NGO/CSO, and to be followed with community consultations that involve village authorities, community leaders, and representatives of community members.

V. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDERS AT VARIOUS LEVELS

Institutional Experience:

- At least 5 years or more of work experience in the area of collaborative management of coastal management area, community development, sustainable fisheries, livelihood, local development planning and stakeholder coordination in coastal areas. The proposal shall include structure of Team Leader and members and their background and areas of expertise.
- At least 5 years experiences working with the Government of Indonesia on related key issues of Marine ecosystem protection, fisheries monitoring, controlling and surveillance would be an advantage.

Team Member Qualifications & Experience

Position Name	Relevant Experience years	Minimum Education	Special Skills
Project Manager/Coordinator (1)	5	Bachelor's degree in social, Environment science, or Marine and Fisheries science, master's degree is preferable	Project management for a multidisciplinary development environment. Partnership & community engagement/ leadership
Community Facilitator (4)	3	Bachelor's degree in Social Science, Communication studies, Environment science, or Marine and Fisheries science, or related course	Familiar with community development and monitoring the environmental management plans for local govt/ community participation
Marine and Fisheries Policy (1)	3	Bachelor's degree in Law, Social politic, Marine and Fisheries science or related course, Master's degree is preferable	Familiar with Marine and fisheries policy and have experience on community customary would be prioritize
Monitoring and Reporting (1)	3	Bachelor's degree in Social, Environment, or related studies	Monitoring and evaluation development project using qualitative and quantitative methodology

VI. SCOPE OF PROPOSAL PRICE, SCHEDULE OF PAYMENT

Payment for the NGO/CSO will be made upon certification of work accomplished and delivered by UNDP. The payment installments will be as follows:

No	Milestone / Documentation	Target Delivery Date	Payments
1	Approved contract and scope of services	Upon signing of contract	maximum 20% of contract value
2	<p>Conduct assessment of IUU fishing in Arafura and Timor Seas</p> <p><u>Documentation:</u></p> <ol style="list-style-type: none"> 1. Report of assessment that include estimation analysis of Fisheries compliance (IUU fishing quantitatively in Tons) in different fisheries scale (> 30 GT and < 30GT), Identification the number of fishing vessel composition on IUU Fishing practice violations in FMA 718. 2. Monitoring and surveillance strategic plan in ATS specifically based on province level that include community or customary institution in Arafura and Timor Seas 	By the end of 3 rd month	20% of contract value, <i>(Deducted with amount paid upon signing of contract)</i>
3	<ul style="list-style-type: none"> • Support MMAF to improve compliance level of Fishing vessel in Arafura waters • Community empowerment to support Fisheries Monitoring, Controlling and Surveillance (MCS) implementation <p><u>Documentation:</u></p> <ol style="list-style-type: none"> 1. Periodic report (3-month update) on improving compliance level of fishing vessel in Arafura waters that includes: <ol style="list-style-type: none"> a. "Registered vessels from Indonesian Archipelagic Waters (R-VIA) in the Arafura Sea. b. E-logbook implementation in Fishing vessel that catch in FMA 718 c. Training on capacity building-logbook verifactor that focus in FMA 718 d. Support the implementation of the fishing Logbook on Small Scale Fishermen (Ships <10 GT) in Aru and Merauke 2. Community-based surveillance (PokWasMas) management at least in 4 site location each in Aru and Merauke are establish or strengthening 3. SOP for MCS are adopted in target groups (PokWasMas) 4. Periodic MCS report from PokWasMas are available in first quarter 	By the end of 6 th month	20% of contract amount
4	<ul style="list-style-type: none"> • Support MMAF to improve compliance level of Fishing vessel in Arafura waters • Community empowerment to support Fisheries Monitoring, Controlling and Surveillance (MCS) implementation <p><u>Documentation:</u></p> <ol style="list-style-type: none"> 1. Periodic report (3-month update) on improving compliance level of fishing vessel in Arafura waters that includes: <ol style="list-style-type: none"> a. "Registered vessels from Indonesian Archipelagic Waters (R-VIA) in the Arafura Sea. 	By the end of 9 th month	20% of contract amount

No	Milestone / Documentation	Target Delivery Date	Payments
	<ul style="list-style-type: none"> b. E-logbook implementation in Fishing vessel that catch in FMA 718 c. Training on capacity building-logbook vericator that focus in FMA 718 d. Support the implementation of the fishing Logbook on Small Scale Fishermen (Ships <10 GT) in Aru and Merauke <p>2. Community-based surveillance (PokWasMas) management at least in 4 site location each in Aru and Merauke are establish or strengthening</p> <p>3. Periodic MCS report from PokWasMas are available in second quarter</p>		
5	<ul style="list-style-type: none"> • Support Fisheries Monitoring, Controlling and Surveillance (MCS) policy in Province or local customary regulation implementation in Aru Island district • Support MMAF to improve compliance level of Fishing vessel in Arafura waters • Community empowerment to support Fisheries Monitoring, Controlling and Surveillance (MCS) implementation <p><u>Documentation:</u></p> <ul style="list-style-type: none"> 1. Policy draft of MCS in local government or local customary regulation on Aru islands Waters are available 2. Level of awareness with regards to activities to reducing IUU Fishing practice in Aru island district 3. Final report on improving compliance level of Fishing vessel in Arafura waters 4. Final report on MCS implementation for PokWasMas in 4 site location in each Aru and Merauke district 	By the end of 12 th month	20% of contract amount

VII. EVALUATION CRITERIA

The award of contract shall be made to the NGO/CSO who receives the highest combined score within set budget.

The proposals will be evaluated as per the following criteria:

- 1) Eligibility and Expertise of the organization – 20%
- 2) Proposed Work Plan and approach – 30%
- 3) Management Structure, Experience and Qualification of Personnel – 30%
- 4) Utilization of Resources and Value for Money - 20 %

Only those organization obtaining a minimum of 70% in the technical evaluation will be considered for the financial evaluation round.

No	Description of the Criteria	Points Obtainable
1	Eligibility and Expertise of the Organization	200
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	10
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	30
1.3	Relevance of specialized knowledge and experience on similar engagements at least 5 (five) years	80
1.4	Permit to work in Indonesia and specifically in Maluku or Papua province (eligible legal status)	35
1.5	Quality assurance procedures, risk mitigation measures and management plan	30
1.6	Organizational commitment to sustainability. It demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues.	15
2	Proposed Methodology, Approach and Implementation Plan	300
2.1	Understanding of the aspects of the tasks, the proposed activities appropriate, practical, and consistent with the objectives and expected results.	35
2.2	Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.	65
2.3	Details on how the different service elements shall be organized, controlled and delivered.	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.	35
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	80
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract. <i>Sustainability:</i> The proposed action like to have tangible impacts to the target groups The proposal likely to have multiplier effects. (including scope for replication and extension of the outcome of the action and dissemination of information.) The expected results of the proposed actions sustainable - financially (<i>how will the activities be financed after the funding ends?</i>) (8 point) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) (9 point) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)? (9 point) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>) (9 point)	35
3	Management Structure and Key Personnel	200
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	70
3.2	Qualifications of key personnel proposed	
	1. Project Manager/ Coordinator <ul style="list-style-type: none"> • Strong knowledge and at least 5 (five) year-experience of; Coastal management, project management and successful performance in implementation of projects in a community development. (7 point) • 3 (three) years of experience in programme/project management and 	35

	<p>implementation capacity with focus on fisheries management. (7 point)</p> <ul style="list-style-type: none"> • Experience in livelihood needs assessments, analysis, and development of logical framework, as well as formulation of realistic activity implementation plan. (6 point) • Experience in team management, mentorship and on the job capacity building with specific focus on Coastal and Fisheries Management (6 point) • Experience in marine and fisheries monitoring, Controlling and Surveillance (MCS) would be an advantage (4 point) • Languages required: English, Indonesian (5 point) 	
	<p>2. Community Facilitator(s)</p> <ul style="list-style-type: none"> • Sound knowledge and at least 3 (three) year-experience of; community engagement and mobilization, local government relationship, community-based coastal management, as well as facilitation skills. (8 point) • Sound 2 (two) years-experience in project implementation capacity with focus on social cohesion. (7 point) • Experience in direct implementation and supervision of community-based activities with focus on income generating activities. (7 point) • Experience in providing on the design and facilitate training sessions to beneficiaries (7 point) • Ability to comprehend, understand, and speak of local languages and dialects. (6 point) 	35
	<p>3. Marine and Fisheries Policy</p> <ul style="list-style-type: none"> • Specific skills and minimum 3 (three) year-experience in Marine and fisheries policy. (15 point) • Experience in advocating Province and village regulation. (10 point) • Involving in community empowerment and community customary project is desirable. (10 point) 	35
	<p>4. Monitoring and Reporting</p> <ul style="list-style-type: none"> • Sound knowledge and experience of development sector or marine issues. (5 point) • Sound knowledge and experience in developing results monitoring framework and plan, as well as managing monitoring and reporting processes. (5 point) • Strong experience in report writing (5 point) • Familiar with research, data collection, analysis, and management. (5 point) • Languages required: English, Indonesian. (5 point) 	25
Total		700
Financial Evaluation		Points obtainable
Utilization of Resources and Value for Money		
1	Price offered based on the price schedule format	300
Total		300

VIII. MONITORING AND REPORTING (MONITORING AND PROGRESS CONTROL)

The NGO/CSO will provide a finalized work plan prior to implementation. The NGO/CSO needs to provide monthly progress report including cumulative updates on implementation progress, results against targets, challenges and forward planning, within 7 days following the end of the month. The reports should be provided with high resolution photos documentation and case study that reflect community and government positive feedback on the program. The NGO/CSO will submit a comprehensive narrative and financial completion report including lessons learned and recommendation at the end of the assignment.

The NGO/CSO will maintain regular communication with UNDP ATSEA-2 Project to provide regular feedback on implementation progress, results, challenges and bottlenecks; as well as collaborate with UNDP to facilitate regular or ad hoc monitoring visit to the project sites.

The NGO/CSO will provide **periodic** (monthly & quarterly) **and ad hoc reports to UNDP** (as needed by project office and UNDP Jakarta). Submit a **final report** to UNDP at the end of assignment period.

IX. PROPOSAL SUBMISSION

The proposal prepared by the NGO/CSO and all other related correspondence shall be in English. The proposal should attach all required legal evidence, including evidence of legal registration. Only one proposal can be submitted per NGO/CSO.

NGOs/CSOs registered in Indonesia are invited to submit technical and financial proposals (Please see Annex – 2 for the format).

Proposal Envelope should contain the following information:

1. Technical and Financial Proposal (Annex 1)
2. Request for Information and CACHE (Annex 2)

Proposals can be submitted by email or courier (sealed envelope), with detail address as follows:

UNDP Jakarta Office

Jl. MH. Thamrin Kav. 3 Kebon Sirih Menteng Jakarta Pusat DKI Jakarta, RT.2/RW.1, Kb. Sirih, Kec. Menteng, Kota Jakarta Pusat, Daerah Khusus Ibukota Jakarta 10250

OR

By Email to: bids.id@undp.org

Attention: Lestari Handayani and Dwi Ariyoga Gautama

Cc: lestari.handayani@undp.org and dwi.gautama@undp.org

Subject: Call for Proposal - Strengthened in support of Combating IUU Fishing in Arafura and Timor Seas through better Monitoring, Controlling and Surveillance (Mandatory: Subject in outer envelope or Email Subject)

The proposal should be received by UNDP no later than 17:00 hours, Monday, **15th May 2020**, Jakarta Local Time and should you require further clarifications, kindly communicate with the contact person identified above as the focal point for this requirement. **The deadline for queries related to proposal submission is 22nd May 2020.**

Annexes to the TOR:

Annex 1 : Low Value Grant Proposal Format

Annex 2 : Request for Information & CACHE

ANNEXES

ANNEX - 1

Low Value Grant Proposal

**PROPOSAL FORMAT
CSO GRANT SCHEMES**

NAME OF THE APPLICANT
PROJECT TITLE
CONTACT DETAILS (Tel., address, fax)	
AMOUNT OF GRANT REQUESTED <i>IDR or USD</i>
DURATION OF THE PROJECT	<i>FROM</i> Date/Month/Year <i>TO</i> Date/Month/Year
TARGET GROUPS/BENEFICIARIES
GEOGRAPHICAL FOCUS

Part I- BRIEF PROJECT DESCRIPTION (max 1000 words)

This section will provide general overview of the proposed project in relation to the objectives of the call for proposal. Briefly state the current context related to the proposed project, target beneficiaries & geographical focus and how your project will address the problem or opportunity and achieve intended results.

Part II- SITUATION ANALYSIS (max 1 page)

Describe the situation by referring to relevant reviews as well as figures and explain the problem or opportunity to be addressed. Explain the institutional and legal framework and the intended beneficiaries.

Part III- STRATEGY (max 2 pages)

This section should detail how the project will achieve its intended result and what approaches will be used to maximize the impact as well as ensure sustainability. Please also indicate any potential risks and issues related to your project implementation and how you plan to address them.

Part IV- RESULTS FRAMEWORK & WORK PLAN

Outcome:							
EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results	TIMEFRAME				INPUTS	RESPONSIBLE PARTY
		Month 1	Month 2	Month 3	Month 4		
Output 1							
Baseline:							
Indicators:							
Targets:							
Output 2							

Baseline:							
Indicators:							
Targets:							
Output 3							
Baseline:							
Indicators:							
Targets:							

Part V- MANAGEMENT ARRANGEMENTS (max 1 page)

Outline the organizational structure and personnel required to implement the proposed project. Define roles and responsibilities of personnel or parties to be involved. Describe the proposed internal control arrangements to provide oversight of the project.

Part VI- MONITORING AND EVALUATION (max 1 page)

Please describe how you will monitor and evaluate your project.

Part VII- BUDGET

General Category of Expenditures	Unit cost	Quantity	Total
Personnel			
Transportation			
Premises			
Training/Seminar/ Workshops, etc.			
Contracts (Audit)			
Equipment/Furniture (Specify)			
Other [Specify]			
Miscellaneous			
Total			

Duly authorized to sign on behalf of the applicant:

Name	
Position	
Date	
Signature	