

# Terms of Reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Policy and Advocacy Project Specialist

**Project Name:** ATSEA Phase 2

**Reports to:** NRM Programme Manager

**Duty Station:** Home-based

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

**Duration of Assignment:** 90 working days within July 2020 -February 2021

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	<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
<b>4</b>	
<b>X</b>	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

<b>X</b>	P11 / CV
<b>X</b>	Copy of education certificate
<b>X</b>	Completed financial proposal
<b>X</b>	Completed technical proposal

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

X partial = Consultant will be home based with close coordination to Ministry of Marine Affair and Fisheries (MMAF), the requirement to the Project Office only for coordination and reporting

☐ 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:

## 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.

Strengthen regional and national governance structures by establishing participatory mechanisms for facilitating implementation of priority actions under the SAP and NAPs are the main component to have national and regional coordination. Since 2003, regional stakeholder participation has been arranged through the ATS Expert Forum (ATSEF), which was comprised of representatives of governmental ministries and agencies, and also academics from universities and research institutions having in-depth knowledge and on-the-ground experience with respect to ATS coastal and marine ecosystems. This project will therefore support strengthening and expansion of stakeholder involvement by reaching out to a broader array of interested groups, including the civil society, community groups, private sector, and local government administrations. A Stakeholder Partnership Forum (SPF) will support the ATS Secretariat in ensuring representative stakeholder participation and coordinated governance of ATS ecosystems. The SPF might be branded as "ATSEF+" to signify an expanded forum of regional stakeholders due to the high level of name recognition of ATSEF. In any case, SPF will maintain a scientific sub-committee to play a role similar to that of the former ATSEF.

This project is also designed to strengthen the institutional and human resource capacities towards integrated approaches in natural resource management. The project will support a critical review of national and local policies and programs in Indonesia, Timor-Leste, and Papua New Guinea, and facilitate a regional level dialogue aimed at rationalizing relevant policies according to international best practice. The National inter-ministry committees (NIMCs) will play an important

<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.

role in these policy centered activities, and also ensuring that strengthened regulatory and institutional frameworks are in line with other complementary national priorities, including those outlined in the National Biodiversity Strategies and Action Plans (NBSAPs).

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

### Scope of Work

The Policy and advocacy project specialist will responsible to facilitate the formalized of ATSEF into Sustainable Partnership Forum (SPF),support NIMCs establishment, functioning and formalized thru legal and/or institutional arrangements to support National Action Plan in Arafura and Timor Seas and support to conduct assessment of national and subnational policies and regulations

The main key responsibilities for this position, include:

1. Identify and agree on the national representation on the SPF, conceptual of structure and roles
2. Conduct an institutional assessment of relevant inter-ministerial agencies and subnational counterparts that would be involved in the NIMC
3. Develop a TOR of outlining the NIMC objective, operational plan, and roles and responsibilities of the members
4. Conduct an assessment of national and subnational policies and regulations related to fisheries and biodiversity conservation and climate change adaptation, with emphasis towards identifying inadequacies and opportunities for strengthening provisions in support of National Action Plan (NAP) ATSEA implementation
5. Oversee the implementation of all activities related to policy harmonization, policy, plan and by-law drafting activities;
6. Work directly with National Coordinators to undertake the related national assessments (to the points above), undertaking ultimate responsibility for the assessment reports

### Expected Outputs and deliverables

The specific outputs/deliverables expected from the Policy and Advocacy Project Specialist are the following:

Deliverables	Estimated number of working days	Review and Approvals Required
<p>1st Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> <li>Initial report of Identification on the national representation on the SPF, conceptual of structure and roles</li> <li>Technical support to design serial consultation with potential SPF representative from existing ATSEF members, civil society, community groups, private sector, and local government administrations</li> </ul>	15 wds	National Project Director of ATSEA-2 and NRM Programme Manager

<p>2nd Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> <li>Initial report on institutional assessment of relevant inter-ministerial agencies and subnational counterparts that would be involved in the NIMC</li> <li>Technical support to design serial consultation with relevant inter-ministerial agencies and subnational counterpart</li> <li>Minutes of Meeting of SPF structure and roles consultation</li> </ul>	15 wds	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>Legal draft to formalize SPF structure and roles</li> <li>Minutes of Meeting of serial consultation with relevant inter-ministerial agencies and subnational counterpart</li> <li>Technical support to design serial consultation to develop TOR of outlining the NIMC objective, operational plan, and roles and responsibilities of the members</li> </ul>	15 wds	National Project Director of ATSEA-2 and NRM Programme Manager
<p>4th Payment will be made upon the submission and approval of following output :</p> <ul style="list-style-type: none"> <li>Minutes of Meeting of serial consultation to formalize SPF structure and roles</li> <li>Initial draft for TOR of outlining the NIMC objective, operational plan, and roles and responsibilities of the members</li> <li>Technical support to design serial consultation to assess national and subnational policies and regulations related to fisheries and biodiversity conservation and climate change adaptation in Rote Ndao, Aru Island and Merauke district</li> </ul>	15 wds	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>Minutes of Meeting of serial consultation to develop TOR of outlining the NIMC objective, operational plan, and roles and responsibilities of the members</li> <li>Initial report on assessment of national and subnational policies and regulations related to fisheries and biodiversity conservation and climate change adaptation to support implementation of National Action Plan (NAP) ATSEA</li> </ul>	15 wds	National Project Director of ATSEA-2 and NRM Programme Manager
<p>6th Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> <li>Legal draft to formalize SPF NIMC objective, operational plan, and roles and responsibilities of the members</li> </ul>	15 wds	National Project Director of ATSEA-2 and NRM Programme Manager

<ul style="list-style-type: none"> <li>• Technical support on policy assessment consultation with NCU ATSEA-2</li> <li>• Final report on assessment of national and subnational policies and regulations related to fisheries and biodiversity conservation and climate change adaptation to support implementation of National Action Plan (NAP) ATSEA</li> </ul>			
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### 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 July 2020 – February 2021 for 90 working days. The IC is expected to support the deliverables on a part-time basis.

#### **Duty Station**

The IC will be home based with regular coordination with NPD and NCU in Jakarta

#### **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's degree in public policy, law, Marine and fisheries, Development Studies, or other related Social Science fields or equivalent relevant works.

#### Experience requirement:

- 10 years of work experience in advocating policies related to environmental issues;
- Practical experience in policy assessments, harmonization and the drafting of project relevant policies and laws
- experience with technical issues related to Marine and fisheries sector;

#### Competencies and special skills requirement:

- Strong leadership and ability to plan, organizer, implement and report on work ;
- strong communication skills in governance and other relevant stakeholder
- Familiar with writing policy reports is advantage

## 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:		70
1. Bachelor's degree in public policy, law, Marine and fisheries, Development Studies, or other related Social Science fields or equivalent relevant works		15
2. 10 years of work experience in advocating policies related to environmental issues		20
3. Practical experience in policy assessments, harmonization and the drafting of project relevant policies and laws		20
4. Experience with technical issues related to Marine and fisheries sector		15
• <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