

Terms of Reference



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GENERAL INFORMATION

Title: National Consultant for Creating Three (3) Standard Operating Procedures on Maritime Stakeholder Coordination to Address Maritime Crimes in Indonesia (Consultant No.2).

Project Name: Global Maritime Crime Programme

Reports to: Mr. Shanaka Jayasekara (Programme Coordinator for Southeast Asia and the Pacific) and UNODC Indonesia Country Manager

Duty Station: Home Based

Expected Places of Travel (if applicable): Bandung, Yogyakarta, Bogor. UNODC will arrange the travel of its consultants including booking their tickets and transfer their per diem.

Duration of Assignment: 54 working days within July – September 2020

REQUIRED DOCUMENT FROM HIRING UNIT

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

REQUIRED DOCUMENTATION FROM CONSULTANT

✓	CV
✓	Copy of education certificate
✓	Completed financial proposal
✓	Completed technical proposal

Need for presence of IC consultant in office:

☒ partial (explain): The contractor will be homebased during his/her consultancy. No requirement to attend daily to the office. However, to be available for any meetings requested by the supervisor.

☐ intermittent (explain):

☐ full time/office based (needs justification from the Requesting Unit)

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: <

Enter name>

I. BACKGROUND

Indonesia is a maritime nation. It is the world's largest archipelagic state consisting of over 14,000 islands, giving it the second longest coastline in the world. Approximately 3/5 of the State's territory – almost 8 million square kilometres - consists maritime domain. This provides both a significant source for social and economic prosperity and an equal challenge of policing it.

The UNODC Global Maritime Crime Programme (GMCP) supports member states, including Indonesia, to respond to maritime crime challenges. As part of this work, the GMCP provides expert legal and technical advice through events including capacity building events, table-top exercise and round-table discussion related to the specialist area of maritime crime and maritime law.

The UNODC GMCP in collaboration with the Coordinating Ministry of Maritime Affairs and Investment of the Republic of Indonesia conducted a senior official meeting on Littoral Border Management and Maritime Law Enforcement to Counter Emerging Maritime Crime on 28-30 January 2020 in Yogyakarta. At this meeting, participants from Maritime Law Enforcement Agencies and other relevant ministries discussed various emerging maritime crime in Indonesia's waters through different case scenarios, they were drugs trafficking, kidnap for ransom, smuggling of mercury, smuggling of migrants, human trafficking, smuggling of wildlife, blast fishing, fuel smuggling and ammonium nitrate smuggling. Furthermore, participants also discussed on how to best respond to those crimes. This event was also used to strengthen interagency cooperation so that it is expected that they can work together easily in real time when an incident occurs.

At the end of the event, participants agreed to create concrete plans of action, including using the exercise's scenarios as the starting point for creating standard operating procedures on maritime stakeholder coordination to address maritime crimes in Indonesia.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The purpose of this assignment is to support the UNODC GMCP in the creation of Three (3) Standard Operating Procedures (SOPs) on Maritime Stakeholder Coordination to Address Maritime Crime in Indonesia.

Specific task to be performed by the national consultant:

Under the supervision of Mr. Shanaka Jayasekara, Programme Coordinator UNODC of GMCP for Southeast Asia and the Pacific and overall supervision of the County Manager of Indonesia, the consultant will carry out the following activities:

- *Provide advisory role to three (3) drafting committees in the creation of Standard Operating Procedures (SOPs) on Maritime Stakeholder Coordination to Address Maritime Crime in Indonesia*

In collaboration with relevant officials from Coordinating Ministry of Maritime Affairs and Investment, the national consultant will be required to provide advisory role including provide inputs to the drafting committees in drafting and finalizing Standard Operating Procedures on Maritime Stakeholder Coordination to Address Maritime Crime in Indonesia. The drafting committees will be established by the coordinating ministry. She/he will use relevant policies and SOPs as the main reference when developing the SOPs. When necessary, she/he can also work with other relevant ministries and agencies such as Indonesian Maritime Law Enforcement Agency (BAKAMLA), the Ministry of Marine Affairs and Fisheries, Custom and Excise and the Ministry of Environment and Forestry.

The consultant will first work with the drafting committees to draft the SOPs. The draft SOPs then

will be submitted to the supervisor and coordinating ministry's officials for their inputs. SOPs will be finalized by the drafting committees with the support of the consultant after incorporating the inputs from supervisor and the officials from the coordinating ministry.

- *Moderator for drafting committees' meetings to draft and finalize the SOPs*

The consultant will act as moderator during drafting committees' meetings to draft and finalize the SOPs. Total of two meetings (two days per meeting) will be conducted to draft and finalize one SOP. There will be total of six (6) meetings will be conducted to draft and finalize total of three (3) SOPs. The consultant is also requested to provide inputs for the content of SOPs at the meetings.

The meetings will be organized by the Coordinating Ministry of Marine Affairs and Investment with the support of UNODC GMCP. The consultant, when requested by UNODC GMCP, will also give inputs regarding participants that will be invited to attend the meetings.

After implementation of drafting committees' meetings, the consultant is required to submit a report to supervisors. The report contains description of summary of the meeting results, number of participants (disaggregated by gender) attended the meetings, meeting process, interesting observations, inputs from participants and recommendations. Total of 8 reports will be submitted by the consultant.

- *Completion Report.*

The consultant will be required to submit a completion report following the submission of final SOPs to UNODC GMCP. The report contains description of the summary of each SOP, summary on the implementation of the drafting committees' meetings, and any recommendations. Template for the report will be provided by UNODC GMCP.

Expected Outputs and Deliverables

- Six (6) drafting committees' meetings are moderated.
- Six (6) reports on the implementation of drafting committees' meeting are submitted.
- Three (3) SOPs on the following topics are finalized: (1) illegal export of mercury, (2) illegal movement of agricultural and forestry resources and (3) human trafficking and people smuggling.
- One completion report on the implementation of the project including summary of each SOP and summary of implementation of drafting committees' meetings completed.

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will perform his/her work under the supervision of the Regional Programme Coordinator of Southeast Asia and the Pacific of the Global Maritime Crime Programme of UNODC. In addition, the UNODC Country Manager of Indonesia will provide overall guidance and supervision to the consultant. Additional support will be provided under the guidance of National Programme Officer of Global Maritime Crime Programme.

During the consultancy, the national consultant is expected to work closely and liaise with relevant officials from the Coordinating Ministry of Marine Affairs and Investment.

Duration of the Work

54 working days within July – September 2020

Deliverable	Description of task (deliverable)	Working days	To be accomplished by (date)	Reviewed and Monitored By
A	Six (6) drafting committees' meetings are moderated and technical inputs for the SOPs are provided to the committees.	16	31 July 2020.	NPO GMCP; Regional Programme Coordinator GMCP.
B	Six (6) reports on the implementation of drafting committees' meeting are submitted.	8	7 August 2020.	NPO GMCP; Regional Programme Coordinator GMCP.
C	Three (3) SOPs on the following topics are finalized: (1) illegal export of mercury, (2) illegal movement of agricultural and forestry resources and (3) human trafficking and people smuggling, The SOPs are submitted in English and Bahasa Indonesia.	20	31 August 2020	NPO GMCP; Regional Programme Coordinator GMCP.
D	One completion report on the implementation of the project including summary of each SOP and implementation of drafting committees' meetings.	10	15 September 2020	NPO GMCP; Regional Programme Coordinator GMCP.

Travel Plan

UNODC will arrange the travel of the consultants including booking their tickets and transfer their per diem. Amount of per diem will be based on the UNODC's policy. However, candidates are expected to submit their proposed price proposal for their travel.

Location	Number of Days	Frequency
Bandung	2	2
Yogyakarta	2	2
Bogor	2	2

Duty Station

The consultant will be home based during this consultancy with periodic meetings in UNODC offices as requested.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic and Work Qualifications:

- Master degree in relevant field;
- Minimum of 8 years of relevant experience in developing policies or standard operating procedures for relevant ministries in Indonesia;
- Experience in working with any government agencies such as Coordinating Ministry for Maritime Affairs and Investment, BAKAMLA, Ministry of Marine Affairs and Fisheries, Custom and Excise, Ministry of Environment and Forestry and other relevant stakeholders;
- Experience in dealing with counterparts from various cultural backgrounds.

Competencies and special skills requirement:

- Demonstrated ability to work in harmony with person of different ethnicity and cultural background;
- Strong reporting, communication and interpersonal skills;
- Ability to work under pressure and handle multi-tasking situations; and
- Excellent English and national language written and spoken skills;
- Good computer skills (including Word, Excel and Power Point);
- Strong motivation and good team player.

V. EVALUATION METHOD AND CRITERIA

Individual consultant will be evaluated based on the following methodology:

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

Criteria	Weight	Maximum Point
<u>Technical</u>		
Criteria A: qualification requirements as per TOR:	60%	60
1. Master degree in relevant field;	20 %	20
2. Minimum of 8 years of relevant experience in developing policies or standard operating procedures for relevant ministries in Indonesia;	20%	20
3. Experience in working with any government agencies such as Coordinating Ministry for Maritime Affairs and Investment, BAKAMLA, Ministry of Marine Affairs and Fisheries, Custom and Excise, Ministry of Environment and Forestry and other relevant stakeholders;	15%	15
4. Experience in dealing with counterparts from various cultural backgrounds.	5%	5

Criteria B: Brief Description of Approach to Assignment. <ul style="list-style-type: none"> Understand the task and applies a methodology appropriate to the task as well as strategy in a coherent manner. Important aspects of the task addressed clearly and detailed. Logical, realistic planning for efficient project implementation. 	40% 15% 15% 10%	40 15 15 10
Criteria C: Further Assessment by Interview (if any)	-	-

Prepared by



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Approved by



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