

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: National Consultant for Maritime Domain Awareness (MDA) Information Collection and Dissemination Tools and System for Indonesian Aerospace Agency (LAPAN).

Project Name: Global Maritime Crime Programme (GMCP).

Reports to: Programme Coordinator for Southeast Asia and the Pacific and UNODC Indonesia Country Manager

Duty Station: Home Based

Expected Places of Travel: Bandung and Bogor. UNODC will arrange the travel of its consultants including booking their tickets and transfer their per diem.

Duration of Assignment: 56 working days within Sept – November 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 / P11 with three referees
✓	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

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.

One of aspects that also discussed in the context of interagency cooperation was on sharing information between agencies. At the moment, different maritime agencies such as BAKAMLA, Ministry of Marine Affairs and Fisheries, Custom and Excise Directorate of Ministry of Finance and Marine Police manage and run their own fusion center. It is observed that the agencies are rarely share information, among others. Considering this fact, the Coordinating Ministry of Maritime Affairs and Investment, in December 2019, have signed an agreement with other seven ministries namely Ministry of Finance, Ministry of Transportation, Ministry of Marine Affairs and Fisheries, Indonesian National Police, Search and Rescue Agency, Indonesian Maritime Security Agency (BAKAMLA) and Aerospace Agency (LAPAN). The agreement stipulates about data and information exchange between the agencies, in relation to the law enforcement at sea. To operationalize the agreement, several guidelines need to be created and followed by implementing several programme activities to build the capacity of relevant agencies to collect and share information.

At the moment, LAPAN has the capability to collect satellite data, but only few of them on maritime. GMCP will provide technical assistance to LAPAN to collect and disseminate more Maritime Domain Awareness (MDA) data to maritime stakeholders.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The purpose of this assignment is to support the UNODC GMCP in developing the capacity of LAPAN to strengthen their MDA information collection and dissemination tools and system.

Specific task to be performed by the national consultant:

Under the supervision of, 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 capacity building training to LAPAN personnel to understand MDA including its benefits for protecting Indonesian waters.*

The consultant will design and develop training about MDA targeting to LAPAN's personnel. When necessary, she/he can work with other relevant agencies such as BAKAMLA, Ministry of Marine Affairs and Fisheries and Custom and Excise Directorate of the Ministry of Finance and Marine Police in developing the training module.

The consultant will first work to develop outline of the module to be submitted to supervisors for their inputs and approval. Module will be finalized after incorporating inputs received from supervisors Using interactive and participatory methodologies, the training module will be

developed and submitted in English.

Following the finalization of training module, the consultant is also expected to moderate the training event targeting LAPAN personnel. A report on the implementation of the training will be submitted following the implementation of the training.

- *Develop an action plan for an indigenous MDA data collection and dissemination system for Indonesia with the capabilities of LAPAN.*

The consultant in collaboration with LAPAN personnel will develop MDA data collection and dissemination system based on domestic requirements with local capacity and capability. The consultant will first review existing tools and system to gather and share information currently used by LAPAN. Furthermore, consultation and discussion will also be conducted with other relevant agencies to understand their MDA data collection and dissemination tools and system. The discussion is also aimed to better understand MDA data collection and dissemination gaps which can be addressed by this project. Those agencies namely: BAKAMLA, Ministry of Marine Affairs and Fisheries, Custom and Excise Directorate of Ministry of Finance, Marine Police, Search and Rescue Agency, Ministry of Environment and Forestry and Coordinating Ministry of Marine Affairs and Fisheries.

MDA data which will be collected and disseminated are expected to be able to address thirteen maritime threats found by Dr. Ralby through his assessment in Indonesia in 2019 and 2020, they are: drugs trafficking, Illegal Unreported and Unregulated (IUU) fishing, smuggling of ammonium nitrate and potassium for destructive fishing, arm robbery, fuel smuggling, wildlife trafficking, illegal export of mercury, illegal offshore mining of tin, illegal movement of agricultural and forestry resources, environmental dumping, human trafficking and people smuggling, trafficking of underwater cultural heritage and kidnap for ransom.

Two consultation workshops (two days per workshop) with relevant maritime stakeholders will be conducted for this purpose and moderated by the consultant. The meetings will be held in collaboration with the Coordinating Ministry of Marine Affairs and Investment. Following the first consultation workshop, the consultant will draft a proposed action plan for efficient collection and dissemination of MDA data to maritime stakeholder agencies in Indonesia, in consultation with LAPAN, Coordinating Ministry of Marine Affairs and Investment, and BAKAMLA. The proposed action plan will be discussed at the second consultation workshop. The consultant will revise the action plan based on the second consultation workshop and compile a composite action plan for efficient collection and dissemination of MDA data to maritime stakeholder agencies in Indonesia. Two reports on the implementation of the consultation workshops will be submitted following the implementation of each workshop.

- *Completion Report.*

The consultant will be required to submit a completion report following the finalization of the action plan for efficient collection and dissemination of MDA data. The report contains description of the project's results including summary of the consultation workshops, summary of the training module on MDA. Completion report will be submitted in English.

Expected Outputs and Deliverables

- Training module on MDA for LAPAN's personnel.
- One (1) capacity building training on MDA is designed and delivered to LAPAN's personnel.
- Report on the implementation of Capacity Building Training on MDA is submitted following the implementation of the training.
- Two (2) consultation workshops with maritime stakeholders are designed and delivered.
- Two reports on the implementation of consultation workshops are submitted following the implementation of each workshop.
- Action plan for efficient collection and dissemination of MDA data is created.
- One completion report on the implementation of the project including its results is submitted.

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 Indonesian Aerospace Agency (LAPAN).

Duration of the Work

56 working days within Sept – November 2020

Deliverable	Description of task (deliverable)	Working days	To be accomplished by (date)	Reviewed and Monitored By
A	One Training Module on MDA for LAPAN's personnel is developed and submitted in English.	20	30 Sept 2020.	NPO GMCP; Regional Programme Coordinator GMCP.
B	One Capacity Building Training for LAPAN's personnel on MDA is designed and moderated.	4	9 Oct 2020.	NPO GMCP; Regional Programme Coordinator GMCP.
C	Report on the delivery of Capacity Building Training on MDA is submitted following the implementation of the training.	2	14 Oct 2020.	NPO GMCP; Regional Programme Coordinator GMCP.
D	Two consultation workshops on Action Plan MDA data collection and sharing tools and system is designed and moderated.	10	30 Oct 2020	NPO GMCP; Regional Programme Coordinator GMCP.
E	Two reports on the implementation of consultation workshops are submitted following the implementation of each workshop.	4	06 Nov 2020	NPO GMCP; Regional Programme Coordinator GMCP.
F	Action plan for efficient collection and dissemination of MDA data is created.	15	27 Nov 2020	NPO GMCP; Regional Programme

				Coordinator GMCP.
G	One completion report in English on the implementation of the project including its results is submitted.	1	30 Nov 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	1
Bogor	2	1

Duty Station

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

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master's degree.

Working Experience:

- Minimum of 8 years of relevant experience in developing MDA data collection and dissemination tools and system for any maritime agencies.
- Experience in designing and delivering capacity building training on MDA to any government agencies.
- 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;
- Ability to work under pressure and handle multi-tasking situations; and
- Excellent English and national language written and spoken skills;
- 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

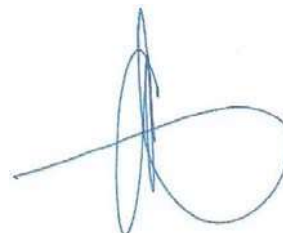
Criteria	Weight	Maximum Point
<u>Technical</u>		
Criteria A: qualification requirements as per TOR:	60%	60
1. Master's degree	20 %	20
2. Minimum of 8 years of relevant experience in developing MDA data collection and dissemination tools and system for any maritime agencies.	20%	20
3. Experience in designing and delivering capacity building training on MDA to any government agencies.	15%	15
4. Experience in dealing with counterparts from various cultural backgrounds.	5%	5
Criteria B: Brief Description of Approach to Assignment.	40%	40
• Understand the task and applies a methodology appropriate to the task as well as strategy in a coherent manner.	15%	15
• Important aspects of the task addressed clearly and detailed.	15%	15
• Logical, realistic planning for efficient project implementation.	10%	10
Criteria C: Further Assessment by Interview (if any)	-	-

Prepared by



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Approved by



Collie Brown
Country Manager