# TERMS OF REFERENCE

**Title** : Baseline/biophysical and socio-economic assessment for developing a coastal management strategy for Posto Administrativo Barique of Municipiu Manatuto, Timor Leste.

**Reporting to** :

1. Director General of Fishery, Ministry of Agriculture and Fisheries
2. Programme Manager, UNDP
3. National Project Coordinator ATSEA 2

**Contract Type** : Request for Proposal

**Duration** : September 2020 – February 2021

## A. Background Information, Rationale, Project Description

### a. 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, 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 because 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. 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.

Climate change is predicted to alter the coastal environment of the ATS region is 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. With many households in the ATS region having limited resources and capacities, local communities remain highly vulnerable to the effects of climate change. This is exacerbated by the fact that these communities rely strongly on livelihoods that are predicted to be negatively affected by projected changes in regional climatic conditions, such as increased intensity of rain and wind events restricting access to the fishing grounds, and higher sea temperatures resulting in alteration of marine ecosystems, coral communities and fish distribution.

**b. Rationale:**

The ATS transboundary diagnostic analysis (TDA) completed in 2012, shows that coastal and marine ecosystems and communities in the ATS are vulnerable to climate change. The vulnerabilities of certain communities to the impacts of climate change are uneven, influenced by geographic setting and weather patterns and the progress made with respect to coastal zone planning.

Posto Administrativo Barique is in Manatuto Municipality. It is one of the project locations located in the ATS portion of Timor Leste in Southern coastline that have high risk from the climate change impact. The Coastal Vulnerability Index (CVI) of the southern coast is physically more vulnerable than the northern coast. It was noted that out of 58 suco at risk, 35 are located on the south coast, where three suco are in Barique. The vulnerability of the coastal communities in this location to climate change, will likely increase due to luck of adaptive and responses capacity that could cause further environmental degradation, which will have significant impacts on mangroves, seagrass, and coral reefs and organisms important for human livelihoods as well as caused major coastal erosion. To sustain these ecosystems and communities during the increasing impacts of climate change, climate change adaptation through ecosystem-based adaptation or man-made solutions in coastal areas and with coastal communities is important to integrate into coastal management plan.

**c. Link to the project context:**

The UNDP Timor Leste and Directorate General Fisheries (DGF) of the Ministry of Agriculture and Fishery (MAF), Government of Timor Leste (GOTL) is seeking to engage an organization to carry out baseline study/biophysical and socio-economic assessment for developing a coastal management strategy for Posto Administrativo Barique of Municipiu Manatuto, Timor Leste. This is done to ensure that management of coastal zone areas reflects potential impacts of climate change and to ensure that response measures are not mal-adaptive. The developed integrated coastal management plan (ICM) will inform local government to consider local funding should support initiatives that result in reducing vulnerability of socio-ecological systems to the impacts of climate change over the long term.

The above activities will be undertaken through a baseline assessment and climate change vulnerability assessment of physical, ecological, and socio-economic conditions at coastal suco in Barique and identify at risk suco for detailed climate change vulnerability assessment. Building on the result of baseline and vulnerability assessment prepare the Integrated Coastal Management (ICM) plan that includes objectives, strategies and actions for the focus aspects including sustainable fisheries and livelihoods, pollution management, climate change adaptation, and other priorities for Barique PA.

**d. Risks**

One of the other risks that may happen is the engagement process, which require additional acceleration support. It is expected that the consultant should consider the successful factor of project implementation such as relevant government agencies sharing data in timely manner.

Reorganization in the relevant government agencies may occur in the project period which may also affect the commitment of the related agencies. The organizations/company shall identify the risks prior to the project implementation and develop strategies of countermeasures.

**B. Specific Objectives**

The objective of this assignment is to carry out biophysical and socio-economic assessment, which includes climate change vulnerability assessment and develop an Integrated coastal management plan for the focus aspects in Barique Posto Administrativo.

**C. Scope of Works**

Activities under this outcome is to support implementation of integrated coastal management (ICM) and climate change adaptation at the local level toward sustainable use and conservation of marine and coastal ecosystem. To this end, activities are designed to develop ICM plan for Barique Posto Administrativo and as part of the ICM development process, baseline assessments and will be conducted in identified ICM sites, considering physical, ecological, and socioeconomic conditions, and past and potential impacts of natural and anthropogenic hazards and climate change. The assessment will also include climate change risk/vulnerability assessments and evaluation of the impacts of El Niño events on local communities.

**Scope of Works 1: Baseline assessment and climate change vulnerability assessment**

1. Taking into consideration previous studies undertaken by PEMSEA, carry out baseline assessments using Rapid/Rural Participatory Assessment or other relevant tools of physical, ecological, and socio-economic conditions at coastal suco in Barique Posto Administrativo (PA) and identify at risk suco for detailed climate change vulnerability assessment.
2. Carry out climate change vulnerability assessment of habitats, fisheries, and communities in at risk coastal suco in Barique, including El Nino impact assessment and seek collaboration with the international consultant under the regional component.
3. Prepare a vulnerability assessment report that presents climate change vulnerability and risk levels for at risk coastal suco and identifies areas that are most vulnerable and have highest risks to climate change impacts.
4. Present the results of the vulnerability assessment to key stakeholders to discuss and validate the results, agree on priority issues and threats, and identify climate change adaptation options including priority options for livelihoods.

**Scope of Works 2: ICM Plan development**

1. Develop training program on ICM. The training material should be translated into tetum.
2. Undertake ICM training/orientation for ICM Committee in Barique PA.
3. In collaboration with the local government of Barique PA and Manatuto Municipality including DGP-MAP, organize community and stakeholders' consultations to present the results of the baseline assessment and vulnerability assessment to agree on priority issues and threats, goals and targets for improvements in the focus aspects that will be addressed by the ICM Plan.
4. In collaboration and consultation with key stakeholders (or a core group), prepare a draft ICM plan that includes objectives, strategies and actions for the focus aspects including sustainable fisheries and livelihoods, pollution management, climate change adaptation, and other priorities that local stakeholders may have identified in the consultations. The ICM plan should include a long-term framework and a medium-term/annual implementation plan focusing on priorities to be addressed for that period.
5. Organize an area-wide stakeholders' consultation workshop to review the draft ICM Plan and finalize the ICM Plan based on inputs from the stakeholders' workshop.
6. Submit the ICM plan to the Administrator de Posto Barique and Administrator of Manatuto Municipality with the endorsement of DGP-MAP

**D. Approach and methodology:**

The service provider is expected to propose a detailed methodological approach and workplan, but not limited to, based on the following outline:

1. Detail methodological approach to carry out baseline/biophysical and socio-economic assessment at coastal suco in Barique and identify at risk suco for detailed climate change vulnerability assessment.

2. Detail methodological approach to carry out climate change vulnerability assessment including El Nino impact assessment at risk coastal suco in Barique.
3. Detail approach to develop ICM Plan and detail outline of ICM plan include implementation framework and action plan and integration of ICM plan into local government and partners' work and budget plans.

**E. Expected Outputs /Deliverables and Schedules**

The key output under this assignment are, which includes but not limited to:

1. The ICM coordination and management mechanism developed including ICM Committee for Posto Administrativo Barique established and functioning to coordinate the ICM program implementation.
2. Baseline assessments of physical, ecological, and socio-economic conditions at coastal suco in Barique carried out and at risk suco identified for detailed climate change vulnerability assessment.
3. Climate change vulnerability assessment of habitats, fisheries, and communities at risk coastal suco in Barique, including El Nino impact assessment carried out and climate change adaptation measures priority options for livelihoods identified to build climate resilience activities.
4. The ICM plan for Barique PA developed includes adoption of implementation framework and action plan by administrator de Posto Barique and endorsed by DGP and integrated into local government and partners' work and budget plans.

| No. | Expected outputs | Deliverables with target dates | Propose Duration | Deadline |
|---|---|---|---|---|
| 1 | **Baseline assessment and climate change vulnerability assessment carried out** | 1. Training material on ICM prepared and translated to Tetum and training for ICM committee/core group undertaken in Barique PA. | *Sept – Dec 2020* | *30 Nov 2020* |
| | | 2. Baseline assessments report of physical, ecological, and socio-economic conditions at coastal suco in Barique (at risk suco identified for detailed climate change vulnerability assessment). | | |
| | | 3. Climate change vulnerability assessment and El Nino impact assessment report of at risk coastal suco in Barique including areas that are most vulnerable and have highest risks to climate change impacts. | | |
| | | 4. Validation report of the vulnerability assessment with key stakeholders on the results priority issues, threats, and climate change adaptation options including priority options for livelihoods. | | |
| | | **1.** Training program on ICM developed, ICM training/orientation for ICM Committee in Barique PA completed and report submitted. | | |

| No. | Expected outputs | Deliverables with target dates | Propose Duration | Deadline |
|---|---|---|---|---|
| 2 | **ICM Plan for Barique Posto Administrativo developed and integrated into local government and partners' work and budget plans** | 2. Report the results of the baseline assessment and vulnerability assessment including community and stakeholders' consultations to present priority issues, threats, goals, and targets be addressed by the ICM Plan. | *Dec 2020 – Feb 2021* | *29 Feb 2021* |
| | | 3. Draft ICM plan that includes objectives, strategies, and actions for the focus aspects of sustainable fisheries and livelihoods, pollution management, climate change, and other local priorities. | | |
| | | 4. Report on area-wide stakeholders' consultation workshop to review the draft ICM Plan and final draft of ICM plan. | | |
| | | 5. Submission of the final ICM plan to the Administrator de Posto Barique and Administrator of Manatuto Municipality with the endorsement of DGP-MAP | | |

**F. Institutional Arrangement:**

The proposer will be based in Barique, Manatuto and coordinate the Municipality ICM Task team and respect project team in the field and report to the National Project Director/Director General for Fishery of Ministry of Agriculture and Fishery and Director of Municipality Agriculture Services, Program Manager of UNDP and National Project Coordinator of ATSEA2 Project.

The consultants need to arrange necessary travel logistics for duration of the assignment, hence costs for local transport also needs to be included in the financial proposal. Inclusion of any national consultants needs to be incorporated in the technical and financial proposals. All validation workshops will be arranged by the consultancy, so workshop costs should be included in the financial proposal. All finished products will be submitted to UNDP and DG Fishery and ATSEA 2 National Coordinating Unit.

The consultants will closely work with the ATSEA 2 National Coordinating Unit, Sustainable Development Unit of UNDP Timor-Leste and Directorate General of Fishery, State Secretary for fishery of the Ministry of Agriculture and Fishery.

**G. Duration, Timeframe and Reporting Requirements**

The expected overall duration of this assignment is from 01 September 2020 – 28 February 2021. The consultant/consulting firm should submit the following report as deliverable during the time span of the project.

| Reports | Target Dates |
|---|---|
| Inception Report outlining details methodologies/approaches to be applied sequencing the various activities to be carried out to deliver the following outputs and deliverables and a detail action plan | Within two weeks upon Contract Signing (September 2020) |
| Interim (Mid-Term) Report | At the end of November 2020 |
| Draft Final Report | At the end of December 2020 |
| Final Report | At the end of February 2021 |

**H. Facilities to be provided by UNDP**

UNDP will provide necessary coordination/technical support and logistical support e.g vehicle for local travel to project location when needed and will not provide any administrative support. The service provider takes full responsibility for the overall management of activities, and bears all substantive, operational, financial, monitoring responsibilities. The service provider must own complete project management set up, including for administrative and operational matters.

**I. Qualification of the Contractor and its key Personnel:**

**1. Qualifications/Eligibility Criteria:**

- Companies, professional agencies, organizations registered for services requested by the Terms of Reference are eligible to apply.
- Registration papers/business licensing, tax payment certification
- Latest audited financial statement to indicate its financial stability, credit standing, and market reputation, etc (at last two fiscal years)
- Documental evidence of the organization - Company/firm/institutions profile, brochures, web address, organogram, core professional staffs, supporting staffs and field staffs, as well as product catalogues to the goods/services being produced
- At least 5 years experiences in relevant works of implementation of Integrated Coastal Management (ICM) and climate change adaptation at local level towards sustainable use and conservation of marine and coastal ecosystem, including ICM plan development and provision of trainings.
- Successful completion of at least two (2) similar assignments/projects in Asia Pasific and Timor-Leste in the last 3 years particularly implementation and execution of contracts for the provision of professional services in the areas of baseline survey, vulnerability assessment, planning and development of strategic coastal management (Statement of satisfactory performance/work completion certificate should be submitted as evidence).
- Written self-declaration that the company/institutions/organization is ot in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility list.
- Logistic capability – office space, transport, IT, study equipment, etc as applicable
- Has proven established and stable partnerships with governmental institutions in Timor Leste and the region include with international organizations, private sector, and academia.
- Experience working and partnering with various stakeholders such as governments, non-

governmental organizations, local communities in protected area management bodies and implementing multi stakeholder engagement process leading to consensus, support, and ownership of outputs/results.

- Proposers must demonstrate that they have successfully assisted countries, preferably in Timor-Leste or other Asia Pacific countries in implementation of ICM and climate change adaptation.

**Team Composition/Key personnel**

Proposals also need to include CVs of all relevant experts who will be included in the team. CVs of experts selected for this project need to demonstrate that they can deliver the relevant activities and deliverables of the assignment. Proposed number of working days for all experts need to be mentioned in the technical proposal. The team can be composed of both national and international experts. An anticipated team combination is explained in the technical evaluation table.

Minimum Eligibility Criteria for Key Personnel:

| No | Experts profile | General responsibilities in relation to the assignment | Required competencies and skills |
|---|---|---|---|
| 1 | Team Leader<br><br>Coastal and Marine Ecosystem Management Specialist/ Integrated Coastal Management Expert (1 person) | Overseen overall coordination and management of this assignment. He/she will facilitate the process of design and delivery of the assessment ICM plan development process, lead the expert team, communicate with DG Fishery, Local Government, community leaders and UNDP and provide required regular reports to the ATSEA 2 Project on the assignment implementation progress and completion. | **Education**: At least Master's or PHD degree in relevant fields particularly natural resource management, marine and coastal management, marine biodiversity conservation, and marine protected areas management.<br><br>**Work Experience**:<br><br>• At least seven (5) years of relevant work experience in planning and implementation baseline survey, vulnerability assessment ICM development and support government institutions and communities.<br>• Experience in designing and leading similar assignments for ICM plan<br>• Experience in implementing/conducting similar assignment in the Asia Pacific, or ATS region and/or in Timor-Leste<br>• Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills.<br>• Proven organizational, time management and facilitation skills. |

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| 2 | Climate Change Specialist (1 Person) | Take overall responsibility to carry out climate change vulnerability assessment including El Nino impact assessment at coastal suco in Barique. He/She will also be responsible to provide analysis of the assessment and all subsequent report to ensure the linkage between the different outputs are achieved.<br><br>Take overall responsibility to carry out baseline assessments using Rapid/Rural Participatory Assessment of physical, ecological, and socio-economic conditions. He/She will also be responsible to provide analysis of the assessment and all subsequent report to ensure the linkage between the different outputs are achieved. | **Education**: Master's degree in marine science, science in environmental management, natural resource management or related field<br><br>**Work experience:** At least 5 years of relevant experience in climate change vulnerability assessment, rapid rural appraisal, and other rural socio-economic appraisal tools. |
| 3 | Field staff | Support field work assessment as well as administrative and logistical arrangement; | **Education**: Bachelor's degree in relevant fields – coastal/marine resources management, fishery, or related fields.<br>**Work experience:** At least 3 years of relevant experience in relevant field. |

**J. Selection Criteria**

Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a max of 30%.

Only application that scores a minimum of 49 points (70%) of the technical criteria will be considered for financial evaluation. Please refer to Evaluation Table for details.

| **Criteria of Selection** | **Maximum point** | **Weight Percentage** |
|---|---|---|
| Company profile and experience | 20 | 20% |
| Key staff qualifications | 20 | 20% |
| Proposed methodology, approach, and implementation plan | 30 | 30% |
| **Technical Score** | **70** | **100%** |
| **Financial Score** | **30** | **30%** |
| **TOTAL SCORE** | **100** | **100%** |

| Section 1 | Company profile and experience | Points |
|---|---|---|
| 1.1 | At least 5 years experiences in relevant works of implementation of Integrated Coastal Management (ICM) and climate change adaptation at local level towards sustainable use and conservation of marine and coastal ecosystem, including ICM plan development and provision of trainings. | 10 |
| 1.2 | Successful completion of at least two (2) similar assignments/projects in Asia Pasific and Timor-Leste in the last 3 years particularly implementation and execution of contracts for the provision of professional services in the areas of baseline survey, vulnerability assessment, planning and development of strategic coastal management (Statement of satisfactory performance/work completion certificate should be submitted as evidence). | 5 |
| 1.3 | Proposers must demonstrate that they have successfully assisted countries, preferably in Timor-Leste or other Asia Pacific countries in implementation of ICM and climate change adaptation. | 5 |
| | **Total Section 1** | **20** |
| **Section 2** | **Key staff qualifications** | **Points** |
| 2.1 | At least Master's or PHD degree in relevant fields particularly natural resource management, marine and coastal management, marine biodiversity conservation, and marine protected areas management. | 6 |
| 2.2 | At least seven (5) years of relevant work experience in planning and implementation baseline survey, vulnerability assessment ICM development and support government institutions and communities. | 5 |
| 2.3 | Experience in designing and leading similar assignments for ICM plan | 3 |
| 2.4 | Experience in implementing/conducting similar assignment in the Asia Pacific, or ATS region and/or in Timor-Leste | 2 |
| 2.5 | Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills. | 2 |
| 2.6 | Proven organizational, time management and facilitation skills. | 2 |
| | **Total Section 1** | **20** |
| **Section 3** | **Proposed methodology, approach, and implementation plan** | **Points** |
| 3.1 | Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? | 8 |
| 3.2 | Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference | 6 |
| 3.3 | Details on how the different service elements shall be organized, controlled, and delivered | 5 |
| 3.4 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement | 6 |
| 3.5 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic | 3 |
| 3.6 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract | 2 |
| | **Total Section 1** | **30** |

**G. Schedule of Payment**

following is the expected payment Schedule

| | Outputs | Percentage | Timing | Condition for Payment Release |
|---|---|---|---|---|
| *1.* | *Inception report* | *10%* | *Two weeks after signing of contract (September 2020)* | Submission of Inception Report outlining details methodologies/approaches and a detail action plan for its endorsement by UNDP and DG Pescas of MAF. |
| 2 | Finalization of baseline assessment and climate change vulnerability assessment | *35%* | *December 2020* | Completion and submission of the following deliverables:<br>• Baseline assessments report of physical, ecological, and socio-economic conditions at coastal suco in Barique and at risk suco identified for detailed climate change vulnerability assessment.<br>• Climate change vulnerability assessment and El Nino impact assessment report of at risk coastal suco in Barique including areas that are most vulnerable and have highest risks to climate change impacts.<br>• Validation report on the results of the vulnerability assessment priority issues, threats, and climate change adaptation options including priority options for livelihoods with key stakeholders<br>In addition, submission of an Interim Progress Report |
| 3 | Completion and submission of draft ICM Plan | *35%* | *By end of January 2021* | Completion and submission of the following deliverables:<br>• Report on community and stakeholders' consultations to present the results of the baseline assessment and vulnerability assessment including priority issues, threats, goals, and targets be addressed by the ICM Plan.<br>• Report on area-wide stakeholders' **consultation workshop** to review the first draft ICM Plan Report on area-wide **validation workshop** to review |

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|---|---|---|---|---|
| | | | | and validate the final draft of the ICM Plan |
| 4 | Final ICM plan submission to the Administrator de Posto Barique and Administrator of Manatuto Municipality with the endorsement of DGP-MAP<br><br>Final Consultancy Report describing completion of all outputs and deliverables | *20%* | By end of February 2021 | Final ICM plan developed with the endorsement of DGP/MAF Administrator of Municipality Manatuto, and Administrator de Posto Barique, DG Pescas and UNDP<br><br>Final report |

**This TOR is drafted by:**
Signature : _____
Name and Designation: Gerson Alves, National Project Coordinator Atsea2 Projects
Date of Signing: _____

**This TOR is approved by:**
Signature : _____
Name and Designation: Felisberta Moniz da Silva, Head, SD and RB Unit
Date of Signing: _____