

## Term of Reference (TOR)

### 2020 Archipelagic and Island States Innovation Challenges for Joint Research in Climate Change Mitigation and Adaptation or Good Maritime Governance Areas

#### A. General Information

Title	:	Archipelagic and Island States Forum Joint Research
Report to	:	Archipelagic and Island States (AIS) Forum Project
Location	:	Non-specific
Expected place of travel	:	Non-specific
Duration of contract	:	Non-specific
Provision of support services	:	
Location	:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Equipment (laptop etc.)	:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Secretarial Services	:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

#### B. Background Information

One of the most pressing global issues that requires international cooperation is the collective threat posed by environmental issues affecting Archipelagic and Island States (AIS). The need for strong international cooperation is compounded by the high degree of vulnerability AIS countries face due to geographic circumstances, especially in regard to the issues of climate change, natural disasters, marine pollution, marine plastic debris, unsustainable fisheries, and marine sustainability. If these shared issues are not addressed promptly, it would also undermine the socio-economic condition of AIS countries. Therefore, the AIS Forum aims to provide tangible solutions to the shared environmental challenges affecting AIS countries based on a cooperative multi-stakeholder approach.

The academic community represents a critical stakeholder for the AIS Forum, as they play a significant role in knowledge generation through research and innovation. Consequently, the AIS Forum aims to engage with the academic community and other relevant stakeholders to utilize their expertise for the development of practical solutions to environmental issues affecting AIS countries. The Joint Research Programme, agreed upon at the 2nd AIS Forum Ministerial Meeting in 2019, is the AIS Forum mechanism to bring together international researchers and will be implemented in 2020. Specifically, this programme provides assistance for researchers in AIS participating countries. The research findings from this programme are expected to be presented at the High-Level Meeting of AIS the Forum.

Seeing the challenges presented before us during this difficult time, the AIS Secretariat decides to seek creative ideas and breakthrough solutions that can help archipelagic and island states' economy and businesses to be more adaptive and resilient during a crisis situation. As an organization that leverages smart and innovative solutions in achieving our objectives, through the UNDP Innovation Challenges, AIS Secretariat intends to discover solutions that can help archipelagic and island states to be stronger and more resilient.

### **C. Objectives of Assignment**

The objective of the assignment is to assist AIS Forum Secretariat to find the smart and innovative solutions or that will strengthen the cooperation between the archipelagic and island states in climate change mitigation and adaptation or good maritime governance, including:

1. Fostering competitive research and development initiatives between AIS Forum participating countries through cooperative working relationships to create new or further develop existing market-oriented technologies, products or services.
2. Promoting and implementing smart and innovative solutions through the development of a collaborative research and innovation platform for stakeholders in AIS Forum participating countries.
3. Identifying and integrating relevant activities and expertise of AIS Forum participating countries into a framework of international cooperation—with an emphasis on the four main AIS Forum thematic areas.
4. Establishing academic networks between AIS Forum participating countries through stakeholders such as: universities, think tanks, civil society organizations, and other relevant institutions.
5. Promoting applied research in sustainable development by linking research findings to needs in the private sector.

### **D. Event Description**

The AIS Joint Research is a program that focuses on the research and collaboration between two AIS countries. The proposed Joint Research Project must be conducted by at least two stakeholders from different AIS participating countries. Each research team must be led by one or more senior researchers or experienced faculty members working on related research areas.

The prize for this Joint Research Programme aims to promote applied research that creates practical solutions to development and environment related challenges affecting AIS countries. Accordingly, the Joint Research Programme will target projects that fulfil the following criteria:

1. Tangible research plan with a proposed innovative approach.
2. Explanation of clear competitive advantages with added value.
3. Complete budget plan specifying how project funding will be used.
4. Assembled interdisciplinary research team, with prioritization given to those with linkages to the private sector (end-users).

The winner will get prize money of USD 30,000 to be used for research purpose in 12 months research period. The winner will also get chance present their research findings in front of head of head of states in the AIS Forum High-level Meeting 2021. And if the research findings are applicate to the AIS country, the winner possibly could apply their research findings in AIS countries.

### **E. Expected Outputs**

The key outputs under this assignment are:

1. A Joint Research project proposal that offers the solution in climate change mitigation and adaptation or good maritime governance areas.
2. Report on at least 50% of the Joint Research progress according to the approved timeline
3. Final report and output of the joint research project

## **F. Scope of Work**

The scope of work is as follow:

### Scope of work 1: A Joint Research Project Proposal

- 1.1 The joint research team must submit the research proposal that consist of the research idea, a proposed methodology, approach, and quality assurance protocols, proposed activities by providing a detailed description of all essential activities that will support the research project as well as how the research outputs will be addressed. In addition to that, the joint research proposal should include the following elements: information about participating organizations, a brief description of the research proposal, a situation analysis, an outline of the research strategy, details of the expected output and the sustainability of the research output, a workplan, a summary of the research personnel, and a summary of the budget.

### Scope of work 2: Report on at least 50% of the Joint Research progress according to the approved timeline

- 2.1 The joint research team should write the mid report that cover at least 50% of the research progress for the duration of October 2019 – March 2020.

### Scope of work 3: Final report and output of the joint research project

- 3.1 The joint research team should write the final report and the research output in the end of the 12 months research period.

## **G. DELIVERABLES AND PAYMENT SCHEDULE**

<b>Scope of work</b>	<b>Deliverables/Outputs</b>	<b>Output Progress</b>	<b>Deliverable</b>	<b>Payment Amount</b>	<b>Payment Due Date</b>
1	1 <sup>st</sup> payment will be made upon contract signing and submission of workplan for 12 months research period in the areas of climate change mitigation and adaptation/ good maritime governance.	30%	September 2020	30%	September 2020

2	2 <sup>nd</sup> payment will be made upon the submission and approval of report on at least 50% of the Joint Research progress according to the approved timeline, including but not limited to document of prototyping and prototype testing process (can be in the form of blogs, photos, videos or other relevant forms)	50%	March 2021	50%	March 2021
3	3 <sup>rd</sup> payment will be made upon submission and approval of final report that cover 12 months research period, including but not limited to evidence of tested prototypes in relevant forms (according to the type of idea submitted).	20%	October 2021	20%	October 2021
	Total	100%		100%	

All deliverables shall be developed in English. All deliverables must be presented first to the AIS Project team for feedback and comments. The winner shall submit all deliverables in file storage (i.e. Google drive) containing the report and all its related materials.

#### H. SELECTION CRITERIA

To determine one winner that will receive the Innovation Challenge funding, UNDP uses the following evaluation criteria that have equal weight:

- **General research idea (weight 20%)**  
The research idea must be original and has relevance to AIS thematic areas; climate change mitigation and adaptation or good maritime governance
- **AIS country engagement (weight 20%)**  
The joint research team must consist of at least 2 AIS countries
- **Research methodology (weight 10%)**  
The research methodology should be relevant in contributing to the research output
- **Research output and sustainability (weight 20%)**  
The research output should be implemented in sustainable manner
- **Workplan, timeline and performance target (weight 10%)**

The research proposal should have a workplan and timeline that is realistic to its performance target

- **Research personnel (weight 10%)**

The research personnel must be qualified and has relevant roles in achieving the research output

- **Budget (weight 10%)**

The research's spending should be efficient and should meet the value for money principle

## I. QUALIFICATIONS

### 1. Team qualification

Any research team that consists of at least 2 stakeholders from at least 2 AIS participating countries.

### 2. Proposal qualification

The proposed research project needs to demonstrate it is of high scientific value and aligns with one or more of the four main AIS Forum thematic areas. It should also aim to enhance the well-being and livelihoods of local peoples and to preserve coastal and marine ecosystems. Furthermore, the applicants should explain why their research project would benefit from having the cooperation of multiple parties as well as how the proposed research activities will be implemented cooperatively.

### 3. Language Requirement

Proficiency in English language, spoken and written. The team must have the ability to write reports and make presentations in English.

## J. LIST OF AIS COUNTRIES

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| 1. Antigua and Barbuda             | 18. Indonesia                        |
| 2. Bahamas                         | 19. Ireland                          |
| 3. Bahrain                         | 20. Jamaica                          |
| 4. Barbados                        | 21. Japan                            |
| 5. Belize                          | 22. Kiribati                         |
| 6. Cabo Verde                      | 23. Madagascar                       |
| 7. Comoros                         | 24. Maldives                         |
| 8. Cuba                            | 25. Malta                            |
| 9. Cyprus                          | 26. Marshall Islands                 |
| 10. Dominica                       | 27. Mauritius                        |
| 11. Dominican Republic             | 28. Nauru                            |
| 12. Fiji                           | 29. New Zealand                      |
| 13. Federated States of Micronesia | 30. Palau                            |
| 14. Grenada                        | 31. Papua New Guinea                 |
| 15. Guinea-Bissau                  | 32. Philippines                      |
| 16. Guyana                         | 33. Saint Kitts and Nevis            |
| 17. Haiti                          | 34. Saint Vincent and the Grenadines |

35. Samoa
36. Sao Tome and Principe
37. Seychelles
38. Singapore
39. Solomon Islands
40. Sri Lanka
41. Suriname

42. Timor Leste
43. Trinidad and Tobago
44. Tuvalu
45. Tonga
46. United Kingdom
47. Vanuatu