



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 18, 2020
	REFERENCE: RFP/UNDP/ATSEA/114836/025/2020 - <b>Facilitation of Developing National Inter-Ministry Committees (NIMCs) to support Arafura and Timor Seas Governance</b>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal with reference RFP/UNDP/ATSEA/114836 /025/2020 - **Facilitation of Developing National Inter-Ministry Committees (NIMCs) and Sustainable Partnership Forum (SPF) to support Arafura and Timor Seas Governance**

A **bidder's conference** will be held on:

Date/Time : 24<sup>th</sup> September 2020 Starting 1400 hour (GMT+7)  
 Place : <https://undp.zoom.us/join/91006868078>  
 Meeting ID : 910 0686 8078

Detailed Terms of Reference (TOR) as well as other requirements are listed in the RFP available on UNDP ATLAS e-Tendering system (<https://etendering.partneragencies.org>) **Event ID: 0000007209**

Your offer, comprising of a Technical and Financial Proposal, should be submitted in accordance with the RFP requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in <https://etendering.partneragencies.org>.

NOTE! The **Technical Proposal and Financial Proposal** files **MUST BE COMPLETELY SEPARATE** and **uploaded separately** in the system and clearly named as either **"TECHNICAL PROPOSAL"** or **"FINANCIAL PROPOSAL"**, as appropriate. Each document shall include the Proposer's name and address.

The file with the **"FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal.

The Proposer shall assume the responsibility for not encrypting the Financial Proposal. **NOTE: DO NOT ENTER BID AMOUNT IN THE SYSTEM, INSTEAD ENTER THE NUMBER 1 (ONE).**

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it is submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. In case of any discrepancies, the deadline indicated in the system shall prevail.

Kindly ensure that supporting documents required are signed and stamped and in the .pdf format, and free from any virus or corrupted files and the **FINANCIAL PROPOSAL IS PASSWORD PROTECTED.**

**NOTE: The file name should contain only Latin characters (No Cyrillic or other alphabets.).**

You are kindly requested to indicate whether your company intends to submit a Proposal by clicking “**Accept Invitation**” but not later than **24<sup>th</sup> September 2020** If this is not the case, UNDP would appreciate indicating your reason, for our records.

If you have not registered in the system before, you can register by logging in using:

**Username: event.guest**

**Password: why2change**

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached “Instructions Manual for the Bidders”. Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your quotation, please send an email to [Sestyo.wicaksono@undp.org](mailto:Sestyo.wicaksono@undp.org) and [yusef.millah@undp.org](mailto:yusef.millah@undp.org).

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New proposer registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the abovementioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the abovementioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notices/resources/>. You can also access the instruction from youtube with link: <https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>.

You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

**No hard copy or email submissions will be accepted by UNDP.**

UNDP looks forward to receiving your Proposal and appreciate your interest to participate in UNDP procurement opportunities.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'MSK' with a stylized flourish.

*Martin Stephanus Kurnia*  
*Head of Procurement Unit*  
9/18/2020

### Description of Requirements

Context of the Requirement	Facilitation of Developing National Inter-Ministry Committees (NIMCs) to support Arafura and Timor Seas Governance
Implementing Partner of UNDP	Fisheries Research Center, Ministry of Marine and Fisheries (MMAF)
Brief Description of the Required Services <sup>1</sup>	The context of this TOR is UNDP seeking to engage organization/company to facilitate the drafting the concept model of The National inter-ministry committees (NIMCs) structure, objective, roles and responsibility, mechanism, and operational guideline and also provide legal draft to support formalized of the NIMCs
List and Description of Expected Outputs to be Delivered	<p>The overall objective of this assignment is to support the Governance and multi stakeholder mechanism to improve marine and fisheries management in Arafura and Timor Seas</p> <p>The key output under this assignment are, which includes but not limited to:</p> <ol style="list-style-type: none"> <li>1. Conduct a national governance assessment of relevant inter-ministerial agencies and subnational counterparts that would be involved in the NIMC</li> <li>2. Develop NIMC governance, including objective, roles and responsibility, mechanism, and operational guideline</li> <li>3. Conduct the legal assessment to support formalization on NIMCs</li> </ol>
Person to Supervise the Work/Performance of the Service Provider	<ol style="list-style-type: none"> <li>1. Director of the Centre for Fisheries Research, Ministry of Marine Affairs and Fisheries/MMAF</li> <li>2. Programme Manager for Natural Resource Management, UNDP</li> <li>3. National Project Coordinator of ATSEA-2</li> </ol>
Frequency of Reporting	<i>Please Refer to the TOR attached to this RFP</i>
Progress Reporting Requirements	<i>Please Refer to the TOR attached to this RFP</i>
Location of work	<input checked="" type="checkbox"/> At Contractor's Location, if required, for technical works specifically indicated in the proposal
Expected duration of work	The expected duration of the contract is 8 (eight) months calculated based on the contract starting date
Target start date	1 <sup>st</sup> Week of November 2020

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Latest completion date	June 2021
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input checked="" type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Liaise with the relevant stakeholders
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> <b>Local Currency for Local Bidders</b>
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Payment Terms <sup>3</sup>	Scope of work	Deliverables/Outputs	Output Progress	Due Dates	Condition for Payment Release
	1	1.1 Initial Report on National governance assessment of NIMCs that relevant to implemented National Action Plan of Arafura and Timor Seas 1.2 Report activities on stakeholder consultation for NIMCs assessment Initial Report	20%	December 2020	Within Sixty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and Receipt of invoice from the Service Provider.
	2	2.1. Initial Report on Conceptual Model for an ATS national governance and financial mechanism to support Arafura and Timor Seas 2.2. Report on TOR of outlining the NIMCs objective, operational plan, and roles and responsibilities of the members	30%	February 2021	
	3	3.1 Initial report on development of Legal assessment to support formalize NIMCs structure 3.2 Report of the consultation meeting to agree on initiation of the NIMCs	30%	April 2021	

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

		institutional among the relevant ministry and local government			
	4	4.1. Final report on National governance mechanism (NIMC) model to support ATS 4.2. Submit the lesson learn process and the meeting result that acknowledge the gender balance	20%	June 2021	
		Total	100%		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	National Project Coordinator of ATSEA Project - UNDP				
Type of Contract to be Signed	<input checked="" type="checkbox"/> professional service contract				
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.				
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 35% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 35% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <p><b><i>NOTE: only bidder(s) who received minimum of 70 points where the financial proposal will be opened</i></b></p> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>				

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Sample written self declaration <input type="checkbox"/> Others <sup>6</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	Sestyo Ndaru Wicaksono / Yusef Saiful M. Procurement Unit Sestyo.wicaksono@undp.org / yusef.millah@undp.org  Mandatory subject of email: RFP/UNDP/ATSEA/114836/025/2020 - <b>Facilitation of Developing National Inter-Ministry Committees (NIMCs) to support Arafura and Timor Seas Governance</b>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

<sup>4</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.



## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>8</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (IDR / USD – please choose one)</b>
1	1.1 Initial Report on National governance assessment of NIMCs that relevant to implemented National Action Plan of Arafura and Timor Seas 1.2 Report activities on stakeholder consultation for NIMCs assessment Initial Report	20%	
2	2.1 Initial Report on Conceptual Model for an ATS national governance and financial mechanism to support Arafura and Timor Seas 2.2 Report on TOR of outlining the NIMCs objective, operational plan, and roles and responsibilities of the members	30%	
3	3.1 Initial report on development of Legal assessment to support formalize NIMCs structure 3.2 Report of the consultation meeting to agree on initiation of the NIMCs institutional among the relevant ministry and local government	30%	
4	4.1 Final report on National governance mechanism (NIMC) model to support ATS 4.2 Submit the lesson learn process and the meeting result that acknowledge the gender balance	20%	
	<b>Total</b>	<b>100%</b>	

*\*This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component** *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time (IDR/USD)	Total Period of Engagement	No. of Personnel	Total Rate (IDR / USD)
<b>I. Personnel Services</b>				
1. Governance Expert (Team Leader)		60-man days		
2. Legal Drafter Specialist		40-man days		
3. Sustainable Financing Specialist		40-man days		
4. Other (if any please specify)				
<b>II. Travel Expense (please provide the breakdown cost – transportation, accommodation, meals, if any)</b>				
<b>III. Other Related Costs (please provide in detail – if any)</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*

**Term of Reference (TOR)**  
**Facilitation of Developing National Inter-Ministry Committees (NIMCs) and Sustainable Partnership Forum (SPF) to support Arafura and Timor Seas Governance**  
**ATSEA Project Activity 2**

**A. General Information**

Title	:	Facilitation of Developing National Inter-Ministry Committees (NIMCs) and Sustainable Partnership Forum (SPF) to support Arafura and Timor Seas Governance
Report to	:	1. Director of the Centre for Fisheries Research, Ministry of Marine Affairs and Fisheries/MMAF 2. Programme Manager for Natural Resource Management, UNDP 3. National Project Manager of ATSEA-2
Location	:	Jakarta
Expected place of travel	:	N/A
Duration of contract	:	The expected duration of the contract is 8 (eight) months calculated based on the contract starting date (please see detail on the suggested staffing working time)
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**

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 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.

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 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).

### **Context of this TOR**

The context of this TOR is UNDP seeking to engage organization/company to facilitate the drafting the concept model of The National inter-ministry committees (NIMCs) structure, objective, roles and responsibility, mechanism, and operational guideline and also provide legal draft to support formalized of the NIMCs

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

The overall objective of this assignment is to support the Governance mechanism to improve marine and fisheries management in Arafura and Timor Seas

### **D. Expected Outputs**

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

1. Conduct a national governance assessment of relevant inter-ministerial agencies and subnational counterparts that would be involved in the NIMC
2. Develop NIMC governance, including objective, roles and responsibility, mechanism, and operational guideline
3. Conduct the legal assessment to support formalization on NIMCs

### **E. Expected Approach and Ethical Guidelines**

The company will be expected to observe full ethical guidelines and approach during the implementation (specifically) and throughout the process (generally). The company provide strategy and methodology to support the objective that adapt with the pandemic situation.. It is important, however, to highlight the following fundamentals to UNDP's intervention practice which the Organization/Company is expected to keep in mind:

- Be aware of conflict and gender sensitivities and adopt the principles and practices of participatory dialogue for all consultations.
- Ensure adequate safety to those conducting and attending the consultations and other activities of the process
- Ensure objectivity and independence by conducting the consultation in an impartial manner
- Work with relevant government to identify participants for the consultations; and  
Pay attention to vulnerable group throughout the process include the gender balance in the process

### **F. Risks and Assumptions**

One of the other risks that may happen is the limitation of physical meeting and travel access since COVID pandemic. It is expected that the consultant should consider the successful factor of project implementation and SOP that adopt COVID situation. The organizations/company shall identify the risks prior to the project implementation and develop strategies of countermeasures.

### **G. Scope of Work**

The ATSEA project requires the identification and coordination effort to design the conceptual of structure operational plan, roles and responsibilities for National inter-ministry committees (NIMCs) and also to facilitate the consultation to strengthening the conceptual models

#### **National Inter-Ministerial Committees (NIMCs)**

The project is also facilitating cross-sectoral coordination, through the national inter-ministerial committees (NIMCs), and implementation of integrated approaches which require multi-sectoral involvement. These efforts will also enhance governance and also the institutional frameworks, e.g., through approval of ICM plans, EAFM plans, new MPAs, etc. Mainstreaming the ATS NAPs into national development programming and budgetary frameworks, such as medium-term development plans, will further contribute to the institutionalization of the priority actions.

The national inter-ministerial committees strengthened as part of ATSEA-2 will also enhance the likelihood of sustainability of program results, as these coordination structures will be critical in ensuring cross-sectoral involvement, and also support collaborative policy reform in addressing issues in the ATS National Action Plan.

The reference on National Action plan and others document related to support the objective are describe within this link

<http://bit.ly/ATSEA-2NAP>

<http://diktas.iwlearn.org/atsea/publications>

The program of the ATSEA-2 also describe in our website : <https://www.atsea-program.com/>

**The detail scope of work as follow:**

Scope of work 1: Conduct a national governance assessment of relevant inter-ministerial agencies and subnational counterparts that would be involved in the NIMCs

- 1.1 Manage the identification on Institutional assessment of NIMCs that relevant to implemented National Action Plan of Arafura and Timor Seas
- 1.2 Review updating information on relevant institutions, agencies, programs, and projects in Arafura And Timor Seas region
- 1.3 Develop TOR for meeting arrangement to present the assessment report to the relevant institution under NIMCs
- 1.4 Submit the meeting result that acknowledge the gender balance

Scope of work 2: Develop NIMCs governance, including objective, roles and responsibility, mechanism, and operational guideline

- 2.1 Manage the development of TOR of outlining the NIMCs objective, operational plan, and roles and responsibilities of the members
- 2.2 Proposed model for an ATS national governance and financial mechanism to support Arafura and Timor Seas
- 2.3 Facilitate the consultation meeting to agree on initiation of the NIMCs institutional among the relevant ministry and local government
- 2.4 Submit the meeting result that acknowledge the gender balance

Scope of work 3: Conduct the legal assessment to support formalization on NIMCs

- 3.1 Manage the legal assessment to support the formalize of the NIMCs
- 3.2 Develop final report on National governance mechanism (NIMC) conceptual model to support ATS
- 3.3 Submit the lesson learn process and the meeting result that acknowledge the gender balance

**DELIVERABLES**

All forms of reports shall be developed in English translation in the national language (Bahasa Indonesia). All field arrangement must be presented first to the PCU for feedback and comments. The final reports must have an executive summary and Power Point presentation. The team of consultant shall submit the

final report both in English and Bahasa Indonesia version in a file storage (i.e. USB or CD) containing soft copy of editable version of final report, all presentation, photos and video, all data and calculation.

The National Coordination Unit (NCU) under project ATSEA will provide gender expert to support gender mainstreaming strategy in the project implementation and provide travel arrangement for the personnel from Province government or other relevant stakeholder from other cities to Jakarta if necessary. NCU will provide meeting administration based on the approval Meeting arrangement (TOR) from the company to NCU.

#### H. PAYMENT SCHEDULE

Scope of work	Deliverables/Outputs	Output Progress	Due Date	Payment Schedule	Payment Amount
1	1.1 Initial Report on National governance assessment of NIMCs that relevant to implemented National Action Plan of Arafura and Timor Seas 1.2 Report activities on stakeholder consultation for NIMCs assessment Initial Report	20%	December 2020	January 2021	20%
2	2.1 Initial Report on Conceptual Model for an ATS national governance and financial mechanism to support Arafura and Timor Seas 2.2 Report on TOR of outlining the NIMCs objective, operational plan, and roles and responsibilities of the members	30%	February 2021	March 2021	30%
3	3.1 Initial report on development of Legal assessment to support formalize NIMCs structure 3.2 Report of the consultation meeting to agree on initiation of the NIMCs institutional among the relevant ministry and local government	30%	April 2021	May 2021	30%
4	4.1 Final report on National governance mechanism (NIMC) model to support ATS	20%	June 2021	July 2021	20%



	4.2 Submit the lesson learn process and the meeting result that acknowledge the gender balance				
	Total	100%			100%

Reporting Schedule should be submitted 2 weeks before due date in each delivery.

#### **I. LIST OF ORGANIZATION/COMPANY QUALIFICATION**

UNDP is seeking an Organization/company, which has the following qualifications:

1. Have manage Two (2) relevant project within 10 years' in Marine and Fisheries governance and multi stakeholder mechanism
2. Experience engaging in multiple ministry governance, fisheries private sector and CSO in marine and fisheries issues
3. Experience working with Indonesia's biodiversity and conservation sector, policies and regulations is preferred.
4. Has valid registration certificate and financial capability

#### **J. QUALIFICATIONS OF KEY PERSONNEL**

The selected Organization/Company is expected to put together an independent and multi-disciplinary team composed of national expertise which collectively brings experience and commitment in the following fields:

- Policy, advocacy, and effective stakeholder engagement
- Environment, biodiversity, conservation, financing, and sustainable development
- Ability to write technical reports

#### **1. Personal Education/Qualification**

##### **a) One (1) Governance Expert as Team Leader**

##### Academic Qualifications

Master's degree in Policy, law, Fisheries, Marine Sciences, Environment or Natural Resources Management or related fields.

##### Years of Experience

- 10 years of working experience in Fisheries, Environmental sector, Conservation or Natural Resource Management.
- Experience in government policy of Indonesia related to marine and fisheries or natural resources management
- Experience in managing marine and fisheries or natural resources management program
- Has experience with developing conceptual models for governance institution
- Experience in managing international and/or national funded projects.

**b) One (1) Legal Drafter Specialist**Academic Qualifications

Master's degree in Policy, law, Fisheries, Marine Sciences, Environment or Natural Resources Management or related fields.

Years of Experience

- 10 years of working experience in marine, Fisheries, Environment, or Natural Resources Management or related fields.
- Experience in developing legal drafting document for marine and fisheries or other Environment issues
- Experience in conducting legal and institutional assessment for environment issues in national and local governance policy.

**c) One (1) Sustainable Financing Specialist**Academic Qualifications

Master's degree in finance, economics, Natural Resources Management or related fields.

Years of Experience

- 6 years' experience in fiscal policy formulation relevant to environment issues, initiatives related on biodiversity conservation areas are preferred
- Experience in developing financial models for intergovernmental and multi stakeholder platform

**2. Language Requirement**

While all individuals on the team may not have both English and Indonesian skills, collectively and at all times, there should be at least have proficiency in English language, spoken and written. The consultants must have the ability to write reports, make presentations etc. in the English language.

**3. Composition of Key Staff**

A guideline proposed staffing structure for the consulting team is given in the following Table. **Bidders should specify the amount of the time of key staff will spend in to work on the project during project period.** The combined team's CV should clearly demonstrate experience in the above-mentioned disciplines. Bidders are encouraged to review and propose their own staffing schedule to match the project need.

Suggested staffing structure and inputs

Description	Quantity	Unit	Number of Unit (Man. Days) in total	Remarks
Governance Expert (Team Leader)	1	Persons	60	
Legal Drafter Specialist	1	Persons	40	
Sustainable Financing Specialist	1	Persons	40	
<b>Total</b>	<b>3</b>		<b>140</b>	

Bidder may propose additional personal/personnel based on bidder's discretion.

#### **4. Budget proposal**

Bidder should describe budget planning based on the expected output. Clearly showing logical framework or activities plan to be proposed to achieve the output using the provided format available in this tender document. Any additional cost/detail breakdown can be attached to the format as the supporting document.

#### **5. Other Selection Criteria**

Given the urgency and on-going nature of the work, the Organization/Company must be available by the 1<sup>st</sup> week of November 2020