

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Junior Specialist for Blue Economy Development Index (International Post)

Project Name : Archipelagic and Island States Forum

Reports to: Project Coordinator

Duty Station: Home Based

Expected Places of Travel (if applicable): n/a

Duration of Assignment: From January to June 2021

REQUIRED DOCUMENT FROM HIRING UNIT

TERMS OF REFERENCE
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

- (1) Junior Consultant
- (2) Support Consultant
- (3) Support Specialist
- (4) Senior Specialist
- (5) Expert/ Advisor

- (6) Junior Specialist
- (7) Specialist
- (8) Senior Specialist

Need for presence of IC consultant in office:

☐ partial (for discussion and consultation)

☒ intermittent : the works doesn't require a full attendance of the staff, but advisory and consultation on regular basis during the contract.

☐ full time/office based

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: AIS Project

I. BACKGROUND

The AIS Forum Secretariat launched the Blue Economy Development Index (BEDI) during the 2nd Ministerial Meeting in 2019. In 2020, the index development has entered phase 1 where the work

focuses on collecting initial data for 10 archipelagic and island states and developing the BEDI online platform. As a continuation of the program, in 2021, the AIS Forum Secretariat will continue the BEDI phase 2 development where it will expand data collection and further develop the features of the online platform. The aim is to complete the data collection and index calculation for all archipelagic and island states around the world.

Blue Economy Development Index (BEDI) is a tool that can be utilized to manage sustainable marine resource usage by determining if the current use patterns are meeting national economic, environmental and social objectives eliciting necessary developmental changes through informed policy development and effective management schemes. This is accomplished by combining economic, social and environmental data to create a holistic assessment of development over time at national, regional and international scales. By operationalizing the BEDI, AIS nations can work together through collaborative partnerships by targeting areas of weakness in the blue economy identified through use of the BEDI, which is critical when utilizing resources in the highly interconnected spaces of coastal and marine areas.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Junior Specialist will ensure the following objectives are adequately met:

- The development of second phase of BEDI in 2021, which will incorporate several AIS participating countries in the first year's report. He/she will be required to: collect data, conduct analysis during the BEDI development process, follow the relevant qualitative and quantitative methods for the index development, and manage the data collection process and tools.
- Conduct research and identify best practices for marine and coastal ecosystems conservation and protection.
- Verify data, provide inputs to AIS documents, and draft briefings and presentations.
- Proofread BEDI documents by noting errors such as punctuation, spelling, and word usage, fact-checks, and ensure the texts have an appropriate tone and meet the character count outlined by the AIS Forum Secretariat.

Expected Outputs and deliverables

- Integrate all relevant data sources into the data warehouse and contact available data sources for alignment of metadata;
- Set up quality assurance procedures for data processing and data entry, organize the collected data into identified clusters;
- Analyze and rationalize the existing data bases;
- Validate and proofread the written section of AIS documents;

Deliverables/ Outputs	Completion deadline
BEDI Data collection and verification for another additional 10 AIS Countries (part I) and/or assisting the development of relevant AIS documents.	(10 working days) 29 January 2021
BEDI Data collection and verification for another additional 10 AIS Countries (part II) and/or assisting the development of relevant AIS documents.	(10 working days) 26 February 2021
BEDI Data collection and verification for another additional 10 AIS Countries (part III) and/or assisting the development of relevant AIS documents.	(10 working days) 31 March 2021
BEDI Data collection and verification for another additional 7 AIS Countries (part IV) and/or assisting the development of relevant AIS documents.	(10 working days) 30 April 2021
Providing input and contents for BEDI website and/or assisting the development of relevant AIS documents.	(10 working days) 31 May 2021
Final report on BEDI development and/or assisting the development of relevant AIS documents.	(10 working days) 30 June 2021

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS
<p><u>Academic Qualifications:</u></p> <p>Master's degree in the area of Fisheries and Marine Science, marine management, data analytics or any other relevant field.</p> <p><u>Years of experience:</u></p> <ul style="list-style-type: none"> At least 2 years of professional experience in conducting research in Sustainable Ocean Economy/Development;

Competencies and special skills requirement:

- Demonstrate experience in marine science/sustainable development research;
- Have a conceptual and practical knowledge of archipelagic or island state economy
- Understand the principles of index development;
- Experience in proofreading and editing documents;
- Possess good analytical skills
- Fluency in English with excellent written communication skills, and strong experience writing and developing documents.

IV. WORKING ARRANGEMENTS

Institutional Arrangement

Under the supervision of the Senior Advisor for Natural Resources Governance and Project Coordinator of the AIS Forum Secretariat, the Consultant must ensure the completion of the above deliverables in high quality.

Duration of the Work

The assignment will be delivered within 6 months in intermittent scheme with total of 60 days. The payment will be made to the consultant at each payment schedule, upon technical clearance from Senior Advisor for Natural Resources Governance or Project Coordinator of the AIS Forum Secretariat.

Duty Station

The duty station/location for the consultant will be home based.

Travel Plan

There is no travel plan for the duration of the assignment.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

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
	100%	100
Criteria Technical: qualification requirements as per TOR:	70%	10

<ul style="list-style-type: none"> • Master's degree in the area of Fisheries and Marine Science, marine management, data analytics or any other relevant field. • At least 2 years of professional experience in conducting research in Sustainable Ocean Economy/Development • Have an extensive conceptual and practical knowledge of archipelagic or island states economy • Understand the principles of index development; • Experience in proofreading and editing documents; 		20 20 10 20
<p><i>Criteria Financial: Brief Description of Approach to Assignment</i></p> <ul style="list-style-type: none"> • <i>Is providing the financial proposal that meets the value for money?</i> • <i>Important aspects of the task addressed clearly and in sufficient detail?</i> • <i>Is planning logical, realistic for efficient project implementation?</i> 	30%	10 10 10