

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Policy and advocacy

Project Name: ATSEA Phase 2

Reports to: NRM Programme Manager

Duty Station: Home Based (Jakarta)

Expected Places of Travel (if applicable): Refers to UNDP rules and regulations if there are unforeseen travels

Duration of Assignment: 60 working days within March – November 2021

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
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

X	P11
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

X partial

☐ intermittent (explain)

☐ full time/office based

Provision of Support Services:

Office space: ☐ Yes **X** No

Equipment (laptop etc): ☐ Yes **X** No

Secretarial Services ☐ Yes **X** No

If yes has been checked, indicate here who will be responsible for providing the support services:

I. 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 Triangle¹, 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.

Strengthen regional and national governance structures by establishing participatory mechanisms for facilitating implementation of priority actions under the SAP and NAPs are the main component to have national and regional coordination. Since 2003, regional stakeholder participation has been arranged through the ATS Expert Forum (ATSEF), which was comprised of representatives of governmental ministries and agencies, and also academics from universities and research institutions having in-depth knowledge and on-the-ground experience with respect to ATS coastal and marine ecosystems. This project will therefore support strengthening and expansion of stakeholder involvement by reaching out to a broader array of interested groups, including the civil society, community groups, private sector, and local government administrations. A Stakeholder Partnership Forum (SPF) will support the ATS Secretariat in ensuring representative stakeholder participation and coordinated governance of ATS ecosystems. The SPF might be branded as "ATSEF+" to signify an expanded forum of regional stakeholders due to the high level of name recognition of ATSEF. In any case, SPF will maintain a scientific sub-committee to play a role similar to that of the former ATSEF.

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).

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Policy and advocacy will be responsible to facilitate the formalized of ATSEF into Sustainable Partnership Forum (SPF), functioning and formalized thru legal and/or institutional arrangements to

¹ The Coral Triangle is a marine area located in the western Pacific Ocean, and including the waters of Indonesia, Malaysia, the Philippines, Papua New Guinea, Timor-Leste and Solomon Islands.

support National Action Plan in Arafura and Timor Seas and support to conduct assessment of national and subnational policies and regulations

The main key responsibilities for this position, include:

1. Identify and agree on the national representation on the SPF, conceptual of structure and roles
2. Develop a TOR of outlining the SPF objective, operational plan, and roles and responsibilities of the members
3. Facilitate the formalized of the SPF to support NAP Implementation in Arafura and Timor Seas
4. Facilitate the development of Workplan for SPF to support NAP Implementation in Arafura and Timor Seas

Expected Outputs and deliverables

The specific outputs/deliverables expected from the *consultant* are the following:

Deliverables	Estimated number of working days	Completion deadline	Review and Approvals Required
<p>1st Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> • Technical support to design serial consultation with potential SPF representative from existing ATSEF members, civil society, community groups, private sector, and local government administrations • Initial report of Identification on the national representation on the SPF, conceptual of structure and roles 	15 wds	30 March 2021	National Project Director of ATSEA-2 and NRM Programme Manager
<p>2nd Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> • Provide the input review of the Initial report on institutional assessment of relevant inter-ministerial agencies and subnational counterparts that would be involved in the NIMC • Final draft of the national representation on the SPF, conceptual of structure and roles • Minutes of Meeting of SPF structure and roles consultation 	15 wds	30 May 2021	National Project Director of ATSEA-2 and NRM Programme Manager
<p>3rd Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> • Legal draft to formalize SPF structure and roles • Provide the initiation of the workplan for SPF to support NAP in Arafura and Timor Seas in Indonesia • Minutes of Meeting of SPF legitimation 	15 wds	30 July 2021	National Project Director of ATSEA-2 and NRM Programme Manager
<p>4th Payment will be made upon the submission and approval of following outputs:</p> <ul style="list-style-type: none"> • Final draft of workplan for SPF to support NAP in Arafura and Timor Seas in Indonesia • Minutes of Meeting of Workplan initiation 	15 wds	30 September 2021	National Project Director of ATSEA-2 and NRM Programme Manager

III. WORKING ARRANGEMENTS

Institutional Arrangement

The IC will be reporting to NRM Programme manager in seeking approval and acceptance of the above-mentioned outputs, upon securing endorsements from National Project Director (NPD) ATSEA-2. The IC is expected to be in regular contact with National Project Coordinator (NPC) ATSEA-2 and update and report on his/her progress on a weekly basis.

Duration of the Work

Expected duration of work is from March – October 2021 for 60 working days. The IC is expected to support the deliverables on a part-time basis.

Duty Station

The IC will be home based with regular coordination with NPD and NCU in Jakarta

Travel Plan

Travel will be arranged by Hiring Unit which refers to UNDP rules and regulations if Consultant is requested to travel outside Jakarta.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Bachelor's degree in public policy, law, Marine and fisheries, Development Studies, or other related Social Science fields or equivalent relevant works.

Experience requirement:

- 10 years of work experience in advocating policies related to environmental issues;
- 5 years of practical experience in policy assessments and harmonization and the drafting of project relevant policies and laws
- Familiarity with technical issues related to Marine and fisheries sector;

Language Requirements:

- Fluency in English with excellent written communication skills, and strong experience writing reports is required;
- Excellent written and spoken skills in Indonesian.

Competencies and special skills requirement:

- Strong leadership and good communication skills;
- Strong analytical, reporting and writing skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Good presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;

V. EVALUATION METHOD AND CRITERIA

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 49 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70	100
Qualification Requirements as per TOR:		70
1. Bachelor's degree in public policy, law, Marine and fisheries, Development Studies, or other related Social Science fields or equivalent relevant works		15
2. 10 years of work experience in advocating policies related to environmental issues		20
3. 5 years of practical experience in policy assessments and harmonization and the drafting of project relevant policies and laws		20
4. Familiarity with technical issues related to Marine and fisheries sector		15
<i>Criteria B: Brief Description of Approach to Assignment:</i>		30
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner		10
2. Important aspects of the task addressed clearly and in sufficient detail		10
3. Logical, realistic planning for efficient project implementation		10