Term of Reference (TOR)
Innovation Challenge - 2021 Archipelagic and Island States Forum
Joint Policy Research on Good Maritime Governance

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	:	6 months (May – October 2021)
Provision of support services	:	
Location	:	Yes ☐ No ☒
Equipment (laptop etc.)	:	Yes ☐ No ☒
Secretarial Services	:	Yes ☐ No ☒

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. 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 an adaptive policy research and recommendation for 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 2021. 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 2021.

Seeing the challenges presented before us during this difficult time, the AIS Secretariat decides to seek creative ideas as an initial breakthrough of policy recommendation that can solve the marine governance problems in the Archipelagic and Island States. As an organization that leverages smart and innovative solutions in achieving our objectives, through the UNDP Innovation Challenges, AIS Secretariat intends to discover the ideas 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 finding the smart and innovative policy ideas as well as to strengthen the cooperation between the archipelagic and island states, including:

1. Fostering competitive research and development initiatives between AIS Forum participating countries through cooperative working relationships to create new or further develop existing research.
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 good maritime governance area.
4. Establishing academic networks between AIS Forum participating countries through stakeholders such as: universities, think tanks, civil society organizations, and other relevant institutions.

D. Event Description

The AIS Joint Research is a program that focuses on the research and collaboration between two AIS countries. The proposed Joint Policy Research 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 environment and/or marine issues.

Research Area: Good Maritime Governance

Sub-Research Areas:

1. **Marine Energy Management**
2. **Blue Digital Connectivity**
3. **Maritime Law, Policy and Governance**

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

1. Promising policy research ideas that would be potentially implemented by AIS countries.
2. Tangible research plan with a proposed innovative approach.
3. Explanation of clear competitive advantages with added value.
4. Complete budget plan specifying how project funding will be used.

The winner will get prize money of **USD 13,000** to be used for research purpose in 6 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.

E. Expected Outputs

The key outputs under this assignment are:

1. A Joint Policy Research proposal that offers policy ideas and recommendation for solution in good maritime governance area.
2. Report on at least 50% of the Joint Policy Research progress according to the approved timeline.
3. Final joint research report and policy recommendation to be adapted by AIS countries.

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 policy 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 Policy 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 May 2021 – July 2021.

Scope of work 3: Final joint research report and policy recommendation to be adapted by AIS countries.

3.1 The joint research team should write the final report and the research output in the end of the 6 months research period.

G. DELIVERABLES AND PAYMENT SCHEDULE

Scope of work	Deliverables/Outputs	Output Progress	Deliverable	Payment Amount	Payment Due Date
1	A Joint Policy Research proposal that offers policy ideas and recommendation for	30%	1 May 2021	30%	1 May 2021

	solution in good maritime governance area.				
2	Report on at least 50% of the Joint Policy Research progress according to the approved timeline.	50%	30 July 2021	50%	30 July 2021
3	Final joint research report and policy recommendation to be adapted by AIS countries.	20%	30 October 2021	20%	30 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. QUALIFICATION

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 good maritime governance with sub-areas of maritime energy management / blue digital connectivity / maritime law, policy and 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 senior researchers/experienced faculty members from AIS participating countries.

2. **Proposal qualification**

   The proposed research project needs to demonstrate it is of high scientific value and aligns with good maritime governance area. 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. **How to apply**

   Should you be interested to submit a proposal for this, kindly send Annex 1 and Annex 2 documents to bids.id@undp.org

   Annex 1: Proposal format (template is attached)

   The joint research proposal should consist of a proposed methodology, approach, and quality assurance protocols. Additionally, a research plan is required that identifies the specific components of the 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. The applicants should complete the annex 1 document in a proposal format and
   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.

   Annex 2: Key Budgeting (template is attached)

   Details of the proposed budget should be written in the annex 2 document and include a budget for each Individual project component, a summary of personnel and an activity timeline. Requested budget items must be justified and related to the research activities. The grant will cover the main activities of the research project, which includes but is not limited to:
   - Research management
   - Fieldwork, data collection and processing
   - Domestic and International travel (if necessary)
   - Communication and the dissemination of research project findings

   The grantee is responsible for all financial reporting pertaining to the utilization of the grant as will be defined in the grant agreement. Appropriate evidence that reported activities were completed should be attached to the report, such as photographs, copies of boarding passes, meeting minutes, sign in sheets, etc.

K. LIST OF AIS COUNTRIES

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

L. CONTACT PERSON

For further questions/clarification about the guidelines or application forms, please contact Ms. Livita Sumali [livita.sumali@undp.org / secretariat@aisforum.org]