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TERMS OF REFERENCE INDIVIDUAL CONTRACT – NATIONAL CONSULTANT

Title: **National Consultant (Team Leader) for Undertaking Institutional Capacity and Needs Assessment in natural Resource Management in Arafura and Timor Seas Portion of Timor-Leste**

Project title: ATSEA-2

Reporting to:

1. Director General of Fishery, Aquaculture and Marine Resources – Ministry of Agriculture and Fisheries
2. Programme Manager, UNDP
3. National Project Coordinator ATSEA-2

Duty Station: Dili, Timor-Leste

Duration: For 35 working days over the period of 2.5 months between October – December 2021

Budget available for this IC: Yes

A. Background/Project Description

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 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 because 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. In addition to climate change, unsustainable harvesting, the 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.

ATSEA-2 is the 2nd phase of the GEF-financed, UNDP-supported ATSEA program, building upon the foundational results realized in the first phase of the ATSEA program, covering Indonesia, Timor-Leste, Papua New Guinea, and Australia. This 5-year project will support the implementation of the

following governance and environmental objectives of the ATS regional Strategic Action Program: (i) Strengthening of ATS regional governance; (ii) Recovering and sustaining fisheries; (iii) Restoring degraded habitats for sustainable provision of ecosystem services; (iv) Reducing land-based and marine sources of pollution; (v) Protecting key marine species; and (vi) strengthening adaptation to the impacts of climate change.

The ATSEA-2 project will support protection of priority coastal and marine habitats and conservation of protected species. The first step will be a regional stock-taking of key biodiversity habitats, including coral reef, seagrass, and mangrove ecosystems, and identifying priority conservation areas. This will be used to support the designing of a resilient network of Marine Protected Areas (MPAs), covering an estimated 1.5 million hectares and extending from the Lesser Sunda region to the south coast of Timor-Leste, southeast Aru Islands in Indonesia, and over to Kolepon Island located at the far eastern reaches of the Arafura Sea, near Merauke.

The project is also providing resources to support efforts at strengthening regional biodiversity information management systems. Furthermore, the potential impacts of climate change on the biodiversity of the coastal and marine ATS ecosystems will be addressed, and adaptive strategies will be integrated into the protected area management plans and regional action plans for enhanced protection of key species.

The UNDP Timor-Leste and Directorate General of Fisheries (DGF) of the Ministry of Agriculture and Fishery (MAF) is seeking to engage a consultant to undertake capacity and needs assessments of the relevant government ministries and/or agencies in strengthening institutional and human resource capacity towards integrated approaches in natural resource management, coastal and marine biodiversity conservation through protection of habitat and species in Arafura and Timor Seas portion of Timor-Leste.

B. Objective

The overall objective of this TOR is to seek a qualified national consultant to lead a team of experts to undertake the capacity and needs assessments of the relevant government ministries and/or agencies in strengthening institutional and human resource capacity towards integrated approaches in natural resource management, coastal and marine biodiversity conservation through protection of habitat and species in Arafura and Timor Seas portion of Timor-Leste. The government ministries include, but not limited to, Ministry of Agriculture and Fishery (MAF), Secretary of State for Environment (SSE) and Ministry of State Administration (MSA). In addition, the capacity assessment specialist will also identify and assess the capacity and needs of other stakeholders (e.g. Research Institutions, NGOs, CBOs, Private Sectors, etc.) that will make up the Stakeholder Partnership Forum (SPF) of the Timor-Leste ATSEA-2 program.

C. Scope of Works

The main scope of works for this assignment encompass the following:

1. **Provide the overall coordination and supervision of the work delivered by the National Capacity Assessment Specialist towards the relevant outcome of this assignment.**
2. Conduct an assessment of national policies and regulations related to fisheries and biodiversity conservation and climate change adaptation, with emphasis towards identifying inadequacies and opportunities for strengthening provisions in support of integrated approaches, such as EAFM, EbA, etc.

3. Undertake a capacity and needs assessment of government ministries (MAF, SSE, MSA and other relevant line ministries) to identify needs and priorities for government officials charged with planning, design, and implementation roles in marine and coastal management, marine and coastal biodiversity conservation, and climate change adaptation at the national level and at municipal level, if applicable;
4. Identify and assess the capacity and needs of other stakeholders (e.g. Research/Academic Institutions, NGOs, CBOs, Business/Private Sector, etc.) that can make up the Stakeholder Partnership Forum (SPF) of the Timor-Leste ATSEA-2 program;
5. Undertake a review of existing handbooks, guidelines and training curricula relating to integrated natural resources management (including Integrated Coastal Management (ICM), Marine Protected Areas (MPA), management and monitoring, Ecosystem Approach to Fishery Management (EAFM), climate change adaptation, etc.) available from concerned line ministries, academic/research institutions and related projects and programs. Evaluate their suitability to address the identified capacity building needs, and how these can be adjusted to suit local circumstances;
6. Prepare final report from the overall findings including:
 - 6.1. Interests, roles and mandates from each ministry and stakeholder assessed;
 - 6.2. Capacity, needs and constraints/gaps from each ministry and stakeholder assessed; and
 - 6.3. Main findings, conclusions, Recommendation, and lesson learned for next steps.
7. Draw lessons that can both improve delivery of capacity building activities related to natural resources management by ATSEA-2 project and the overall enhancements of UNDP programing.

D. Approach and methodology

The consultant will be expected to propose a detailed methodological approach and work plan that will effectively cover the scope of work specified in previous section.

E. Expected Outputs and Deliverables

Scope Number ¹	Deliverables	Target Due Date	Payment Milestone	Review and Feedback	Review and Approval Required
N/a	Inception Report	15 October 2021	5%	UNDP, DG Fishery (MAF) and other relevant line ministries	UNDP
#1	Report on assessment of national policies and regulations related to fisheries and biodiversity conservation and climate change adaptation,	31 October 2021	30%		
#2	Report of capacity and needs assessment of relevant Government Ministries				
#3	Report of other stakeholders (Research Institutions, NGOs, CBOs, Business/Private Sectors.	30 November 2021	25%		

¹ Refer to Section C above

	etc.) and their capacity and needs assessments				
#4	Report on the review of existing handbooks, guidelines, and training curricula	15 December 2021	20%		
#5	Final Report	31 December 2021	20%		
Total			100%		

F. Institutional Arrangement

The consultant will work closely with the ATSEA-2 National Coordinating Unit, Climate Change and Environment Unit of UNDP Timor-Leste and Directorate General of Fishery under the State Secretary for fishery of the Ministry of Agriculture and Fishery. **He/she will be responsible for supervising the work delivered by the capacity assessment specialist to come up with the final product required for this assignment.**

The consultant will arrange the necessary travel logistics for the duration of the assignment.

G. Duration, Timeframe, and Reporting Requirements

The expected overall duration of this assignment is 2.5 months from 15 October – 31 December 2021 with maximum 35 working days.

H. Duty Station

Dili, Timor-Leste.

I. Facilities to be provided by UNDP

UNDP Timor-Leste will provide necessary coordination/technical support including support transportation vehicle for local travel to project sites in the Municipality if and/or when needed.

J. Required skills and experience

The Team Leader should demonstrate that s/he can effectively lead a team of experts and will be responsible for the overall coordination and management of this assignment. S/he will be responsible for design and oversight of the capacity and needs assessment as well as communicate with DG Fishery and UNDP and provide regular reports to the ATSEA-2 Project on the implementation progress and completion.

Min. academic education	<ul style="list-style-type: none"> Master's degree in fishery, natural resources management or relevant fields
Min. years of relevant Work experience	<ul style="list-style-type: none"> At least five (5) years relevant working experience in planning, design and implementation of capacity and needs assessment.
Required skills and competencies	<ul style="list-style-type: none"> Substantial experience in designing and leading similar teams working on similar assignments in a multi-cultural environment.

	<ul style="list-style-type: none"> • Experience in conducting need assessments as well as review of policies and programmes is an asset. • Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills. • Proven organizational, time management and facilitation skills • Relevant experience in Timor-Leste
Required Language(s) (at working level)	Fluency in written and spoken English.

K. Price Proposal and Schedule of Payments

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Lump Sum Amount

The financial proposal must be expressed in the form of a lump sum all-inclusive cost linked to deliverables specified in TOR Section E, supported by a breakdown of costs as per the template provided.

Schedule of payments

Per deliverable/s upon submission of its completion deliverables report and accepted by UNDP, each deliverable as per the timeline mentioned in section E (expected outputs and deliverables).

Deliverables/ Outputs	Target Due Dates	Breakdown of the Payment
D-1 Inception Report	15 October 2021	5%
D-2 Report on assessment of national policies and regulations related to fisheries and biodiversity conservation and climate change adaptation	31 October 2021	30%
D-3 Report of capacity and needs assessment of relevant Government Ministries	31 October 2021	30%
D-4 Report of other stakeholders (Research Institutions, NGOs, CBOs, Business/Private Sectors, etc.) and their capacity and needs assessments	30 November 2021	25%
D-5 Report on the review of existing handbooks, guidelines, and training curricula	15 December 2021	20%
D-5 Final Report	31 December 2021	20%
TOTAL		100%

J. Recommended Presentation of Offer

Individual consultants interested in the assignment must submit the following documents to demonstrate their qualification in one single PDF document:

- a) **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP ([the template to be downloaded from the procurement notice link](#)).
- b) **Personal CV or P11** indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (2) professional references (to be downloaded from the procurement notice link).
- c) **Financial Proposal:** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided ([the template to be downloaded from the procurement notice link](#)).
- d) **Technical Proposal:**
 - a. Brief description of why the individual considers him/herself as the most suitable for the assignment;
 - b. A methodology, on how they will approach and complete the assignment and work plan as indicated above.

K. Evaluation Method and Criteria:

Individual consultant will be evaluated based on the following methodology:

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- 1) Responsive/compliant/acceptable, and
- 2) 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 points (70% of the total technical points) would be considered for the Financial Evaluation.

Technical Evaluation (70%)

Qualification, Experience and Technical Proposal (70 marks):

- 1) General Qualification (15 marks);
- 2) Experience relevant to the assignment (35 marks);
- 3) Technical Proposal: Brief methodology and workplan on how the consultant will approach and complete the work (20 marks).

Financial Evaluation (30%):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal


z = price of the proposal being evaluated

Annexes (click on the hyperlink to access the documents):


- **Annex 1 - IC Contract Template** (for information);
- **Annex 2 - Financial Proposal Template using the template provided by UNDP** (to be completed at later stage upon request by UNDP).
- **Annex 3 - IC General Terms and Conditions** (for information);
- **Annex 4 - RLA Template** (if consultant wishes to be recruited through an employer) - (for information).

Incomplete applications will not be considered and will be disqualified automatically.

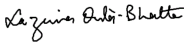
This TOR was drafted by:

Signature:	
Name and Designation:	Almerindo Oliveira da Silva – National Project Coordinator, ATSEA-2
Date of Signing:	15-Oct-2021

This TOR is reviewed by:

Signature:	
Name and Designation:	Domingos Lequi Siga Maria – Programme Analyst and Head of Climate Change and Sustainable Ecosystem Unit, UNDP TL
Date of Signing:	15-Oct-2021

This TOR is approved by:

Signature:	
Name and Designation:	Lazima Onta Bhatta – Deputy Resident Representative, UNDP TL
Date of Signing:	21-Oct-2021