Annex I
Terms of Reference

GENERAL INFORMATION

Title: Marine Pollution Facilitator
Project Name: ATSEA Phase 2
Reports to: ATSEA-2 National Project Coordinator
Duty Station: Kupang, East Nusa Tenggara
Expected Places of Travel (if applicable): Refers to UNDP rules and regulations if there are unforeseen travels
Duration of Assignment: 150 working days within April 2022 – March 2023

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

REQUIRED DOCUMENTATION FROM CONSULTANT

- P11
- Copy of education certificate
- Completed financial proposal
- 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.

Timor Sea has a high risk on sources of marine pollution in the ATS region include marine debris, marine based pollution from oil and gas activities, as well as waste from shipping vessels. These activities affect water and sediment quality, habitats and marine biodiversity in the Arafura Sea, especially in the area between Aru Islands and Papua and around Rote Ndao.

Specific in Nusa Tenggara Timor (NTT), provincial marine task force has been developed since 2021. The forum consists of multiple institution from provincial and national government, and CSO that commit to implement the action plan within 3 years to minimize the impact of marine pollution and capacity building for local expert.

In this context, the services of a Nusa Tenggara Timor (NTT) Provincial Liaison are required to support action plan implementation from marine task force secretariat and Integrated Coastal Management (ICM) action plans. Under the guidance and supervision of the Project Manager/ National Project Coordinator, the Individual Consultant will support the ATSEA-2 Project implementation of the activities that fall under the ATSEA-2 output and which includes several activities in Rote Ndao and Kupang.

He/she will work in close collaboration with ATSEA-2 project staff and project partners and will maintain close communication over operational issues as well as strategic opportunities arising from project implementation.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The government liaison in NTT will be responsible to assist in the establishment of close working relations with Local Government Officials and/or other external parties in Provincial level to implemented marine task force action plan and support daily basis of marine task force secretariat. The main key responsibilities for this position, include:

---

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.
1. Support daily basis of the marine task force secretariat activities based on the action plan program
2. Arrange the marine task force action plan implementation in NTT province
   a. Facilitate the development and adoption of the guidelines for collecting data and information related to marine pollution
   b. Facilitate the adoption process for early warning system mechanism for marine pollution in Rote Ndao
   c. Facilitate coordination meeting with all marine pollution task force (every 4 months) to discuss and further update related action plan and 1 meeting with national task force
   d. Facilitate the capacity building activities for marine pollution task force
   e. Build collaboration with multistakeholder in disseminating information on marine pollution prevention activities
3. Support the liaison activities related to policy and advocacy in Province level

**Expected Outputs and deliverables**

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

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Completion deadline</th>
<th>Estimated number of working days</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Payment will be made upon the submission and approval of following outputs:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Technical report to facilitate 1st meeting of Marine Task Force secretariat to detailing implementation of the action plan in 2022</td>
<td>30 May 2022</td>
<td>25 wds</td>
<td>20%</td>
</tr>
<tr>
<td>• Identification report on Data and information related to disaster mitigation and management procedure in NTT province</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Stakeholder mapping NTT province to support disseminating information on marine pollution prevention activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Payment will be made upon the submission and approval of following outputs:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Activity report on facilitating 1st training related to data collection on marine pollution and data management.</td>
<td>30 July 2022</td>
<td>25 wds</td>
<td>15%</td>
</tr>
<tr>
<td>• 1st Draft of the guidelines for collecting data and information related to marine pollution in NTT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Payment will be made upon the submission and approval of following outputs:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Activity report to facilitate 2nd regular meeting for members of Marine pollution task force in NTT</td>
<td>30 September 2022</td>
<td>25 wds</td>
<td>15%</td>
</tr>
<tr>
<td>• Consultation report on the guidelines for collecting data and information related to marine pollution in NTT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Activity report on 2nd training related to spatial modelling on hotspot assessment

<table>
<thead>
<tr>
<th>4th Payment will be made upon the submission and approval of following outputs:</th>
<th>30 November 2022</th>
<th>25 wds</th>
<th>15%</th>
<th>National Project Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Final draft of the guidelines for collecting data and information related to marine pollution in NTT</td>
<td>30 November 2022</td>
<td>25 wds</td>
<td>15%</td>
<td>National Project Coordinator</td>
</tr>
<tr>
<td>• Technical report on the initiation concept for hotline center in NTT province related to the marine pollution accident</td>
<td>30 November 2022</td>
<td>25 wds</td>
<td>15%</td>
<td>National Project Coordinator</td>
</tr>
<tr>
<td>• Activity report to facilitate 2nd regular meeting for members of Marine pollution task force in NTT</td>
<td>30 November 2022</td>
<td>25 wds</td>
<td>15%</td>
<td>National Project Coordinator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5th Payment will be made upon the submission and approval of following outputs:</th>
<th>30 November 2022</th>
<th>25 wds</th>
<th>15%</th>
<th>National Project Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Activity report on the simulation and monitoring for early warning system in Rote Ndao</td>
<td>30 November 2022</td>
<td>25 wds</td>
<td>15%</td>
<td>National Project Coordinator</td>
</tr>
<tr>
<td>• Progress report on the action plan of marine pollution task force activities</td>
<td>30 November 2022</td>
<td>25 wds</td>
<td>15%</td>
<td>National Project Coordinator</td>
</tr>
<tr>
<td>• Activity report on awareness activities related to early warning system in NTT province</td>
<td>30 November 2022</td>
<td>25 wds</td>
<td>15%</td>
<td>National Project Coordinator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6th Payment will be made upon the submission and approval of following outputs:</th>
<th>28 March 2023</th>
<th>25 wds</th>
<th>20%</th>
<th>National Project Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Technical report to facilitate the marine pollution task force workplan for 2023</td>
<td>28 March 2023</td>
<td>25 wds</td>
<td>20%</td>
<td>National Project Coordinator</td>
</tr>
<tr>
<td>• Activity report to support advocacy related to SOP adoption on early warning system in Province level</td>
<td>28 March 2023</td>
<td>25 wds</td>
<td>20%</td>
<td>National Project Coordinator</td>
</tr>
</tbody>
</table>

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

The IC will be reporting to National Project Coordinator 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 Field Facilitator in Rote Ndao and update and report on his/her progress on a weekly basis.

#### Duration of the Work

Expected duration of work is from April 2022 – March 2023. The IC is expected to support the deliverables on a part-time basis.

#### Duty Station

The IC will be home based in Kupang with regular coordination with NCU in Jakarta and Rote Ndao

#### Travel Plan

Travel will be arranged by Hiring Unit which refers to UNDP rules and regulations if Consultant is requested to travel outside Kupang
IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:
- Bachelor’s degree in public policy, law, Marine and fisheries, Environmental Engineering, biology, Development Studies, or other related Social Science fields or equivalent relevant works.

Experience requirement:
- 10 years of work experience in liaison and engagement with various stakeholders (government or NGO), especially for NTT context is more preferably.
- 5 years of work experience in organizing meeting with the government and stakeholder (including capacity building)
- Experience with technical issues related to marine pollution.

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

Competencies and special skills requirement:
- Strong leadership and good communication skills;
- 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.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Maximum Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical</td>
<td>70</td>
<td>100</td>
</tr>
</tbody>
</table>
Qualification Requirements as per TOR:
1. Bachelor’s degree in public policy, law, Marine and fisheries, Environmental Engineering, biology, Development Studies, or other related Social Science fields or equivalent relevant works.
2. 10 years of work experience in liaison and engagement with various stakeholders (government or NGO), especially for NTT context is more preferably.
3. 5 years of work experience in organizing meeting with the government and stakeholder (including capacity building)
4. Experience with technical issues related to marine pollution.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>