Annex I
Terms of Reference

GENERAL INFORMATION
Title: Government Liaison
Project Name: ATSEA Phase 2
Reports to: ATSEA-2 National Project Coordinator
Duty Station: Jayapura, Papua
Expected Places of Travel (if applicable): Refers to UNDP rules and regulations if there are unforeseen travels
Duration of Assignment: 115 working days within April 2022 – February 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.

This project will cover 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.

This project is building upon the foundational results realized in the first phase of the ATSEA program, which applied the tried and tested GEF International Waters focal area approach, starting with a participatory transboundary diagnostic analysis (TDA) and followed by development of a regional strategic action program (SAP) and national action programs (NAPs). This second phase of the ATSEA program, is designed to support the initial implementation of the ATS SAP, endorsed through Ministerial Declaration in 2014.

In this context, the services of a Papua Provincial and Local Government Liaison Officer are required. 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 Jayapura and Merauke, Papua province.

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

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.
Under the guidance and supervision of the National Project Coordinator, the Individual Consultant will provide the following tasks:

- Assist in the establishment of close working relations with Local Government Officials and/or other external parties in Provincial level.
- Support coordination meetings as required, including by preparing meetings and background information, drafting minutes and follow-up documentation.
- Draft correspondence, documents, and reports, and prepares tables and ensures follow-up.
- Assist in ensuring appropriate links with the Local Government through establishment / maintenance of appropriate coordination and information exchange.
- Perform other related technical duties as required that focus on policy, fisheries, and Marine Protected Area (MPA) activities

**Expected Outputs and deliverables**

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

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Estimated number of working days</th>
<th>Completion deadline</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Payment will be made upon the submission and approval of following outputs:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Identification report for capacity building for members of IUU Fishing (TPP) Forum in Papua province are available.</td>
<td>15 wds</td>
<td>30 May 2022</td>
<td>National Project Coordinator of ATSEA-2</td>
</tr>
<tr>
<td>• Draft TOR to facilitate 1st capacity building related to marine and fisheries surveillance are available.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Draft TOR for Policy assessment methodology and roadmap to strengthening fisheries monitoring surveillance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2nd Payment will be made upon the submission and approval of following outputs:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Technical report to facilitate the 1st meeting with IUU Fishing (TPP) Forum in Papua province.</td>
<td>25 wds</td>
<td>30 July 2022</td>
<td>National Project Coordinator of ATSEA-2</td>
</tr>
<tr>
<td>• Coordination report on SOP Marine and fisheries surveillance and joint action plan endorsement by IUU Fishing forum (TPP) Forum (collaborate with DFW)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• First Draft report on the Policy assessment to strengthening monitoring and surveillance in Merauke district.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3rd Payment will be made upon the submission and approval of following outputs:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Technical report to facilitate the capacity building related to marine and fisheries surveillance are available.</td>
<td>25 wds</td>
<td>30 Sept 2022</td>
<td>National Project Coordinator of ATSEA-2</td>
</tr>
<tr>
<td>• Activity report to support the coordination on zonation MPA establishment letter from Papua governance.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Technical support to facilitate 2nd regular meeting for members of IUU Fishing (TPP) Forum in Papua province.

4th Payment will be made upon the submission and approval of following outputs:
- Technical support to facilitate the 2nd capacity building on the member from IUU Fishing (TPP) Forum in Papua Province, including a follow-up action plan.
- Technical report on to build collaboration with multistakeholder in to strengthening the action plan of the monitoring and surveillance of marine and fisheries issues
- Activity report on technical consultation for policy assessment to strengthening monitoring and surveillance in Merauke district.

5th Payment will be made upon the submission and approval of following outputs:
- Activity report for preparation 3rd regular meeting for members of IUU Fishing (TPP) Forum in Papua province.
- Activity report on the legal draft consultation to strengthening monitoring and surveillance in Merauke district.
- Annual progress report on Activity report for IUU Fishing (TPP) Forum in Papua province.

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 Merauke and update and report on his/her progress on a weekly basis.

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

Duty Station
The IC will be home based in Jayapura with regular coordination with NCU in Jakarta and Merauke.

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

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:
- 3 years of work experience in liaison and engagement with various stakeholders (government or NGO), especially for Papua context is more preferably.
- 3 years of work experience in organizing meeting with the government and stakeholder (including capacity building)
- Experience in policy assessment related to environment issues
- 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, 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></td>
<td></td>
</tr>
<tr>
<td>Qualification Requirements as per TOR:</td>
<td>70</td>
<td>100</td>
</tr>
<tr>
<td>1. Bachelor’s degree in public policy, law, Marine and fisheries, Development Studies, or other related Social Science fields or equivalent relevant works.</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>2. 3 years of work experience in liaison and engagement with various stakeholders (government or NGO), especially for Papua province is more preferably.</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>3. 3 years of work experience in organizing meeting with the government and stakeholder (including capacity building);</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>4. Experience in policy assessment related to environment issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Familiarity with technical issues related to Marine and fisheries sector.</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>