

# Terms of Reference



## GENERAL INFORMATION

**Title:** Village Outreach in Rote Ndao

**Project Name:** ATSEA Phase 2

**Reports to:** NPC ATSE-2 Project

**Duty Station:** Rote Ndao

**Expected Places of Travel:** Daiama, Oeseli, Bo'a and Landu Ti Village

**Duration of Assignment:** 80 working days within November 2022 – May 2023

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b>
	(1) Junior Consultant
	(2) Support Consultant
	<b>(3) Support Specialist</b>
	(4) Senior Specialist
	(5) Expert/ Advisor
	<b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b>
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

X	P11 or CV with three referees
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

### *Need for presence of IC consultant in office:*

☒ partial, the position is field based with quarter coordination in site office (*Rote Ndao*).

☐ intermittent (explain)

☐ full time/office based

### **Provision of Support Services:**

*Office space:* ☐ Yes ☒ No

*Equipment (laptop etc):* ☐ Yes ☒ No

*Secretarial Services* ☐ Yes ☒ No

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

Name: Dwi Ariyoga Gautama

Title: NPC ATSEA-2 Project

Signature: \_\_\_\_\_

## 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 Triangle<sup>1</sup>, 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.

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 Village facilitator 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 4 Village (Daiana, Oeseli, Bo,a and Landu Tie) in Rote Ndao District.

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

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

1. Outreach program related to initiation and management of integrated coastal management plan in Daiana, Oeseli, Bo,a and Landu Tie villages
2. Assisting the implementation process of integrated coastal management by involving gender roles related to the thematic issues
  - a. Early warning system for Marine pollution implementation

<sup>1</sup> 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.

- b. Assist the alternative livelihood in 4 village to support marine ecosystem protection
- c. Encourage the involvement of Women's role in the ICM

### 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
1 <sup>st</sup> Payment will be made upon the submission and approval of following outputs: <ul style="list-style-type: none"> <li>Workplan for activities in each village related to integrated coastal management</li> <li>Develop TOR for managing ICM (Integrated Coastal Management) in 4 villages are available.</li> </ul>	5 wds	30 November 2022	National Project Coordinator ATSEA-2
2 <sup>nd</sup> Payment will be made upon the submission and approval of following outputs: <ul style="list-style-type: none"> <li>Report on the improvement of the processed food products in Daiama and Landu tii</li> <li>Report on the improvement of capacity building for Women-Run Home-Based Small Business Activities in 4 villages</li> </ul>	25 wds	30 January 2023	National Project Coordinator ATSEA-2
3 <sup>rd</sup> Payment will be made upon the submission and approval of following output: <ul style="list-style-type: none"> <li>Report on the result of monitoring assistance on the ecosystem of fish dome and coral transplantation in Bo'a and Oeseli</li> <li>Report on the gender integration framework of women's involvement in integrated coastal management activities</li> </ul>	25 wds	30 March 2023	National Project Coordinator ATSEA-2
4 <sup>th</sup> Payment will be made upon the submission and approval of following output: <ul style="list-style-type: none"> <li>Develop a Financial model to support the ecosystem services from 2 communities group in Oeseli and Bo'a Village</li> <li>Result on the Assistance in improving financial management in the 4 coastal community group in Rote Ndao</li> </ul>	25 wds	30 May 2023	National Project Coordinator ATSEA-2

## 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 November 2022 – June 2023 for 80 working days. The IC is expected to support the deliverables on a part-time basis.

### Duty Station

The IC will be home based in Village, Rote Ndao District with regular coordination with NCU in Rote Ndao.

Travel Plan and logistic in village			
No	Destination	Frequency	Duration/days
1	Oeseli Village	2 times a month during the whole assignment, on monthly basis	2 overnight stays in each visit
2	Bo'a village	2 times a month during the whole assignment, on monthly basis	2 overnight stays in each visit
3	Landu'Tii	2 times a month during the whole assignment, on monthly basis	2 overnight stays in each visit
4	Daiama	2 times a month during the whole assignment, on monthly basis	2 overnight stays in each visit
5	Kupang	2 times in the whole assignment	2 overnight stays in each visit

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The Individual Consultant should possess the following minimum qualifications:

Academic Qualifications:

- Bachelor's degree in Economic, Political/Social Sciences, anthropology fisheries, marine science, or any other related Degree or equivalent relevant works.

Minimum experience requirement:

- Three (3) years of relevant working experience in facilitating program implementation with local government in village level
- Experience with community empowerment in coastal community, prefer in NTT
- Experience with developing Run Home-Based Small Business

Language Requirements:

- 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 70 point would be considered for the Financial Evaluation

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>	70%	70
<ul style="list-style-type: none"><li>• <b>Criteria A: qualification requirements as per TOR:</b><ol style="list-style-type: none"><li>1. Bachelor's degree in Economic, Political/Social Sciences, anthropology fisheries, marine science, or any other related Degree or equivalent relevant works.</li><li>2. Three (3) years of relevant working experience in facilitating program implementation with local government in village level</li><li>3. Experience with community empowerment in coastal community, prefer in NTT</li><li>4. Experience with developing Run Home-Based Small Business</li></ol></li></ul>	20  20  15  15	
<ul style="list-style-type: none"><li>• <b>Criteria B: Brief Description of Approach to Assignment</b><ul style="list-style-type: none"><li>○ Detailed understanding of the required scope of work</li><li>○ Proposed approach and methodology</li></ul></li></ul>	30% 10  20	30