Terms of Reference
Regional Project Management Unit
Arafura and Timor Seas Ecosystem Action Phase 2 (ATSEA 2)

<table>
<thead>
<tr>
<th>Reference</th>
<th>: VA-2020-02</th>
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<tbody>
<tr>
<td>Title</td>
<td>Regional Policy/Result-based Management Specialist</td>
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<tr>
<td>Duty station</td>
<td>Bali</td>
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<tr>
<td>Section/Unit</td>
<td>Regional Project Management Unit, managed by PEMSEA</td>
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<tr>
<td>Position type</td>
<td>Full time</td>
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<tr>
<td>Duration</td>
<td>Fixed-term of two years renewable annually subject to performance review</td>
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1. Background

Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) is an intergovernmental organization specializing in integrated coastal management and ocean governance for the Seas of East Asia. Beginning as a regional project in 1993 under the United Nations Development Programme (UNDP) with funding support from the Global Environment Facility (GEF), 11 countries in the region resolved to transform PEMSEA into a fully self-sustaining regional organization with a mission to foster and sustain healthy and resilient oceans, coasts, communities and economies across the Seas of East Asia through integrated management solutions and partnerships. PEMSEA Resource Facility (PRF) manages the regional component of the Arafura Timor Seas program phase 2 (ATSEA 2).

The ATSEA 2 project is the second phase of the GEF-financed, UNDP-supported ATSEA program, and is designed to enhance regional collaboration and coordination in the Arafura and Timor Seas (ATS) region. ATSEA-2 will specifically focus on supporting the implementation of the endorsed strategic action program (SAP), a 10-year vision for the Arafura-Timor Seas with the long-term objective “to promote sustainable development of the Arafura Timor Seas region to improve the quality of life of its inhabitants through restoration, conservation and sustainable management of marine-coastal ecosystems”. The GEF alternative establishes a regional governance mechanism that strengthens the enabling policies and capacities of institutions and individuals, including the integration of Papua New Guinea, resulting in a sustained transboundary response to over-exploited fisheries and increased pressures on the globally significant biodiversity in the ATS region, including the impacts of climate change. Integrated approaches are designed to incentivize local communities to more sustainably use coastal and marine resources, enhancing their own livelihoods while safeguarding the ecosystem goods and services that are the backbone of their socio-economic well-being.

Under the guidance of the PRF Executive Director and direct supervision of the Regional Project Manager (RPM) of the ATSEA 2 Project, the Regional Policy/Result-based Management Specialist (RBM) will be the main technical lead responsible for the effective planning, management, and monitoring of ATSEA 2 activities related to policy harmonization and institutional capacity building across countries in the ATS region. Further, the RBM Specialist will take a lead role in monitoring project activities according to the project’s results framework as well as coordinating and monitoring stakeholder engagement across the project’s activities.

The RBM Specialist will take a lead on policy analysis and institutional capacity building, setting up monitoring system, and updating stakeholder engagement plan. The Policy specialist ensuring that related initiatives are integrated into the annual regional work plan and the annual national work plans for Indonesia, Timor-Leste and Papua New Guinea.
2. Duties and Responsibilities

Policy Analysis and Institutional Capacity Building
✓ Oversee the implementation of all activities related to policy harmonization, policy, plan and by-law drafting and institutional capacity building, including work planning, implementation, design of ToRs for external consultants, and monitoring of related activities;
✓ Undertake all regional assessments related to policy harmonization, institutional capacity, and financing mechanisms;
✓ Work directly with National Coordinators to undertake the related national assessments (to the points above), undertaking ultimate responsibility for the assessment reports;
✓ Provide support to the planning harmonization and development for integrated coastal management;
✓ Facilitate consultations and work with the Regional Project Manager to draft any new fisheries related policies in Indonesia, PNG and Timor Leste;
✓ Work with PNG National Coordinator to draft the PNG SAP and NAP;
✓ Carry out additional responsibilities as may be assigned from time to time by supervisor.

Results Monitoring and Stakeholder Engagement
✓ Set-up a monitoring system for ATSEA-2 implementation according to the Results Framework in the Project Document;
✓ Providing advice and technical support to collection and analysis of baseline and monitoring data;
✓ Coordinate with regional and national team members to undertake monitoring of project activities;
✓ Support the RPM to develop quarterly, annual and project end reports on project activities;
✓ Coordinate development and annual updating of the ATSEA-2 stakeholder engagement plan in coordination with the ATSEA-2 Communication and Knowledge Management Specialist, and other RPMU staff.

3. Competencies

Education: At least a Master’s degree in Coastal Management, Public Policy, International Development/Relations, Environmental Sciences or a related field. PhD preferred.

Experience: At least ten years of development work experience related to policy work and institutional capacity building, preferably in the Arafura and Timor Seas area. Practical experience in policy assessments and harmonization and the drafting of project relevant policies and bylaws is essential. Familiarity with the policies, programs and operating styles of local and national governments of the assigned countries is required.

Languages: Fluency in the English language, with effective oral and written communication skills. Ability to speak Bahasa, Tetun, and/or Tok Pisin would be an asset.

IT Skills Proficiency in the use of various software applications (MS Word, MS Excel, MS Power Point, MS Project, and Financial Systems) and adequate knowledge and practical experience in handling web-based management systems.

Other Desirable Skills: Has own initiative, strong conceptual abilities, sound judgment, strong liaison and networking skills, strong interest in coastal, marine and fisheries sector related to the mission of the ATSEA-2 project.
4. Submission of Application

Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to recruitment@pemsea.org with copy to the Regional Project Manager at hasusanto@pemsea.org. Kindly indicate the vacancy reference number and post title when applying (in the subject line) by email. The deadline for submission of application is 30 March 2020.