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

GENERAL INFORMATION
Reference: VA-2020-04
Title: International Consultant for Regional Governance Mechanism
Category: Senior Specialist
Project Name: ATSEA 2
Reports to: Regional Project Manager
Duty Station: Home Based
Expected Places of Travel (if applicable): Travel to regional office in Bali and ATS countries
Duration of Assignment: 90 working days within May 2020 – January 2021

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.

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 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) Adaptation to the impacts of climate change.

On the objective of strengthening of ATS regional governance, the project will identify the best options for a regional governance mechanism to facilitate implementation of the SAP and NAPs. The model of the regional governance mechanism should be developed through a participatory approach and agreed by four littoral countries through a new Ministerial Declaration. The regional governance mechanism should consider existing regional and national cooperation mechanism, legal frameworks, policies on marine development and conservation and on climate adaptation, and administrative and technical arrangements.

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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.
Moreover, in order to provide better inclusion of the wider stakeholder base in the ATS region including representatives of local people and women’s group, the project will establish a Stakeholder Partnership Framework (SPF). Since 2002, the Arafura and Timor Seas Expert Forum (ATSEF) has functioned as a non-formal, less binding expert communication forum to discuss sustainable development of ATS. Building upon the experience and lessons learned since 2002, the SPF will be established as a formal mechanism for inclusive engagement of regional stakeholders that will develop into the main partner of the Regional Coordination Committee (RCC) for sustainable development of the ATS.

II. SCOPE OF WORK, DUTIES AND RESPONSIBILITIES, AND DELIVERABLES

Scope of Work
The Regional Governance Mechanism Specialist will carry out an analysis of existing regional and national governance mechanisms to support conservation and sustainable development of the coastal and marine resources of the ATS. Specifically, the Specialist will be responsible to assess viable options for a sustainable ATS regional governance mechanism; develop a Terms of Reference (TOR) and guidelines for the establishment and operation of a Stakeholder Partnership Forum; update information on relevant agencies and institutions in the ATS countries; and prepare a regional guidance document that summarizes enabling policies, incentive programs, progressive bylaws, etc. that could be replicated or adapted within the ATS region.

Duties and Responsibilities
1. Undertake a regional governance assessment that includes the following:
   a. Review of current regional/global commitments and cooperation to support sustainable and integrated management of the ATS region
   b. Analysis of existing regionally specific political and legal frameworks, assessing viable options for a sustainable ATS regional governance mechanism, building on the completed governance analysis in Phase 1
   c. Analysis of existing stakeholder partnership mechanisms for sustainable development of marine and coastal areas including ATSEF, conduct of stakeholder analysis related to sustainable development of ATS coastal and marine resources; and assessment of stakeholder needs and desires to improve stakeholder participation at the regional and national levels for better management of ATS region
   d. Report containing an updated regional institutional review that would be relevant to and/or complement proposed ATSEA governance mechanism, identifying relevant institutions and agencies in Indonesia, Papua New Guinea, Timor Leste and Australia, taking into account existing initiatives such as CTI-CFF, RPoA-IUU, PEMSEA, among others
   e. Assessment of the political economy of regionalism, including review of existing regional and national cooperation mechanisms, political and legal frameworks, policies on marine development and conservation and on climate change adaptation, and administrative and technical arrangements; and preparation of a regional guidance document that summarizes enabling policies, incentive programs, examples of local, traditional and progressive bylaws, etc. which could be replicated or adapted within the ATS region to strengthen and harmonize regulatory frameworks in support of SAP and NAP implementation.

2. Prepare a draft regional governance assessment report and submit to the Regional Project Manager (RPM) for review. The report should include the following:
   a. Proposed model/options for an ATS regional governance mechanism
   b. Draft TOR and guidelines for the establishment and operation of SPF, including organizational structure, working and communication mechanisms
   c. Draft regional institutional review updating information on relevant institutions, agencies, programs and projects in Indonesia, Papua New Guinea, Timor Leste and Australia, which will guide national level activities towards improving inter-sectoral coordination at the national and local levels in support of integrated approaches to management of natural resources, water resources, biodiversity conservation and climate change adaptation.
   d. Draft assessment of political economy of regionalism and regional guidance document that summarizes enabling policies, incentive programs, progressive bylaws, etc. that will guide national level policy assessments to strengthen/harmonize national and local policies and laws in ATS
countries to support SAP/NAP implementation; identify gaps and opportunities for strengthening provisions in support of integrated approaches; and promote integration of enabling policies, incentive mechanisms and good practices into relevant national and subnational legislative and regulatory frameworks.

3. Undertake national consultations involving relevant stakeholders to:
   a. Review and validate the results of the regional governance assessment
   b. Discuss preferred organizational model of the regional governance mechanism for the ATS
   c. Review the draft TOR and guidelines for the establishment of SPF
   d. Validate the regional institutional review to update information on relevant institutions, agencies, programs and projects in the four ATS countries
   e. Review the draft assessment of political economy of regionalism and regional guidance document

4. Refine and finalize the regional governance assessment report based on the results of the national consultations including updating of the model for an ATS regional governance mechanism, TOR and guidelines for the SPF, institutional review in four ATS countries, and assessment of political economy of regionalism and regional guidance document. Submit the report to the RPM for review and approval.

5. Participate in the Regional Steering Committee (RSC) Meeting in Timor Leste in Oct/Nov 2020 and present the model(s) for an ATS regional governance mechanism; TOR and guidelines for the SPF; updated regional institutional review; and report on political economy of regionalism and regional guidance document for review.

6. Based on recommendations from the RSC Meeting, refine and finalize the following documents and submit to the RPM for review and approval:
   a. Final report for ATS regional governance mechanism
   b. Final report on TOR and guideline of SPF
   c. Updated regional institutional review
   d. Final report on political economy of regionalism and regional guidance document.

Expected Outputs and deliverables
The specific outputs/deliverables expected from the Regional Governance Mechanism Specialist are the following:

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<tr>
<th>Deliverables</th>
<th>Estimated no. of working days</th>
<th>Completion deadline</th>
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<tr>
<td>1st Payment will be made upon the submission and approval of the following outputs:</td>
<td>10 wds</td>
<td>30 May 2020</td>
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<td>• Detailed work plan and budget for undertaking the regional governance assessment and generating the key project outputs;</td>
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<td>• Annotated outline of regional governance assessment report</td>
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<td>2nd Payment will be made upon the submission and approval of the following outputs:</td>
<td>30 wds</td>
<td>30 Aug 2020</td>
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<td>• Draft regional governance assessment report on political, legal, institutional frameworks and partnership mechanisms for sustainable marine and coastal development in the ATS region including:</td>
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<tr>
<td>o Proposed model for an ATS regional governance mechanism</td>
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<tr>
<td>o Draft TOR and guidelines for the establishment of SPF, including organizational structure, working and communication mechanisms</td>
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<tr>
<td>o Regional institutional review updating information on relevant institutions, agencies, programs and projects in Indonesia, Papua New Guinea, Timor Leste and Australia</td>
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<tr>
<td>o Draft assessment of political economy of regionalism and regional guidance document that summarizes enabling policies, incentive programs, progressive bylaws, etc.</td>
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Payment will be made upon the submission and approval of the following outputs:

- Reports on national consultation to review the regional governance assessment and proposed ATS regional governance, SPF TOR/guidelines, and regional guidance document
- Revised/final regional governance assessment report based on the results of the national consultations including the updated model for an ATS regional governance mechanism, TOR and guidelines for the SPF, regional institutional review, and assessment of political economy of regionalism and regional guidance document

| 3rd Payment | 30 wds | 30 Oct 2020 |

Payment will be made upon the submission and approval of the following outputs:

- Presentation in the RSC Meeting in Timor-Leste of the: a) best options for sustainable ATS regional governance; b) TOR and guideline for SPF establishment; c) updated regional institutional review; and d) report on political economy of regionalism and guidance document on enabling policies, incentives, bylaws, etc. on Oct/Nov 2020
- Incorporation of feedback generated from the RSC meeting
- Final report on ATS regional governance mechanism
- Final report on TOR and guideline of SPF
- Final report on regional institutional review
- Final report on political economy of regionalism and regional guidance document

| 4th Payment | 20 wds | 30 Jan 2021 |

III. WORKING ARRANGEMENTS

Institutional Arrangement
The Consultant will be reporting to Regional Project Manager in seeking approval and acceptance of the above-mentioned outputs.

Duration of the Work
Expected duration of work is from May 2020 – January 2021 spread over 90 working days.

Duty Station
The IC will be home based with regular coordination with Regional Project Manager, and National Coordination Units (NCUs) in Jakarta, Dili, and Port Moresby.

Travel Plan
The Consultant will be requested to travel to Bali, Jakarta, Dili, and Port Moresby to do the tasks, especially assessment, data collection, and national consultation with National Project Boards.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:
- Advanced university degree (Master's degree or equivalent) in coastal management, social science, public policy, international development or equivalent relevant works.

Minimum experience requirement:
- At least 10 years working experiences in the fields of development and governance;
- Knowledge of regional, national and local governance systems and institutions, decentralization policies and laws, basic service delivery and ability to apply to strategic and/or practical situations;
- Knowledge of key public administration areas and core government functionality and ability to apply to strategic and/or practical situations in different development situations;
- Ability to scan the horizon and identify approaches and initiatives to bring into policy and programme design;
- Good knowledge of current development, laws and policies related marine issues in ATS region;
- Proven track record in coordination and working with regional organizations and national agencies/ministries to align priorities with regional and national planning documents;
- Access to and ability to deal with senior and high-ranking members of national and local institutions, government and non-government;
- Familiarity with government bureaucracy and legal frameworks especially in ATSEA2 participating countries;
- Cultural sensitivity to working in multicultural, multi-ethnic environment;
- Experience in producing high quality strategic/analytical reports;
- High motivation and ability to work and deliver under tight deadlines;
- Able to work independently with little or no supervision.

Language Requirements:
- Fluency in English with excellent written communication skills, and strong experience writing reports is required;
- Ability to speak Bahasa, Portuguese, Tetum, and/or Tok Pisin would be an asset.

Competencies and special skills requirement:
- Strong leadership, coordination, and good communication skills;
- Strong analytical, reporting and writing skills;
- Openness to change and ability to receive/integrate feedback;
- 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;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Strong field work experience and strong communication skills in community and other relevant stakeholders;

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

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<tr>
<th>Criteria A: Qualification Requirements as per TOR:</th>
<th>Weight</th>
<th>Maximum Point</th>
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<tr>
<td>Technical</td>
<td>70</td>
<td>100</td>
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</table>
1. Criteria 1: Advanced university degree (Master’s degree or equivalent) in coastal management, social science, public policy, international development or equivalent relevant works;
2. Criteria 2: At least 10 years of relevant experiences on regional governance mechanism or government system;
3. Criteria 3: Good knowledge of current development and policies related marine issues in ATS region;
4. Criteria 4: Maturity and confidence in dealing with senior and high-ranking members of national and local institutions, government and non-government;
5. Criteria 5: Experience in producing high quality reports.

Criteria B: Brief Description of Approach to Assignment:
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner
2. Important aspects of the task addressed clearly and in sufficient detail
3. Logical, realistic planning for efficient project implementation

VI. SUBMISSION OF TENDER

Applicants are requested to submit:
1. Duly accomplished Letter of Confirmation of Interest and Availability;
2. Detailed Curriculum Vitae, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate
3. Brief description of why the individual considers him/herself as the most suitable for the assignment,
4. A description of the methodology, on how they will approach and complete the assignment.
5. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

Applicants are requested to submit the tender and requirements via email to recruitment@pemsea.org with copy to the Regional Project Manager at hasusanto@pemsea.org. Kindly indicate the vacancy reference number and title of requirement when applying (in the subject line) by email.

Additional Considerations

Bid applications received after the closing date will not be considered. Only those candidates that are shortlisted will be notified. Applicants from the ATSEA region are highly preferred.

For more information on ATSEA and ATSEA2, please visit http://diktas.iwlearn.org/ATSEA; www.id.undp.org; and www.pemsea.org