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

I. GENERAL INFORMATION

| Reference: | VA-2022-09 |
| Title: | Supporting RPOA-IUU Implementation |
| Consultation type: | International Consultant |
| Reports to: | Regional Project Manager |
| Expected Places of Travel: | Travel to regional office in Bali and ATS countries |
| Duration of Assignment: | The expected duration of the contract is 30 working days within September – November 2022 |

II. 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, 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 Seas: Indonesia, Timor-Leste, Australia, and Papua New Guinea. However, the ATS region is in serious decline, especially due to unsustainable harvesting and illegal, unreported and unregulated (IUU) fishing.

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 the 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, including combatting IUU fishing; (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.

RPOA-IUU is a voluntary instrument with the objective to enhance and strengthen the overall level of fisheries management in the region, in order to sustain fisheries resources and the marine environment, and to optimize the benefit of adopting responsible fishing practices including combatting IUU Fishing. The actions cover conservation of fisheries resources and their environment, managing fishing capacity, and combating IUU fishing in the areas of the South China Sea, Sulu-Sulawesi Seas and the Arafura-Timor Seas. Currently, RPOA-IUU Secretariat – ATS sub-regional group composed of Australia, Indonesia, Papua New Guinea, and Timor-Leste is conducting some measures to strengthen its institutional capacity and capabilities and to provide better contribution to the region in the efforts to promote responsible fishing practices including combating illegal, unreported and unregulated fishing practices. The measures include strengthening RPOA-IUU monitoring, control and surveillance (MCS) system, strengthening regional capacity building programme and other established RPOA-IUU sub-regional and regional programmes and instruments and also designing some new measures and programs that can be implemented to support the overall objective of RPOA-IUU. To promote more coordinated transboundary action, the activities under the fisheries component of the ATSEA-2 program are designed to be consistent with the RPOA-IUU and the activities of the sub-regional group.

As IUU fishing is still prevalent in the ATS region, since the beginning of its implementation, ATSEA-2 project has continued to support the implementation Regional Plan of Action to Promote Responsible Fishing Practices including Combatting Illegal, Unreported and Unregulated Fishing in the Region (RPOA-IUU) by attending MCS sub-regional ATS and Coordination Committee meetings. Specifically, ATSEA-2 completed four studies in relation to IUU fishing in the region and co-organized Fisheries Intelligence Training in April 2022 and International Workshop on Advancing Regional Standards for Responsible Fisheries in June 2022 with the RPOA-IUU Secretariat.
III. SCOPE OF WORK, DUTIES AND RESPONSIBILITIES, AND DELIVERABLES

Objective: To continue supporting the implementation of RPOA-IUU in 2022 and 2023

Outputs: Data sharing mechanism and updated MCS curriculum and training

Scope of work
The ATSEA-2 program will provide incremental support to the regional and national efforts aimed at reducing IUU fishing, including building upon the national responses to the RPOA-IUU by increasing the capacity of people and institutions involved in marine capture fisheries in Indonesia, Timor-Leste, and Papua New Guinea to ensure the sustainable development of the region's marine capture fisheries, based on current and emerging trends, challenges, and needs. Thus, the Regional Project Management Unit (RPMU) is seeking to engage an international consultant to develop data sharing mechanism and update MCS curriculum and training for 11 RPOA-IUU participating countries.

While carrying out the tasks, in addition to close coordination with ATSEA-2 RPMU, the consultant should communicate and coordinate with RPOA-IUU Secretariat based in Jakarta. The consultant will also have to coordinate with RPOA-IUU ATS sub-regional PICs, particularly with Australia PIC as the RPOA-IUU – ATS sub-regional secretariat.

Duties and responsibilities
Scope of work 1: Developing data sharing mechanism
1. Compile and review existing data sharing mechanisms within the RPOA-IUU participating countries;
1.2. Prepare a draft of data sharing mechanism to enhance information exchange within RPOA-IUU participating countries;
1.3. Facilitate a virtual FGD to discuss and finalize the draft of data sharing mechanism;
1.4. Present the final draft of data sharing mechanism at the 15th Coordination Committee Meeting (CCM).

Scope of work 2: Updating MCS curriculum and training
2.1. Review existing MCS curriculum and training and update with the relevant current state of situation in the regional i.e., the RPOA-IUU participating countries;
2.2. Facilitate an online assessment on RPOA-IUU participating countries’ training needs;
2.3. Update/refine the MCS curriculum and training following the results of the training needs assessment.

Expected approach and ethical guidelines
The consultant will be expected to observe full ethical guideline and approach throughout the process which will be designed and agreed during the methodology design stage. It is important for the consultant to keep in mind the following:
• Ensure that both the formal and informal environmental and socio-economic mechanisms are examined;
• Be aware of conflicts and gender sensitivities and adopt the principles and practices of participatory dialogue for all consultations;
• Respect local cultures and values and ensure behavior of research team does not violate norms and values;
• Ensure adequate safety to those conducting and attending the consultations and other activities of the process;
• Ensure objectivity and independence by conducting the consultations in an impartial manner;
• Work with relevant government to identify participants for the consultations; and
• Pay attention to vulnerable groups throughout the process.

Expected outputs and deliverables
The specific outputs/deliverables expected from the IUU fishing consultancy are the following:

<table>
<thead>
<tr>
<th>Outputs &amp; Deliverables</th>
<th>Estimated no. of working days</th>
<th>Completion deadline</th>
<th>Payment amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>First payment will be made upon the submission and approval of the second invoice and following outputs:</td>
<td>15</td>
<td>17 Oct 2022</td>
<td>50%</td>
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<tr>
<td>Scope of Work 1:</td>
<td></td>
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</tbody>
</table>
List and review of available data sharing mechanisms within the RPOA-IUU participating countries; Draft of data sharing mechanism.

**Scope of Work 2:**
- List and review of existing MCS curriculum and training within the RPOA-IUU participating countries;
- Training need assessment survey form.

Final payment will be made upon the submission and approval of the third invoice and following outputs:

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<tr>
<th>Total</th>
<th>30</th>
<th>100%</th>
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**Scope of Work 1:**
- Final report of the FGD on data sharing mechanism;
- Final draft of data sharing mechanism based on FGD results and/or recommendations;
- Slides on proposed data sharing mechanism for presentation in 15th CCM.

**Scope of Work 2:**
- Final report on training needs assessment;
- Updated MCS curriculum and training.

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**IV. 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**
The expected duration of work is from August to November 2022 for 30 working days. The Consultant is expected to support the deliverables on a part-time basis. The detailed timeline should be developed by the Consultant as part of the proposal.

**Duty station**
The Consultant will be home based with regular coordination with RPMU and RPOA-IUU Secretariat.

**Travel plan**
The Consultant may be requested to travel to Bali and Jakarta to do the tasks, especially for consultation with RPMU and RPOA-IUU Secretariat and presentation for 15th CCM. Travel and other coordination costs shall be borne by RPMU.

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**V. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

**Academic qualifications**
- Advanced university degree in marine or fisheries management, international law of the sea, fisheries, social science, public policy, international development, human resources management, or other related fields.

**Minimum experience requirement**
- At least 5 years of experiences in relevant works of combatting IUU fishing or fisheries crime and/or conducting capacity building activities;
- Knowledge and experience in the following areas: data sharing mechanism, MCS, training needs assessment, and/or curriculum development;
- Ability to lead/facilitate discussion with multinational stakeholders;
- Cultural sensitivity to work in multicultural, multi-ethnic environment;
- Experience in producing high quality 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 would be an asset.

**Competencies and special skills requirements**
• 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 communication skills with government officials and other relevant stakeholders is preferred.

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### VI. 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</th>
<th>Weight</th>
<th>Maximum Point</th>
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<tr>
<td><strong>Technical</strong></td>
<td>70</td>
<td>100</td>
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**Criteria A: Qualification Requirements as per TOR:**

1. Criteria 1: Advanced university degree (Master’s degree or equivalent) in marine or fisheries management, international law of the sea, fisheries, social science, public policy, international development, human resources management, or other related fields;
   - 20
2. Criteria 2: At least 5 years of experiences in relevant works of combating IUU fishing or fisheries crime and conducting capacity building activity;
   - 20
3. Criteria 3: Knowledge of data sharing mechanism, MCS, training needs assessment, and/or curriculum development;
   - 15
4. Criteria 4: Ability to lead/facilitate discussion with multinational stakeholders;
   - 10
5. Criteria 5: Experience in producing high quality reports.
   - 5

**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;
   - 30
2. Important aspects of the task addressed clearly and in sufficient detail; 
3. Logical, realistic planning for efficient project implementation.

**VII. 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 a copy to infoatsea2@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 (22 August 2022) will not be considered. Only those candidates that are shortlisted will be notified. Applicants from the ATS region are highly preferred.

For more information on ATSEA and ATSEA-2, please visit [http://diktas.iwlearn.org/ATSEA](http://diktas.iwlearn.org/ATSEA); [www.id.undp.org](http://www.id.undp.org); [www.pemsea.org](http://www.pemsea.org), and [https://atsea-program.com/](https://atsea-program.com/).