

Terms of Reference

Regional Project Management Unit

Arafura and Timor Seas Ecosystem Action Phase 2 (ATSEA 2)

I. GENERAL INFORMATION

Reference:	VA-2021-20
Title:	Supporting Implementation of Climate Change Case Study
Consultation type:	Local service company
Reports to:	Regional Project Manager
Duty Station:	Rote Ndao, Indonesia
Expected Places of Travel:	Travel to regional office in Bali (if required)
Duration of Assignment:	50 working days between July and November 2021

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 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.

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.

One of the ATSEA-2 project objectives is to improve understanding of climate change impacts on marine and coastal ecosystems, especially the impacts on those fisheries that are paramount to sustaining socio-economic development in the ATS region. As climate change impacts are expected to increase, affecting more and more people and disrupting infrastructure and ecosystems, it is imperative to educate national and local government planners and other decision makers, as well as the general public, about the need to implement resilient strategies and to allocate sufficient resources for climate change adaptation and mitigation measures. Thus, a climate change vulnerability has been conducted and a draft of decision-making guidance toolkit has been developed for ATS region. Nevertheless, the scientific knowledge still needs to be translated into specific adaptation strategies. A case study will be developed on how to use the guidance toolkit in one of the area-specific fisheries where the Ecosystem Approach to Fisheries Management (EAFM) will be applied. The case study will distill the potential impacts of climate change on fisheries and other ecosystem services and present possible adaptation strategies that could be incorporated into an EAFM plan.

III. SCOPE OF WORK, APPROACH AND ETHIC, AND DELIVERABLES

Objective: To support implementation of a climate change case study in Rote Ndao, Indonesia

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.

Outputs: Engagement with communities in Oeseli village, Rote Ndao, and collect community data for the local case study and management plan

Scope of Work

The Regional Project Management Unit (RPMU) of ATSEA-2 is seeking to engage a local service company to support implementation of a case study on how climate change can affect a fisheries village in the ATS region. The scope of work includes providing local support for the CCVA Senior Specialist in engaging with Oeseli village, Rote Ndao to collect local data for the case study. The case study builds upon the already completed climate change vulnerability assessment for the ATS-region. The case study will portray how climate change vulnerability assessment run at local level and how decision-making guidance used to develop adaptation strategies that will be incorporated into EAFM plan.

Duties and Responsibilities

1. Assist and collaborate with CCVA Senior Specialist to apply results of the regional climate change vulnerability assessment to a case study with local-scale important fishery in Oeseli village;
2. Collaborate with CCVA Senior Specialist to use the decision-making guide in the case study to engage with Oeseli village, collect data and develop local adaptation strategy;
3. Coordinate with RPMU and NCUs while preparing and running the activities to ensure consistency with other ATSEA-2 activities and EAFM plan;
4. Assist with write-up of the case study on how climate change affects an important fishery sector in the ATS region;
5. Contribute data and images to presentation materials that will be prepared by the CCVA Senior Specialist and/or other ATSEA-2 team members.

Expected approach and ethical guidelines

The local service company will be expected to observe full ethical guideline and approach during the field work (specifically) and throughout the process (generally) which will be designed and agreed during the methodology design stage. It is important for the consultant/company 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 behaviours of research team do 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 local service company are the following:

Deliverables	Estimated no. of working days	Completion deadline
1 st Payment will be made upon signing with approved invoice and work plan (20%)	-	1 July 2021
2 nd Payment will be made upon the submission and approval of following outputs (50%): <ul style="list-style-type: none">• Brief report on local engagement with Oeseli village (using the decision-making guide) and lessons on applying the decision-making guide• Images documenting the engagement in Oeseli village (high resolution)• Draft local management plan for Oeseli village (completed with and by community)	35 wds	31 August 2021
3 rd Payment will be made upon the submission and approval of following outputs (30%): <ul style="list-style-type: none">• Input to write-up of case study on local fishery in Oeseli village as an example of how to use the guide• Input to presentation materials	15 wds	29 October 2021

IV. WORKING ARRANGEMENTS

Institutional Arrangement

The local service company will be reporting to Regional Project Manager in seeking approval and acceptance of the above-mentioned outputs, while working in close coordination with CCVA Senior Specialist.

Duration of the Work

Expected duration of work is from July to November 2021 for 50 working days. The local service company is expected to support the deliverables on a part-time basis.

Duty station

The local service company will work with communities in Oeseli village, Rote Ndao with regular remote coordination with Regional Project Manager, CCVA Senior Specialist and relevant NCU.

Travel Plan

It is preferable that the local service company is familiar with the case study site (Oeseli village) context and based in Rote Ndao. Travel to the case study site for meetings and workshops will be required.

Reporting

All forms of reports shall be developed in English, submitted in a file storage containing soft copy of editable version, all presentations, maps, videos and photos, and all data and calculations. The final report must have executive summary and power point presentation.

V. REQUIREMENTS AND QUALIFICATIONS

Qualifications of the Organization/Company:

RPMU is seeking an organization/company, which can demonstrate:

1. At least 5 years experiences in relevant projects on climate change adaptation, fisheries, or biodiversity conservation or other related fields.
2. Experience in engaging government and local communities, and implementing participatory stakeholder engagement process leading to consensus, support and ownership of outputs/results.
3. Has proven established and stable partnerships with national institutions and private sector.
4. Experience working and partnering with various stakeholders such as governments, non-governmental organizations, local communities (e.g. fishing communities).

Qualification of Key Personnel:

1. Community engagement specialist as team leader
 - a. Bachelor's or master's degree in climate change, fisheries, marine science, coastal/marine resources management, anthropology, social science, or related fields.
 - b. At least 7 years of relevant experience for bachelor's degree or 5 years for master's degree.
2. Community engagement officer
 - a. Bachelor's degree in anthropology, social science, coastal/marine resources management, or related fields.
 - b. At least 5 years of relevant experience.
3. Field assistant(s)
 - a. Bachelor's degree or equivalent in climate change, fisheries, marine science, coastal/marine resources management, or related fields.
 - b. At least 3 years of relevant experience.

Bidders should specify the amount of time key staff will spend to work on the project during the project period. Bidders are encouraged to review and propose their own staffing schedule to match project needs.

Language requirement:

- Ability to speak English with good written communication skills, and experience writing reports is required;
- Fluency in Bahasa is required.

Budget proposal:

Bidders should describe the budget plan based on expected outputs, clearly showing logical framework or activity plan to achieve outputs.

VI. SELECTION CRITERIA**Cumulative analysis**

Company profile (relevant experience and qualifications) – 70%

Financial Proposal – 30%

Technical proposal evaluation forms	Maximum Points
Bidder's qualification, capacity and experience/expertise of the organisation (Reputation of Organization and Staff, General Organizational Capability, Relevance of specialized knowledge and experience)	200
Proposed Methodology, Approach and Implementation Plan (Understanding of the requirement, description of approach and methodology, assessment of the implementation plan proposed)	400
Management Structure and Key Personnel (Composition and structure of the team proposed, Qualifications of key personnel)	400
	1000

VII. SUBMISSION OF TENDER

Applicants are requested to submit:

1. Duly accomplished **Letter of Confirmation of Interest and Availability**;
2. **Profile of the institution/organization** including experience with similar projects, and contact details (email and telephone number) of Coordinator/Team Leader;
3. **Detailed Curriculum Vitae** of key personnel, indicating relevant experience and contact details (email and telephone number);
4. **Brief description** of why the institution/organization considers itself as the most suitable for the assignment;
5. A description of the **methodology**, on how the assignment will be approached and completed; and
6. **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 infoatsea@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 (**June 8, 2021**) 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 ATSEA-2, please visit <http://diktas.iwlearn.org/ATSEA>; www.id.undp.org; and www.pemsea.org