

Terms of Reference

Regional Project Management Unit

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

GENERAL INFORMATION

Reference: VA-2024-001
 Deadline of Application: February 1, 2024
 Title: Consultant for the Development of the ATS Ministerial Declaration
 Category: Specialist (International Consultant)
 Project Name: GEF/UNDP/PEMSEA ATSEA-2
 Reports to: Regional Project Manager
 Duty Station: Home Based
 Expected Places of Travel (if applicable/feasible): Bali, Indonesia, as needed
 Duration of Assignment: 15 working days within 15 February 2024 – 31 August 2024

BACKGROUND

ATSEA-2 is the 2nd phase of the GEF-financed, UNDP-supported ATSEA program, and was designed to enhance regional collaboration and coordination for the implementation of integrated approaches to marine and coastal management and biodiversity conservation in the Arafura and Timor Seas (ATS) region, which is composed of Australia, Indonesia, Papua New Guinea (PNG), and Timor-Leste.

Building on the foundational results from the first ATSEA project which were adopted through the 2014 Ministerial Declaration that was signed by Australia, Indonesia and Timor-Leste (with PNG as Observer), the project has supported the implementation of the first 10-year Strategic Action Programme (SAP) for the ATS, updating of the SAP for 2024-2033 with the inclusion of PNG, and development of a long-term regional governance mechanism (RGM) to support SAP implementation among the four ATS countries with mechanisms for broader stakeholder participation.

Following extensive stakeholder consultations, ATSEA-2 Regional Steering Committee (RSC) meetings in 2023 endorsed the updated SAP for the ATS region as well as the structure, Terms of Reference (TOR), Transition Plan and Financing Strategy for the RGM. In parallel, National Action Programmes (NAPs) in support of the SAP with accompanying financing plans have been developed for Indonesia, Papua New Guinea, and Timor-Leste, and Australia will be considering existing programs and plans on opportunities to support the SAP. A draft 5-year SAP Financial Plan has also been prepared which will be finalized in early 2024 following the conduct of national workshops to promote the mainstreaming of the SAP and NAPs into the plans, programs and budgets of concerned government agencies and potential partners.

Implementation of the new SAP, NAPs and RGM and associated financing plans requires their formal adoption by the four ATS countries through a new regional cooperation agreement, which needs to be signed in the third quarter of 2024, to initiate the transition from the ATSEA-2 project-

based arrangements to the long-term ATSEA Program and RGM before the conclusion of the ATSEA-2 Project in December 2024.

To facilitate the process, the ATSEA-2 Regional Project Management Unit (RPMU) is engaging an international consultant (individual specialist) to support the development of a new Ministerial Declaration which will be signed by the Ministers of the four ATS countries during the Ministerial Forum to be hosted by Timor-Leste in August 2024.

SCOPE OF WORK, DUTIES AND RESPONSIBILITIES AND DELIVERABLES

Scope of Work:

Under the guidance of the Regional Project Manager (RPM) and in close cooperation with the Policy and Result-based Management Specialist and Monitoring and Evaluation Specialist of RPMU, and in collaboration with a Technical Working Group (TWG) with representatives from the four ATS countries and National RGM Advisers, the Consultant will lead the drafting, stakeholder review and finalization of the 2024 ATS Ministerial Declaration for signature during the Ministerial Forum in August 2024.

Duties and Responsibilities:

Scope of Work 1: Desk review, first draft of Ministerial Declaration, Inception Meeting with TWG

- 1) Develop an initial draft of the 2024 ATS Ministerial Declaration, including background information based on relevant information from the following references: 2014 Ministerial Declaration, TDA 2023, SAP 2024-2033, Policy Brief on Country and Regional Commitments from ATSEA, RGM Transition Plan and Financing Strategy and Plan, recent agreements/declarations and targets related to blue economy, and sustainable management of coasts and oceans (e.g., SDGs, biodiversity, climate change, etc.), and other related information, particularly on the future of ocean/ATS region. The annotated outline should include the following for adoption and commitment for operationalization: (a) ATS SAP and NAPs 2024-2033, (b) RGM at regional and national level, and (c) Supporting financing plans for SAP, NAP and RGM.
- 2) Develop the background document and PowerPoint presentation and assist in the presentation of the initial draft of the Ministerial Declaration by the RPM in the Inception Meeting/1st Meeting of the TWG, which will be held virtually on February 2024, in coordination with the RPMU, NPDs/NFPs and NCUs. The RPMU will be coordinating in advance with the NPDs/NFPs on the establishment of the TWG, which should include representatives from concerned agencies/ministries in the countries (e.g., legal bureau/unit of focal agency, foreign affairs, finance, etc.).
- 3) Guide and assist the RPMU in the discussion with the TWG members, NPDs/NFPs and NCUs on key approaches, strategies and steps for the preparation, review and refinement of the Ministerial Declaration.

Deliverables:

- 1st draft of ATS Ministerial Declaration
- 1st TWG meeting report, including feedback on the 1st draft Ministerial Declaration, and proposed approaches and detailed work plan for the review, refinement, and adoption of the Ministerial Declaration

Scope of Work 2: Drafting, review, and refinement of the Ministerial Declaration with the TWG

Second Draft

- 4) Revise the draft Ministerial Declaration in line with the comments and suggestions from the 1st TWG Meeting.
- 5) RPMU to circulate the 2nd draft Ministerial Declaration to the members of the TWG and consolidate comments or suggestions. National RGM Advisers engaged by the RPMU will support internal in-country review of the draft Ministerial Declaration in coordination with respective TWG representatives and NPDs/NFP.
- 6) RPMU to organize and conduct the 2nd TWG Meeting, which will be held virtually on March 2024, to discuss the consolidated feedback from the TWG and agree on refinements to the 2nd draft Ministerial Declaration in coordination with the NCUs and NPDs/NFP.

Third Draft

- 7) Revise the draft Ministerial Declaration taking into account the recommendations from the 2nd TWG Meeting and circulate the 3rd draft to the TWG for review.
- 8) Consolidate feedback from the TWG, and conduct the 3rd TWG Meeting which will be held virtually on April 2024 to agree on further refinements to the 3rd draft Ministerial Declaration.

Deliverables:

- 2nd draft Ministerial Declaration, consolidated TWG review, 2nd TWG Meeting report
- 3rd draft Ministerial Declaration, consolidated TWG review, 3rd TWG Meeting report

Scope of Work 3: Review and finalization of the Ministerial Declaration with the SGOM

Fourth Draft

- 9) Revise the draft Ministerial Declaration based on the 3rd TWG Meeting recommendations and submit the 4th draft for review or confirmation at the Senior Government Officials' Meeting (SGOM) which will be held in Australia in late June or early July 2024. Final amendments to the draft Ministerial Declaration will be reflected and agreed upon during the SGOM.

Final Draft

- 10) Circulate a final clean copy of the Ministerial Declaration based on the agreed version from the SGOM.
- 11) Finalize the Ministerial Declaration for signature of the ATS Ministers during the Ministerial Forum on August 2024.

Deliverables:

- 4th draft Ministerial Declaration, consolidated feedback from the SGOM
- Final Draft Ministerial Declaration for signature of ATS Ministers

Expected Outputs and Deliverables:

Deliverables	Expected No. of Working Days/Payment Amount	Completion Deadline
First payment will be made upon the submission and approval of the following: <ul style="list-style-type: none"> • 1st draft of ATS Ministerial Declaration • 1st TWG meeting report, including feedback on the 1st draft Ministerial Declaration, and proposed approaches and detailed work plan for the review, refinement, and adoption of the Ministerial Declaration 	20%	March 15, 2024
Second payment will be made upon the submission and approval of the following: <ul style="list-style-type: none"> • 2nd draft Ministerial Declaration, consolidated TWG review, and 2nd TWG Meeting report • 3rd draft Ministerial Declaration, consolidated TWG review, and 3rd TWG Meeting report 	50%	May 15, 2024
Third payment will be made upon the submission and approval of the following: <ul style="list-style-type: none"> • 4th draft Ministerial Declaration, consolidated feedback from the SGOM • Final Draft Ministerial Declaration for signature of ATS Ministers 	30%	August 31, 2024

WORKING ARRANGEMENTS

Institutional Arrangement

The Consultant will be coordinating regularly with the Policy and Result-based Management Specialist, as well as with the Regional Project Manager and NCU/NFP in seeking approval and acceptance of the above-mentioned outputs.

Duration of the Work

Expected duration of work is from 15 February 2024 – 31 August 2024 spread over 15 working days. 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 the Policy and Result-based Management Specialist and the Regional Project Manager.

Travel Plan

Possible travel to the ATSEA-2 RPMU office in Bali, Indonesia, as needed and feasible.

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Advanced university degree (Master's or equivalent) in law/environmental law, international development, environmental management, environmental economics, or related disciplines.

Experience requirement:

- At least 10 years working experience or involvement with inter-governmental and multilateral cooperation initiatives focusing on environmental/ocean and coastal governance/management
- Knowledge and experience in developing and negotiating inter-governmental cooperation agreements (e.g., Ministerial Declarations) with senior government officials
- Experience in designing and facilitating workshops and stakeholder consultations
- Strong analytical skills and experience in writing and consolidating technical reports;
- Knowledge of and experience working in the ATS region would be an advantage.

Other requirements:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- High motivation and ability to work and deliver under tight deadlines without compromising the quality of outputs;
- Able to work independently with little or no supervision;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Strong facilitation work experience and strong communication skills with relevant stakeholders

- Overall computer literacy, including proficiency in various MS Office applications (Excel, etc.).

Language Requirements:

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

DOCUMENT REQUIREMENTS

Applicants are requested to submit:

- (1) Duly accomplished Letter of Confirmation of Interest and Availability;
- (2) Detailed Curriculum Vitae, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate;

Applicants are requested to submit the tender and requirements via email to infoatsea2@pemsea.org with copy to recruitment@pemsea.org.

For more information on ATSEA and ATSEA-2, please visit www.atsea-program.com and www.pemsea.org