



Terms of Reference Regional Project Management Unit

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

GENERAL INFORMATION

Reference: VA-2022-003

Deadline of Application: June 15, 2022

Title: Consultant for the Development of the ATS SAP Monitoring System

Category: Organization/Company

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: 50 working days within 01 July 2022 – 30 June 2023

BACKGROUND

ATSEA-2 is the 2nd 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, which is composed of Australia, Indonesia, Papua New Guinea (PNG), and Timor-Leste. Overall, the project focuses on supporting the implementation of the 10-year ATS Strategic Action Program (SAP) endorsed through a Ministerial Declaration in 2014.

In particular, the 5-year ATSEA-2 Project supports the implementation of the following governance and environmental objectives of the SAP: (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. In line with the regional SAP, Indonesia and Timor-Leste developed their respective National Action Programmes (NAPs).

After the adoption of SAP and NAPs in 2014 and completion of the ATSEA-1 Project, there was a gap of four years prior to the implementation of its follow-on phase (ATSEA-2) which is intended to facilitate the implementation of the SAP. During the gap years, it is recognized that the ATS countries may have pursued several initiatives that are already contributing to the SAP objectives, however, the mechanisms to implement and monitor the ATS SAP and NAP were not yet in place. A recently conducted SAP stocktaking review recognized the challenges in gathering and consolidating information on the implementation of the SAP and NAPs. The SAP and NAPs will also be updated in 2023, which underlines the importance of having an operational monitoring, evaluation and reporting system.

Thus, in support of SAP and NAP implementation, the ATSEA-2 Project targets the establishment of an ATS SAP Monitoring System with corresponding Monitoring and Reporting Procedure to improve the monitoring of status of the ATS region and facilitate dissemination of information.



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To facilitate the process, the ATSEA-2 Regional Project Management Unit (RPMU) is engaging an international consultant (organization/ company) to support the development of the ATS SAP Monitoring System and subsequent conversion into an online platform.

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 Working Group with representatives from the four ATS countries, the Consultant will be responsible for developing a regional ATS SAP monitoring system with an accompanying reporting procedure, train key M&E personnel at the national and regional levels, guide the pilot testing and refinement of the monitoring system, present the system to the RSC for review and adoption, and develop an online platform for the approved monitoring and reporting system.

Duties and Responsibilities:

PHASE I: DEVELOPMENT OF ATS SAP MONITORING SYSTEM

Scope of Work 1: Planning and Inception Meeting

1. Develop the concept/framework for the ATS SAP MS, initial outline of the SAP MS document, and proposed approaches/methods and provisional work plan for the development of the monitoring system, for presentation in a kick off/inception meeting to be participated by key representatives from the RPMU, NCUs and National Project Directors/Focal Points for the four ATS countries. The ATS SAP MS will support the following key objectives:
 - To provide a systematic, continuous or periodic process of collecting and analyzing data that would serve as basis to determine status and measure changes, progress and trends;
 - To serve as a SAP or NAP management feedback mechanism and provide guidance for future SAP and TDA updating and priority setting;
 - To serve as basis for future performance monitoring and reporting and structuring of future interventions;
 - To assess progress as well as shortcomings towards the attainment of ATS regional vision, goals and targets; and
 - To serve as a key reference in tracking the region's contribution to international commitments on sustainable ocean development.

The ATS SAP MS is envisioned to serve as a living document or platform, which will be updated periodically to align with updated SAPs in the future and to ensure that indicators remain appropriate and relevant. It will be applied both at the regional and national level and will provide the following benefits:



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- Facilitate multisectoral and multistakeholder participation, interaction and awareness building on key matters and actions related to ATS regional ocean governance, and transboundary issues.
- Inform and guide governments and managers on changing social, economic and environmental conditions, as well as potential impacts and opportunities in the ATS region.
- Provide guidance to governments and managers on future development interventions and policy decisions.

Deliverables:

- Inception meeting report, including the concept/framework for the ATS SAP MS, initial outline of the SAP MS document, and proposed approaches/methods and detailed work plan for the development of the monitoring system

Scope of Work 2: Development of the ATS SAP Monitoring System

Initial Design of the ATS SAP Monitoring System

2. Review available documents and information on the ATSEA program, including the existing TDA, SAP and NAPs, ATSEA-2 Project documents and reports including M&E reports, Project Theory of Change (ToC), regional governance and thematic assessment reports, financial landscape assessment and guide, Gender Equity and Social Inclusion (GESI) analysis and action plan, SAP Stocktaking Report, available synthesis reports for the TDA updating, project Mid-Term Review report, and other relevant documents including guidance or references on various M&E systems (e.g., GEF, PEMSEA, other regional programs, etc.) in order to understand the long-term vision, goals and targets of the ATS program, the implementation approaches and arrangements, progress of implementation, new and emerging priorities, existing monitoring and reporting system, and gaps, needs and potential design for a systematic SAP M&E and reporting mechanism in line with the abovementioned objectives.
3. Building on the preliminary indicators identified in the existing SAP and NAPs, the SAP indicators identified in the ATSEA-2 TOC and relevant recommendations in the SAP Stocktaking Review, and considering the ATSEA-2 Project target to develop an ATS SAP monitoring system that will include a more holistic and SMART (specific, measurable, achievable, relevant, and time-bound) set of indicators considering the GEF Process, Stress Reduction and Environmental/Socioeconomic Status framework, and other relevant monitoring frameworks (i.e., related to Biodiversity, Climate Change, etc.), prepare a draft design of the ATS SAP MS and associated guidelines and tools, including the monitoring framework/plan, proposed indicators, methodology for monitoring/data collection and analysis (at the regional and national levels), monitoring forms, proposed standard reporting templates (inclusive of analysis portion), guidance on analysis, packaging and dissemination of monitoring results in appropriate formats for key targets/stakeholders, and roles and responsibilities and institutional arrangements in implementing the monitoring system. The proposed ATS SAP MS should be comprehensive, addressing the abovementioned objectives, benefits and



considerations, while being simple (uncomplicated) and easy to follow and apply by key M&E personnel, and easily converted into an online system.

Deliverables:

- First Draft ATS SAP Monitoring System and Guide

Review, refinement and pilot testing of the SAP Monitoring System

4. Organize and conduct a Working Group meeting to review the proposed monitoring system and guide. The Working Group will be organized by the RPMU in coordination with the NPDs/NFPs and NCUs. It will include key officers responsible for ATSEA Program M&E and reporting at the national and regional levels (and may include M&E specialists from other similar regional/sub-regional programs).
5. Refine the proposed monitoring system and guide considering the Working Group's recommendations.
6. Conduct a regional training workshop to be participated by relevant members of the Working Group and key personnel from the ATS countries and RPMU who will be responsible for ATSEA program M&E and reporting. The training workshop will provide an orientation on the SAP/NAP M&E and reporting plan/requirements at the national and regional levels, design of the ATS SAP MS, monitoring and reporting procedures and forms, and tools for data/information analysis, packaging and dissemination in suitable forms for key targets. The training will also discuss the institutional arrangements for implementing and sustaining the SAP monitoring and reporting system, and agree on an action plan for the pilot testing of the system considering subsequent conversion of the system into an online platform.
7. Provide guidance to the Working Group/key personnel in the pilot testing of the ATS SAP MS.

Deliverables:

- Report on Working Group Meeting to review the draft ATS SAP MS Guide
- Second Draft ATS SAP MS and Guide
- Report on regional training workshop, and action plan for pilot testing of SAP MS

Refinement of the ATS SAP MS and Presentation to the RSC

8. Organize and conduct a 2nd Working Group Meeting to review the results of the pilot testing, discuss experiences and feedback from the implementation (and resulting draft status/progress reports), and agree on refinements to the monitoring system as appropriate.
9. Refine the ATS SAP MS system and guide considering the recommendations of the Working Group.



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10. Present the ATS SAP MS at the RSC Meeting 2022, with key recommendations to ensure its effective and sustainable application in support of the ATSEA program, including ~~potential~~ conversion into an online monitoring and reporting system.
11. Refine and finalize the SAP monitoring system considering feedback and recommendations from the RSC.

Deliverables:

- Summary report on the pilot testing of the ATS SAP MS and 2nd Working Group Meeting
- Final draft ATS SAP MS and Guide
- Presentation materials and participation/presentation in the RSC Meeting
- Final ATS SAP MS and Guide

PHASE II: DEVELOPMENT OF ONLINE ATS SAP MONITORING SYSTEM

Scope of Work 3: Development of the Initial Online SAP MS

12. Develop the initial design of an online system for the approved ATS SAP MS to be hosted in the ATSEA website (or PEMSEA knowledge portal). The online system should have the following features:
 - input/encoding of monitoring data/information by responsible entities at the national and regional levels;
 - generation of monitoring reports in pre-agreed formats; and
 - dissemination of summary reports to key targets (i.e., via download or email address) input.
13. Create the user guide of the ATS SAP online MS for inclusion into the existing ATS SAP MS Guide.
14. Organize a third Working Group meeting to review and test the functionality of the online SAP MS and the Guide.

Deliverables:

- Initial Online SAP Monitoring System and updated Guide
- Report on working group meeting and testing of the online system

Scope of Work 4: Refinement of the Online SAP MS

15. Refine and finalize the online SAP MS and guide considering the Working Group's recommendations.
16. Conduct a regional training on the online SAP MS for responsible personnel at the national and regional levels in accordance with the agreed institutional arrangements for implementing and sustaining the SAP monitoring and reporting system.



17. Consolidate the training materials into a training manual/package to guide future capacity building of staff on the ATS SAP MS

Deliverables:

- Final Online SAP Monitoring System and Guide
- Training manual/package on the ATS SAP MS

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"> • Inception meeting report, including the concept/framework for the ATS SAP MS, initial outline of the SAP MS document, and proposed approaches/methods and detailed work plan for the development of the monitoring system 	10%	June 15, 2022
Second payment will be made upon the submission and approval of the following: <ul style="list-style-type: none"> • First Draft ATS SAP Monitoring System and Guide • Report on 1st Working Group Meeting to review the draft ATS SAP MS and Guide • Second Draft ATS SAP MS and Guide • Report on regional training workshop, and action plan for pilot testing of SAP MS • Summary report on the pilot testing of the SAP MS and 2nd Working Group Meeting • Final draft ATS SAP MS and Guide • Presentation materials and participation/ presentation in the RSC Meeting • Final ATS SAP MS and Guide 	40%	November 30, 2022
Third payment will be made upon the submission and approval of the following: <ul style="list-style-type: none"> • Initial Online SAP Monitoring System and updated Guide • Report on working group meeting and testing of the online system 	30%	March 30, 2023



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Fourth payment will be made upon the submission and approval of the following: <ul style="list-style-type: none"> • Final Online SAP Monitoring System and Guide • Training manual/package on the ATS SAP MS 	20%	June 30, 2023
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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 01 July 2022 – 30 June 2023 spread over 50 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

Qualifications of the Organization/Company:

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

1. At least 10 years working experience or involvement with inter-governmental and multilateral cooperation initiatives focusing on environmental/ocean and coastal governance/ management.
2. Experience in designing M&E systems with online applications and conducting evaluations for sub-regional or regional environmental management programs.
3. Experience in designing and facilitating online, face-to-face, and hybrid workshops and trainings with regional/sub-regional technical working groups.
4. Experience working with various stakeholders such as governments, non-governmental organizations and academe.
5. Knowledge of and experience working in the ATS region would be an advantage

Qualifications of Possible Personnel/Team Members:

1. Monitoring and Evaluation Specialist as Team Leader



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- a. At least Master’s degree (PhD preferred) in natural sciences, environmental/coastal management, international development or related disciplines.
 - b. At least 10 years of relevant experience in monitoring and evaluation and results-based management, and designing M&E systems
2. Information Technology (IT) Specialist
- a. Bachelor’s degree in Computer Science, Information Technology, or related fields
 - b. At least 10 years of relevant experience in computer programming and online system development
3. Project Assistant
- a. Bachelor’s degree in fisheries management, marine science, marine biology, coastal/ marine resources management, or related fields.
 - b. At least 5 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 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.

Budget proposal:

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

SELECTION CRITERIA

Cumulative analysis

Company profile and methodology (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



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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 team leader and members.
3. **Brief description** of why the institution/organization/company is considered 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 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 will not be considered. Only those candidates that are shortlisted will be notified.

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