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

GENERAL INFORMATION
Reference: VA-2023-05
Deadline of Application: June 11, 2023
Title: Individual Consultant for the Development of the ATS SAP Monitoring System
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: 30 working days within 01 July 2023 – 10 December 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 SAP stocktaking review recognized the challenges in gathering and consolidating information on the implementation of the SAP and NAPs. The SAP and NAPs are currently being updated, which underlines the importance of having an operational monitoring, evaluation and reporting system. A draft updated SAP will be completed by end of June 2023, and finalized in September 2023, while NAPs for Indonesia, PNG and Timor-Leste will also be completed within the year.

In support of the implementation of the updated SAP and NAPs, the ATSEA-2 Project targets the establishment of an ATS SAP Monitoring System (SAP MS) with corresponding Monitoring and

Reporting Procedure to improve the monitoring of status of the ATS region and facilitate dissemination of information.

To facilitate the process, the ATSEA-2 Regional Project Management Unit (RPMU) is engaging an international consultant to support the development and pilot testing of the ATS SAP Monitoring System, results of which will be presented in the 5th Regional Steering Committee (RSC) Meeting in November 2023.

SCOPE OF WORK, DUTIES AND RESPONSIBILITIES AND DELIVERABLES

Scope of Work:

Under the guidance of the Regional Project Manager (RPM), 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 finalize the monitoring and reporting system considering feedback from the RSC.

Duties and Responsibilities:

Scope of Work 1: Planning and Inception Meeting

1. Based on review of existing M&E systems (e.g., GEF, PEMSEA, other regional programs) and ATS documents (i.e., existing SAP and NAPs, Project ToC, GESI Analysis and Action Plan, Communications and Stakeholder Engagement Plan, and ATS Regional Governance Mechanism) and particularly the draft Updated SAP, develop the concept/framework for the ATS SAP MS, initial framework and 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:

- 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 and Pilot Testing of the ATS SAP Monitoring System

Initial Design of the ATS SAP Monitoring System

2. Guided by the key references considered in SOW1, particularly the updated ATS SAP, and the draft framework for ATS SAP MS, develop a draft design of the ATS SAP MS and associated guidelines and tools, including:
   a. Full Monitoring Framework and Plan which includes a full set of indicators (core and sub-indicators), refined list of means of verification, risks and assumptions, and responsible stakeholders;
   b. M&E institutional arrangements, work plan, timeline, budget and responsible entities;
   c. Methodology for monitoring/data collection and analysis (at regional and national level);
   d. Monitoring forms;
   e. Proposed standard reporting templates (inclusive of analysis portion);
   f. Guidance on analysis, packaging and dissemination of meeting results; and
   g. Indicator description/guide.

The proposed ATS MS should be comprehensive yet user-friendly and can easily be converted into an online system.

Deliverables:
- First Draft ATS SAP Monitoring System and Guide

Review, refinement and pilot testing of the SAP Monitoring System

3. 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).

4. Refine the proposed monitoring system and guide considering the Working Group's recommendations.

5. 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.

6. 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

Scope of Work 3: Refinement of the ATS SAP MS and Presentation to the RSC

7. 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.

8. Refine the ATS SAP MS system and guide considering the recommendations of the Working Group.

9. 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.

10. 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

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: • 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	20%	July 31, 2023
Second payment will be made upon the submission and approval of the following: • 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	50%	September 30, 2023
Third payment will be made upon the submission and approval of the following: • 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	30%	December 10, 2023

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 2023 – 10 December 2023 spread over 30 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) in natural sciences, environmental/coastal management, business management, international development 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
- At least 5 years of experience in monitoring and evaluation, and results-based management
- Knowledge and experience in designing M&E systems and conducting evaluations
- Experience in designing and facilitating workshops and trainings
- 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 field work experience and strong communication skills in community and other 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 experience 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 before June 12, 2023 via email to infoatsea2@pemsea.org and copy to recruitment@pemsea.org.

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