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TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

National Consultant to Conduct a Mid Term Review (MTR) for the Arafura and Timor Seas Regional and National Strategic Action Programs Phase II (ATSEA-2) TIMOR-LESTE COMPONENT

POST TITLE:	National Consultant for Mid Term Evaluation of ATSEA-2 Project
AGENCY/PROJECT NAME:	UNDP/ Arafura and Timor Seas Ecosystem Action Phase 2 (ATSEA-2)
PERIOD OF ASSIGNMENT/SERVICES:	30 working days between April and May 2022
COUNTRY OF ASSIGNMENT:	Timor-Leste
STARTING DATE:	01 April 2021
LOCATION:	UNDP Timor-Leste
DUTY STATION:	Dili, Timor-Leste

A. INTRODUCTION AND PROJECT DESCRIPTION:

In accordance with UNDP and GEF M&E policies and procedures, all full and medium-sized UNDP-supported GEF-financed projects are required to undergo a midterm review. This term of reference (TOR) sets out the expectations for a Midterm Review (MTR) of the full-sized project entitled “Implementation of the Arafura and Timor Seas Regional and National Strategic Action Programs (ATSEA-2); Second Phase of the Arafura Timor Seas Ecosystem Action (ATSEA) Program” (PIMS 5439), implemented through UNDP/PEMSEA, which is to be undertaken in 2022. The project started in 2019 and is in its third year of implementation.

The ATSEA-2 Project 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.

Building upon the foundational results realized in the first phase of the ATSEA program, whereby the ATS Transboundary Diagnostic Analysis (TDA) and regional ATS Strategic Action Program (SAP) and corresponding National Action Programs (NAPs)¹ were developed and adopted, the ATSEA-2 project focuses on supporting the implementation of the 10-year ATS SAP endorsed through a Ministerial Declaration in 2014. The SAP responds to the findings of the TDA and aims to pursue the following environmental objectives addressing the five major transboundary concerns in the ATS region: (1) Recovering and sustaining fisheries; (2) Restoring degraded habitats for

¹ Under ATSEA-1, the countries of Indonesia and Timor-Leste have developed and adopted their respective National Action Programs (NAPs). PNG was an observer country during ATSEA-1.

sustainable provision of ecosystem services; (3) Reducing land-based and marine sources of pollution; (4) Protecting key marine species; and (5) Adaptation to the impacts of climate change.

In accordance with the SAP's long-term objective, the ATSEA-2 project aims to enhance sustainable development of the ATS region to protect biodiversity and improve the quality of life of its inhabitants through conservation and sustainable management of marine-coastal ecosystems. To achieve this objective, the project's intervention has been organized in three components, under which nine outcomes and 22 outputs are expected. The project components include:

- Component 1: Regional, National and Local Governance for Large Marine Ecosystem Management
- Component 2: Improving LME Carrying Capacity to Sustain Provisioning, Regulating and Supporting Ecosystem Services
- Component 3: Knowledge Management

The project is closely aligned with the GEF-6 IW strategic programs, particularly to Objective 3 "Enhance multi-state cooperation and catalyse investments to foster sustainable fisheries and protect coastal habitats and reduce pollution of coasts and Large Marine Ecosystems (LMEs)". It also applies a multifocal approach which covers international waters and biodiversity focal areas, as well as increased resilience to climate change.

The project is being managed under National Implementation Modality (NIM) with full country office support. In particular, UNDP Indonesia serving as the Principal Project Representative (PPR) is managing Indonesia component (Award ID 00096036) and Regional and PNG component (Award ID 00111335), while Timor-Leste component (Award ID 00111339) is being executed by UNDP Timor-Leste. The Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) is serving as executing agency for the regional and PNG component of the project. Indonesia, PNG, and Timor-Leste are the three participating countries to the project with corresponding co-financing support, while Australia is providing technical and co-financing support to the project.

The project has a five-year timeframe starting from 2019 to 2024. The project implementation began in 2019 but with varying starting dates based on the signing of the Project Document by member countries: Indonesia-01 February 2019; Timor-Leste-05 March 2019, Papua New Guinea-29 July 2019, while at the regional level the activities started from 24 July 2019 following the signature of Project Cooperation Agreement (PCA) between PEMSEA and UNDP Indonesia. The Project Inception Meetings were conducted in Indonesia on 03 October 2019, in Timor-Leste on 16 December 2019, and at the regional level on 19 November 2019, while PNG's inception meeting was conducted only on 31 May 2021, following the series of discussions and finalization of the Memorandum of Agreement (MOA) between PEMSEA and the National Fisheries Agency (NFA) of PNG which was signed on 21 October 2020. The Regional Project Management Unit (RPMU) serving as Secretariat and based in Bali, Indonesia was operationalized beginning early 2020, while National Coordinating Units (NCUs) were operationalized in Indonesia and Timor-Leste in 2019, and in PNG in 2021.

The total GEF grant for the project is US\$ 9,745,662, with corresponding co-financing commitments (in-kind and in cash) amounting to US\$33,818,412 from the ATS government partners, UNDP



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Indonesia, UNDP PNG, and NGO partners. For the Timor-Leste component, the total GEF grant is at US\$ 2,120,000, with corresponding co-financing commitment amounting to US\$ 10,000,000.

B. OBJECTIVE OF THE ASSIGNMENT/SCOPE OF SERVICE

The MTR will assess progress towards the achievement of the project objectives and outcomes as specified in the Project Document's Strategic Results Framework and assess early signs of project success or failure with the goal of identifying the necessary changes to be made to set the project on-track to achieve its intended results. The MTR will specifically a) Review all relevant sources of information including documents prepared during the preparation phase (i.e. PIF, UNDP Initiation Plan, UNDP Social and Environmental Screening Procedure/SESP), the Project Document, project reports including annual PIRs, project work plans and budget revisions, and any other materials that the team considers useful for this evidence-based review; b) Review the baseline GEF focal area Core Indicators/Tracking Tools submitted to the GEF at CEO endorsement, and the midterm GEF focal area Core Indicators/Tracking Tools that must be completed before the MTR begins; c) Review technical and managerial aspects and consider issues of effectiveness, efficiency, relevance, impact and sustainability. This review should be conducted throughout project's components, strategy and approach against its objectives, output and outcome targets; d) Identify factors that have facilitated and/or impeded the achievement of objectives and should result in recommendations and lessons learned that will help project managers/project team in reorienting and re-prioritizing project activities and managerial arrangements as needed for the remainder of the project. The MTR should take into account all relevant factors including social and/or gender factors that may hinder achievement of objectives. Hence, gender lens should be applied in the whole approach and methodology of evaluation review; e) Identify future directions and recommendations for the project team, donors, government and partners and provide them with a clear understanding of the major outcomes and with a strategy and policy options to achieve the project's expected results more effectively and efficiently.

The MTR will also review the project's strategy, including gender mainstreaming and approach to the vulnerable group, and its risks to sustainability. The MTR will also look at any project interventions that have contributed directly or indirectly to government's effort of COVID-19 recovery both at the national level and project sites.

Result of the MTR will be submitted to the GEF. The MTR findings and responses outlined in the management response will be incorporated as recommendations for enhanced implementation during the final half of the project's duration.

Refer to List of MTR Annexes (Annex 5) for UNDP guidance on the conduct, preparation and finalization of MTR report.

C. EXPECTED OUTPUTS AND DELIVERABLES

The specific deliverables expected from this assignment is as following:

#.	Deliverables/ Outputs	Estimated completion days	Target Due Dates	Payment Milestones	Review and Feedback	Review & Approval
1	MTR Inception Report and consultancy work plan	4	8 April 2022	10%	ATSEA-2 Regional Programme Unit, ATSEA-2 National Coordination Unit Timor-Leste	UNDP Timor-Leste
2	Undertake MTR fieldwork/interviews, prepare and Make Presentation for Initial Findings of the MTR	13	30 April 2022	25%		
3	Draft MTR Report	8	15 May 2022	35%		
4	Final MTR Report	5	30 May 2022	30%		
	Total number of days	30 days		100%		

D. INSTITUTIONAL ARRANGEMENTS

The Individual Consultant (IC)/National Consultant (NC) will work closely with the National Project Coordinator (NPC) of ATSEA-2 who will ensure that all relevant documents and any other necessary support is available and any planned meetings with stakeholders and partners are arranged for this assignment. The NPC will also provide guidance and information and liaise with the government partners to facilitate the process needed for this assignment. The IC/NC will be in regular contact with the National Project Coordinator (NPC) ATSEA-2 to update his/her working progress.

UNDP Timor-Leste and ATSEA-2 Project Team will provide logistic support to the IC/NC in the implementation of specific meetings identified as essential to be undertaken for the purposes of this MTR. If travel to project sites and/or meetings to meet the identified stakeholders is restricted due to Covid 19 related travel restrictions, UNDP will provide support towards the organization of virtual meeting. An updated stakeholder list with contact details (phone and email) will be provided by UNDP Timor-Leste to the MTR Consultant.

The IC/NC for Timor-Leste will be part of an MTR Team (one International Consultant as team leader, and one National Consultant for Indonesia). While the NC for Timor-Leste will be responsible for the in-depth review of the Timor-Leste component, he/she will also closely coordinate with the MTR Team for the development of the inception report and ensure that MTR findings and recommendations from Timor-Leste MTR are considered as part of the overall consolidated MTR Report for the ATSEA-2 project. Meetings with the MTR Team will be coordinated by the ATSEA-2 Regional Project Management Unit (RPMU).



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E. DURATION OF ASSIGNMENT

The assignment is expected for a period of 30 days between April 2022 to May 2022 in Timor-Leste. The consultant must also be available for regular meetings with the ATSEA-2 Regional Project Management Unit (RPMU), NCU in Timor-Leste, and implementing partners and stakeholders. Field visits to municipalities for consultation, if required, will be arranged based on the approved consultant's work plan/schedule.

F. DUTY STATION

Dili, Timor-Leste

G. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

The IC/National Consultant (NC) should have prior experience and exposure in evaluation of similar projects. The selected applicant should not have participated in the project preparation and/or implementation and should not have conflict of interest with project related activities.

The **National Consultant (NC)** must present the following qualifications:

Education:

- University Degree (Preferably Masters) in sociology, development studies/ management, environmental science, environment & natural resources management, social anthropology, or any related course (20%).

Experience:

- Minimum of five (5) years of relevant professional experience especially on results-based monitoring and evaluation methodologies and applying SMART indicators and reconstructing or validating baseline scenarios (20%);
- Experience in the evaluation of technical assistance projects, preferably UN agencies and major donors (20%);
- Minimum 2 years work experience with institutions, programmes and local and national governments in the ATS region (10%)
- Demonstrated understanding of issues related to sustainable fisheries, coastal and marine habitats and biodiversity, climate change, marine and land-based pollution, including experience in gender sensitive evaluation and analysis, and experience working on application of EAFM, ICM, EbA approaches (20%)
- Excellent English writing and communication skills. Demonstrated ability to assess complex situations to distill critical issues and draw forward looking conclusions (5%) succinctly and clearly
- Experience leading multi-disciplinary, multi-national teams to deliver quality products in high stress, short deadline situations (5%)

3. Language Requirements:



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- Fluency in English with excellent written communication skills, and strong experience writing reports is required.
- Knowledge of written and spoken skills in Tetum would be an advantage.

4. Competencies and special skills requirement:

- Strong leadership and good communication skills and strong analytical, reporting and writing skills;
- Openness to change and ability to receive/integrate feedback and have 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 and demonstrates integrity and ethical standards.
- Positive, constructive attitude to work and displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Strong field work experience and strong communication skills in community and other relevant stakeholder.

H. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Lump Sum Amount

The financial proposal must be expressed in the form of a lump sum all-inclusive cost linked to deliverables specified in TOR Section C, supported by a breakdown of costs as per the template provided. If travel to municipalities is required during the assignment, UNDP will cover all the costs of transportation, hotels and meals.

If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Deliverables and schedule of payments

The MTR IC/National Consultant (NC) will liaise and coordinate with the International Consultant in-charge of the review of the ATSEA-2 Regional and PNG component and overall MTR for ATSEA project, to ensure that the submitted deliverables meet the expectations of the overall MTR. Upon submission of each deliverable and accepted by UNDP Timor-Leste, payments will be done according to the outlined breakdown and timeline.

Deliverable/Outputs	Target due dates	Breakdown of the payment
Deliverable 1: Mid Term Review (MTR) Inception Report clarifying	8 April 2022	10%

objectives and methods of Midterm Review as well as the work plan		
Deliverable 2: Presentation for Initial Findings of the MTR for the ATSEA-2 Project Timor-Leste Component and regional review)	30 April 2022	25%
Deliverable 3: Draft MTR Report (A guide on contents of the National Mid Term Review Report is found in the annexes to this TOR).	15 May 2022	35%
Deliverable 4: Final MTR Report for ATSEA-2 Timor-Leste Component and ensure that its key inputs are covered in the consolidated MTR Report to be prepared by the IC.	30 May 2022	30%

I. RECOMMENDED PRESENTATION OF OFFER

Individual consultants interested in the assignment must submit the following documents to demonstrate their qualification in one single PDF document:

- a) **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP ([the template to be downloaded from the procurement notice link](#)).
- b) **Personal CV or P11** indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (2) professional references (to be downloaded from the procurement notice link).
- c) **Financial Proposal:** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided ([the template to be downloaded from the procurement notice link](#)).
- d) **Technical Proposal:**
 - a. Brief description of why the individual considers him/herself as the most suitable for the assignment.
 - b. A methodology, on how they will approach and complete the assignment and work plan as indicated above.

J. CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultant will be evaluated based on the following methodology:

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- 1) Responsive/compliant/acceptable, and
- 2) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.



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* Technical Criteria weight 70%

* Financial Criteria weight 30%

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Technical Evaluation (70%)

Qualification, Experience and Technical Proposal (70 marks):

- 1) General Qualification (15 marks).
- 2) Experience relevant to the assignment (35 marks);
- 3) Technical Proposal: Brief methodology and workplan on how the consultant will approach and complete the work (20 marks).

Financial Evaluation (30%):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Annexes (click on the hyperlink to access the documents):

- **Annex 1 - IC Contract Template** (for information);
- **Annex 2 - Financial Proposal Template using the template provided by UNDP** (to be completed at later stage upon request by UNDP);
- **Annex 3 – IC General Terms and Conditions** (for information);
- **Annex 4 – RLA Template** (if consultant wishes to be recruited through an employer) - (for information).
- **Annex 5: Annexes to the MTR ToR**

Incomplete applications will not be considered and will be disqualified automatically.

K. APPROVAL

This TOR is approved by:

Signature _____



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Name and Designation _____
Date of Signing _____