

REQUEST EXPRESSION OF INTEREST

INDIVIDUAL CONSULTANT
“**ADMINISTRATIVE OFFICER**”
For Project Implementation Unit – Component 3 Lautra

No. 03/UKPBJ.ST.325/09/2023

The Ministry of National Development Planning (Bappenas) through the Oceans for Prosperity Project (Lautan Sejahtera, LAUTRA) aims to strengthen government management capacity, data, and information systems, and to encourage enabling policies to leverage blue finance for enhanced coastal and marine management and livelihoods. Individual consultant is needed for the following position:

Position : ADMINISTRATIVE OFFICER (AO)

Main task:

The Objective of the assignment as a Administrative Officer is to support the implementation of Component 3 of LAUTRA and assist the PIU in daily administration activities.

Selection Criteria

The minimum qualifications of candidates are as follows:

- Minimum Bachelor degree in a relevant discipline (economics, administrative);
- 2 years work experience in relevant administration field;
- Experience to work with government of Indonesia system;
- Experience to work with development partners;
- Able to work as a team;
- Able to work unsupervised;
- Able to operate Microsoft Office and relevant data management software;
- Able to communicate in Bahasa Indonesia and English.

Term of Offer

Interested applicant must submit the following documentation :

- Comprehensive curriculum vitae of individual consultant

Interested candidates should submit the proposal before 21 September 2023 at 16.00 WIB to the following address :

**Pokja VI Unit Kerja Pengadaan Barang/Jasa
Kementerian PPN/Bappenas
Email : ulp@bappenas.go.id**

Jakarta, 14 September 2023

**TERM OF REFERENCES
INDIVIDUAL CONSULTANT
ADMINISTRATIVE OFFICER
FOR PROJECT IMPLEMENTATION UNIT - COMPONENT 3 LAUTRA**

A. BACKGROUND

The Oceans for Prosperity Project (*Lautan Sejahtera*, LAUTRA) will support implementation of key policy recommendations from the Oceans for Prosperity by (i) investing in Marine Protected Areas (MPAs)¹ management effectiveness (ii) enhancing fisheries monitoring and strengthening fisheries management institutions for more effective management of priority fisheries; (iii) promoting diversified livelihoods and business growth in coastal communities through investments in infrastructure, business skills-building, and access to finance programs; and (iv) developing the systems to provide a sustainable flow of financing for MPA management and the development of coastal community livelihoods.

MPAs conserve marine and coastal ecosystem services and are a key nature-based solution to promote climate adaptation and mitigation. Effectively managed MPAs have the potential to deliver ecological and socioeconomic benefits² that far exceed their capital and operational investment. According to United Nations Environment Programme (UNEP) and Ministry of Maritime Affairs and Fisheries (MMAF) data, between 0.08³ and 15 percent⁴ MPAs are managed effectively in Indonesia. Responding to international commitments to protect marine and coastal habitats (for example, Aichi Biodiversity Targets and the Sustainable Development Goals), the Government of Indonesia (Gol), supported by the World Bank-financed Coral Reef Rehabilitation and Management Program (COREMAP, P127813), has established 201 MPAs encompassing 24.1 million hectares (ha)⁵ and containing around 40 percent of Indonesia's coral reef and seagrass meadow areas and 25 percent of mangrove forests.⁶ The Gol further aims to expand the MPA network to 32.5 million ha of effectively managed MPAs by 2030.⁷ Technical Guidelines and Partnerships for evaluating conservation area effectiveness (*Evaluasi Efektivitas*

¹ Indonesia's regulatory framework adopts the IUCN definition of an MPA as "a clearly defined geographical marine space, recognised, dedicated, and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values."

² Campbell et al. (2020). "Fishing Restrictions and Remoteness Deliver Conservation Outcomes for Indonesia's Coral Reef Fisheries."

³ UNEP-WCMC and IUCN. (2021). "Protected Planet: The World Database on Protected Areas." Accessed March 2021.

⁴ MMAF. (2018). "Our MPAs: Sharing Plans, Investments, and Responsibilities."

⁵ MMAF. (2021). MPA management Status in 2020.

⁶ Amkieltiela et al. (2022). "The rapid expansion of Indonesia's marine protected area requires improvement in management effectiveness."

⁷ Republic of Indonesia (2020). The National Medium-Term Development Plan 2020–2024; Indonesia National MPA Vision 2030.

Pengelolaan Kawasan Konservasi, EVIKA)⁸ were recently established to support meeting this goal and to ensure MPAs are delivering targeted biophysical and socioeconomic benefits. An EVIKA Gold rating denotes a “sustainably managed” MPA, Silver an “optimally managed” MPA, and Bronze a “minimally managed” MPA.

To increase the contribution of MPAs to the sustainability of fisheries, MPAs need to be better integrated into wider fisheries management planning. Indonesia’s oceans are divided into 11 Fishery Management Areas (*Wilayah Pengelolaan Perikanan, WPP*), with 38 percent of fish stocks currently overfished.⁹ Recent stock assessments¹⁰ indicate that coral reef fisheries are overexploited in eight of the 11 WPPs and represent one of Indonesia’s most overexploited fish stocks. The GoI recently took steps to strengthen fishery management frameworks, and key institutions need to be operationalized, including a central Fishery Management Council (*Lembaga Pengelolaan Perikanan, LPP*) and WPP-level Fishery Management Units (*Unit Pengelolaan Perikanan, UPP*) that incorporate stakeholder coordination structures.

Indonesia’s MPAs are also expected to deliver socioeconomic benefits, especially enhanced access to economic opportunities¹¹ for local communities by encouraging investments in small community institutions and coastal enterprises, in the sustainable tourism, fisheries, and aquaculture sectors. The MPA zoning system includes areas dedicated to the development of these three sectors. A stronger MPA management framework will also help prioritize and target local investments in sustainable small-scale infrastructure and MSMEs. There is also a need to increase finance for and investment in MSMEs in villages in and around MPAs, especially for women-led MSMEs. The success of coastal enterprises is limited due to remoteness, poor market linkages and value-chain integration, as well as gaps in basic infrastructure and services. Several financial institutions offer financial services to marine sectors, but access to these sources of capital and credit is limited for many coastal enterprises in the informal sector, due to information asymmetry and limited capacity of coastal enterprises. Barriers for women are further exacerbated by traditional gender norms, which drive disparities in asset ownership, decision-making, and access to finance and technical support, leading to low levels of female business ownership and higher exposure of women to economic shocks.

Sustaining MPAs and resilient communities will require enhanced access to blue finance,¹² particularly targeted to: (i) MPA operational and capital investments,

⁸ DG Marine Spatial Management decree 28/KEP-DJPRL/2020 on Technical Guidelines for Evaluating Conservation Area Effectiveness; Ministerial Regulation 21/PERMEN-KP/2015 on Partnerships for Marine Conservation Area Management.

⁹ Ministerial Regulation 19/KEPMEN-KP/2022 on Estimation of Potential, Total Allowable Catch, and Utilization of Fish Resources in the Fishery Management Areas of the Republic of Indonesia.

¹⁰ Ministerial Decree 19/KEPMEN-KP/2022 on Estimation of Potential, Total Allowable Catch, and Utilization of Fish Resources in the Fishery Management Areas of the Republic of Indonesia

¹¹ “Access to economic opportunities” is defined in this project as access by individuals and MSMEs to improved infrastructure and facilities, and/or receipt of business development assistance, and/or receipt of financial instruments; for activities associated with sustainable coastal enterprise.

¹² Blue finance refers to the capital required to preserve and restore oceans and to promote their sustainable use.

(ii) infrastructure to support coastal livelihoods and value chains, and (iii) access to financial services for coastal MSMEs. Mobilizing blue finance is critical since the national budget (State Revenue and Expenditure Budget, APBN)¹³ amounts to only 20 percent of the funding required to meet the Gol's marine and fisheries sector targets, including MPAs. Indonesia is also the largest impact investing market in Southeast Asia in terms of both capital deployed and number of transactions, facilitating potential access to a blue finance market. Yet, two sets of key challenges hinder the development of robust blue finance instruments. First is the uncoordinated enabling environment, including poor coordination among government institutions, development partners, and the private sector, the lack of consistent policies (particularly for the rapidly developing blue carbon market and payments for ecosystem services), suboptimal government expenditure in the fisheries and marine sector, and the lack of an agreed monitoring and reporting framework for blue finance. The second relates to undefined financing requirements and strategies encompassing the operating and capital requirements for MPAs and investments in coastal infrastructure as well as intermediary financing for MSMEs.

LAUTRA aims to strengthen government management capacity, data, and information systems, and to encourage enabling policies to leverage blue finance for enhanced coastal and marine management and livelihoods. LAUTRA builds on successful past operations such as COREMAP¹⁴ to address the complexities and sequencing of interventions inherent in reforming the blue economy within the world's largest archipelagic nation and second largest national fishery. LAUTRA advances Indonesia's national and international commitments to develop the blue economy. The project will also contribute to the implementation of the Enhanced Nationally Determined Contributions actions, such as protection of MPAs and improving the livelihoods of communities living in coastal areas.

LAUTRA strengthens coastal resilience by improving management of marine protected areas and coral reef fisheries; improving the economic opportunities of local communities and MSME's in sustainable fisheries, tourism, and aquaculture; and building government capacity to mobilize associated sustainable blue financing. The investments in Components 1 and 2 will inform the development of the sustainable blue finance strategies in Component 3, along with enabling environment investments.

As an effort to provide sustainable financing for MPA and livelihoods, the Component 3 of LAUTRA addresses strengthening the enabling environment and policy framework for Blue Finance and the development of long-term investment strategies for priority Blue Economy Sectors. This component, led by the National Development Planning Agency (Bappenas), through the Indonesia Climate Change Trust Fund (ICCTF) under the Deputy for Marine Affairs and Natural Resources (ICCTF-Bappenas), in collaboration with MMAF, will improve the government's policy framework and capacity to mobilize long-term blue financing for: (a) Marine Protected

¹³ National Medium-Term Development Plan 2020–2024.

¹⁴ See paragraph 47 on COREMAP lessons learned.

Areas operating and capital investments; (b) developing coastal infrastructure with biodiversity-positive or neutral development impacts; and (c) enhancing MSME access to finance in the sustainable tourism, fisheries, and aquaculture sectors. It builds upon, sustains, and extends the outcomes of Components 1 and 2 of the LAUTRA Project beyond the project life. This Terms of Reference is part of Component 3 of the project.

In the context of project implementation, it is needed to recruit one Administrative Officer to lead the implementation of administration of the project and ensure the compliance with the Bank Regulation.

B. OBJECTIVES & SCOPE OF WORKS

The objective of the administrative officer assignment is to support the implementation of Component 3 of LAUTRA and assist the PIU in daily administration activities. The administrative officer would be selected in accordance with provision in section V of the Bank's Consultant Guideline.

Scope of Work

The scope of work of the administrative officer are outline below:

- a) Provide administrative function for Component 3 of LAUTRA.
- b) Implement the relevant operational which related to administration and logistical needs in Component 3 LAUTRA, including:
 - Arrangement for domestic and international travel, comprising tickets, accommodations, visa, and other relevant supporting documents.
 - Logistical arrangement for meetings, workshop/seminar, conference, comprising accommodation, catering, equipment, and participant confirmation.
 - Logistical arrangement for daily operation of Component 3 LAUTRA, comprising stationaries, office tools, etc.
- c) Ensure the financial support in Component 3 LAUTRA, including:
 - Coordinate with Financial Management Specialist of COMPONENT 3 LAUTRA and relecant financial division of ICCTF related to purchasing, supplier/vendor updates, cashflow arrangement and the relevant procurement for Component 3 LAUTRA
 - Prepare the budget and expenditure report of Component 3 LAUTRA activities
 - Perform invoice payment for vendor/supplier of Component 3 LAUTRA activities
 - Coordinate with General Administrative & HR Coordinator, Finance & Accounting Specialist and relevant Person in Charge of Component 3 LAUTRA activities, with budget preparation related to procurement execution.
- d) Provide support for ICCTF activities, including:
 - Support ICCTF and General Administrative & HR Coordinator in preparing material and document for Component 3 LAUTRA

- Support the implementation of relevant meeting/workshop/capacity building related to organizational growth in ICCTF.
- e) Conduct other relevant activities in Component 3 LAUTRA and ICCTF
- f) Perform other relevant tasks as directed by Project Team Leader and Executive Director

Time Schedule

The assignment is expected to be for 24 months with annual performance review and contract renewal/extension (with at least three months' notice) subject to a positive performance evaluation.

C. OUTPUTS

- a) Cashflow report of Component 3 LAUTRA
- b) Reconciliation Report for goods supply of Component 3 LAUTRA
- c) Budget Expenditure Report of travel in Component 3 LAUTRA
- d) Budget Expenditure Report of meetings/workshop/seminar in Component 3 LAUTRA
- e) Budgeting documents for meetings/workshop/seminar/travel of Component 3 LAUTRA
- f) Invoice and Payment proof for vendors/suppliers
- g) Other relevant documents
- h) Back to Office Report (if any)

D. QUALIFICATION REQUIREMENTS

The minimum qualifications of candidates are as follows:

- a) Minimum Bachelor degree in a relevant discipline (economics, administrative);
- b) 2 years' work experience in relevant administration field
- c) Familiar with trust fund system
- d) Experience to work with government of Indonesia system
- e) Experience to work with development partners
- f) Able to work as a team
- g) Able to work unsupervised
- h) Able to operate Microsoft Office and relevant data management software
- i) Able to communicate in Bahasa Indonesia and English

E. REPORTING

Consultants shall report to the Project Team Leader and Financial Management Specialist

F. FUNDING

The Funding will be charged to LAUTRA Component 4 Project budget in MWA ICCTF Working Unit (Satker), Ministry of National Development Planning/Bappenas.

The type of contract is a time-based contract.

Pejabat Pembuat Komitmen, Satker MWA ICCTF



Dedi Rustandi