

**REQUEST EXPRESSION OF INTEREST  
INDIVIDUAL CONSULTANT  
ADMINISTRATIVE OFFICER  
FOR PROJECT IMPLEMENTING UNIT - COMPONENT 3 LAUTRA**

Grant No. : TF0C0368  
Reference No. : 05/UKPBJ.ST.337/06.14/10/2023  
Position : ADMINISTRATIVE OFFICER  
Budget Total : IDR 281.750.000.-  
Contract Duration : 23 months (November 2023 – September 2025)

The Indonesia Climate Change Trust Fund (ICCTF) - Ministry of National Development Planning/National Development Planning Agency has received financing from the ProBlue – World Bank toward the Indonesia Ocean for Prosperity Project (LAUTRA) and intends to invites eligible Individual Consultant to apply for Administrative Officer position.

**Main task:**

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 the provision in section V of the Bank's Consultant Guideline.

The duration of the contract is expected to be completed within 23 months. The detailed Terms of Reference (TOR) for the assignment can be found in the attachment.

**Selection Criteria**

The minimum qualifications of candidates are as follows:

- a) Bachelor's degree in finance, accounting, economics, administration, science, Humaniores, or other relevant studies
- b) Has a minimum of 3 years of working experience and 2 years experience in administrative functions
- c) Familiar with state treasury system and development partner grant system
- d) Good organizational skills and diligent attention to detail associated with documenting activities to maintain accurate and complete program records
- e) Able to communicate in Bahasa Indonesia and English (can be proven by an English certificate or in an interview)

**Term of Offer**

Interested applicant must submit the **comprehensive curriculum vitae** of individual consultant **before 31 Oktober 2023 at 16.00 WIB** to the following address :

**Pokja VII Unit Kerja Pengadaan Barang/Jasa**

**Kementerian PPN/Bappenas**

**Email : [ulp@bappenas.go.id](mailto:ulp@bappenas.go.id)**

Jakarta, 23 Oktober 2023

**TERM OF REFERENCES**  
**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)<sup>1</sup> 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 benefits<sup>2</sup> 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 0.08<sup>3</sup> and 15 percent<sup>4</sup> 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)<sup>5</sup> and containing around 40 percent of Indonesia's coral reef and seagrass meadow areas and 25 percent of mangrove forests.<sup>6</sup> The Gol further aims to expand the MPA network to 32.5 million ha of *effectively managed* MPAs by 2030.<sup>7</sup> Technical Guidelines and Partnerships for evaluating conservation area effectiveness (*Evaluasi Efektivitas Pengelolaan Kawasan Konservasi*, EVIKA)<sup>8</sup> were recently established to support meeting this goal and to ensure MPAs are delivering targeted biophysical and socioeconomic benefits. An EVIKA Gold rating

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<sup>1</sup> 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."

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

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

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

<sup>5</sup> MMAF. (2021). MPA management Status in 2020.

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

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

<sup>8</sup> 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.

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.<sup>9</sup> Recent stock assessments<sup>10</sup> indicate that coral reef fisheries are overexploited in eight of the 11 WPPs and represent one of Indonesia’s most overexploited fish stocks. The Gol 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 opportunities<sup>11</sup> 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,<sup>12</sup> particularly targeted to: (i) MPA operational and capital investments, (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)<sup>13</sup> 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

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<sup>9</sup> 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.

<sup>10</sup> 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

<sup>11</sup> “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.

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

<sup>13</sup> National Medium-Term Development Plan 2020–2024.

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 COREMAP<sup>14</sup> 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 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 necessary to recruit one Administrative Officer to lead the implementation of the administration of the project and ensure compliance with the Bank Regulations.

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<sup>14</sup> See paragraph 47 on COREMAP lessons learned.

## **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 the provision in section V of the Bank's Consultant Guideline.

### **Scope of Work**

The scope of work of the administrative officer is outlined below:

- a) Provide an administrative function for Component 3 of LAUTRA.
- b) Implement the relevant operational related to administration and logistical needs in Component 3 LAUTRA, including:
  - Arrangements for domestic and international travel, comprising tickets, accommodations, visas, and other relevant supporting documents.
  - Logistical arrangement for meetings, workshops/seminars, and conferences, comprising accommodation, catering, equipment, and participant confirmation.
  - Logistical arrangement for daily operation of Component 3 LAUTRA, comprising stationery, office tools, etc.
- c) Ensure the financial support in Component 3 LAUTRA, including:
  - Coordinate with the Financial Management Specialist of COMPONENT 3 LAUTRA and the relevant 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 the General Administrative & HR Coordinator, Finance and Accounting Specialist, and relevant Person in Charge of Component 3 LAUTRA activities, with budget preparation for procurement execution.
- d) Provide support for ICCTF activities, including:
  - Support ICCTF and General Administrative & HR Coordinator in preparing material and documents for Component 3 LAUTRA
  - Support the implementation of relevant meetings/workshops/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 23 months with an annual performance review and contract renewal/extension (with at least three months' notice), subject to a positive performance evaluation.

## **C. OUTPUTS**

Monthly progress reports to PIU Project Team Leader on the tasks performed, and on the cashflow report, reconciliation, travel administration report and other activity administration report, and any other administrative activities performed under the program

## **D. QUALIFICATION REQUIREMENTS**

The minimum qualifications of candidates are as follows:

- a) Bachelor's degree in finance, accounting, economics, administration, science, Humaniores, or other relevant studies
- b) Has a minimum of 3 years of working experience and 2 years experience in administrative functions
- c) Familiar with state treasury system and development partner grant system
- d) Good organizational skills and diligent attention to detail associated with documenting activities to maintain accurate and complete program records
- e) Able to communicate in Bahasa Indonesia and English (can be proven by an English certificate or in an interview)

## **E. REPORTING**

The monthly report should be submitted to the PIU Project Team Leader, cleared by the Operation and Grant Manager, and approved by the Executive Director of ICCTF after the month's end.

## **F. FUNDING**

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

The type of contract is time-based and will be based in the Jakarta office.