

**CALL FOR SHORT-TERM CONSULTANT
for USAID-subcontractor project**

Location	Manado, Indonesia
Contract Type	Short term
Working Language	Bahasa Indonesia and English
Expected Starting Date	As soon as possible
Contract Period	Maximum 5 months
Budget	USD 4,300 (max.)

Term of References

**Finance Consultant for the Regional Secretariat
of Coral Triangle Initiative on Coral Reefs,
Fisheries and Food Security**

**Sustainable Fish Asia Project (SUFIA)
Local Capacity Development Activity (LCDA) Project**

I. RATIONALE

The Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF) is a multilateral partnership of six countries (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands and Timor-Leste) working together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change and marine biodiversity.

Under The USAID Sustainable Fish Asia Project (SUFIA) Local Capacity Development Activity (LCDA) Project, CTI-CFF will enhance the managerial, operational, and overall organizational capacity.

In addition, implementation of this project will also enhance CTI-CFF and RS's capacity and performance in serving the constituents, working toward CTI-CFF mission to achieve results, and increase the viability to grow and diversify resources through effective partner engagement.

II. OBJECTIVES AND SCOPE OF THE CONSULTANCY

One of SUFIA primary objectives is to conduct organizational capacity assessments and deliver capacity development services to two regional fishery support organizations, which will cover some main activities, include:

- Initiate updated and USG compliant financial management and procurement policies and procedures, including obtaining international financial management and accounting standards, include:
 1. Develop policies and guidelines for Variance Analysis
 2. Contingency Plans for backup/recovery of financial data for stable financial operations.
- Develop grant management and grant proposal writing operational manuals
The deliverables include:
 1. Grant Management Manual
 2. Grant proposal writing manuals/handbook

III. QUALIFICATION

1. (If individual), Advanced degree in human resource management, organizational development, business administration or equivalent,
2. Experience in working with international organizations, government, multinational companies,
3. Experience in overseeing the development and implementation of the human resources policies, procedures and practices,
4. Fluency in English and Bahasa Indonesia
5. Sound communication skills both verbal and in writing,
6. Strong research and writing skills,
7. Ability to synthesize large amounts of information into concise formats,
8. Professional level of/fluency in English is desirable,
9. High cultural sensitivity is required,
10. Ability to work under tight deadlines.

IV. CONSULTANCY TERMS

The contract will be short-term from November 2021 to March 2022.

The engagement will be undertaken remotely/virtually. The Consultant will report directly to the Deputy Executive Director of Corporate Services and Executive Director of the CTI-CFF Regional Secretariat.

The consultancy agreement for this assignment will be based on a maximum number of working days service rendered. Payments will be based on actual hours worked with timesheets.

V. PROPOSAL SUBMISSION

A. Company or individual Profile

Please provide the following information:

- A summary of your organization or team member, including a brief description of professional experience
- Qualifications, background, and expertise of staff to be assigned to the activity.
- Prior experience in handling international organizations/international governmental organizations particularly in reviewing documents in relation with Government of Indonesia legal systems

- List/sample of clients from international organizations and services provided.

B. Evaluation

All proposals will be reviewed, evaluated and rated based on the following:

- Qualifications
- Conflict of interest
- Experience with similar activities
- Pricing

C. Proposal Submission

Please submit your proposal with your quotation signed by the head of firm/team or duly authorized representative to email: regional.secretariat@cticff.org not later than **3 November 2021, 5 pm Manado Time**.

VI. CONFIDENTIALITY

The consultant is required to respect strict confidentiality for any information relating to scope of work. No reproduction/dissemination of the report shall be carried out without prior knowledge and consent of the Regional Secretariat of CTI-CFF. Failure to comply with this clause will result in the termination of the consultancy services. This strict confidentiality remains the rule, without limitation, after the end of the assignment.