



**CORAL TRIANGLE  
INITIATIVE**  
ON CORAL REEFS, FISHERIES  
AND FOOD SECURITY



**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 (max 3,250)

**TERM OF REFERENCE**

**FOR CTI-CFF HUMAN RESOURCE MANAGEMENT CONSULTANT**

**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) aims to sustain marine and coastal resources by addressing crucial issues such as food security, climate change, and marine biodiversity in the coral triangle region. Based on the outcomes of the organizational capacity assessments conducted with USAID Sustainable Fish Asia (SUFIA) Local Capacity Development Activity, CTI-CFF has proposed for capacity development and strengthening support towards enhancing our capacities for strengthened compliance to USAID's requirements as a Public International Organization. In addition, implementation of this proposed plan will also enhance CTI-CFF and RS's capacity and performance in serving our constituents, working toward our mission to achieve results, and increase our viability to grow and diversify resources through effective partner engagement.

The outcomes of this project through this subaward (Capacity Strengthening Initiative or CSI) will contribute towards achievement of the goals of USAID Sustainable Fish Asia (SUFIA) Local Capacity Development Activity to strengthen capacities of regional fisheries organization, specifically CTI-CFF, as a Public International Organization and a stronger partner of USAID in sustainable fisheries management in the region, particularly in combatting Illegal, Unregulated and Undocumented (IUU) fishing. This will complement the on-going capacity building activities to be conducted by SUFIA to enhance performance and strengthen viability and partnerships.

One of the total major work plan activities is to strengthen the Human Resources Management in the CTI-CFF Regional Secretariat to incorporate principles of transparency, non-discrimination, ethics, and gender equality integration and social inclusion (GESI), with sub-activities as follows:

a. Enhance an effective Human Resources and Staff Time Management:

- Participate in training on Human Resources Management and Staff Time Management
- Conduct in-house training on Staff Time Management
- Develop and/update relevant HR documents such as on Staff Time Management (Time Sheet) and Employee Handbook
- Pilot testing of the Time Sheet

b. Create and/or update policies, practices, and forms for ethics and social inclusion:

- Develop policies and procedures on Ethics and Social Inclusion such as Code of Conduct, Code of Ethics, Conflict of Interest, and Anti-Fraud,
- Conduct in-house training to CTI-CFF Regional Secretariat staff on these documents, and establish a system of transparency and accountability by regularly training and informing staff on these documents,
- Seek staff commitment to adhere to these policies by attending the training annually and signing them,
- File the signed documentations with the personnel file of the Staff.

## **II. OBJECTIVE AND SCOPE OF CONSULTANCY**

The overall objective of the Consultancy is to achieve an enhanced and effective Human Resources and Staff Time Management in the CTI-CFF Regional Secretariat.

Tangible outcomes are the following documents:

- Staff time management
- Code of conduct
- Code of ethics and conflict of interest
- Anti-fraud policies and procedure

## **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,
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 HRM 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:

- If company, a brief summary of your organization including size and structure
- If individual, a brief description of professional experience
- Qualifications, background and experience of staff to be assigned to the activity
- Prior experience in handling human resource management in international organizations/international governmental organizations
- 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

##### **C. Proposal Submission**

Please submit your proposal with your quotation signed by the head of firm or duly authorized representative to email: [regional.secretariat@cticff.org](mailto:regional.secretariat@cticff.org) not later than **3 November 2021, 5pm 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.