

TERM OF REFERENCE

Koralestari Policy Coordinator

	:	RFP (Request for Proposal)
Work Area	:	Jakarta
Work Location	:	
Deadline for submitting proposal	:	5 March 2025
Development Area	:	Services

Overview

To strengthen policy support for Koralestari's goal of restoring Indonesia's coral reefs and securing sustainable conservation funding through innovative financing, investable projects, and local capacity building, Yayasan Konservasi Alam Nusantara (YKAN) is seeking a Koralestari Policy Coordinator. This role requires strong communication skills to engage intensively with government authorities (both national, provincial, and district), support administrative tasks, and address technical issues to ensure the program's success. The Koralestari Policy Coordinator will collaborate closely with YKAN's Oceans Program External Affairs Senior Manager, the Director of MERA, the MERA Program Manager, and Field Coordinators at Koralestari project sites to complete assigned tasks and support overall program goals.

I. Background

The Koralestari Program aims to address the decline of coral reef health in Indonesia and the lack of funding for coral reef conservation and restoration through 1) Innovative financing mechanisms, 2) Funding investable, reef-friendly projects, and 3) Enhancing local capacity for coral reef rehabilitation. This program runs from 2024 to 2029 in three priority areas: Berau Regency in East Kalimantan, Savu Sea in East Nusa Tenggara, and Lingga Island in Riau Islands.

One of the key aspect of Koralestari program is the policy work, including but not limited to (i) Updating the policy landscape assessment to update and detail the policy activities, (ii) Support the government in the development of a regulatory framework that allows the devolution of power to provinces to locally administer the resources generated through tourism fees and other revenue models in MPAs (UPTD-BLUD MPA Management model), and (iii) Support the formulation of an umbrella policy on coral reefs conservation and restoration, including national and provincial level funding mechanisms. To achieve these goals, YKAN seeks a consultant with capability in handling intensive communication with the government (national and regional level), to fulfil administrative requirement and handle technical issues, ensuring the achievement of the Koralestari program objectives.

During the assignment of this contract, the consultant shall work closely with YKAN Oceans Program External Affairs Senior Manager, Director of MERA, MERA Program Manager, and Field Coordinator in Koralestari project sites for the completion of assigned tasks and supporting overall program goals.

II. OBJECTIVE

The Koralestari Policy Coordinator will support the effective implementation of Koralestari's policy-related activities by assisting in cross-team coordination, government and key stakeholder engagement, and managing administrative tasks to ensure Koralestari program's objectives are met.

III. SCOPE OF WORK

The Koralestari Policy Coordinator will be responsible for the following tasks:

- Assist in implementing the Koralestari Policy component and ensuring alignment with project objectives.
- Maintain communication with relevant government agencies, particularly the Ministry of Marine Affairs and Fisheries (MMAF)—Directorate General of Marine Conservation and Spatial Planning and Directorate General of Capture Fisheries—as well as provincial and district governments.
- Support the organization of meetings, workshops, public consultations with key stakeholders.
- Attend meetings and activities hosted by MMAF and local governments, coordinating with the External Affairs Senior Manager, Director of MERA, and MERA Program Manager.
- Provide administrative support for policy-related activities, including documentation, reporting, and coordination.
- Assist in the preparation of Terms of Reference (ToR) and budget planning for policy-related events and workshops.
- Ensure timely preparation and submission of government engagement documents (e.g., quarterly reports for the Directorate General of Marine Conservation and Spatial Planning) through close coordination with YKAN Oceans Program Senior Managers and field site managers.
- Facilitate cross-team coordination within Koralestari, particularly with Field Coordinators regarding policy work activities in Berau, Lingga, Kepulauan Riau, and Savu Sea.

IV. QUALIFICATION

1. At least 2 years of experience in marine/oceans and fisheries sector
2. Experience and familiarity working with the Ministry of Marine Affairs and Fisheries in Indonesia
3. Own personal laptop or computer and internet literacy.
4. Master's degree in marine, fisheries, environmental science, or related field is preferred.
5. Experience working with the government (central, provincial, district), private sector, donor, and communities, relevant to marine and fishery conservation
6. Willing to work in field with frequent business travels based on program needs.

V. EXPECTED OUTPUT

Within contract period of 3 months, consultant is expected to submit the deliverable report below:

- Quarterly report to Ministry of Marine Affairs and Fisheries (MMAF)
- Digest of weekly updates on engagement with government agencies and stakeholders (provincial and district government, public funding, as necessary)
- Minutes of meetings with from at least one meeting per month with the MMAF

- ToR and budget forecast for activities relevant to in-depth policy landscape assessment (GFCR KORALESTARI Phase II – INDO Activity 1.1.1. and INDO Activity 1.1.2).

VI. CONTRACT PERIOD

This consulting activity will be carried out for three effective months, start from **17 March 2025 to 17 June 2025** and can be extended according to YKAN's needs.

VII. CONTACT PERSON

Interested applicants should send CV and resume by e-mail to laksmi.larastiti@ykan.or.id and cc: externalaffairs.oceans@ykan.or.id before 5 March 2025.