



Term of Reference
CONSULTANCY FOR SEACONNECT PROJECT PREPARATION GRANT (PPG)
PPG Lead/Project Document Writer
Regional Secretariat
Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security

Background

The Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) is a multilateral partnership among six countries: Indonesia, Malaysia, Papua New Guinea, the Philippines, Solomon Islands, and Timor-Leste, committed to safeguarding the marine and coastal resources of the Coral Triangle region. The CTI-CFF Regional Secretariat (RS) serves as the administrative and coordinating body for this initiative.

The SEACONNECT Project is a regional initiative funded by the Global Environment Facility (GEF-8), executed by the Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF), and supported by Conservation International as the GEF Implementing Agency. The project aims to enhance the management of seascapes and marine protected areas across Indonesia, Malaysia, and the Philippines through a regional integrated approach. The Project Preparation Grant (PPG) phase is designed to prepare the full project document (ProDoc) and CEO Endorsement Request, incorporating safeguards, gender integration, stakeholder consultations, execution modalities, and baseline analysis. The Consultant will coordinate this preparation and ensure compliance with CI-GEF requirements and CTI-CFF Rules and Procedures.

Scope of Work

The consultant will spearhead the design and facilitation of workshops and consultations, dedicated to meticulously finalizing the CEO Approval Package for the project. This collaborative session will leverage expertise, encourage dynamic discussions, and ensure the comprehensive refinement of the PIF to meet the highest standards of clarity, effectiveness, and strategic alignment with project goals.

1. Development of ProDoc and all associated annexes (except ESMF annexes)
 - Conduct a thorough review of the existing PIF and related documents, identifying areas for improvement and enhancement.
 - Draft the ProDoc based on the comments from CI-GEF STAP and GEF Secretariat during the PIF stage
 - Draft and finalize all associated annexes of the ProDoc (e.g. Results Framework, implementation budget, etc.)
2. Workshop Planning and Facilitation:
 - Develop a comprehensive **program description and** agenda for the workshops/consultations, specifying session objectives, activities, and expected outcomes.



- Lead and facilitate the workshop sessions, fostering active participation and collaboration among stakeholders.
 - Prepare a presentation and conduct a stakeholder session for review and endorsement of the completed document.
3. Documentation and Finalization:
- Document all workshop discussions, feedback, and revisions.
 - Prepare a comprehensive report summarizing key outcomes and decisions.
 - Finalize the ProDoc and required annexes based on the consultations and comments from the stakeholders and partners.
4. Revision of the ProDoc and required annexes
- Revise the ProDoc and required annexes according to the comments from the GEF Secretariat

Timeline & Duration

The consultancy is expected to be carried out over a maximum of 100 working days between July 2025 and April 2026, in accordance with the SEACONNECT PPG workplan. Activities will be phased to align with major deliverables and internal review milestones, ensuring timely coordination and submission of required outputs.

Consultant Qualifications

The Consultant must possess a strong background in designing and managing large regional environmental projects, particularly in the design and coordination of GEF-funded initiatives. The ideal candidate will demonstrate the following:

- Advanced academic qualifications in environmental science, marine biology, environmental policy, natural resource management, international development, or any other related fields.
- Minimum of 10 years of professional experience in large-scale project design and management.
- Experience in preparing and coordinating GEF-funded project documents, including CEO Endorsement Requests and ProDocs for full-sized projects, is highly desirable.
- Proven ability to coordinate multi-disciplinary teams and integrate technical, financial, and safeguard inputs into a cohesive project design.
- Strong understanding of Knowledge of GEF programming priorities, particularly under GEF-8, including biodiversity conservation, sustainable marine and coastal governance, and integrated seascape approaches, is an advantage.
- Demonstrated expertise in Results Framework development, including setting measurable indicators and targets aligned with GEF Core Indicators and Theory of Change.
- Working knowledge of environmental and social safeguards, gender mainstreaming, stakeholder engagement planning, and risk assessment tools.
- Proven experience in designing and implementing MEL frameworks for complex, multi-stakeholder projects.



- Experience working in Southeast Asia, particularly in Coral Triangle countries (Indonesia, Philippines, Malaysia), and understanding of regional governance structures is highly desirable.
- Fluency in English (written and spoken) is required; proficiency in Bahasa Indonesia, Malay, or Filipino is considered an asset.
- Excellent technical writing and communication skills, with the ability to synthesize and present complex information clearly to diverse audiences.
- Familiarity with CI-GEF Agency templates, review processes, and quality assurance protocols is an advantage.
- Candidates who are ready to start immediately will be given preference.

Reporting

The Consultant will report to Deputy Executive Director for Program Services.

Condition of Application

This position is open only for citizens of CT6 Member Countries (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, Timor Leste).

Interested applicants are invited to submit a complete application package that includes the following:

1. Cover Letter detailing relevant experience and motivation for the assignment, specifically addressing the qualifications listed in this ToR.
2. Curriculum Vitae (CV) outlining professional background, academic credentials, and relevant GEF project experience.
3. Technical Proposal summarizing the approach, methodology, and timeline for delivering the expected outputs (max 3 pages).
4. Financial Proposal with daily rate (in USD) and total estimated cost
5. At least one (1) sample of a relevant past deliverable (e.g., GEF ProDoc, CEO Endorsement Form, or related technical report).
6. Contact details of at least two (2) professional references.

Submission of Application

All application materials must be submitted in English via email to regional.secretariat@cticff.org with the subject line: **“Application – PPG Lead/Project Document Writer.”**

The deadline for submission is **25 July 2025**. Late or incomplete applications will not be considered.