

Contract for In-Region Policy and Coordination Support Services to NOAA
Senior Policy Advisor and Regional Coordinator
National Marine Sanctuary Foundation/NOAA-USAID/RDMA-USAID/Indonesia
Partnership

NOAA-USAID Regional Program Coordinator

The National Marine Sanctuary Foundation is seeking a contractor to fill the role of a NOAA-USAID Regional Program Coordinator.

The Indo-Pacific region is one of the most biodiverse on Earth and its fisheries are critical to supporting global food security. Climate change, unsustainable fishing, and illegal, unreported, and unregulated (IUU) fishing practices are devastating the fisheries and marine resources that sustain communities across the region. Under a Participating Agency Program Agreement (PAPA) between the National Oceanic and Atmospheric Administration (NOAA) and the USAID Regional Development Mission for Asia (RDMA), NOAA works with USAID and partner governments in Southeast Asia and the Indo-Pacific region to address threats to the region's coastal and marine biodiversity. Under this agreement, NOAA supports a range of activities, including: capacity building, technical assistance, information exchanges, peer-to-peer engagement, government-to-government engagement, and scientific and field exercises in subject areas including but not limited to natural resource management, law enforcement, and science and technology for oceans, coasts, weather, and climate. With RDMA support, NOAA focuses on a regional approach to foster collaboration and build institutional capacity for coastal management, fisheries governance and enforcement for food security, biodiversity, and coastal and economic resilience themes. Through building the capacity of regional institutions, the NOAA-RDMA partnership seeks to improve the well-being of people, communities, economies and the natural environment upon which they depend across the Indo-Pacific region.

NOAA implements much of its work through workshops and meetings where NOAA technical experts provide capacity building (e.g., trainings) and technical assistance (e.g., projects following trainings). These activities require policy guidance for a contextualized and nuanced approach to the capacity-building and technical assistance in the Southeast Asia region as well as in-country coordination and communication with governmental and non-governmental partners. This contract establishes services to provide regional policy and coordination support for NOAA activities in Southeast Asia. NOAA is already supported by a senior advisor in the Philippines, thus this senior advisor and regional coordinator will only focus on NOAA's RDMA and Indonesia work plan activities.

Objective:

The contractor will provide in-country services in Thailand, Indonesia, and other relevant countries in Southeast Asia and the Indo-Pacific to support NOAA-USAID partnership

efforts that strengthen the governance and resilience of coastal ecosystems and fisheries in this region.

Required Tasks:

The primary responsibilities are in two major areas of work: (a) provide regional specific guidance for a more contextualized, nuanced and need-based approach to NOAA's technical assistance, and (b) coordination and communication with USAID RDMA, USAID Indonesia, and regional government and non-government entities in support of NOAA capacity building and technical assistance efforts. In addition, the contractor will assist in tracking and reporting NOAA activities and assisting with material development.

Policy Advice

Through a contract with the National Marine Sanctuary Foundation and in coordination with USAID/RDMA and USAID/Indonesia, the contractor will serve as a Regional Coordinator for NOAA partnerships with ASEAN countries to coordinate in-region activities and insure their effectiveness. This includes distilling partner training needs and interests to allow NOAA to better tailor its offerings. The Regional Coordinator will work with regional partners such the Southeast Asian Fisheries Development Center (SEAFDEC) Training Department and Sustainable Fish Asia Technical Support (SuFiA TS), other relevant inter-governmental organizations IGOs (e.g., FAO), relevant partner national government agencies, and NGOs to ensure our efforts are aligned. The contractor will provide regular communication to the NOAA team of relevant developments and issues within the country. Duties include:

- Providing inputs to specific plans and activities of NOAA partnerships
- Ensuring perspectives, including specific context and needs of RDMA and USAID/Indonesia, are considered in the planning and implementation towards self-sufficiency
- Customizing any technical assistance and capacity-building proposals and designs, as may be needed, based on the priorities and circumstances of implementing partners especially SEAFDEC member nations, MMAF and the Coral Triangle Initiative, and integrated with current and planned directions of government partners

Coordination

The contractor, through funding from the National Marine Sanctuary Foundation, will serve as a coordinator for NOAA partnerships in Southeast Asia, including coordinating with NOAA and USAID/RDMA and USAID/Indonesia partners, relevant IGOs, NGOs, and implementing partners. The contractor will provide regular communication to the NOAA team of relevant developments and issues within the country. Duties include:

- Acting as local coordinator for NOAA's partnerships with USAID/RDMA and USAID/Indonesia

- Liaising with partner ministries and attending in-person meetings with partner governments on a frequent basis to advance NOAA's projects under our USAID RDMA and USAID Indonesia interagency agreements
- Maintaining regular access, communication, and coordination with local officials working with the NOAA/USAID RDMA and USAID-Indonesia partnerships
- Coordinating with implementing partners to ensure logistical arrangements of in-country activities to optimize in-country technical visits of NOAA
- Liaising with partner ministries and embassies within the region to coordinate Port State Measures Agreement learning exchanges
- Coordinating with the Embassy to submit any Leahy vetting needs
- Providing on-the-ground logistical support for OLE's training workshops, exchanges and other capacity building and technical assistance efforts (i.e., coordinating with partner governments to arrange venue locations/contracts, workshop transportation needs (e.g., classroom to port), translation/interpretation needs, etc.)
- Providing in-region support for meetings, information exchanges, and projects conducted under the Maritime SAFE Act to combat IUU fishing and associated crimes

Tracking & Reporting

The contractor will assist tracking of country-specific set of goals, objectives, and deliverables, as directed by NOAA staff, including:

- Provide tracking of progress of NOAA deliverables during year
- Track and report goals and targets identified required by USAID and NOAA for activities
- Track & report targets advanced at each NOAA activity
- Produce written reports of each NOAA activity following reporting format set by USG agencies

Material Development

The contractor will support NOAA staff by researching, developing, and/or translating materials to assist in meeting work plan deliverables. Assistance will include:

- Adapting materials for applicability and use within the region
- Research information needed to develop and adapt materials
- Summarize strategic organizational documents
- Coordinate with local training centers and programs to ensure NOAA training materials meet local needs

Funding Terms: The In-Country Coordinator salary, travel, and materials (\$85,000/year) for approximately 24 months.

Deliverables

Deliverables shall relate to the above tasks and may include, but are not limited to, the following:

- Coordinate with USAID RDMA and USAID Indonesia missions on a regular basis

- Successfully representing NOAA at partner meetings, and providing meeting minutes to OLE leadership and other personnel
- Completing weekly activity reports, trip reports and briefings as necessary to keep OLE leadership and other personnel well informed on OLE international program activities
- Provide information to support the completion of quarterly budget reports, and the updating of NOAA-USAID work plans as appropriate
- Successfully executing on-the-ground contracts to support NOAA activities
- Tracking and evaluation reports of OLE international technical assistance projects to keep OLE leadership and international program staff advised on status of OLE capacity building activities
- Overseeing the successful execution of NOAA workshops

Requirements

- Bachelor's Degree in any field (marine related fields preferred) and two or more years of experience in either law enforcement, analysis, ocean-related sciences, marine fisheries, policy, law, or project management relating to any of the above areas
- Working familiarity with Southeast Asian marine environment and management, including marine ecosystems, fisheries, and their governance - Familiarity with Indonesia's Ministry of Maritime Affairs and Fisheries is a plus
- Proven writing skills in relevant subject area
- Demonstrable experience in policy, capacity building efforts and trainings
- Familiarity and experience with the organizational structure, operations, and portfolio of the principal agencies involved: NOAA, USAID-RDMA, USAID-Indonesia, and Indonesia's Ministry of Maritime Affairs and Fisheries
- Native speaker of Bahasa Indonesia, and written and oral fluency in English
- Ability to travel within the region on a regular basis

Level of Effort

The work is expected to be full time (1,880 hours) for one contractor. This position is expected to be funded through September 2026.

Travel

Domestic (local to Indonesia) and international (outside Indonesia) travel is authorized, for the purpose of participating in meetings and workshops.

Place of Performance

Negotiable but within the greater Jakarta, Indonesia, area preferred

Budget

The maximum amount for this contract is not to exceed \$85,000

Salary: \$75,000 (\$5,417 /month at level of effort at 19.5 days per month)

Travel: \$7,500 (estimated 5 local trips within Southeast Asia @ \$1,500/trip)

Supplies: \$ 2,500 (estimated reimbursements for workshop supplies, printing and venue)

Delivery

Delivery includes advancing all of the tasks outlined above

Period of Performance

Period of performance is 1 month from the award date of this contract through September 30, 2026.

How to Apply

To apply, please submit your resume and cover letter using the following link:

<https://form.asana.com/?k=BzOHSc-4XQbuwRt-7vmYHw&d=1132613391873929>.

Please direct any questions to rfp@marinesanctuary.org.