



Training Department(TD) P.O. Box 97, Phrasamutchedi, Samut Prakan 10290, Thailand Tel: +66 2425 6100 Fax: +66 2425 6110 +66 2425 6111 www.seafdec.or.th	Marine Fisheries Research Department (MFRD) 2 Perahu Road, Off Lim Chu Kang Road, Singapore 718915 Tel: +65 6790 7973 Fax: +65 6861 3196 www.seafdec.org/mfrd	Aquaculture Department (AQD) Tigbauan, 5021 Iloilo, Philippines Tel: +63 33 511 9170 +63 33 511 9171 Fax: +63 33 511 9174 www.seafdec.org.ph	Marine Fishery Resources Development and Management Department (MFRDMD) Fisheries Garden, Chendering, 21080 Kuala Terengganu, Malaysia Tel: +609 617 5940 Fax: +609 617 5136, 617 4042 www.seafdec.org.my	Inland Fishery Resources Development and Management Department (IFRDMD) Jl. Gub. HA. Bastari No.08 RT.29 RW.07 Kel. Silaberanti Kec. Seberang Ulu 1, Jakabaring, Palembang 30252, South Sumatra, Indonesia Tel: +62 711 5649600; Fax: +62 711 5649601 www.seafdec.or.id
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TERMS OF REFERENCE

Background

The Southeast Asian Fisheries Development Center (SEAFDEC) is an autonomous inter-governmental body, mandated to develop and manage fisheries potentials of the Southeast Asian region. SEAFDEC, with support from the SEAFDEC-Sweden Collaborative Program, is strengthening efforts to address the importance of integrating and coordinating fisheries management and habitat management and to improve management of fishing capacity to reduce over-capacity, destructive and illegal fishing. Priority sub-regions include the Gulf of Thailand, the Andaman Sea, the Sulu-Sulawesi Seas and the Mekong River Region. SEAFDEC supports regional cooperation through the implementation of sub-regional (and bilateral) agreements on fisheries and environmental management. The SEAFDEC-Sweden Project, is in the process of concluding the project results and achievements that contribute to the improvement in social well-being and environmental health, by further strengthening the management of fisheries and fishing capacity, as well as aquatic environments and habitats.

SEAFDEC is seeking for an energetic and high caliber candidate to work as a “**Short-term Consultant**,” will report to the SEAFDEC Secretariat in Bangkok, Thailand.

Description of Responsibilities:

Under the overall supervision of the SEAFDEC Secretary-General, the technical guidance of the SEAFDEC-Sweden Collaborative Project Manager and in close collaboration with staff of SEAFDEC (e.g. Policy and Program Coordinator, Information and Program Coordinator, etc.), the Consultant will provide services to prepare the “**Key Achievement Book**” that would showcase the major results and achievements of the SEAFDEC-Sweden Collaborative Project implemented during 2013-2019, with the Terms of Reference as follows.

- 1) Review the Project Document and relevant reports under the SEAFDEC-Sweden Collaborative Project;
- 2) Prepare the draft content of the “Key Achievement Book” based on the draft outlines (see the Annex) developed in close coordination with the SEAFDEC-Sweden Collaborative Project Manager and relevant SEAFDEC staff;
- 3) After the draft text of “Key Achievement Book” is reviewed by the SEAFDEC team, incorporate the comments and suggestions into the content of the “Key Achievement Book”; and
- 4) Finalize and submit the draft ‘Key Achievement Book’ to SEAFDEC.

Duration: The consultant shall work for a total of 30 working days during the period from 1 July to 31 August 2019

Expected Deliverables, Timeframe and Payment:

The deliverables of the consultancy will be the Key Achievement Book, which shall be prepared and submitted to SEAFDEC based on the following timeframe:

Deliverables	Timeframe	% of Payment
○ Outlines of the “Key Achievement Book”	By 1 July 2019	20%
○ 1 st draft “Key Achievement Book”	By 1 August 2019	40%
○ Final version of the draft “Key Achievement Book” (approx.100-150 pages)	By 31 August 2019**	40%

*The SEAFDEC-Sweden Collaborative Project Manager reserves the right to request the Consultant for further amendments if necessary.

Qualifications:

- Male or female, with a university degree or equivalent in fisheries or related fields, with at least 20-30 years experience working at international level, and as fisheries-related project/program leader;
- Background knowledge with at least 20-30 years work experiences in generating information with a view to conclude results from project/program implementation to wide audience;
- Ability in analyzing and integrating diverse information from various sources, and present complex information in a clear and effective manner; and
- Excellent writing and editorial skills in English.

To apply: Interested individual consultant are required to submit their (i) detailed curriculum vitae (CV); (ii) A letter to clearly demonstrate their suitable skills and experiences relevant to this assignment and few example of the previous relevant assignment (iii) financial offers (lumpsum or professional fee) estimated costs for the entire assignment in USD and confirming availability.

All required documents in English should be sent no later than 15 June 2019 in electronic format at the following address: secretariat@seafdec.org and cc: pattaratjit@seafdec.org

SEAFDEC Secretariat
P.O. Box 1046, Kasetsart Post Office,
Ladyao, Chatuchak,
Bangkok 10900, Thailand
Tel: +66 29406326
Fax: +99 29406336