



## **Terms of References (ToR) for Consultant Maritime Officer, Embassy of Denmark in Jakarta**

### **1. Background**

Indonesia and Denmark is upscaling the cooperation on Maritime Affairs with a new project that will initially be running from July 2021 to June 2022. The project will primarily focus on 1) marine spatial planning and 2) green maritime practises with the possibility of other activities within training and safety of seafarers and fishing vessel personnel and port-state control. The main objectives are to establish a dialogue between Indonesian and Danish experts and initiate capacity building workshops and study tours to support the development of marine spatial planning and improving framework conditions and business development when it comes to green maritime practises in Indonesia. In addition, potential future areas of cooperation will be identified. On this basis, a second phase with additional activities will be considered.

The project is anchored at the Danish Maritime Authority, but will be supported by the Danish Embassy in Jakarta. The main tentative planned activities are as follows:

1. Carry out a range of webinars and virtual workshops with key stakeholders with the aim of identifying how Danish expertise and solutions can complement Indonesian needs within the selected areas of cooperation.
2. Organise a study tour to Denmark for Indonesian experts.
3. Organise a workshop in Indonesia with participation of government authorities, private sector, researchers and other relevant stakeholders.
4. Carry out follow up meetings in Indonesia to assess potential future areas of cooperation.

### **2. Roles and Responsibilities**

In order to secure successful implementation of the activities support from a Consultant Maritime Officer is needed. The Consultant Maritime Officer will be hired full-time for a period of 9 months to assist the Danish Embassy in Jakarta with facilitating the partnership, hereunder the cooperation between Danish Maritime Authority, Danish private sector stakeholders and Indonesian partner institutions such as Coordinating Ministry of Maritime Affairs, Ministry of Marine Affairs and Fisheries, Ministry of Transportation, local authorities, companies and research institutions. The Consultant Maritime Officer will help the Maritime Team at Danish Embassy to communicate and coordinate closely with the relevant partners mentioned above on a day to day basis. The Consultant Maritime Officer will also cooperate closely with several other teams at the Danish Embassy in Jakarta including the Trade Team and Defence and Political Team.

### **3. Scope of Work**

The portfolio of tasks will include, but not necessarily be limited to:

- Secure daily coordination between Danish Maritime Authority and Indonesian partner institutions mainly units under Coordinating Ministry of Maritime Affairs, Ministry of Marine Affairs and Fisheries and Ministry of Transportation.
- Arrange and follow up on meeting programmes of delegations to Indonesia and Denmark.
- Organise conferences, events, webinars, roundtables, study trips and training courses from Indonesia to Denmark and the opposite way (travel subject to Covid19-protocol).
- Build network and arrange meetings with relevant public and private stakeholders.



- Participate in both high-level and working meetings with contribution to “qualified translation” – not only Bahasa Indonesian to English language but also to act as moderator with understanding of the political and social context.
- Write Minutes of Meetings.
- Monitor news and political development and cover key events within the maritime field.
- Make analysis memos and research on your own, e.g. investigate developments in terms of green shipping in Indonesia or new regulation affecting the maritime/marine field.
- Write small articles and other publications for promoting the results of the programme.
- Ad-hoc work such as producing 1-pagers updating the website and contributing to Danish Embassy’s SoMe updates on the cooperation.

## 5. Qualifications of Consultant

The assignment shall be undertaken by a consultant with following qualifications:

- A relevant University degree.
- Preferably at least 2-5 years’ working experience from a government body, an international organisation, a consultancy firm or an embassy, preferably within maritime or marine affairs.
- Proactive, innovative and capable of growing and maintaining an existing network in the maritime and marine sector.
- Ability to work independently and in teams.
- A good political intuition and preferable knowledge in working in or with government bodies or other political led institutions.
- Fluency in Bahasa Indonesia and excellent English skills, both written and spoken.

## 6. Time and conditions

The consultant will be hired for a period of 8 months commencing on 1<sup>st</sup> of October 2021 or as soon as possible hereafter with the possibility of extension contingent on available funding and upscaling of the project. A fixed monthly remuneration fee will be negotiated individually with the consultant depending on qualifications and experience. The deadline for applications is **13<sup>th</sup> of September 2021 at 12 pm WIB.**

Please send application, CV and references to [jktambvacancy@um.dk](mailto:jktambvacancy@um.dk) any questions regarding the consultancy should be directed to [mabeng@um.dk](mailto:mabeng@um.dk)

## 7. Points of Contact

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