



TERMS OF REFERENCE

ASEAN-AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP) PHASE II

Consultancy for the Development of Post 2015 Work Plan for the Initiative of ASEAN Integration (IAI)

I. Background:

The Initiative for ASEAN Integration (IAI) gives direction for regional cooperation in narrowing the development gap between and within ASEAN Member States. Special support and technical assistance are provided to help Cambodia, Lao PDR, Myanmar, Viet Nam or CLMV enhance their capacity in implementing their regional commitments to ensure that benefits of ASEAN integration are equitably shared. The IAI Work Plan II (2009-2015) reflects key program areas under the three ASEAN Community Blueprints.

As the IAI Work Plan II is now in its last year of implementation, there is a need to start formulating a new IAI Work Plan 2016-2025, with the target of submitting the Work Plan to the ASEAN Leaders for adoption in 2016. The Post 2015 IAI Work Plan will take into consideration the strengths and weaknesses in the drafting process and implementation of the current and past IAI Work Plans, relevant recommendations of the mid-term review of the IAI Work Plan II, as well as related elements in the ASEAN Community Vision 2025 and its attendant documents.

The development of the new Work Plan will pay particular attention to:

- Identifying development gaps between and within ASEAN Member States, particularly CLMV countries, which are critical for sustainable socio-economic development and integration into the ASEAN Community;
- Identifying comparative strengths and weaknesses among ASEAN Member States, particularly CLMV, global development trends and opportunities;
- Formulating strategic goals that are measurable, feasible and will effectively address the identified development gaps;
- Setting up a resource mobilization and implementation strategy for the new Work Plan;
- Strengthening coordination within and amongst CLMV countries to effectively implement and monitor the various activities at national, sub-regional and regional levels that contribute towards IAI's goals;
- Strengthening institutional linkages and coordination between sub-regional and regional cooperation programs.

The direct stakeholders of the project are the IAI Task Force, Senior Government Officials of ASEAN, in particular the CLMV, and the ASEAN Secretariat. The new Work Plan will be designed to better serve the strategic needs of CLMV and where possible, complement the CLMV's respective national development plans and priorities. The IAI Task Force and Senior Government Officials of CLMV will play a key role in drafting the new Work Plan.

The process of developing the Post-2015 IAI Work Plan will be participatory and consultative in order to ensure engagement at a strategic level, promote ownership down to the relevant ministries at the national level, and garner support from relevant stakeholders. Various stakeholders will be consulted at appropriate times throughout the drafting process, including ASEAN Secretariat's desk officers, national focal points, and ASEAN Dialogue Partners. The process is also designed to ensure that the work planning is aligned with the ASEAN Community Vision 2025 and its attendant documents, and targeted for specific objectives and measurable results.

II. Objective:

The Post-2015 IAI Work Plan will help narrow the development gap and advance regional integration. With the availability of the new Work Plan, it is envisioned that the IAI Task Force, in close coordination with Senior Government Officials of CLMV, will be able to provide strategic guidance in promoting IAI goals, and coordinate and monitor the implementation of key actions specified in the new IAI work plan.

III. Outputs:

A Post-2015 IAI Work Plan that contains at least the following sections:

- **Introduction**
Introduction describes the background information on the IAI initiative and the importance and objectives of the Post-2015 work plan
- **Context and Approach**
Context describes ASEAN's current and past IAI initiatives (including past and current work plans and results of monitoring and evaluation activities), what has been achieved, challenges faced, lessons learned and best practices. It also describes the competitive and comparative advantages, trends and opportunities that are relevant to the IAI.
Approach describes the proposed mechanism for implementing the Post-2015 work plan, based on lessons learned and best practices, including:
 - Coordination mechanism amongst the stakeholders and beneficiary countries involved in the implementation of the Work Plan;
 - Resource mobilisation strategy to ensure availability and sustainability of fund throughout the implementation of the Work Plan.
- **Strategic Goals and Priority Areas**
This section describes *vision or strategic framework* of the post-2015 IAI work plan spanning ten years from 2016 to 2025; *strategic goals, initiatives and measurable targets* for the period of 2016-2025.
- **Five-Year Detailed Implementation Schedule**
A five-year detailed implementation schedule developed based on the strategic goals and priority areas. It outlines detailed implementation schedule with short, medium and long-term timeframes, action lines and measurable deliverables covering a period of 2016 to 2020.
- **High-Level Monitoring and Evaluation Framework**
A high-level monitoring and evaluation framework that measures progress in implementing the work plan and the impact that it makes on ASEAN integration and narrowing of development gap.

- **Review and Modification**

The Work Plan should be flexible to accommodate results from regular M&E and address emerging issues and priorities. This section describes the mechanics for the review and modification of the Work Plan. Specifically, this section should detail what, why, when and how modification and review of the Work Plan are to take place, and who will be responsible for managing the process. This process is integral to the next set of Implementation Schedules for 2021-2025.

IV. Description of tasks and activities:

In order to achieve the objective and outputs presented above, the following activities will need to be undertaken. The bidder should provide details on its approach to each activity (including timeframe) in its bid and is free to recommend additional activities.

Deliverables		Activity	Person working weeks	Completion date	Person(s) responsible
1	Inception Report	<ul style="list-style-type: none"> • Conduct initial literature review and research activities • Develop overall approach, detailed conceptual framework, work plan, management plan and budget • Prepare and produce the Inception Report 	1 person week	Week 2	Consultant with inputs from ASEAN Secretariat and AADCP II
Approval of Inception Report by the IAI Task Force (2 weeks)					
2	Initial Draft	<ul style="list-style-type: none"> • Context analysis (including desk review and consultations with ASEAN stakeholders) to capture data required to chart the work planning approach and identify tentative priority areas and regional objectives for each identified priority area. This process may be supplemented with a survey questionnaire. • Develop draft report 	5 person weeks Work on Week 3-7. Deliver Week 8	Week 8	Consultant with inputs from ASEAN Secretariat and AADCP II
Approval of Initial Draft by the IAI Task Force (2 weeks)					
3	Draft Post-2015 Work Plan	<ul style="list-style-type: none"> • Facilitate national consultations in CLMV countries with relevant ministries to set the scene for the strategic planning process, identify strategic goals and priority areas and collect proposed key actions • Conduct Regional Workshop to obtain agreement and consensus on key actions with clear implementation timeline for each priority area • Organise a 1.5-day regional forum held back to back with Regional Workshop to be attended by a wide range of stakeholders including ASEAN dialogue partners and external parties to get feedback and further refine the work plan • Development of a draft work plan by the consultant based on the result of the workshops and forums 	6 person weeks Work on Week 9-14. Deliver Week 15	Week 15	Consultant with inputs from ASEAN Secretariat and AADCP II
Approval of Draft Post-2015 IAI Work Plan by the IAI Task Force (2 weeks)					

Deliverables		Activity	Person working weeks	Completion date	Person(s) responsible
4	Monitoring and Evaluation (M&E) Framework	<ul style="list-style-type: none"> Develop a draft M&E framework based on the final Post-2015 IAI Work Plan (i.e. identification of indicators and targets, method of verification for each objective and key action) Conduct a regional workshop to consult and agree on the draft M&E framework Finalise the M&E framework 	3 person weeks Work on Week 16-18. Deliver Week 19	Week 19	Consultant with inputs from ASEAN Secretariat and AADCP II
Approval of the Draft M&E Framework by the IAI Task Force (2 weeks)					
5	Project Completion Report	<ul style="list-style-type: none"> Prepare and circulate the project completion report Finalize the report 	1 person week Work after IAITF approval i.e. Week 22. Deliver Week 23	Week 23	Consultant with inputs from ASEC and AADCP II
Approval of the Project Completion Report by ASEAN Secretariat (2 weeks)					

The project is expected to last for six (6) calendar months, tentatively from November 2015 to May 2016. The timing of the tasks/activities is indicative and can be adjusted when the contractor's work plan is developed, subject to mutual agreement.

V. Reporting:

The consultant is expected to produce reports in accordance with Sections III and IV above. These should be submitted based on the following schedule:

Milestone	Output/Report	Target Delivery Date (based on project work plan)
1	Inception Report	Week 2
2	Initial Draft <i>(containing context and approach, strategic goals and priority areas)</i>	Week 10
3	Draft Post-2015 Work Plan <i>(containing context and approach, strategic goals and priority areas, and detailed implementation schedule)</i>	Week 15
4	M&E Framework	Week 19
5	Project Completion Report	Week 23

All outputs/reports will be submitted based on AADCP II Guidelines for Contractors in draft format to the Initiative for ASEAN Integration & Narrowing the Development Gap Division (IAI&NDG Division) of the ASEAN Secretariat with a copy to AADCP II and, following ASEAN Secretariat's approval, in final form. All outputs and reports must be suitable for publication, although the decision on publication lies with the ASEAN.

The contractor will also provide regular (weekly, bi-monthly or as agreed with ASEAN Secretariat) summation of activities undertaken and issues that have arisen. These will be submitted to IAI&NDG Division and AADCP II via email.

Financial reports will be submitted at invoicing in line with a payment schedule to be specified in the Special Services Agreement (SSA).

VI. Project Management:

The project will be funded by the ASEAN-Australia Development Cooperation Program II and managed by the IAI&NDG Division of the ASEAN Secretariat.

IAI&NDG Division will act as the ASEAN Secretariat's key focal point for the project. It will:

- Oversee project implementation and together with AADCP II monitor progress of the consultancy work;
- Provide technical supervision to the project;
- Assist/facilitate introductory consultation meetings with key Member States focal points; and
- Provide overall guidance on the organization and conduct the workshops and meetings.

The consultant should be responsible for organising and conducting the scheduled activities in collaboration with the host countries and the ASEAN Secretariat. The preparation of the project outputs will be the main responsibility of a contractor selected via limited tender process with inputs from the ASEAN Member States.

AADCP II will monitor progress from the perspective of the use of AADCP II resources, and provide advice to the IAI&NDG Division accordingly.

VII. Scope of Services

The consultancy will be undertaken over a continuous effective period of six (6) calendar months with approximately 16 person weeks of professional services. Work will commence immediately after contract signing.

VIII. Qualifications

The bidder must demonstrate the following qualifications:

- Extensive experience in strategic planning for a large-scale multi-year development program, particularly in the ASEAN region;
- Experience in facilitating high-level strategic planning discussions/workshops amongst a large amount of stakeholders with varying levels of involvement representing different political interests;
- Demonstrated ability to develop and maintain sound working relationships with stakeholders particularly senior government officials, parliamentarians and other identified stakeholders;
- Writing a work-plan document for a regional (inter-governmental) organisation;
- Gender mainstreaming into economic and socio-cultural projects;
- Developing M&E framework, particularly identifying indicators and means of verification (MOV);
- Familiarity with ASEAN and its work on economic community building;
- Understanding of the Initiative for ASEAN Integration (IAI) issues and CLMV context;
- A thorough understanding of ASEAN Secretariat and AADCP II procedures will be considered added value.

IX. Bidding

Interested consulting firms are invited to submit a proposal in response to these Terms of Reference. This proposal should be in two parts: **Technical** and **Financial components**.

The Technical component should present the following information:

- A brief discussion indicating the bidder's understanding of the needs of the project;
- A brief analysis of key issues;
- A methodological discussion of how the bidder proposes to address those needs including assessment of key issues, analytical strategies that will underlie the project, specific techniques to be utilised, and practical discussion of possible limitations in carrying out the project;
- A detailed work plan that specifies activities to be undertaken, expected outputs and deliverables, resources to be utilised and timing;
- Staffing and management plan;
- A discussion on how measures to ensure the future sustainability of the outcomes of the project will be addressed;
- CVs of all proposed experts;
- Brief discussion of firm's past experience in undertaking similar work and brief summaries of all projects undertaken.

The Financial component should specify professional fees of experts.

Other costs for experts and participants such as reimbursable expenses for airfare, other travel costs and daily subsistence allowance for workshops, meetings, and all other agreed activities will be discussed with the preferred contractor during the finalisation of the scope of services. Costs will be based on prevailing ASEAN Secretariat's rates.

X. Submission of Application

Applicants should send via email **and** mail/courier 4 (four) printed copies of their application with a cover letter, materials specified in **Section IX** above and other supporting documents to ASEAN-Australia Development Cooperation Program II, ASEAN Secretariat 2nd Floor, Jl. Sisingamangaraja 70A, Jakarta 12110, Indonesia (email: tender@aadcp2.org) indicating "**Work Planning Assistance for the Initiative for ASEAN Integration (IAI)**" as the subject no later than **20 November 2015. 5:00pm**. Please note that only short-listed candidates will be notified.

Any queries on the TOR should be sent to contact@aadcp2.org with the subject line: "**Query 'Work Planning Assistance for the Initiative for ASEAN Integration (IAI)'**".

XI. Additional Notes on Terms and Conditions of the Project

1. Any future studies/reports/analysis in any form of intellectual property rights (including but not limited to patents, copyright and any related rights) submitted by the Contractor to ASEAN arising out of or in connection to the services performed by the Consultant to ASEAN shall belong to ASEAN Secretariat under the name of **ASEAN** only;
2. Successful bidder shall agree to be bound and sign the Special Services Agreement (SSA) with all requirements under the terms and conditions provided therein, including but not limited to the AADCP II Guidelines for the Contractors attached to the SSA.
3. As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim or any tax liability which may be imposed by any law in relation to any amount payable by the ASEAN Secretariat.
