



**ASEAN AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP)
PHASE II**

**TERMS OF REFERENCE
FOR
*Implementation Review of IAI Work Plan III***

The ASEAN Secretariat and the Australian Government, through AADCP II, invite applications from consultants for the above-referenced project.

I. Background

The Initiative for ASEAN Integration (IAI), launched in 2000, helps ASEAN's newer Member States implement ASEAN commitments and agreements. Through special assistance to Cambodia, Lao PDR, Myanmar and Viet Nam (CLMV countries), it aims to further regional integration in order to narrow the development gap within ASEAN.

IAI has so far seen the adoption of two work plans. Work Plan I, from 2002 to 2008, comprised 232 projects in four areas. Work Plan II began in 2009, and includes 182 actions aligned with the three ASEAN Community Blueprints 2015. However, while over 280 projects worth over US\$40 million have been undertaken, the implementation rate for actions is less than 45%. One key challenge for Work Plan III therefore is to undertake a more strategic and focused effort in the development and implementation of the actions.

The IAI [Work Plan III](#), which was adopted in 2015, is now in its third year of implementation. As of February 2019, 19 out of 26 actions in the five strategic areas and all six enabling actions have been addressed through 68 projects amounting to USD 18.2 million. A preliminary monitoring of outputs conducted in April 2018 found that eight out of 45 outputs have been achieved, 19 are on-going and the status of the remaining outputs is to be determined. While the implementation rate has been encouraging, it is mindful that the performance of the IAI Work Plan III does not rest on the number of projects and investment value (inputs) alone. A robust monitoring and evaluation (M&E) arrangement is essential to determine the effectiveness and efficiency in the implementation of the IAI Work Plan III.

There is currently an arrangement in place for ASEAN Secretariat to collect and analyse data on the implementation of the IAI Work Plan III. While this arrangement is able to produce the data required for M&E, there is opportunity to further enhance its efficiency and effectiveness.

This project aims to (i) assess the progress of the implementation IAI Work Plan III against stated outputs, and overall outcomes; (ii) identify issues and challenges affecting effective and efficient delivery of outputs and their contribution to desired outcomes; (iii) strengthening implementation arrangements for monitoring, evaluation, and reporting system, (iv) strengthen national and stakeholders' ownership; and (v) provide recommendations for improving the efficiency, effectiveness, relevance and impact of implementation of the current IAI Work Plan as well as draw initial lessons learned as crucial inputs for the formulation of the next IAI Work Plan.

II. Needs and Objectives

The project will enable CLMV governments through IAI Task Force to make better informed decisions in improving implementation performance of IAI Work Plan III as well as formulating the next IAI Work Plan.

III. Outputs

The outputs of this project include the following:

Output 1. Enhanced implementation arrangements for monitoring, evaluation and reporting mechanism of the IAI Work Plan III. The report will include (a) agreed outcomes indicators that are specific, measurable, attainable, reliable and time-bound (SMART); and (b) reporting mechanism with practical reporting tool(s) and clear reporting/monitoring roles and responsibilities.;

Output 2. The Implementation Review of IAI Work Plan III, covering all five strategic areas. The document will assess the implementation status, highlight achievements, challenges, as well as factors hindering implementation of key actions under each strategic area. The document will also highlight lessons learned, observations, as well as recommendations to address identified challenges, to improve implementation of Work Plan III and to design the next IAI Work Plan.

IV. Tasks/Activities

The following activities will need to be undertaken to achieve the outputs presented above. The bidder should provide details on its approach to each activity in its bid and is free to recommend additional activities.

	Output	Activity	Person working days	Completion Date	Person(s) responsible
1	Inception Report	<ul style="list-style-type: none"> Setting expectations on the project with consultant Conceptualisation of overall approach, detailed framework, and preparation of work plan, management plan and budget Preparation and submission of project inception report 	17 days	2 weeks after signing of a Special Services Agreement (SSA)	Consultants to draft the report, with inputs from IAI&NDG Division and AADCP II
<i>Approval of Inception Report by ASEAN Secretariat (3 working weeks)</i>					
2	Final Report on Implementation Arrangements for Monitoring, Evaluation and Reporting System	Initial review of monitoring, evaluation and reporting system as well as implementation status of the IAI Work Plan III (desk review and data collection and analysis).	21 days	Week 4	Consultant
		National consultations in CLMV countries to review implementation arrangements for monitoring, evaluation and reporting system of the IAI Work Plan III.	49 days	Week 7	Consultant, CLMV officials, and IAI&NDG Division
		Draft Report on Implementation Arrangements for Monitoring, Evaluation and Reporting System of IAI Work Plan III, covering at the minimum SMART indicators and recommendations to improve the achievements of targets; and reporting mechanism with clear monitoring roles and responsibilities.	26 days	Week 10	Consultant
		Regional Workshop to review progress made to-date, obtain feedback and agreement from ASEAN Member States on monitoring, evaluation, and reporting system	13 days	Week 15	Consultant and IAI&NDG Division
		Preparation and finalisation of Regional Workshop Report. The report includes the summary of the presentation and discussion and the participants' evaluation of the workshop.	5 days	Week 17	Consultants to draft the report, with inputs from IAI&NDG Division and AADCP II
<i>Approval of Final Report on Implementation Arrangements for Monitoring, Evaluation and Reporting System by ASEAN Secretariat (3 working weeks)</i>					

	Output	Activity	Person working days	Completion Date	Person(s) responsible
3	Draft Implementation Review of IAI Work Plan III, including Report on M&E and Reporting Mechanism	Stocktake implementation of IAI Work Plan III, (including consultations with ASEAN Member States and stakeholders) identify issues and challenges hindering and/or affecting the effectiveness and efficiency in the implementation of planned actions.	43 days	Week 20	Consultants to draft the report, with inputs from IAI&NDG Division and AADCP II
		Draft Implementation Review Report documenting progress in the implementation of IAI Work Plan III in CLMV countries, drawing achievements, challenges each country encountered during the course of implementation, factors hindering countries to start implementing planned actions and recommendations to address these challenges, to improve implementation performance of the current work plan as well as initial lessons learned as crucial inputs for the evaluation of the IAI Work Plan III and the formulation of the next IAI Work Plan.	26 days	Week 24	Consultant
Approval of Draft Implementation Review of IAI Work Plan III (including Report on M&E and Reporting Mechanism) by ASEAN Secretariat (3 working weeks)					
4	Final Implementation Review Report of IAI Work Plan III and Project Completion Report	Regional Workshop to obtain feedback from ASEAN Member States and ASEAN Partners on the draft Implementation Review.	13 days	Week 28	Consultants to draft the report, with inputs from IAI&NDG Division and AADCP II
		Preparation and finalisation of Implementation Review of IAI Work Plan III Report.	5 days	Week 32	Consultant
		Preparation and finalisation of project completion report	9 days	Week 36	Consultants to draft the report, with inputs from IAI&NDG Division and AADCP II
Approval of Final Implementation Review Report of IAI Work Plan III and Project Completion Report by ASEAN Secretariat (3 working weeks)					

V. Reporting

The consultant is expected to produce an inception report in accordance with Section III and IV above. The timing of delivery is indicative and can be adjusted when the consultant's work plan is developed, subject to mutual agreement.

All reports will be submitted based on AADCP II Guidelines for Contractors in draft format to the ASEAN Secretariat, IAI & NDG Division (with a copy to AADCP II) and, following ASEAN Secretariat 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 (bi-weekly 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. The consultant should be responsible for organising and conducting the scheduled activities in collaboration with the host countries and the ASEAN Secretariat.

VII. Scope of Services

The consultancy will be undertaken over a **continuous effective period of 9 calendar months** with approximately **45 person weeks** of professional services. Work will commence immediately after contract signing.

VIII. Qualifications

In its proposal the bidder should demonstrate experience in:

- *Extensive experience in strategic planning, performance/progress review on the implementation of regional strategic plan/work plan for a multi-year development program, particularly in the ASEAN region;*
- *Expertise in M&E of development projects, particularly in identification of performance indicators;*
- *Proven expertise and substantial work experience in development and operationalisation of M&E frameworks for complex, multi-year programmes;*
- *Demonstrated ability to develop and maintain sound working relationships with stakeholders particularly senior government officials, parliamentarians and other identified stakeholders;*
- *Good knowledge and proven experience in data collection, analysis, communication (oral and written), and facilitation;*
- *Experience in mainstreaming gender perspective in strategic plan/work plan development and implementation review; and*
- *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:

- 1) Professional fees of expert(s);
- 2) Management and/or operational fees (if any), which include all costs incurred by the person/entity/company for internal coordination, communication, travels and any other associated project management cost;
- 3) Applicable taxes such as VAT, GST, PPN. See Section IX point 3 for an additional note on tax liability.

Activity 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 do not need to be included in the Financial Component. These items will be discussed with the preferred contractor during the finalisation of the scope of services. Costs will be based on prevailing ASEAN Secretariat rates.

X. Submission of Application

Applicants should send their application with a cover letter, materials specified in Section IX above and other supporting documents with "**Implementation Review of IAI Work Plan III**" as the subject via email to tender@aadcp2.org, no later than **18 March 2019 at 05:00pm Jakarta time**.

For Frequently Asked Questions (FAQ), please visit <http://aadcp2.org/aadcp-ii-tender-frequently-asked-questions/>.

Any queries on the TOR should be sent to contact@aadcp2.org with the subject line: "**Query – Implementation Review of IAI Work Plan III**".

IX. 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 ASEC 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.