



ASEAN-AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP) PHASE II

TERMS OF REFERENCE for

Short-term Consultancy: Editor for the ASEAN Project Manual and Guidelines

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

Background:

Each year, ASEAN Secretariat (ASEC) facilitates a substantial number of programmes and projects that aim to strengthen integration under the three ASEAN Communities. The total programme and projects value as indicated in the submitted proposals since 2009 has exceeded 1 Billion USD.

These initiatives are generated from various sources, including ASEAN Sectoral Bodies and Working Groups, ASEAN Dialogue Partners, multilateral agencies and development banks, ASEAN Member States (AMS) or other ASEAN stakeholders, as well ASEC itself. Scope, size, duration, source of funding, management approach and governance structure for these programmes and projects widely vary. The activities supported through these programmes and projects are also diverse, from one-off activities (such as a workshop or training) to multi-sector, multi-year programmes with multi-million dollar budgets. There is a clear need for ASEC to systematically coordinate, facilitate and monitor these programmes and projects to maximise effectiveness and efficiency, and to understand their overall impact on the achievement of ASEAN Community objectives.

Within ASEC, the Programme Cooperation and Project Management Division (PCPMD) is responsible for strengthening and maintaining the ASEC project management framework as well as supporting ASEAN and Dialogue Partner development cooperation programmes and projects. It processes the appraisal and approval as well as verification of completion reports of ASEAN Cooperation Projects and facilitates programmes in ASEC. The Division likewise serves as the focal point both for programme development and oversight and implementation coordination for bigger multi-year and multi-sectoral programmes.

PCPMD has been actively developing guidelines, systems and tools, as well as conducting capacity building activities in project development and strengthening the project management framework. The tools and guidelines recently developed include : a) the "Manual for Designing, Planning, Implementing, Monitoring and Completing ASEAN Cooperation Projects: A Practical Guide", which was developed to guide and explain in more details current project management cycle processes and tools; b) Guidelines on Implementation and Monitoring of ASEAN Cooperation Projects; and c) revised Guidelines on Closing ASEAN Cooperation Projects; and d) revised Standard Operating Procedure on Project Appraisal and Approval. The Manual and Guidelines offer a practical reference for ASEAN project stakeholders on developing and submitting project proposals, appraisal and approval, implementation and monitoring, and completion and reporting of ASEAN cooperation projects. They aim to support the ASEAN

Secretariat as well as project proponents and implementing agencies to increase the effectiveness and accountability in its project management.

Users of the Manual and Guidelines will include:

- ASEAN Secretariat staff and ASEAN National Secretariat officers in each Member State to support their project coordination and facilitation roles and to provide guidance to proponents and cooperation partners.
- ASEAN Member States' (AMS) representatives to ASEAN Sectoral Bodies, Committees or Working-Groups reviewing, endorsing and implementing projects in line with relevant strategic priorities under the ASEAN Community Blueprints;
- Individual proponents aiming to develop project proposals and contribute to the above and/or the implementation of Plans of Action which are relevant to ASEAN External Partners;
- Implementing agencies of an approved ASEAN cooperation project;
- Line ministries or national-government agencies which are looking to implement regional projects under the sponsorship of an ASEAN Sectoral Committee / ASEAN Body; Other external stakeholders as may be deemed appropriate and relevant.

To ensure readability across the broad range of stakeholders, a Report Editor will be engaged to edit, copy-edit and proofread the four documents to ensure quality of texts in terms of structure, coherence of content, syntax, style, presentation. S/he will be responsible to ensure that the Manual (in particular) and the Guidelines are well-structured and written in a way that is easily understandable by a lay reader, particularly those new to project management. Following the completion of this assignment, the Manual and Guidelines will be prepared for publication.

Development and enhancements of the Manual and Guidelines, including this assignment, are supported by the ASEAN-Australia Development Cooperation Program Phase II (AADCP II).

Description of tasks and activities:

This assignment requires the Report Editor to edit, copy-edit and proofread the four documents: a) the "Manual for Designing, Planning, Implementing, Monitoring and Completing ASEAN Cooperation Projects: A Practical Guide"; b) Guidelines on Implementation and Monitoring of ASEAN Cooperation Projects; c) revised Guidelines on Closing ASEAN Cooperation Projects; and d) revised Standard Operating Procedure on Project Appraisal and Approval. The total number of pages for these four documents is approximately 350 pages, on an A4 page.

The Report Editor will report to the head of the Programme Cooperation and Project Management Division (PCPMD).

Deliverables:

Edited:

- a) the "Manual for Designing, Planning, Implementing, Monitoring and Completing ASEAN Cooperation Projects: A Practical Guide";
- b) Guidelines on Implementation and Monitoring of ASEAN Cooperation Projects; and
- c) Revised Guidelines on Closing ASEAN Cooperation Projects
- d) Revised Standard Operating Procedure on Project Appraisal and Approval

All four documents have to be submitted in MS Word format within 15 business days from the start of the assignment.

Timeframe and fee:

This assignment is home-based. The fee will be paid a lump sum amount at the end of the assignment, following ASEAN Secretariat's acceptance of the outputs, approximately two weeks following submission of an invoice to the ASEAN Secretariat.

Requirements:

- Demonstrated experience in communication and editing in English, preferably for international development/ government publications;
- Strong English writing skills are essential;
- Experience in editing and proofreading technical documents, preferably in an ASEAN context;
- Ability to work in a multi-cultural environment, under pressure while maintaining a high degree of accuracy;
- Solid understanding of project management concepts and terminologies, particularly in the context of international development, is preferred.

Submission of Quotation

Consultants are invited to submit a quotation in response to this Terms of Reference (TOR). The quotation should include the consultant's CV, a cover letter highlighting the consultant's past experience in undertaking similar assignment, relevant sample(s) of writing/editing, and professional fee (in US\$/word, inclusive of income tax and other relevant charges, if any)

Applicants should send their quotation indicating "**Editor for the ASEAN Project Manual and Guidelines**" as the subject via email to **tender@aadcp2.org**, no later than Wednesday, 10 June 2020 at 5:00pm Jakarta time.

Any queries on this TOR should be sent to **contact@aadcp2.org** with the subject line: "**Editor for the ASEAN Project Manual and Guidelines**".

Additional Notes on Terms and Conditions of this Assignment

- 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 Consultant 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;
- 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.
