



ASEAN-AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP) PHASE II

TERMS OF REFERENCE FOR

Assessment of Future Sustainable Infrastructure Trends and Priorities in a Post-Pandemic ASEAN

DEADLINE EXTENDED

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

I. Background

This project responds to the first objective under the Master Plan on ASEAN Connectivity (MPAC) 2025 Strategic Area of Sustainable Infrastructure of increasing public and private infrastructure investment in each ASEAN Member State (AMS), as needed. It is a follow-up to the first project under MPAC 2025 Initiative 1 on the Establishment of the Initial Rolling Priority Pipeline of ASEAN Infrastructure Projects, which was announced at the 24th ASEAN Coordinating Council meeting, at the sidelines of the 35th ASEAN Summit in Bangkok in November 2019¹.

The unprecedented COVID-19 pandemic has brought about significant socio-economic impact to ASEAN and implications for future infrastructure development. GDP in 2020 was forecast to decline by 4.3% on average across all 10 AMS, and the prolongation of the health crises risks accentuating existing financial vulnerabilities². The pandemic has revealed susceptibilities in supply chains, which heavily affected manufacturing and trade, and brought devastating impact to the travel and tourism industry across the region. It also revealed the need to strengthen AMS' healthcare systems and promote digitalisation across various sectors and amongst those mostly affected.

¹ This project contributes to ongoing efforts of ASEAN in response to COVID-19 and for post-pandemic recovery, namely (i) Declaration of the Special ASEAN Summit on COVID-19, April 2020 and (ii) ASEAN Comprehensive Recovery Framework (ACRF) and Its Implementation Plan, November 2020. The project also brings synergies to other relevant work under Sustainable Infrastructure, such as the Framework for Improving ASEAN Infrastructure Productivity, ASEAN Sustainable Urbanisation Strategy (ASUS), and ASEAN Smart Cities Network (ASCN), as well as under Seamless Logistics to promote ASEAN supply chain efficiency in priority regional trade routes.

² OECD (2020), Economic Outlook for Southeast Asia, China and India 2020 – November Update: Meeting the Challenges of COVID-19, OECD Publishing, Paris, <https://doi.org/10.1787/5bdef80e-en>.

It is important for ASEAN to keep the Initial Pipeline relevant to the changing regional context. The Pipeline is envisaged to be rolling³. As ASEAN considers the rolling in and out of projects from the Pipeline, it is timely to identify future infrastructure development priorities that uniquely address ASEAN challenges and opportunities, promote cooperation within and beyond the region, and expedite economic recovery and boost resilience.

This project will help indicate what infrastructure priorities the region will need to focus on (and invest on), in the short-, medium- and long-term, to support socio-economic recovery, promote resilience in key sectors and boost the region's ability to tackle future crisis. This could include digital infrastructure, healthcare and public health infrastructure, as well as logistics and supply chain infrastructure. The study will analyse current and emerging trends of these infrastructure priorities, and assess challenges and opportunities for AMS in planning and investing in these infrastructures. It will also develop a set of criteria/tool to review the Initial Pipeline projects and provide general recommendations for subsequent rolling in and out of projects from the Initial Pipeline⁴.

II. Needs and Objectives

The goal of this project is to strengthen cooperation among AMS in prioritising, planning, and implementing sustainable infrastructure in a post-pandemic ASEAN. The project is envisaged to benefit a number of stakeholders, including policy-makers, technical experts, multilateral agencies, and the private sector. The key stakeholders relevant to the project may include the Lead Implementing Body for Sustainable Infrastructure (LIB-SI), Senior Transport Officials Meeting (STOM), Senior Energy Officials Meeting (SOME), Infrastructure Finance Working Groups (IFWG) of ASEAN Committee on Capital Market Development (WC-CMD) and ASEAN Capital Markets Forum (ACMF), ASEAN Smart Cities Network (ASCN), ASEAN Digital Senior Officials' Meeting (ADGSOM), Senior Officials' Meeting on Health Development (SOMHD), Senior Economic Officials Meeting (SEOM); and ASEAN Connectivity Coordinating Committee (ACCC). They may be involved in the consultation process to provide relevant information, data, and views.

As a result of the project, the stakeholders would benefit from increased understanding of how the pandemic impacted ASEAN in sectors related to infrastructure, and

³ Projects in the Pipeline will evolve over time, as new project proposals are submitted, and existing projects in the Pipeline are either implemented or removed from the Pipeline due to lack of progress or change in circumstances.

⁴ The project is also expected to assess how gender, environmental, and social impact considerations can further contribute to the future screening and scoring criteria to determine the suitability of projects for future inclusion into the Pipeline. Some references on gender, environmental, and social impact considerations may include UNOPS's publication on Infrastructure for Gender Equality and the Empowerment of Women and the World Bank's Environmental and Social Framework.

recommendations on new priority areas to promote sustainable infrastructure and address challenges and/or enhance the Initial Pipeline projects' potential, taking into account the emerging needs and opportunities brought about by the pandemic.

III. Outputs

The final output of this project is a Report on Future Sustainable Infrastructure Priorities in Post Pandemic ASEAN. This project would involve extensive desk research and stakeholder consultations, and is expected to incorporate gender, environmental, and social impacts considerations into the project activities, including in the final output. To derive tangible economic benefits for ASEAN Connectivity, it is important for infrastructure to be planned, implemented, and managed in a sustainable, resilient, and inclusive manner.

The project is expected to carry out the following tasks:

1. Inception report: This report should outline the approach to the assessment, consultation mechanism and work plan;
2. Interim Report: This report should analyse needs, trends or emerging themes affecting ASEAN infrastructure priorities and delivery in the post pandemic world. It should investigate how COVID-19 impacts ASEAN infrastructure, specifically how the pandemic influences current and future infrastructure development. It should also include a high-level review of the current Pipeline projects and identify key challenges and opportunities.
3. Final report: This report is a further development of the interim report. It should include at least:
 - (i) Recommendations on new priority areas to promote sustainable infrastructure, taking into account ASEAN-specific needs and opportunities brought about by the pandemic
 - (ii) Recommendations to address challenges and/or enhance the Initial Pipeline projects' potential to respond to emerging needs brought about by the pandemic; and
 - (iii) Based on the above recommendations, the report will also include an updated screening and scoring criteria to determine the suitability of projects for inclusion into the Pipeline as part of the roll-in toll-out process, as well as assessment criteria/tool to refine or enhance the Initial Pipeline projects' ability to respond to the pandemic.
4. Project Completion report: This report should highlight completed project activities, capture learning from the project, and provide ideas for follow-on projects.

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 weeks**	Indicative Completion Date	Person(s) responsible
1	Inception Report	Development, submission, and review of the Inception Report with approach to the assessment, consultation mechanism and work plan, as well as consideration of gender, environmental, and social impact aspects	3	3 weeks after signing of a Special Services Agreement (SSA)	Consultants, with inputs from ASEC
		Presentation to LIB-SI		Week 3	
	Approval of Output 1: Inception Report by LIB-SI / ASEC (2 working weeks)				
2	Interim Report	Desk review to diagnose COVID-19 impact on ASEAN infrastructure and identify key challenges and opportunities on the Pipeline projects. The review will also take into account gender, environmental, and social impacts considerations	8	Week 7	Consultants, with inputs from and facilitation by ASEC
		Consultations with key stakeholders	8	Week 15	
		Further analysis of findings, and development, submission, and review of the Interim Report	6	Week 18	
Approval of Output 2 of Interim Report by LIB-SI / ASEC (3 working weeks)					
3	Final Report	Preparation and conduct of Regional Workshop	2	Week 20	Consultants, with

	aon Future Sustainable Infrastructure Priorities in Post Pandemic ASEAN	to discuss Interim Report and seek feedback from key stakeholders			inputs from and facilitation by ASEC.
		Development, submission, and review of report of Regional Workshop	2	Week 22	
		Further analysis and identification of recommendations and criteria/tool, as well as development, submission, and review of the Final Report	8	Week 26	
	Approval of Output 3: Final Report by LIB-SI / ASEC (3 working weeks)				
4	Project Completion Report	Development, submission, and review of the Project Completion Report, which records the project achievements against the project's original intended purpose, work plan, outputs, and activities. It should assist in assessing impact, draw out conclusions, and lesson learned that may be valuable in designing follow-on projects.	2	Week 28	Consultants, with inputs from ASEC.
	Approval of Output 4: Project Completion Report by LIB-SI / ASEC (2 working weeks)				
** The number of person working weeks is intended to indicate the amount of relative effort required to deliver the corresponding outputs. The calculation is based on assumption of 5 person days per week. Actual time will be agreed in negotiation with the successful bidder.					

V. Reporting

The consultant is expected to produce reports, namely Inception Report, Interim Report, Final Report, and Project Completion 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 Connectivity Division of the ASEAN Secretariat (with a copy to AADCP II) and, following the 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, monthly or as agreed with the ASEAN Secretariat) summation of activities undertaken and issues that have arisen. These will be submitted to the ASEAN Connectivity 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 AADCP II and managed by the ASEAN Connectivity 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 six (6) calendar months with approximately 39 person weeks of professional services. Work will commence immediately after contract signing.

VIII. Qualifications

This project is open only to consulting firms / entities with the appropriate qualifications, not individuals. In its proposal, the bidder should demonstrate:

- Thorough understanding and in-depth knowledge of ASEAN, ASEAN

Community, and ASEAN Connectivity;

- Thorough understanding and research experience on infrastructure, including development and investment of economic and social infrastructure, as well as relevant recent issues, trends, and developments in the ASEAN regional context;
- Proven national expertise in policy, technical, and practical issues on economic and social infrastructure, including those related to digital, logistics and supply chains, and public health;
- Demonstrated experience working in a participatory manner with and having established network amongst AMS infrastructure officials, as well as other relevant stakeholders across in the region, including Multilateral Development Banks (MDBs), State-Owned Enterprises (SOEs) and other infrastructure professionals as well as the private sector.
- Proven track record in data collection, management, and analysis as well as report writing on regional and national research/survey;
- Extensive knowledge and experience in identifying opportunities for and evaluating progress in the implementation of gender, environment, and social inclusion aspects of complex multi-sectoral projects or programmes;
- Thorough understanding of monitoring and evaluation of development projects, particularly in outcome setting and identification of performance indicators.
- Ability to manage multiple parallel activities and deliver results in a short timeframe would be desired; and
- Understanding of ASEAN, ASEAN Secretariat, and AADCP II procedures will be considered an 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 expert(s);
- 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;
- Applicable taxes such as VAT, GST, PPN. See Section XI 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 '**Assessment of Future Sustainable Infrastructure Trends and Priorities in a Post-Pandemic ASEAN**' as the subject via email to tender@aadcp2.org, no later than **5 March 2021 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 'Assessment of Future Sustainable Infrastructure Trends and Priorities in a Post-Pandemic ASEAN'**."

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 the 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.