



**ASEAN-AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP)
PHASE II
TERMS OF REFERENCE
FOR
FINAL ASSESSMENT OF OUTCOME METRICS OF THE IAI WORK PLAN III
DEADLINE EXTENDED**

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 \(IAI\) Work Plan III](#) 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 and Viet Nam or CLMV countries enhance their capacity in implementing their regional commitments to ensure that benefits of ASEAN integration are equitably shared. The IAI Work Plan III was officially launched at the 28th ASEAN Summit on 6 September 2016. It contains 26 actions and 45 outputs across five strategic areas.

The implementation of the IAI Work Plan III commenced in September 2016 and has been completed in July 2021. As of the completion period, it has been reported that a total of 133 projects with a value of USD 42.87 million were implemented. These projects supported the implementation of 23 out of 26 actions (88.5%) under the five strategic areas and six enabling actions. Three levels of metrics namely input, output and outcome were developed to assess and measure the progress of implementation of the IAI Work Plan III. The outcome metrics of the IAI Work Plan III should be assessed and reported by the ASEAN Secretariat on three occasions: First, in 2016 to establish a baseline; Second, in 2019 in preparation for the development of the IAI Work Plan IV (2021-2025), and Third, in 2022, after the completion of the IAI Work Plan III, to measure impact of its implementation.

The baseline of the outcome metrics was established during the development of the IAI Work Plan III in 2016. Subsequently the outcome metrics was assessed in 2019 as part of the project on "Implementation Review of IAI Work Plan III". Both assessments were conducted by AlphaBeta with support of Australia through the ASEAN-Australia Development Cooperation Program Phase II (AADCP II). Of the 29-outcome metrics, 20 were assessed in this review. These included 16 outcome metrics with available data and 4 that were replaced with available proxies. It is important to note that these proxies are used as replacements for the original outcome metrics only in 2019 review. In the final review in 2022, the original outcome metrics will be assessed assuming that the data challenges related to these metrics have been addressed. Based on the implementation review report, there are two recommendations to improve the MRE process for outcome metrics as follows:

- Consider replacement of outcome metrics if data is not available; and
- Adjust outcome metrics to allow cross-country comparisons.

The key findings from the Review in 2019 also mentioned that the existing outcome metrics are generally a good reflection of the higher-level end objective in each strategic area. However, there are

some concerns that some outcome metrics may not be fully reflective of IAI's contribution as they could be influenced by a range of exogenous factors (e.g. an improvement in the global economy will have an outsized impact on "total exports of goods and services").

At the 66th meeting of the IAI Task Force held via videoconference on 15 March 2022, the Task Force requested the ASEAN Secretariat to submit the final assessment of the outcome metrics in 2022. The Task Force also noted that 12 projects under the IAI Work Plan III are still ongoing and might be completed beyond 2022. However, the Task Force was of the view that it is important for ASEAN to finalise the assessment of the outcome metrics in 2022 although some projects are yet to be completed.

The final assessment of Outcome Metrics of the IAI Work Plan III will enable stakeholders to have a thorough understanding of both absolute and relative performance of the IAI Work Plan III implementation. The data collected during the assessment process will be useful to support the future assessment of the outcome metrics for the implementation of the IAI Work Plan IV (2021-2025). It is expected that the project will enable the IAI Task Force, IAI beneficiaries and donors to make better informed decisions in improving implementation performance of the ongoing and future project of the IAI Work Plan IV (2021-2025).

II. Needs and Objectives

The purpose of this project is to assess and track the progress towards the outcomes of the IAI Work Plan III which will provide better picture of IAI Work Plan III's contribution in narrowing the development gap in ASEAN. The project will enable IAI beneficiaries, donors, and the IAI Task Force to make informed decisions in improving the performance of the remaining ongoing projects under the IAI Work Plan III as well as in guiding/directing effective implementation of the IAI Work Plan IV (2021-2025).

III. Outputs

The expected output is a Report of the Final Assessment of the IAI Work Plan III Outcome, covering all five strategic areas, which will include:

- a) Assessment on the outcome metrics in both absolute and relative performance to provide complete picture of country progress and the extent that IAI Work Plan III have contributed to narrow the development gap among the ASEAN Member States. This should include sets of data or database and source of data compiled for the outcome metrics assessment;
- b) Identification and analysis of challenges and constraints, affecting the outcome achievements, as well as lesson learnt, and areas requiring further actions;
- c) Recommendation based on the assessment result, including proposed revisions/adjustments of outcome metrics and monitoring processes and tools.

IV. Tasks/Activities

The following activities will need to be undertaken and completed to the satisfaction of the ASEAN Secretariat (ASEC) and AADCP II 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.

| | Deliverable | 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 and management plan Preparation and submission of project inception report | 5 working days | 1 weeks after signing of SSA (Week 1) | Consultant IAI & NDG Division |
| | | <i>Approval of Inception Report by IAI Task Force/ASEC (3 working weeks)</i> | | | |
| 2 | Draft Report on Final Assessment of the Outcome Metrics of the IAI Work Plan III | Initial review of the outcome metrics of the IAI work plan III (desk review and data collection and analysis). | 35 working days | Week 8 | Consultant |
| | | Develop / Update the dataset for the outcome metrics | 45 working days | Week 17 | Consultant |
| | | Interview with ASEAN Secretariat Desk Officer under ASEAN Integration Monitoring Directorate i.e. Statistics Division, and other relevant divisions to triangulate data | 5 working days | Week 18 | Consultant IAI & NDG Division |
| | | Assessment of the Outcome Metrics of IAI Work Plan III | 45 working days | Week 27 | Consultant |
| | | Submission of the Draft Report to ASEAN Secretariat | 5 working days | Week 28 | Consultant |
| | | <i>Approval of Draft Report on Final Assessment of the Outcome Metrics of the IAI Work Plan III by IAI Task Force/ASEC (3 working weeks)</i> | | | |

| | Deliverable | Activity | Person working weeks | Completion Date | Person(s) responsible |
|----------|--|--|---------------------------------|----------------------------|----------------------------------|
| 3 | Final Report on Final Assessment of the Outcome Metrics of the IAI Work Plan III | Finalization of the Final Draft Report | 25 working days | Week 33 | Consultant |
| | | Submission of the Final Draft Report to ASEAN Secretariat | 5 working days | Week 34 | Consultant |
| | | Briefing and presentation of the Final Draft Report to IAI Task Force and ASEAN Partners | 5 working days | Week 35 | Consultant |
| | | Submission of Final Report incorporating further feedback obtained during the briefings/presentations, if any. | 2 working days | Week 36 | Consultant |
| | <i>Approval of Final Report on Final Assessment of the Outcome Metrics of the IAI Work Plan III by IAI Task Force/ASEC (3 working weeks)</i> | | | | |
| 4 | Project Completion Report | Preparation and finalisation of project completion report. | 2 working days | Week 37 | Consultant |
| | <i>Approval of Project Completion Report by ASEC (2 working weeks)</i> | | | | |

V. Reporting

The consultant is expected to produce reports, namely Inception Report, Draft and Final Reports on Final Assessment of the Outcome Metrics of the IAI Work Plan III, 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 IAI & NDG Division of ASEC (with a copy to AADCP II) and, following ASEC 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 ASEC) 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 AADCP 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.

The project will be funded through AADCP II until the end of 2022. Beyond 2022, support for this project will be provided through AADCP II's successor program, the Australia for ASEAN Futures (Economic& Connectivity) program, subject to the program's approval

VII. Scope of Services

The consultancy will be undertaken over a **continuous effective period of nine and a half calendar months** with approximately **179 person days** of professional services. Work will commence immediately after contract signing.

VIII. Qualifications

In its proposal, the bidder should demonstrate:

- Technical knowledge and experience working across relevant sectors (food and agriculture, trade facilitation, Micro, Small and Medium Enterprises strengthening, education, health and well-being), preferably in ASEAN;
- Extensive experience in undertaking outcome/impact assessments for multi-year, multi-country (regional) work plan/ program using various outcome assessment approach and methodologies, particularly in the relevant sectors mentioned above;

- Understanding of how gender and social dimensions influence the achievement of economic and social development outcomes;
- Demonstrated ability to facilitate dialogue and establish relationship with a variety of stakeholders, particularly ASEAN mid to senior government officials; 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**. These two components must be submitted in two separate files/documents.

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 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 ASEC 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 "**Final Assessment of Outcome Metrics of the IAI Work Plan III**" as the subject via email to tender@aadcp2.org, no later than **9 September 2022 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 Final Assessment of Outcome Metrics of the IAI Work Plan III**"

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 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.