



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

**TERMS OF REFERENCE
FOR
ASEAN GAHP Animal Welfare and Environmental Sustainability Modules**

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

I. Background

With the growing awareness on food safety and quality, the establishment of Good Animal Husbandry Practices (GAHP) is very crucial as one approaches in ensuring the production of quality meat and meat products. Food safety should be addressed throughout the food chain from farm to table, that covers the stage from production, processing, storage and distribution. The ASEAN Member States has agreed for the establishment of the ASEAN Good Animal Husbandry Practices (ASEAN-GAHP), focusing on Broiler and Layer. Contemplating the diversity of capability and capacity of AMS, the ASEAN GAHP is developed based on the minimum requirements and commonalities of existing national GAHP in ASEAN, with emphasis on food safety, taking into consideration of basic elements/principles such as biosecurity, animal health and welfare, environmental sustainability, workers' safety etc.

Under the 1st year Project, the 35th ASEAN Ministers for Agriculture and Forestry (AMAF) Meeting in 2014 endorsed the ASEAN-GAHP. With the endorsement of the AMAF, this ASEAN-GAHP will facilitate trade; improve the viability of farmers, and to sustain safe food supply as well as to address the environmental sustainability in the region.

With the conclusion of the Project Year 1, and following to the decision of the 2nd Meeting of the ASEAN GAHP Project, held on 9-10 October 2013 in Bogor, Indonesia, the remaining years (Year 2 and 3) of the Project would involve the implementation of the activities, both at the regional and national levels which were identified as priority areas in the Strategic Plan. The Regional activities are in support of the harmonisation process and working towards benchmarking of the member states GAHP standard with the ASEAN GAHP while those member States that without national GAHP should adopt the ASEAN GAHP. With this objective, it is hoped that the ASEAN GAHP is recognised as the regional trading standard in livestock for enhancing the competitiveness of livestock production in ASEAN Member States. The 2nd Meeting of the ASEAN GAHP Project further agreed to develop other Environmental Sustainability and animal welfare modules as well as the certification and accreditation of the guidelines as the next steps.

II. Needs and Objectives

This project supports implementation of the GAHP Standard at regional and national level.

III. Outputs

The outputs of this project are the *GAHP Animal Welfare Module* and *GAHP Environmental Sustainability Module*

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.

	Deliverables	Activity	Person working days	Completion Date
1	<i>Inception report</i>	Draft and submit an inception report	1 person weeks	Week 1
	<i>Approval of the Inception Report by ASEC (2 weeks)</i>			
2	<i>GAHP Animal Welfare Module and GAHP Environmental Sustainability Module</i>	<ul style="list-style-type: none"> • Draft the Environmental Sustainability Module using the ASEAN GAHP guidelines as basis • Draft Animal Welfare Module using the ASEAN GAHP guidelines as basis • Draft Environment Module and draft Animal Welfare module circulated to AMS for inputs and comments (2 weeks) • Revision of the Module • Conduct back-to-back workshop to finalise the Animal Welfare and the Environmental Module • Final revisions and submission of the Animal Welfare and the Environmental Sustainability Module 	3 person weeks 3 person weeks 1 person weeks 2 person days 2 person weeks	Week 15
	<i>Approval of the GAHP Animal Welfare Module and GAHP Environmental Sustainability Module by ASEC (2 weeks)</i>			

V. Reporting

The consultant is expected to produce reports 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.

No.	Reports	Target Delivery Date
1	Inception Report This would detail the consultant's approach to the project and provide a detailed work plan.	Month1 after contract signing
2	Workshop Reports In line with the various outputs which would be presented in consultative workshops, corresponding workshop reports would be prepared.	2 weeks after the conduct of the workshops
3	Project Completion Report The Project Completion Report will establish a record of the project achievements against the project's original intended purpose and outputs. It is intended to assist in assessing impact, draw out conclusions and lessons learned that may be valuable in designing new related initiatives.	1 week after delivery of all outputs

All reports will be submitted based on AADCP II Guidelines for Contractors in draft format to the ASEAN Secretariat, Agriculture Industries and Natural Resources Division (AINRD) 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 (weekly, bi-monthly or as agreed with ASEC) summation of activities undertaken and issues that have arisen. These will be submitted to AINRD 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 Agriculture Industries and Natural Resources Division (AINRD) 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 preparation of the project outputs will be the main responsibility of a contractor selected via open tender with inputs from AMS.

AADCP II will monitor progress from the perspective of the use of AADCP II resources, and provide advice to the AINRD accordingly.

Lead country: Thailand

VII. Scope of Services

The consultancy will be undertaken over a **continuous effective period of 15 calendar weeks** with approximately **12 person weeks** of professional services. Work will commence immediately after contract signing.

VIII. Qualifications

In its proposal the bidder should demonstrate experience in:

1. Graduate degree in Animal Husbandry or Veterinary Medicine;
2. Previous experience or involvement on the development of an ASEAN member state animal husbandry related guidelines, standard and strategic plan, or similar endeavors;
3. Knowledgeable on the different GAHP programs being implemented worldwide, including but not limited to commercial GAHP standards where most government GAHP standards are being benchmarked against (i.e. GLOBALGAP, etc);
4. Proven experience in developing livestock and animal health standards;
5. Proven experience in developing and implementing food safety and animal welfare activities;
6. Proven experience in poultry diseases control;
7. Proven track record in research, survey, activity design and delivering technical assistance, including effective capacity-building, related to animal health and livestock production;
8. Detailed understanding and wide experience across sectoral and importantly the crosscutting, including economy-wide issues affecting ASEAN livestock production and animal health;
9. High-level interpersonal, negotiation and communication skills, including experience in cross-cultural environment and international settings;
10. Proven experience in dealing with senior government officials, parliamentarians and other identified stakeholders;
11. Proven ability for accuracy under pressure and adherence to deadlines;
12. Proven skills in data analysis, assessment and in related;
13. Proven experience in working with ASEAN Member States at national level.

A thorough understanding of ASEAN, ASEC 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 workplan 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 ASEC 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 "**Establishment of ASEAN Good Animal Husbandry Practices (GAHP) – Year 2**" as the subject no later than **30 June 2015, 5:00pm Jakarta time**. 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: Establishment of ASEAN Good Animal Husbandry Practices (GAHP) – Year 2.**"

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.