



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

**TERMS OF REFERENCE
FOR**

***Assessment of the Alignment of the Cambodia, Lao PDR, Myanmar, Viet Nam (CLMV)
National Good Animal Husbandry Practices (GAHP) with the ASEAN GAHP***

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

I. Background

In ASEAN, livestock production has grown at a rapid rate in comparison to agricultural crop production. This is especially evident in Lao PDR, Myanmar and Viet Nam. During the period 2001-2013, poultry production (measured in tonnes) increased by 311 percent in Myanmar, 90 percent in Lao PDR, and 64 percent in Viet Nam. Livestock farmers in several CLMV countries are also starting to supply major regional food manufacturers based in adjacent countries.

At the same time, the region has been a hotspot in recent years for newly emerging human diseases of animal origin. Highly Pathogenic Avian Influenza; SARS virus; diseases of trade – like foot-and-mouth disease and classical swine fever; and livestock-induced food-borne diseases have been affecting millions of people and causing significant economic losses.

There is increasing demand from food manufacturers, retailers, and consumers for assurance that poultry products (the primary source of meat protein in CLMV countries) are safe to eat, and produced in a manner that does not compromise the health, safety, and welfare of farm workers, animals as well as the environment. One common approach to address these concerns is the development of Good Animal Husbandry Practices for Livestock (GAHP) schemes, where producers are certified based on standards for food safety, worker health, safety and welfare, and environmental protection, including animal welfare. By participating in GAHP schemes, producers secure improved market access for their products.

ASEAN has developed a regional GAHP standard (ASEAN GAHP) to ensure a common regional approach and facilitate improved trade between Member States. The ASEAN GAHP for Layers and Broilers represents both a set of minimum standards and a template for the development of national GAHP schemes in all AMS addressing 1) Food Safety for Layers and Broilers and 2) Animal Welfare and Environment Sustainability.

Presently, the CLMV countries are at varying levels in establishing a framework to support good animal husbandry practices: Viet Nam has already established a national GAHP scheme; Myanmar is in its third drafting of its GAHP standard; Lao PDR and Cambodia do not have a GAHP scheme in place, but are in the process of developing regulations and legislation on animal health and food safety. Moreover, Myanmar and Viet Nam's GAHP standards have not been officially assessed against the ASEAN GAHP. A project to assess alignment of national GAHP standards and guidelines with the ASEAN GAHP standard will be the first step in addressing the challenges of the CLMV countries in implementing the ASEAN GAHP.

II. Needs and Objectives

The goal of this project is to support the implementation of the ASEAN GAHP for Layers and Broilers. As a result of this project, it is expected that relevant government officials in Cambodia, Lao PDR, Myanmar and Viet Nam will (i) have a better understanding of the current status of their respective country's alignment of GAHP standards for Layers and Broilers and/or relevant legislation and guidelines with the ASEAN GAHP, and (ii) be better equipped with clearer information on additional requirements on regulations, guidelines and laws essential for aligning national GAHP schemes with ASEAN GAHP.

III. Outputs

The outputs of this project include the following:

Output 1. An assessment report of each CLMV country in the following areas, at a minimum:

- Assessment of the alignment and divergence of existing national GAHP standards for Layers and Broilers and/or relevant legislation and guidelines with the ASEAN GAHP;
- Relevance of GAHP standards to farmers with different farm sizes in the CLMV countries;
- Recommendations on additional regulations, guidelines and laws required to align national GAHP schemes with ASEAN GAHP; and
- Proposed programmes to provide technical assistance to develop these additional regulations, guidelines and laws (where applicable)

Output 2. Draft project concept for the next phase of the project.

In addition, the consultant will be required to produce an Inception Report and a Project Completion Report (see Section V below).

Activities to be undertaken for the production of outputs and reporting may include the following:

- Drafting an Inception Report outlining the overall approach, conceptual framework, work plan, management plan and budget;
- Desk review and phone interviews with relevant government officials;
- Preparation and conduct of national consultations in each CLMV country;
- Preparation of first draft of Assessment Report;
- Preparation and conduct of regional workshop to verify assessment findings and agree on recommendations and prioritisation;
- Finalisation of Assessment Report;
- Preparation and submission of draft Project Concepts for the next phase of the project based on the recommendations of the Assessment Report; and
- Preparation and submission of the Project Completion Report.

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**	Completion Date	Person(s) responsible
1	Inception Report	Setting expectations on the project with consultant and preparation and submission of inception report	1 week	2 weeks after signing of a Special Services Agreement (SSA)	Consultants to draft the report, with inputs from ASEAN Secretariat and AADCP II
		<i>Approval of Inception Report by ASEAN Secretariat (3 working weeks)</i>			
2	Assessment Report of each CLMV country	Desk review and phone interviews with relevant government officials	4 weeks	Week 9	Consultant
		Preparation and conduct of national consultations in each CLMV country	2 weeks	Week 11	Consultant and CLMV countries
		Preparation of first draft of assessment report	2 weeks	Week 15	Consultant
		Preparation and conduct of regional workshop to verify assessment findings and agree on recommendations and prioritisation.	1.5 weeks	Week 19	Consultant and IAI&NDG Division
		Finalisation of assessment report	1 week	Week 23	Consultant
<i>Approval of CLMV Assessment Reports by ASEAN Secretariat (3 working weeks)</i>					
3	Draft Project Concepts for the next phase of the project	Preparation and submission of draft Project Concepts for the next phase of the project based on the recommendations of the assessment report	1 week	Week 30	Consultant
		Preparation and submission of a Project Completion Report	0.5 week	Week 30	Consultant

Approval of Draft Project Concepts and Project Completion Report by ASEAN Secretariat (3 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 the following 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.	2 weeks after contract signing
2	Project Completion Report This would establish a record of project achievements against its 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. It should include a detailed record of the conduct of all project activities e.g. workshops/consultations.	At the submission of the final deliverable(s)

All reports will be submitted based on AADCP II Guidelines for Contractors in draft format to the ASEAN Secretariat, IAI and 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 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 8 calendar months** with approximately **13 person weeks** of professional services. Work will commence immediately after contract signing.

VIII. Qualifications

In its proposal the bidder should demonstrate experience in:

- Thorough understanding and in-depth knowledge of ASEAN, ASEAN Community building efforts, and the ASEAN Good Animal Husbandry Practices;
- Detailed knowledge of ASEAN Member States' animal husbandry related guidelines, standard, regulations, and strategic plan, or similar endeavours;
- Proven experience in developing livestock and animal health standards;
- Proven competency and extensive experience in qualitative data collection and analysis;
- Proven experience in facilitating discussions/consultations amongst high-level government officials and stakeholders in multiple countries;
- Extensive knowledge and experience in project development; and
- Excellent use of the English language – both spoken and written.

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 tools/ methods/ 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.⁷

All costs must be quoted in United States (US) dollars. 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 should not be included in the Financial Component. These items will be discussed with the preferred contractor during the finalisation of the scope of services, 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 the Alignment of the CLMV National GAHP with the ASEAN GAHP**” as the subject via email to tender@aadcp2.org, not later than **29 June 2018 at 05:00pm Jakarta time**. Applicants should also mail/courier 4 (four) copies of the above mentioned documents to ASEAN-Australia Development Cooperation Program Phase II, ASEAN Secretariat 2nd floor, Jl. Sisingamangaraja 70A, Jakarta 12110, Indonesia, within 5 (five) working days of the submission deadline.

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

Any queries on the TOR should be sent to contact@aadcp2.org with the subject line: “**Query - Assessment of the Alignment of the CLMV National GAHP with the ASEAN GAHP**”.

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 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.