



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

**TERMS OF REFERENCE
FOR**

Work Planning Assistance for the Initiative for ASEAN Integration (IAI)

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) provides a policy framework to support the participation of ASEAN's newer member states (Cambodia, Lao PDR, Myanmar and Viet Nam or CLMV) in the ASEAN integration process. The IAI Work Plan II (2009-2015) currently being implemented reflects key programme areas under the three ASEAN Community Blueprints.

The IAI Work Plan II is now in its last year of implementation. As such, there is a need to start formulating a new IAI Work Plan with the target of submitting the Work Plan to the ASEAN Leaders for adoption in early 2016. The Post-2015 IAI Work Plan will take into consideration the strengths and weaknesses in the drafting process and implementation of the current and past Work Plans, as well as the relevant recommendations of the mid-term review of the IAI Work Plan II.

The direct stakeholders of the project are Senior Government Officials of CLMV, the IAI Task Force and the Initiative for ASEAN Integration & Narrowing the Development Gap (IAI&NDG) Division of the ASEAN Secretariat (ASEC). The new Work Plan will be designed to better serve the strategic needs of CLMV countries and provide a roadmap for the regional bodies between now and ASEAN Communities establishment in 2015, and beyond. Senior Government Officials of CLMV would play a key role in drafting the new Work Plan, so that it reflects their respective national strategic plans and priorities.

The process of developing the Post-2015 IAI Work Plan will be participatory and consultative in order to ensure CLMV engagement at a strategic level, promote ownership down to the relevant ministries at the national level, and garner support from relevant stakeholders. Various stakeholders will be consulted at appropriate times throughout the drafting process, including ASEC Desk Officers, national focal points, ASEAN-6 and ASEAN Dialogue Partners. The process is also designed to ensure that the work planning is aligned with ASEAN Community Vision 2025 and its integral documents, and targeted for specific objectives and measurable results.

II. Needs and Objectives

The Post-2015 IAI Work Plan is essential to enable stronger participation of CLMV countries in ASEAN integration process. With the availability of the new Work Plan, it is envisioned that the IAI Task Force, in close coordination with Senior Government Officials of CLMV, will be able to provide strategic guidance on promoting IAI goals, and coordinate and monitor the implementation of key actions specified in the new IAI work plan.

III. Outputs

A draft Post-2015 IAI Work Plan, that at least contains these following sections:

- Introduction
- Context and Approach. Context describes ASEAN's current and past IAI initiatives (including past and current workplans and results of monitoring and evaluation activities), what has been achieved, challenges faced, lessons learned and best practices. Approach describes the proposed approach for implementing the Post-2015 work plan, based on lessons learned and best practices.
- Strategic Goals and Priority Areas, describing:
 - the mission and vision for the post-2015 IAI work spanning ten-years from 2016-2025; and
 - strategic goals, initiatives and measurable targets for the period 2016-2025.
- 5-year detailed Implementation Schedule based on the Strategic Goals and Priority Areas. This is a detailed implementation schedule with short, medium and long-term time frames and action lines and measurable deliverables covering 2016-2020 based on the goals, initiatives and targets as outlined.
- A high-level Monitoring and Evaluation framework that measures progress in implementing the work plan, and the impact that it makes on ASEAN's initiative for ASEAN integration, particularly in the Equitable Economic Development agenda.
- Review and Modification. The Work Plan should be flexible to accommodate results from regular M&E and address emerging issues and priorities. This section describes the mechanics for the review and modification of the Work Plan. Specifically, this section should detail what, why, when and how modification and review of the Work Plan are to take place, and who will be responsible for managing the process. This process is integral to the next set of Implementation Schedule for 2021-2025

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 (including timeframe) in its bid and is free to recommend additional activities.

	Deliverables	Activity	Person working weeks	Completion Date	Person(s) responsible
1	Inception Report	<ul style="list-style-type: none"> Conduct initial literature review and research activities Develop overall approach, detailed conceptual framework, work plan, management plan and budget Prepare and produce Inception Report. 	1 person week	Week 3	Consultant with inputs from ASEC and AADCP II
<i>Approval of Inception Report by ASEC (2 weeks)</i>					
2	Initial Draft containing: Context and Approach; Strategic Goals and Priority Areas	<ul style="list-style-type: none"> Context analysis (including desk review and consultations with ASEAN Stakeholders) to capture data required to chart the work planning approach and identify tentative priority areas and regional objectives for each identified priority area. This process may be supplemented with a survey questionnaire. Develop draft report Conduct Regional Workshop 1 to consolidate remaining priorities of the IAI WP II, and agree on the multi-year strategic goals and priority areas for the new Work Plan. The workshop will be attended by relevant ASEAN Secretariat desk officers, CLMV officials from missions to ASEAN and capital as well as ASEAN-6 officials of the IAI Task Force Working Group. Refine draft report based on inputs received in the Regional Workshop 	5 person weeks	Week 18	Consultant with inputs from AMS and ASEC
<i>Approval of Initial Draft by ASEC and the IAI Task Force Working Group (2 weeks)</i>					
3	Draft Post-2015 Work Plan containing: Context and Approach;	<ul style="list-style-type: none"> Conduct national consultations with relevant ministries to collect proposed key actions; Conduct Regional Workshop 2 to get participants to agree on key actions, with clear implementation timeline for each priority area. Organise a 1.5-day regional forum held back to back with the Workshop 2, 	5 person weeks	Week 33	Consultant with inputs AMS and ASEC

	Strategic Goals and Priority Areas; Implementation Schedule	<p>to be attended by a wide range of stakeholders including ASEAN dialogue partners and external parties to get feedback and further refine the work plan.</p> <ul style="list-style-type: none"> • Development of a draft work plan by the consultant based on the result of the workshops and forums. 			
<i>Approval of Draft Post-2015 Work Plan by ASEC and the IAI Task Force Working Group (4 weeks)</i>					
4	Monitoring and Evaluation (M&E) Framework	<ul style="list-style-type: none"> • Develop a draft Monitoring and Evaluation Framework based on the final Post-2015 IAI Work Plan (i.e. identification of indicators and method of verification for each objective and key action) • Conduct a regional workshop to consult the draft M&E framework • Finalise the M&E framework 	3 person weeks	Week 46	Consultant with inputs from AMS and ASEC
<i>Approval of Draft Monitoring and Evaluation Framework by ASEC and the IAI Task Force Working Group (4 weeks)</i>					
5	Project Completion Report	<ul style="list-style-type: none"> • Prepare and circulate the project completion report • Revise report as needed 	1 week	Week 51	
<i>Approval of Project Completion Report by ASEC (2 weeks)</i>					

The project is expected to last for 12 calendar months, tentatively from May 2015 – May 2016. The timing of the tasks/activities is indicative and can be adjusted when the contractor's work plan is developed, subject to mutual agreement.

V. Reporting

The consultant is expected to produce reports in accordance with Sections III and IV above. These should be submitted based on the following schedule:

Milestone	Output/Report	Target Delivery Date (based on project work plan)
1	Inception Report	Week 3
2	Initial Draft containing: <ul style="list-style-type: none">▪ Context and Approach▪ Strategic Goals and Priority Areas	Week 18
3	Draft Post-2015 Work Plan containing: Context and Approach; <ul style="list-style-type: none">▪ Strategic Goals and Priority Areas▪ Implementation Schedule	Week 33
4	Monitoring and Evaluation (M&E) Framework	Week 46
	Project Completion Report	Week 51

All reports will be submitted based on AADCP II Guidelines for Contractors in draft format to the ASEAN Secretariat, Initiative for ASEAN Integration & Narrowing the Development Gap Division (IAI&NDG Division) 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 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.

IAI&NDG Division will act as the ASEC key focal point for the project. It will:

- oversee project implementation and together with AADCP II monitor progress of the consultancy work;
- provide technical supervision to the project;
- assist/facilitate introductory consultation meetings with key Member States focal points; and
- provide over-all guidance on the organization and conduct of the workshops and meetings

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 IAI&NDG Division accordingly.

VII. Scope of Services

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

VIII. Qualifications

The bidder must demonstrate the following qualifications:

- Extensive experience in strategic planning for a large-scale multi-year development program, particularly in the ASEAN region;
- Experience in facilitating high-level strategic planning discussions/workshops amongst a large amount of stakeholders with varying levels of involvement representing different political interests;
- Demonstrated ability to develop and maintain sound working relationships with stakeholders particularly senior government officials, parliamentarians and other identified stakeholders;
- Writing a work-plan document for a regional (inter-governmental) organisation;
- Gender mainstreaming into economic and socio-cultural projects;
- Developing M&E framework, particularly identifying indicators and means of verification (MOV);
- Familiarity with ASEAN and its work on economic community building;
- Understanding of the Initiative for ASEAN Integration (IAI) issues and CLMV context;
- A thorough understanding of 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 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 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 "**Work Planning Assistance for the Initiative for ASEAN Integration (IAI)**" as the subject no later than **21 April 2015, 5:00pm**. 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 'Work Planning Assistance for the Initiative for ASEAN Integration (IAI)**".

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.