



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

**TERMS OF REFERENCE
FOR**

***Developing Training Program and Materials for the ASEAN Guidelines on Good
Agriculture Practices for Fruits and Vegetables (ASEAN GAP) Certification***

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

I. Background

Standards support global trade by contributing to technology upgrading, diffusion and absorption as well as protecting the consumers and the environment. The ASEAN Good Agriculture Practice (ASEAN GAP) is a voluntary standard designed to prevent risks to food safety, product quality, the environment and workers in production, harvesting and post-harvest handling of fresh fruit and vegetables. Given a rapidly growing regional trade and globalising food economy, the concept of ASEAN GAP has evolved amid the concerns and commitments of a wide-range of stakeholders. From the supply perspective, farmers inherently apply practices that ensure economic viability while preserving their own natural resource base and maintaining their cultural and social values. From the demand side, consumers and buyers have immediate concerns on the safety and quality of the agricultural products as well as on the handling process.

The body of work involved in ASEAN GAP is an integral part of establishing quality infrastructure which refers to the totality of institutional framework needed to establish and implement standards including metrology (scientific, industrial and legal), conformity assessment services and accreditation. Whereas the standard has been in place since 2006, it has taken a long time for them to take root in ASEAN Member States (AMS). The lack of coordination and inadequate incentives may have led to underinvestment in standards utilisation. With this premise, guidance documents on the design, operation and assessment of ASEAN GAP certification and accreditation systems were developed.

In October 2019, the 41st ASEAN Ministers on Agriculture and Forestry (AMAF) Meeting adopted the ASEAN GAP Certification and Official Control Manuals (<http://aadcp2.org/asean-good-agricultural-practices-gap-certification-and-control-manuals/>), which the AADCP II supported. These manuals covered key elements on inspection, sampling, analysis, checks, and examinations, audit of the establishment by the national competent authority and national audit verification, which are intended to support the implementation of ASEAN GAP. Noting the differences in AMS processes, the manuals will also provide some basis in aligning the certification and conformity procedures within ASEAN.

This project will develop a training program and training materials based on the approved manuals for use of certification bodies. These materials may later serve as reference and basis to develop and implement customized training on ASEAN GAP certification in AMS.

It will also complement a parallel initiative leading to the establishment of a mutual recognition arrangement dubbed as Multilateral Arrangement for the Mutual Recognition of Agri-food Standards and Conformity

Assessment (MAMRASCA), intended to facilitate the establishment an effective mechanism for operationalizing and accepting current ASEAN agri-food standards/guidelines at both national and regional levels.

II. Needs and Objectives

The overall goal of this project is to support the implementation of the ASEAN GAP. Following the development of the ASEAN GAP standard and its adoption in AMS, this project is expected to establish and promote the adoption of the supporting mechanisms, specifically common certification system in the AMS. It is envisaged that the ASEAN GAP Certification training program will be institutionalised within AMS agriculture training centers.

In the short run, it is expected that that there would be better understanding and capacities of government officials to implement a common certification mechanism in ASEAN and promote uptake of ASEAN GAP. Specifically, that auditors and certifiers will possess the knowledge and skills to undertake the task of certifying ASEAN GAP compliant farms.

III. Outputs

The outputs of this project includes the following:

- i) Generic training program/curriculum based on the ASEAN GAP Certification Manual, inclusive of the study guides and questions;
- ii) Detailed (step by step) trainers' guide including:
 - a. "flight plan" (topics to be delivered with prescribed time allocation); and,
 - b. teaching notes with suggested exercises/activities and corresponding session plans; and,
- iii) Set of PPT materials that are ready for uploading

The materials will be tested and validated in a pilot training with GAP certifiers/auditors/inspectors preferably with training background (including those from agriculture training centers) as participants from AMSs with a view that the information and knowledge will be cascaded to others in their respective countries. These training materials should be adaptable and flexible for use in the conduct of both face-to-face and virtual trainings.

In addition to the above outputs, the consultant is required to submit activity/progress reports as described in Section V: Reporting

IV. Tasks/Activities

AADCP II is commissioning a set of instructional materials and tools for use of personnel in GAP certifying bodies in AMS, particularly those responsible for providing training and/or enhancing the existing capacities of their staff. The intended learners are personnel with at least 5 years of functional experience dealing with GAP certification and who want to improve their professional competence. For future replication of the training at the national level, there is an intention to tap some participants as potential trainers in their respective agencies. Most of them may not have teaching/training experience, which should be taken into consideration in the development of the materials.

The consultant(s) would be responsible for the following:

- Preparation of a training structure and content taking into account the goals and objectives as well as the intended participants. The course content will be delivered through short lectures, video presentations, group discussions, group presentations, case studies, role-play, simulation and skill practices during the training.

- Review of the draft teaching manual contents to ensure there is consistency and smooth flow of the materials as well as better readability;
- Separation of the contents into logical components or training modules and design of a series of instructional materials;
- Preparation of training session plans with indicative time that needs to be allocated for each concept/sections of the modules; and
- Development of evaluation forms including questions regarding relevance and effectiveness of training materials, whether the material covered the professional needs of the participant.

The teaching/learning tools should include creating teaching/learning materials with examples, list of activities, exercises and guide questions that can be used by trainers. To the extent possible, these should be drawn from AMS experiences or cases that AMS can easily relate to. The consultant must design and format the materials in a manner that is visually appealing, clear and consistent (e.g., with illustrations and graphical representations). These should be easy to read and understand as English is not the primary language of the AMS participants. It is expected that AMS will subsequently translate these materials into local languages, where appropriate and use them for their national ASEAN GAP information dissemination and socialisation programs.

The consultant will deliver a pilot training in order to review and test the prototypes of the instructional/learning materials. Prior to the pilot training, the proposed training approach, structure of the training and draft outline of the training modules will have to be presented by the consultant to the Experts Working Group on ASEAN Good Agricultural Practices (EWG GAP) for their concurrence. If this is not possible, the materials will be circulated ad referendum to the members of the EWG GAP for feedback.

Taking into account the travel restrictions associated with the COVID-19 pandemic, online delivery of the training program will have to be taken into consideration in the preparation of the training materials as well as the training schedule, particularly the duration of each session. Thus, the accompanying exercises should be diverse enough for use under several circumstances. That is, those usually provided for face-to-face interaction maybe varied and substituted with ones more suitable for virtual learning.

Bidders are expected to design their own work plans ensuring delivery of the desired outputs. The bidder should provide details on its approach, specific activities, corresponding number of working days, expected completion dates and person(s) responsible.

The eventual project implementation design will be determined in consultation between Food, Agriculture, and Forestry Division (FAFD), AADCP II and the winning bidder during the inception stage.

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	Pilot Training Report In line with the various outputs which would be presented in the training, a	2 weeks after the conduct of the training

	corresponding training report would be prepared.	
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.	Within two weeks of completion of each team's final outputs

All reports will be submitted based on AADCP II Guidelines for Contractors in draft format to the FAFD of the ASEAN Secretariat (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 (monthly or as agreed with ASEC) summation of activities undertaken and issues that have arisen. These will be submitted to FAFD 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 FAFD with oversight support from AADCP II will be responsible for the overall management of the project. The FAFD will work closely with AADCP II in the selection of external consultant for the project, in ensuring the timely delivery of planned activities and key deliverables of the project, and in ensuring efficient reporting and disbursement of funds.

The project will be funded by the AADCP II and managed by the FAFD. Contractor(s) will report directly to FAFD.

FAFD will act as the ASEC key focal point for the project. It will:

- manage 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 FAFD accordingly.

VII. Scope of Services

The consultancy will be undertaken for **up to a period of 40 working days** of professional services within a period of 36 weeks. Work will commence immediately after contract signing.

A contractor composed of up to 2 members, one of whom will be a designated Team Leader, will be hired to implement the project.

VIII. Qualifications

In its proposal, the bidder/bidding team must demonstrate the following qualifications:

- Degree in Agriculture, Horticulture, Biology, Natural Sciences or any related field;
- Proven track record on the application of the requirements of ISO/IEC 17065:2012, which provides conformity assessment (i.e., requirements for bodies certifying products, processes and service);
- Experience in developing guidelines and protocols for certification;
- Proven track record in activity design and delivering technical assistance, including needs assessment, and effective capacity-building, related to crops and agriculture, preferably in ASEAN or in the AMSs;
- Knowledgeable on the different GAP programs being implemented worldwide, including the ASEAN GAP;
- Extensive experience in curriculum development, instructional systems design and knowledge management;
- Skills and involvement in the development of practical and user-friendly training materials and tools for different target groups;
- Thorough understanding and good knowledge of IEC approaches, and training methods/tools suitable for non-native English speakers;
- Proven good track record in relevant consultancy work in the AMSs or ASEAN, particularly in the areas of agriculture and trade;
- Understanding of ASEAN and its work on economic community building;
- Good computer skills with adequate knowledge of multi-media presentation and dissemination of outputs and documentation;
- Proven ability for accuracy under pressure and adherence to deadlines; and
- Proven skills in writing and conversing in English.

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**, submitted in separate files/envelopes.

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 along with a statement of availability, if selected;
- 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, etc. 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 “***Developing Training Program and Materials for the ASEAN Good Agriculture Practices for Fruits and Vegetables (ASEAN GAP) Certification***” as the subject via email to tender@aadcp2.org, no later than **29 October 2020 at 05:00pm Jakarta time**. Please note that only short-listed candidates will be notified.

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

In addition to the FAQs, a compilation of responses to bidders’ inquiries will be made available, if any.

Any queries on the TOR should be sent to contact@aadcp2.org with the subject line: “***Query: Developing Training Program and Materials for the ASEAN Good Agriculture Practices for Fruits and Vegetables (ASEAN GAP) Certification***”.

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.