



ASEAN AUSTRALIA DEVELOPMENT COOPERATION
PROGRAM (AADCP)
PHASE II

TERMS OF REFERENCE
FOR

Developing Training Program and Materials for the ASEAN Guidelines on Good Aquaculture Practices (ASEAN GAqP) for Food Fish

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

I. Background

ASEAN is an important aquaculture region producing 106 million tons, or about 23% of the world's total aquaculture production, with a corresponding economic value of US\$ 23.77 billion in 2015. Five ASEAN countries - Indonesia, Viet Nam, Thailand, Myanmar and Philippines are among the world's top producers of farmed finfish, crustaceans, and seaweeds. This provides substantial opportunities for revenue generation and employment for the region, in addition to its contribution to food security and nutrition.

In 2015, with the support from the ASEAN-Australia Development Cooperation Program II, ASEAN developed the ASEAN Guidelines on Good Aquaculture Practices (GAqP) for Food Fish¹ which looked at four areas affecting production, namely: (i) food safety; ii) animal health and welfare; (iii) environmental integrity; and, (iv) socio-economic aspects.

The GAqP guidelines addressed distinct issues on ensuring safety and quality of food fish during on-farm and post-production processes, enhancing environmental integrity of aqua farm operations, and contributing to socioeconomic sustainability. The accompanying Strategic Plan for the operationalization of GAqP included activities for supporting the upgrading of the institutional and human capacities of relevant stakeholders to implement the said guidelines. During the 25th ASWGF Meeting on 17-19 May 2017, it was reported that Brunei Darussalam, Indonesia, Malaysia, Myanmar Philippines, Singapore, Thailand and Viet Nam had developed their respective national GAqP standards, while Cambodia and Lao PDR were in the process of developing their own.

With 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), which is intended to facilitate the establishment an effective mechanism for operationalizing and accepting the three ASEAN agri-food standards/guidelines at both national and regional levels, promoting better understanding and capacities of AMS towards effective implementation of these standards/guidelines, is crucial.

This project will support the development of a training program and training materials for use of aquaculture extension workers/trainers that will contribute to better understanding and utilisation of the ASEAN GAqP. These materials may later serve as reference and basis to develop and implement customized training on ASEAN GAqP in AMSs.

¹ "Guidelines on ASEAN Good Aquaculture Practices (ASEAN GAqP) for Food Fish," December 2015. Downloaded from https://asean.org/?static_post-guidelines-on-asean-good-aquaculture-practices-asean-gaqp-for-food-fish

II. Needs and Objectives

The overall goal of this project is to support the implementation of ASEAN GAqP.

The expected outcome of this project would be having better understanding and capacities of government officials to harmonise and promote uptake of ASEAN GAqP in AMSs.

III. Outputs

The outputs of this project includes the following:

- i) Generic training program/curriculum based on the Guidelines for ASEAN GAqP 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 aquaculture extension workers with training background as participants from AMSs with a view that the information and knowledge will be cascaded to others in their respective countries.

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 aquaculture/fisheries personnel 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 aquaculture 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 :

- 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, group discussions, group presentations, case studies, role-play, simulation and skill practices during the training.
- Review of the draft 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. 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 GAqP information dissemination and socialisation programs.

The prototypes for these instructional/learning materials will be reviewed and tested via a pilot training. 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 to the EWG GAqP for their concurrence.

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 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.	Month 1 after contract signing
2	Training Report In line with the various outputs which would be presented in the training, a corresponding training report would be prepared.	2 weeks after the conduct of the training
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 ASEAN Secretariat, FAFD (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 Food, Agriculture, and Forestry Division (FAFD) of the ASEAN Secretariat 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 ASEAN-Australia Development Cooperation Program II and managed by the FAFD of the ASEAN Secretariat. 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 over a **period of 50 working days** of professional services. Work will commence immediately after contract signing.

A contractor composed of 2-3 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:

- Post graduate degree in Fisheries, Aquaculture, Veterinary Medicine or any related field;
- Proven track record in policy research, survey, activity design and delivering technical assistance, including needs assessment, and effective capacity-building, related to fisheries and aquaculture, preferably in ASEAN or in the AMSs;
- Knowledgeable on the different GAqP programs being implemented worldwide, including the ASEAN GAqP;
- 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;
- Proven experience in dealing with senior government officials, parliamentarians and other identified stakeholders;
- 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 AADCPII 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;
- 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 Guidelines on Good Aquaculture Practices (ASEAN GAqP) for Food Fish***" as the subject via email to tender@aadcp2.org,

no later than **28 March 2019 at 05:00pm Jakarta time**. Applicants should also mail/courier 3 (three) 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. 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/>

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 Guidelines on Good Aquaculture Practices (ASEAN GAqP) for Food Fish”.***

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.