



**ASEAN-Australia-New Zealand Free Trade Area
(AANZFTA) Economic Cooperation Support
Programme (AECSP)**

Request for Proposal

**Short-Term Consulting Opportunity
AECSP Case Studies**

PROPOSAL MUST BE RECEIVED BY

20 April 2020

EMAIL YOUR PROPOSAL TO:

AANZFTA Support Unit
Programme Cooperation and Project Management Division
ASEAN Economic Community Department
The ASEAN Secretariat
Jakarta 12110, Indonesia
Email: ecwp@asean.org

Prepared by: AANZFTA Support Unit / PCPMD
Date: April 2020

1 SCOPE OF WORK

1.1 PROJECT OVERVIEW

I. BACKGROUND

AANZFTA, which came into force in 2010, aims to liberalize and facilitate trade and investment between ASEAN, Australia and New Zealand through commitments in key trade related areas, including investment and trade in services. To support the operationalization and implementation of the AANZFTA, the AANZFTA Economic Co-operation Support Program (AECSP) was established in the same year to facilitate the implementation of the AANZFTA's commitments. Highlights of the engagement activities supported under the AECSP have been reported annually to the Senior Economic Officials (SEOM-CER) and Trade Ministers (AEM-CER) through case studies. Case studies for the previous years can be downloaded via this link in the AANZFTA website: <https://aanzfta.asean.org/aecsp>

For 2020, two cases studies will be conducted to highlight the success stories of the following AECSP supported projects:

- **Case Study 1** on “Investment Policy for Sustainable Development in AANZFTA Region”
- **Case Study 2** on “ASEAN Qualifications Reference Framework -Promoting Transparency and Mobility in the Region”

"Investment Policy for Sustainable Development in AANZFTA Region"

Since 2013, AECSP has supported:

- (i) Six Investment Policy Reviews (IPRs) that were undertaken by the OECD for Malaysia (2013), Myanmar (2014), Philippines (2016), Lao PDR (2017), Viet Nam (2018) and Cambodia (2018);
- (ii) A Regional Forum on Investment Disputes, Resolution and Prevention in 2018;
- (iii) A Regional Forum on Investment Policy Reviews in 2019; and
- (iv) An Investment Policy Workshop for ASEAN Policymakers in 2019.

The IPRs provided comprehensive analyses of each country's investment environment and supported the process of policy formulation and adjustment as well as promoting inter-governmental and public-private dialogue in removing barriers to foreign investments. The six IPR publications are available on the AANZFTA website under Investment sectoral portal: <https://aanzfta.asean.org/aanzfta-sector-portals/investment-sector>. The AECSP-supported IPRs and the recent Forums contributed to an increased understanding among officials in the AANZFTA region on the latest developments on investor-state dispute settlement, hence further improving capacity on dispute prevention and resolution in the context of implementing the Investment Chapter of the AANZFTA, as well as served as platforms to discuss the impact of the IPRs on the improvement of investment environments, including transparency and governance and how investment can support key development priorities of ASEAN.

“ASEAN Qualifications Reference Framework - Promoting Transparency and Mobility in the Region”

Since 2011, AECSP has been supporting four phases of an initiative that enabled the establishment of the ASEAN Qualifications Reference Framework (AQRF) and helped build capacity in the AMS to reference their National Qualifications Framework (NQF) to the AQRF. In doing so, the project aimed to contribute to the longer-term goal of facilitating increased cross-border flows of education services and the temporary

movement of natural persons. The AQRF was developed and endorsed by the ASEAN Economic and Education Ministers in 2014 and the ASEAN Labour Ministers in 2015. It is the first regional qualifications reference framework in Asia and one of the most significant education policy innovations in ASEAN, ultimately aiming to facilitate student and worker mobility in ASEAN. Since 2015, with technical assistance from Australia and New Zealand, the AQRF program has triggered significant national reforms in education and training across ASEAN. Related documents can be found on the ANZFTA website, under the Trade in Services sectoral portal: <https://aanzfta.asean.org/aanzfta-sector-portals/trade-in-services-sector>

II. PURPOSE OF THE ASSIGNMENT

AECSP is seeking the services of a team of consultants to provide technical assistance and support in the development of two case studies to highlight successes as well as lessons learned from the implementation of the relevant projects.

The final report of the two case studies, as approved by the AANZFTA relevant bodies, will be included in the AECSP Communications Package for submission at the 25th AEM-CER Consultations in August 2020 and subsequently for public utilization.

III. CONSULTANT'S SCOPE OF WORK, OUTPUTS AND ACTIVITIES

The following are activities to be carried out by the consulting firm or its designated consultants in close coordination with the Services and Investment Division (SID) and AAZFTA Support Unit (ASU) of the ASEAN Secretariat:

- a) Case Study Design and Methodology.
 - Submit and discuss with the ASEAN Secretariat through ASU the respective work plan and methodology in conducting the case studies, ensuring that the case studies satisfactorily highlight the tangible outcomes of the projects and their contribution to the implementation of the respective chapter under the AANZFTA.
- b) Inception meetings: Visit the ASEAN Secretariat in Jakarta to meet with the relevant desk officers of SID and ASU of the ASEAN Secretariat. In place of physical meeting, the inception meeting could be done virtually through Skype or other appropriate methods. Upon the approval of the Inception Report by the concerned AANZFTA bodies, undertake desk review.
- c) Conduct a desk review of project documents and other relevant project-related documents, which can include, but not limited to, design, development, implementation and M&E records.
- d) Conduct Virtual Interviews with relevant stakeholders.
 - The consultants will conduct virtual interviews using appropriate method as agreed with ASU (options could be email, phone calls, Skype or other applicable virtual methods), with members of the AANZFTA Committee on Trade in services (CTS), Committee on Investment (COI), project implementers, such as the Organisation for Economic Co-operation and Development (OECD) and beneficiaries, as necessary.

- The interviews will assess tangible achievements and contribution to the AANZFTA within the scope of the projects and identify key success factors and lessons learned from the implementation of these projects as well as the prospects for future collaboration across all relevant AANZFTA member parties.

In working closely with the ASU and SID and with reference to the documents provided, the consultants are expected to deliver the following outputs:

1. **An Inception Report**, covering:
 - a) Methodology
 - b) Key activities and timelines;
 - c) Information and resources used in conducting the case study;
 - d) Draft questionnaires for virtual stakeholder interviews; and
 - e) Draft outline of the Case Study Reports.
2. **A Final Report for each case study**, including:
 - a) Results of the desk review by the consultants on the relevant documents and through consultation with ASEAN Secretariat;
 - b) Summary of Responses from the stakeholder interviews
 - c) Results from the conduct of the stakeholder interviews, highlighting the AECSP support to the AANZFTA Parties, background and outcomes of the AECSP support including activities conducted and outputs/outcome resulting from these activities, and lessons learned)

The consultant team will adopt methodological and analytical strategies that ensure the case studies evidently reflect the value of the projects to the operationalisation and implementation of AANZFTA. To do so, the consultant will adopt:

- a case study approach that assesses the projects’ objectives, design features and achievements;
- a methodological approach that adopts consistent and evidence-based indicators for the inputs, outputs and outcomes of each project;
- a stakeholder engagement approach that identifies mediating factors important for the project’s success modality;
- an analytical approach that highlights key challenges and opportunities for the future success and sustainability of the projects;
- a presentation style that is succinct and ensures a balance between narrative, quotes and infographics;
- each report must be no longer than 10 pages including photos and infographics;
- due consideration of the previous years’ case studies, available at <https://aanzfta.asean.org/aecsp>

IV. EXPECTED DELIVERABLES AND TIMELINE

Output 1: Inception Report	April 2020
Output 2: Draft Text for two Case Studies	June 2020
- Stakeholder interviews via phone, email or any applicable virtual methods - Desk work and follow-up interviews, if needed	May 2020
Output 3: Final Text for two Case Studies	July 2020

1.2 PROJECT REQUIREMENTS

Project Management Arrangements

The consultancy will be implemented in accordance with the AECSP Project Management Guide and ASEC rules and regulations, as appropriate. Invoices will be submitted in line with a payment schedule to be specified in the legal contract.

The Consultants shall work closely with AANZFTA Support Unit (ASU), and through ASU with project implementers, relevant desk officers of the ASEAN Secretariat and the layout consultant, in drafting, finalizing and reporting the deliverables of the project.

The final Case Study Reports will be for submission to the AANZFTA Economic Cooperation Sub-Committee and Joint Committee for approval, incorporating inputs and comments from ASEAN Secretariat, project implementers and AANZFTA Committee on Trade in Services (CTS) and Committee on Investment (COI), if any.

CONSULTANT'S QUALIFICATIONS

No.	Qualification
1	The designated consultants should have demonstrated experience in conducting desk-based research, stakeholder interviews and developing case studies.
2	The designated consultants should have demonstrated experience in analytical and visual communications
3	The designated consultants should have knowledge on education qualifications frameworks and investment policy, and experience with government services or consulting work in the ASEAN / AANZFTA regions

2 RFP REQUIREMENTS

3.1 PROPOSAL SUBMISSION INSTRUCTIONS

- a) The Technical and Finance Proposals must be submitted in two separate documents.
- b) The proposals should be concisely presented and structured, and should explain in detail the Consultants' availability, experience and resources to provide the requested services.
- c) Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
- d) Consultant must ensure that both Technical & Financial Proposals are received via email at the following address by the tender closing date **20 April 2020**
AANZFTA Support Unit
Programme Cooperation and Project Management Division
ASEAN Economic Community Department
The ASEAN Secretariat
Jakarta 12110, Indonesia
Email: ecwp@asean.org
- e) Consultant should indicate the Title of the Tender at the subject of the email.
- f) All proposals must be submitted in English.

3.2 RFP TERMS & CONDITIONS

3.2.1 Bid Expiration Date

Received proposals shall be valid until 20 July 2020

3.2.2 Implementation/Delivery Schedule

- a. Contract award will be decided by the Selection Committee comprised of Co-Chairs of the AANZFTA Sub-Committee on Economic Cooperation
- b. Terms and reference of the contract will be negotiated by the ASEAN Secretariat.

4 RESPONSE FORMAT (PROPOSAL FORMAT)

In conformance to the ASEAN Secretariat's Financial Rules and Administrative Procedures (AFARP), the Consultant shall submit the applications in two separate documents: technical and financial proposals.

4.1 TECHNICAL PROPOSAL

The technical component should contain the following information:

- a. A brief discussion indicating the prospective Consultant's understanding of the project's purpose;
- b. A discussion of how the prospective Consultant proposes to approach the project including but not limited to methodology to undertake the assignment, list of possible reference materials and a work plan specifying the activities to be undertaken (including draft agenda or focused topics for stakeholder interviews, travel plan), an outline of the

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- reports to be delivered, and schedule of activities, taking into account the timeline to complete the undertaking;
- c. A brief summary of the prospective Consultants' expertise and knowledge areas related to the case study projects. *(Please provide links to any publications if available, or enclose selected publications in soft-copy in the application);*
 - d. Brief discussion on the consultants' or firm's past experience in undertaking similar work and brief summary of projects undertaken;
 - e. Names and curriculum vitae of the consulting team, associates, personnel or employees who will be engaged in the performance of services.
 - f. Completed the attached Appendix 1 and 1a - Company General Information and List of Clients; and
 - g. Other information to substantiate the capacity of applicants to undertake the project.

4.2 FINANCIAL PROPOSAL

Please complete and submit the financial proposal, which shall include cost estimates and payments schedule, following Appendix 2 to this RfP.

The financial component should specify all direct and indirect costs, inclusive of applicable taxes, for undertaking the project, including but not limited to:

- Professional services fee for completing all deliverables in unit cost and the number of hours/days;
- Travel costs
- Miscellaneous charges, if applicable;

Appendix 1
Company General Information
*To be submitted together in the **Technical Proposal***

Company Legal Name:			
Division or Subsidiary (if applicable):			
Company Address:			
City:			
Province / State:			
Country:			
Postal Code:			
Telephone:			
Business Name Registration:			
Tax Registration Number:			
Valid Business Permit:			
Company Contact:		Telephone no.:	
Title / Position:		Fax no.:	
E-Mail:			
Indicate number of years involved in similar business			
Are you a subsidiary of a financial institution? *If Yes, Please indicate your Holding Company			

Appendix 1a.
Customer Reference

To be submitted as part of the Technical Proposal

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

APPENDIX 2
Price and Payment Schedule
To be submitted as part of the Financial Proposal

A. PRICE

Unit: USD or AUD

No	Description	Unit	Price (Total estimated cost)
1	Professional Services		
	-- Input days for each expected output	(# of days)	
2	Travel Expenses		
3	Other Expenses		
TOTAL			

B. PROPOSED PAYMENT SCHEDULE