



**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
22 April 2019**

EMAIL YOUR PROPOSAL TO:

AANZFTA Support Unit
External Economic Relations Division
ASEAN Economic Community Department
The ASEAN Secretariat
Jakarta 12110, Indonesia
Email: ecwp@asean.org

Prepared by: AANZFTA Support Unit / EERD
Date: March 2019

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 sanitary, phyto-sanitary (SPS) measures and intellectual property. To support the operationalization and implementation of the AANZFTA, the AANZFTA Economic Co-operation Support Program (AECSP) was established in the same year. 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.

For 2019, two cases studies will be conducted to highlight the success stories of the following AECSP supported projects:

- Case Study 1 on sanitary and phytosanitary showcasing the project “ASEAN Regional Diagnostic Network” (**ARDN**)
- Case Study 2 on intellectual property showcasing two projects: “Capacity Building for Patent Examiners - An Ideal Training Model” (or **IPET**) and “Regional Patent Examination Training Mentoring” (or **RPEM**)

ARDN, implemented since 2010 through two phases, aims to assist the ASEAN Member States in the removal of phytosanitary impediments to trade, particularly contribute significantly to the removal of unwarranted SPS barriers to trade within the AANZFTA zone. Under Phase 1 which was implemented between 2010-2016, ARDN enhanced the capacity of ASEAN Member States to identify plant pests and diseases, promote regional networking of this capacity and stimulate the adoption of new, diagnostic techniques. Phase 2 of the ARDN aims to continue to strengthen an ASEAN-wide, cooperative system for delivering credible, plant pest diagnostic services by (a) utilising expertise networks and infrastructure developed during Phase I to produce trade-related diagnostic resources through increasing credibility to National Pest Lists for market access and technical justification for phytosanitary measures; (b) enhancing capacity and proficiency among ASEAN Member States in the identification of plant pests through supporting plant biosecurity; and (c) promoting long-term sustainability through networking of diagnostic capacity developed during Phase I of the Project and SPS barriers are Non-Tariff Measures

IPET, implemented since 2012, aims to develop a sustainable approach to patent examination training in ASEAN in order to improve and maintain high quality patent examination standards, leading to the consistent grant of robust patents and improved confidence in the IP system by regional businesses and creators. IPET comprises four main activities 1) Training Needs Analysis; 2) Ideal Training Model Brainstorming Session; 3) development of an Ideal Training Model, Curriculum and Training Tools; and 4) delivery of a Train the Trainer Course for AMS patent examiner trainers.

RPEM, implemented since 2017, is a continuation of IPET and RPET - a successfully completed project that was supported under AECSP (titled Regional Patent Examination Training or RPET). Please refer to this case study for more information: http://aanzfta.asean.org/wp-content/uploads/2016/05/Case_Study_of_RPET_2017.pdf. RPEM focuses on development and implementation of comprehensive training program at

country level and aspires that the participating ASEAN IP offices embed relevant aspects of the RPET program's learning and best practices in the development of competency-based training programs for new examiners; increase internal training capacity and self-sufficiency to provide their own training with a view to increasing South-South cooperation between ASEAN Member States; and improve their quality standards based on international standards and best practices.

II. PURPOSE OF THE ASSIGNMENT

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

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 24th AEM-CER Consultations in 2019 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 Food, Agriculture and Forestry Division (FAFD), Competition, Consumer Protection and Intellectual Property Rights Division (CCPID) 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.
- b) Conduct a desk review of project documents and other relevant documents.
- c) Conduct Interviews with Relevant Stakeholders. The consultants will conduct interviews with members of the AANZFTA Sub-Committee on SPS, Intellectual Property Committee, project implementers and beneficiaries, as necessary.

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 stakeholder interviews; and
 - e) Draft outline of the Case Study Report.
2. A Final Report for each case study, covering
 - a) results of the desk review by the consultants on the relevant documents and through consultation with ASEAN Secretariat;
 - b) 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.

Other requirements for the case study reports:

- Analysis must be evidenced based and succinct
- Good balance of narrative and visual communication
- Each report must be no longer than 10 pages including photos and infographics

IV. EXPECTED DELIVERABLES AND TIMELINE

Output 1: Inception Report	May 2019
Output 2: Draft Reports for two Case Studies	June 2019
- In-person stakeholder interviews	May-June 2019
- Desk work and follow-up on-line interviews, if needed	May 2019
Output 3: Final Reports for two Case Studies	July 2019

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 and relevant desk officers of the ASEAN Secretariat, 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 Co-Chairs of AANZFTA Sub-Committee on SPS and Intellectual Property Committee, 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 in sanitary, phyto-sanitary measures and intellectual property, 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 **22 April 2019**
AANZFTA Support Unit
External Economic Relations 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 7 July 2019

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