

## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL OR INSTITUTIONAL CONSULTANCY SERVICE PROVIDER**

#### **STUDY ON THE ECONOMIC, HEALTH AND SOCIAL IMPACT OF HAZE IN 2015 ON THE ASEAN REGION**

##### **Background**

The Ministers at the Eleventh Meeting of the Conference of the Parties (COP-11) to the ASEAN Agreement on Transboundary Haze Pollution (AATHP) held in Hanoi, Viet Nam on 29 October 2015 expressed concern over the unprecedented severity and geographical spread of the recent smoke haze affecting various ASEAN countries. They also expressed sympathy to the millions of people affected by the haze. The Ministers noted and appreciated the collaborative efforts undertaken by Indonesia, the neighbouring ASEAN countries and the international community to address the forest fires and the associated smoke haze. Subsequently, the Eighteenth Meeting of the Sub-Regional Ministerial Steering Committee (MSC) on Transboundary Haze Pollution on 4 May 2016 in Singapore recognised that it is timely for a regional study to be conducted on the economic, health and social impact of haze in 2015 on the ASEAN region.

The main objective of the Study is to assess the implication of the 2015 haze incident to ASEAN and enable countries to have a baseline economic, health and social data to understand the impact of transboundary haze.

The Study is expected to be delivered through Consultancy. The Consultant will deliver an outline, methodology, and clear work plan of the Study. The Study is expected to be submitted to COM by the first quarter of 2017.

The Study will be funded by the ASEAN Transboundary Haze Pollution Control Fund (ASEAN Haze Fund). Environment Division of the ASEAN Secretariat is expected to take the role of Proponent of the proposed project.

##### **I. Qualifications & Relevant Experience**

1. Individual or Institutional Consultancy Service Provider (Service Provider) is expected to possess excellent expertise and experience in the field of transboundary haze and environment pollution and/or related fields.
2. Service Provider shall have relevant knowledge, skills, and proven experience in conducting impact studies in transboundary haze and environment pollution and/or related fields. Applicants should also have familiarity with ASEAN cooperation frameworks; in particular ASEAN Agreement on Transboundary Haze Pollution is desirable. Proven experience in working in ASEAN region is preferred.
3. Service Provider shall have an excellent command of writing and speaking English.

## II. Scope of Work

No.	Output	Indicator	Activity
1.	A draft outline for the Study	A clear and logical draft structure / outline for the study covering economic, health, and social aspect, proposed approach and methodology (ies)	<ul style="list-style-type: none"> <li>• Make reference to previous haze study reports/findings as background/preamble</li> <li>• Integrate background information on the scenario and severity of 2015 haze incident, air quality analysis and the causes</li> <li>• Identify economic, health and social aspects to be covered by the Study in terms of tangible and intangible impacts.</li> <li>• Identify proposed approach and methodology(ies) for undertaking analytical requirements</li> <li>• Develop a matrix of questions / survey forms related to the Study for countries to fill in (for standardized reporting and to ease data analysis)</li> <li>• Develop a tentative table of contents</li> </ul>
2.	A detailed work plan for undertaking the Study	The Work Plan, which include Methodology, should be detailed.	<ul style="list-style-type: none"> <li>• Propose Work Plan of the study that includes a possible consultation meeting with relevant sectors as well as the Task Force Meeting to finalize the report</li> </ul>
3.	A preliminary report	The preliminary report should contain the above-mentioned indicators to be presented to COM for comments	<ul style="list-style-type: none"> <li>• Research on relevant areas of cooperation under the ASEAN framework, namely health, economic, poverty</li> </ul>

No.	Output	Indicator	Activity
			<p>eradication, social welfare, etc.</p> <ul style="list-style-type: none"> <li>• Consultation with sectoral bodies under ASEAN Agreement on Transboundary Haze Pollution (AATHP) and other relevant ASEAN sectoral bodies such as ASEAN Senior Officials on Environment (ASOEN), ASEAN Senior Officials Meeting on Health Development (SOMHD), ASEAN Committee on Disaster Management (ACDM), ASEAN Commission on the Promotion and Protection of the Rights of Women and Children (ACWC), etc. (this could include a possible consultation meeting with relevant sectors)</li> <li>• Integrate all information received from various sectors and come up with the first preliminary report</li> </ul>
4.	Final Report	<p>High quality, publishable report with a complete list of references in standardized format</p> <ul style="list-style-type: none"> <li>• All data, figures, and tables in original excel and document files for editing purposes provided by the Consultant</li> </ul>	<ul style="list-style-type: none"> <li>• Come up with the Final Report that incorporates inputs from all sectors and AMS, that includes analysis of key issues to be addressed as well as the actions needed in immediate, medium and long terms to solve the haze pollution in the region</li> </ul>

### III. Duration

The services need to be rendered tentatively from **January to March 2017 (3 months)** subject to the approval of project proposal.

#### IV. Indicative Deliverables

No.	Output	Timeline
1.	A draft outline for the Study	By Mid-January 2017
2.	A detailed work plan for undertaking the Study	
3.	A preliminary report, data gathering and research by the Consultant	By End of January 2017
4.	Consultation process with the relevant ASEAN sectoral bodies and convening of a Task Force Meeting	By End of February 2017
5.	Final Report	By End of March 2017

#### V. Financial Proposal

The financial proposal should include professional fee and reimbursable expenses, in **US dollars**.

#### VI. Submission of Quotation

The quotation must be submitted/quoted:

- i. Together with the above documents which have been duly completed;
- ii. In a sealed envelope bearing ***“Quotation for the Study on the Economic, Health and Social Impact of Haze in 2015 on the ASEAN Region”*** on the top right corner;
- iii. Not later than **18 December 2016**;
- iv. In English;
- v. In USD;

The quotation must be addressed to:

**Chairman of Quotation Panel  
Administration and General Affairs Division  
The ASEAN Secretariat**

Kindly read the attached documents carefully. Late submission and quotation that do not meet our requirements will automatically be disqualified.

Please take note that ASEAN Secretariat is not subjected to tax. As such, please **do not include VAT** in your quotation.

Should you have any queries, please contact **Ms. Mutty Nareswari** at 021-7262991 ext. 214 or email to [mutty.nareswari@asean.org](mailto:mutty.nareswari@asean.org) and copied to [melati.rina@asean.org](mailto:melati.rina@asean.org).

## **VII. Selection Process**

The selection of service provide will be made by the proponent-cum-implementing agency namely ASEAN Secretariat based on its procurement rules and procedures.

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