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<th>Lodgment of Tenders/Applications to:</th>
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<tr>
<td>Program Coordinator</td>
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<tr>
<td>AANZFTA Support Unit</td>
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<tr>
<td>External Economic Relations Division, ASEAN Economic Community Department</td>
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<tr>
<td>The ASEAN Secretariat</td>
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<td>70 A Jl. Sisingamangaraja</td>
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<td>Jakarta 12110, Indonesia</td>
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<td>Email: <a href="mailto:ecwp@asean.org">ecwp@asean.org</a></td>
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Please indicate in the subject line: Workshop Facilitation on STRACAP: Good Regulatory Practice (SWIP Work Stream 1)

**Closing date and time: 28 March 2017** (Close of Business, Jakarta time)
ASEAN-Australia-New Zealand Free Trade area (AANZFTA) Economic Cooperation Support Programme (AECSP)

**Title of Assignment:** Consulting Opportunity for Workshop Facilitation on Standards, Technical Regulations and Conformity Assessment Procedures (STRACAP): Good Regulatory Practice under AANZFTA ECWP Project on STRACAP Work Plan Implementation Program (SWIP) – Work Stream 1 [AANZ-0069-STR-04]

I. **Project Summary**

1. Chapter 6 of the AANZFTA Agreement, namely Standards, Technical Regulations and Conformity Assessment Procedures (STRACAP) aims to facilitate trade in goods among the Parties by:

   (a) ensuring that standards, technical regulations, and conformity assessment procedures do not create unnecessary obstacles to trade;

   (b) promoting mutual understanding of each Party’s standards, technical regulations, and conformity assessment procedures;

   (c) strengthening information exchange and co-operation among the Parties in relation to the preparation, adoption and application of standards, technical regulations and conformity assessment procedures;

   (d) strengthening co-operation among the Parties in the work of international bodies related to standardisation and conformity assessments; and

   (e) providing a framework to implement supporting mechanisms to realise these objectives.

2. There are many opportunities across the AANZFTA region in the standards and conformance space that can help facilitate trade across member countries. These were identified at the April 2016 Sub-Committee on Standards, Technical Regulations and Conformity Assessment Procedures (SC-STRACAP) meeting through the development of a draft work program. This project provides an opportunity to push forward SC-STRACAP’s agreed work program, and will help drive a renewed ambition to implement the Chapter. The work program will focus on industry sectors where there is a common interest to improve market access, and deliver mutual benefit across the AANZFTA region.

3. This project aims to support SC-STRACAP in undertaking the implementation of one of the focus areas identified in the work program, especially on sharing of information and approaches in implementing Good Regulatory Practices (GRP) in relation to the following product areas: (1) food and beverage; (2) nutraceuticals; and (3) cosmetics. New Zealand, as the lead implementer
of this project, selected food and beverage sector as pilot sector taking into account New Zealand’s expertise in the sector to be shared to other AANZFTA Parties.

4. The main activity of this project is a workshop focusing on GRP\(^1\) in general and specific GRP for the food and beverage sector. Target participants for the workshop are sectoral regulators, members of SC-STRACAP and industry representatives. The workshop will discuss regulatory objectives, regulatory arrangements across AANZFTA Parties and understanding on how GRP would support trade in the selected sector. The workshop should utilise and build upon previous work and methodologies around good regulatory practice in the AANZFTA region.

5. The key outcome from the workshop will be a better understanding of:
   - Good Regulatory Practices: Best practice models
   - the importance of adopting GRP in the processed food sector,
   - the relevant regulatory frameworks in the AANZFTA region
   - specific areas where technical regulations can be harmonised or information shared to address technical barriers to trade.
   - the impact of regulatory requirements on business stakeholders.

6. The workshop would be expected to recommend to SC-STRACAP specific areas where regulators can cooperate to enhance the use of GRP.

II. Purpose of the Assignment and Terms of Reference

7. The Project requires engagement of an international expert consultant or consultancy firm to support SC-STRACAP in undertaking the implementation of one of the focus areas identified in the work program, especially on sharing of information and approaches in implementing Good Regulatory Practices (GRP) for the food and beverage sector. The assignment aims to provide information on the current GRP models, drawing upon work done through other forums such as the ASEAN-OECD GRP Network and APEC and the current regulatory regime related to GRP in AANZFTA Parties.

8. Essentially the consultant is being asked to undertake the following tasks:

   a. Desk-based research: (i) to review models of best practice on GRP, drawing upon work done through other forums, e.g. the ASEAN-OECD and APEC (the review would result in a comparison of GRP models); (ii) to review the current situation and prepare a summary of STRACAP regulatory regimes that apply to processed food (excluding SPS requirements) in each AANZFTA Party. The report of the research will include a recommendation on specific aspects of GRP to be covered in the workshop.

   b. Facilitate the workshop through the provisions of developing the agenda for the workshop based on the desk-based research, facilitating discussion during the workshop.

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\(^1\) GRP are internationally recognised processes, systems, tools and methods for improving the quality of regulations. GRP systematically implements public consultation and stakeholder engagement as well as impact analysis of government proposals, before they are implemented to make sure they are fit for purpose and will deliver what they are set out to achieve.
and prepare a workshop report including recommendation on specific areas where regulators can cooperate to enhance the use of GRP.

III. Required Activities

9. Desk-based research, referred to in paragraph 8(a) will have to finalised before the conduct of the workshop. Draft research report and final research report, including draft agenda for the workshop will have to be submitted to the ASEAN Secretariat, in consultation with the relevant stakeholders, for comments.

10. Subsequently, the main output documents of this project will be, but not limited to:
    a. Desk-based research report;
    b. Draft agenda for the workshop;
    c. PowerPoint presentations and materials for the workshop;
    d. Workshop report.

IV. Consultant’s Qualifications

11. The consultant should demonstrate extensive experience in regulatory policy and knowledge of best practice guidance in good regulatory practice with experience in initiatives of various international fora, such as Asia Pacific Economic Cooperation (APEC), the OECD and ASEAN. Experience or consulting work in ASEAN/AANZFTA as a region and with individual AANZFTA Parties is preferred but not necessary.

12. Experience relating to the following areas is particularly relevant:
    1. Transparency of the regulation making process
    2. Regulatory impact analysis
    3. Public consultation processes
    4. International regulatory cooperation

13. The consultant should have knowledge of regulatory practices in the processed food sector in the AANZFTA region, e.g. any previous research on TBTs in the AANZFTA parties relating to food labelling, packaging or characteristics, conformity assessment procedures include procedures for sampling, testing and inspection; evaluation, verification and assurance of conformity; registration, accreditation and approval as well as their combinations.

V. Consultant Appointment and Timetable

14. The proposed timetable and deliverables of the project is as follows:

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<th>Deliverables and Milestones</th>
<th>Dates</th>
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<tr>
<td>Submission of draft desk-based research report.</td>
<td>21 April 2017</td>
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<tr>
<td>Submission of revised desk-based research report based on comments received from the ASEAN Secretariat.</td>
<td>5 May 2017</td>
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<tr>
<td>Submission of draft agenda for the workshop.</td>
<td>5 May 2017</td>
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<tr>
<td>Deliverables and Milestones</td>
<td>Dates</td>
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<tr>
<td>Contribution to preparation and conducting of workshop</td>
<td>May 2017</td>
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<tr>
<td>Presentation of the outcome of desk-based research in the workshop.</td>
<td>30-31 May 2017</td>
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<td>Facilitating discussion during the workshop.</td>
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<tr>
<td>Submission of draft workshop report and revised draft desk-based research report based on input from the workshop.</td>
<td>9 June 2017</td>
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<td>Submission of final workshop report and final desk-based research report based on comments received from the ASEAN Secretariat.</td>
<td>7 July 2017</td>
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15. The Consultant would be expected to complete the scope of work and activities reflected in paragraph 8 of this document with maximum 12 input days.

VI. Submission of Application

16. Selection Criteria - an application should include the consultant’s qualifications and expertise as follows:

- A demonstrated high level of expertise in policy analysis, in particular in Good Regulatory Practices
- A willingness to work collaboratively with the ASEAN Secretariat, and other relevant parties, on this project
- Ability to deliver within the proposed timeframes

17. The application should also include the cost of consultancy with the following details:

- Consultancy fee for developing the research report/assisting with the workshop in unit cost and the number of hours/days; and
- Miscellaneous charges, if applicable.

18. The cost of travel and accommodation for the consultant, as may be required by the ASEAN Secretariat, shall be paid based on actual costs and borne by the Project Fund.

19. Interested applicants/experts are invited to respond to this advertisement electronically by 28 March 2017.