



ASEAN SECRETARIAT

Request for Proposal

**Consultancy for the Development of Next
Roadmap on ASEAN Cooperation towards
Transboundary Haze Pollution Control with
Means of Implementation (Haze-Free
Roadmap) 2022-2030 - **Extended****

**PROPOSAL MUST BE RECEIVED BY
Sunday, 27 March 2022 by 5pm**

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by:	Environment Division
Date:	25 February 2022

1 EXECUTIVE SUMMARY

The 12th Meeting of the Conference of the Parties (COP-12) to the ASEAN Agreement on Transboundary Haze Pollution (AATHP) held in Kuala Lumpur, Malaysia on 11 August 2016, adopted the Roadmap on ASEAN Cooperation towards Transboundary Haze Pollution Control with Means of Implementation (2016-2020). The Roadmap served as a strategic, action-oriented, and time-bound framework for the implementation of the collaborative actions to control transboundary haze pollution in the ASEAN region to achieve a vision of Transboundary Haze-free ASEAN by 2020. It served ASEAN as a strategic, action-oriented, and time-bound framework for the implementation of collaborative actions to control transboundary haze pollution in the ASEAN region to achieve a vision of transboundary haze-free ASEAN by 2020.

The final review of the Roadmap was concluded in 2021, which allowed ASEAN Member States to take stock of the progress and sustain momentum in ensuring demonstrable improvements so as to achieve the vision of a haze-free ASEAN. The Final Review Report presented the analysis and findings of the Roadmap's 8 strategies, and underlying actions and logical frameworks, and identified a series of strategic-level recommendations, and within the Roadmap strategies, several cross-cutting thematic recommendations were laid out.

Following the above, the Committee under the Conference of the Parties to ASEAN Agreement on Transboundary Haze Pollution (COM) tasked the ASEAN Secretariat to prepare the development of the next Roadmap by taking into consideration the recommendations from the Final Review of the current Roadmap.

The objective of this project is to a comprehensive strategic plan or roadmap for the continued full and effective implementation of the ASEAN Agreement on Transboundary Haze Pollution (AATHP) in pursue of a haze-free ASEAN vision.

The work under this project would include all activities related to the development of the new Roadmap, which should take into consideration the findings and recommendations from the Final Review of the previous Roadmap (2016-2020), as well as relevant decisions and outcomes of meetings of the AATHP.

2 BACKGROUND AND CURRENT STATUS

The Roadmap on ASEAN Cooperation towards Transboundary Haze Pollution Control with Means of Implementation (2016-2020) was adopted at the 12th Meeting of the Conference of the Parties (COP-12) in Kuala Lumpur, Malaysia in 2016. The Roadmap served as a strategic, action-oriented, and time-bound framework for the implementation of the collaborative actions to control transboundary haze pollution in the ASEAN region to achieve a vision of Transboundary Haze-free ASEAN by 2020.

The final review of the Roadmap was concluded in 2021, which allowed ASEAN Member States (AMS) to take stock of the progress and sustain momentum in ensuring demonstrable improvements so as to achieve the vision of a haze-free ASEAN. It also identified a series of strategic-level recommendations, and within the Roadmap strategies, several cross-cutting thematic recommendations were laid out.

Following the above, the Committee under the Conference of the Parties to ASEAN Agreement on Transboundary Haze Pollution (COM) tasked the ASEAN Secretariat (ASEC) to prepare the development of the next Roadmap by taking into consideration the recommendations from the Final Review of the current Roadmap and therefore is looking for Institution, consortium, or individuals who can mobilise multi-disciplinary team members to develop a comprehensive strategic plan for the continued full and effective implementation of the AATHP (new Roadmap) in pursue of a haze-free ASEAN vision.

With funding support from the Measurable Action for Haze-Free Sustainable Land Management in Southeast Asia (MAHFSA) funded by IFAD, the Consultant(s) will work under the supervision of Head of Environment Division of the ASEAN Secretariat and is expected to produce outputs in accordance with the terms of reference which was endorsed via ad-referendum by COM on 25 February 2022.

3 SCOPE OF WORK

The work under this project would include all activities related to the development of the new Roadmap, which should take into consideration the findings and recommendations from the Final Review of the previous Roadmap (2016-2020), including the following dimensions and concepts:

- i. Have a broadened vision to reflect the complexities revolving around the regional/national, land/forest fire, and transboundary haze pollution issue.
- ii. Emphasize fire prevention/suppression measures.
- iii. Include a results strategy framework which have quantifiable indicators, measures of progress, and actions that are harmonized.
- iv. Incorporate alternatives to Zero Burning Policy for community livelihood.
- v. Contain economic instruments to complement regulatory ones.
- vi. Consider unique sub-regional needs.
- vii. Implement more innovative, inter-sectoral/cross-pillar/multi-stakeholder, sustainable, and inclusive approaches. Among others, linking the interaction among climate change, health and haze problems for raising the public awareness.
- viii. Align more to Sustainable Development Goals (SDGs) & ASEAN Social Culture Community (ASCC) Blueprint objectives.

Apart from the Final Review, the new Roadmap should also take into account other relevant decisions and outcomes of meetings of the AATHP to ensure coherence.

Output deliverables of this project will include:

1. An Inception Report
2. At least two task force meetings
3. 1st draft of the New Roadmap
4. Final New Roadmap for endorsement by Task Force
5. Completion Report

3.1 PROJECT OVERVIEW

Objective

The objective of this project is to develop a comprehensive strategic plan for the continued full and effective implementation of the AATHP (new Roadmap) in pursue of a haze-free ASEAN vision.

Main Activities

The main activities for the development of the new ASEAN Haze Roadmap will include the following:

- i. Develop methods and approach.
- ii. Conduct consultation meetings, including Task Force Meetings and interviews/questionnaire/workshops with relevant stakeholders from the governments, CSOs/NGOs, development partners, and private sectors. The consultant will work in close consultation with AMS and ASEC.

- iii. Desktop reviews on relevant references includes academic paper/journal, best practices, and lessons learnt within ASEAN and other regions in the development and implementation of a strategic framework for transboundary haze pollution control management.
- iv. Produce a robust roadmap comprising comprehensive strategy, action plans, and pathways for the attainment of haze-free ASEAN vision.
- v. Reporting to COM.

Indicative Timeline

No.	Output & Activity	Estimated Timeline
i.	Inception Report • Circulation and feedback/input from AMS • Revise IR based on inputs from AMS	April 2022
ii.	First Task Force Meeting	April 2022
iii.	Draft New Roadmap • Circulation and feedback/input from AMS • Revise Draft New Roadmap based on inputs from AMS	May-June 2022
iv.	Second Task Force Meeting	July 2022
v.	Finalisation of New Roadmap • Circulation and feedback/input from AMS • Finalise New Roadmap based on inputs from AMS • Endorsement by Task Force	July-August 2022
vi.	Endorsement by COM/COP-17 which will be held tentatively in October 2022	September 2022
vii.	Completion Report	Upon COM/COP endorsement

Financial Arrangement

Funding support will be provided by Measurable Action for Haze-Free Sustainable Land Management in Southeast Asia (MAHFSA) funded by IFAD for the Consultant's fee and logistical support, including organisation of Task Force Meetings.

Management Arrangement

The appointment of the Consultant(s) is subject to deliberation and approval by the ASEAN Member States in line with MAHFSA Programme Implementation Manual (PIM) and ASEAN Secretariat Financial and Administrative Rules and Procedures (AFARP).

A Task Force will be established based on the nominations by the ASEAN Member States to directly work with the Consultant (s) and ASEAN Secretariat in developing the new Roadmap for the consideration of COM.

The Consultant(s) will work under the supervision of Head of Environment Division of the ASEAN Secretariat and is expected to produce outputs in accordance with above said details.

3.2 PROJECT REQUIREMENTS

Institution, consortium, or individuals who can mobilise multi-disciplinary team members may apply for this consultancy. Applicants shall have:

- i. relevant knowledge, skills, and proven experiences in policy research and analysis (please provide evidence – See Appendix 2);
- ii. strong background on the environmental issues, particularly on forest, peatland, and fire management (please provide evidence);
- iii. familiarity with ASEAN cooperation framework (please provide evidence);
- iv. excellent interpersonal and professional skills in multi-stakeholder and multi-cultural communication and coordination with government, private sector, CSO, NGO, communities, development partners (please provide CV);
- v. skills in facilitation of stakeholder engagements/workshops (please provide evidence); and
- vi. excellent command of writing and speaking English.

Applicants shall elaborate on the approach and methodology for the review and detailed schedule. State the qualifications and attach a CV of each person they will make available for the assignment. Describe previous experience with similar assignments that have been performed during the last three years and provide at least three references with names, emails, telephone numbers, etc (as requested in Appendix 1a). References may be contacted to provide testimonials.

4 RFP REQUIREMENTS PROCESS

4.1 PROPOSAL SUBMISSION INSTRUCTION

- a. All proposals must be submitted in English.
- b. **Vendors should not include any financial/cost data in the Technical Proposal, but only in the separate envelope titled Financial Proposal. Failure to adhere to this will lead to disqualification.**
- c. The proposal should be concisely presented and structured, and should explain in detail the Vendor's availability, experience and resources to provide the requested services.
- d. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
- e. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
- f. All communications with regard to this RFP shall be in writing and send to:

Procurement Unit
Administration and General Affairs Division
ASEAN Secretariat
Email : procurement@asean.org

4.2. CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals must be submitted not later than **Sunday, 27 March 2022 by 5pm (Extended)** by following options:

2.2.1 HARDCOPY

The Technical and Finance Proposals must be submitted separately in two different envelopes, in two sets i.e. original and a copy, to the following address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl Sisingamangaraja No.70A
Kebayoran Baru
Jakarta 12110
Indonesia

Compliance

In conformance to the ASEAN Secretariat's Financial Rules and Procedures (AFRP), the vendor shall submit Tender Bids in **two** sealed envelopes as follows:

1) **First Envelope (Technical Proposal):**

a. **Technical Proposals (original and copy)**

First Set, which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and Customer Reference; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

b. **Second Set**, which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2) **Second Envelope (Financial Proposal):**

Financial Proposal (original and copy) which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Price**

Any notices with respect to this RFP should also be mailed to the above contact and address.

All documents not submitted in English shall not be considered and quoted price in the hardcopy submission shall be in **US Dollar for international bidders and IDR for local bidders**.

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

2.2.2 SOFTCOPY

The Technical and Financial proposals shall be sent separately to the following email address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
Email: procurement@asean.org

Compliance

The softcopy of Technical and Financial proposals must be sent **separately** protected by a **different password** for each proposal in encrypted format at PDF/ZIP file.

1. **Technical Proposals;**

a. **First set**; which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and Customer Reference; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

b. **Second Set**; which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2. Financial Proposal:

Financial Proposal which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Price**

All documents not submitted in English shall not be considered and quoted price in the softcopy submission shall be in **US Dollar for international bidders and IDR for local bidders**.

3. Do not mention the password in body email.

4. Inform the password only when the Procurement staff contact you to request it.

4.3. RFP TERMS & CONDITIONS

4.3.1. Bid Expiration Date

*Received tender proposals shall be valid until **30 June 2022***

4.3.2. Implementation/Delivery Schedule

'as stated in the Indicative Timeline.

4.3.3. Pre-bid Meeting

No Pre-bid Meeting is required.

Participant's questions can be share via email to: procurement@asean.org.

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

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 together in the **Technical Proposal***

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project Title	

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	remarks
1	Approach, Methodology and Work Plan	The brief discussion on how the Consultant will work toward achieving the project's objectives: 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, meetings, consultation), an outline of the reports to be delivered, and schedule of activities.	Prospective Consultant compulsory to provide. Failure to adhere to this will lead to disqualification.
2	Expertise and Knowledge	1. A brief summary of the prospective Consultant's expertise and knowledge relevant to the project. (Please provide links to the publications if available, or enclose selected publications in soft-copy in the application). 2. A brief summary on the consultant's or firm's past experience in undertaking similar work and brief summary of projects undertaken. 3. The names and curriculum vitae of each associates, subcontractors, personnel or employees who will be engaged in the performance of services.	Prospective Consultant compulsory to provide. Failure to adhere to this will lead to disqualification.
3	Other information	To substantiate the capacity of applicants to undertake the project.	

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	Professional services fee for completing all deliverables in unit cost and the number of hours/days.	USD (for international bidders) or IDR (for local bidders)	
2	Other charges, if applicable. The cost of travels to support the proposed work program, as may be required and arranged by the ASEAN Secretariat, shall be borne by the Project Fund and based on actual costs.	USD (for international bidders) or IDR (for local bidders)	

APPENDIX 4
Checklist for the Completeness of Documents Submitted

The checklist must be used to ensure that you have provided all documentations for the tender. The checklist must be signed and included in both envelopes of your proposals.

I. General Requirements

No.	Description	Checklist
1	Proposals shall be prepared in English	
2	Proposals are submitted in two different envelopes	
3	The envelope must be sealed and labeled accordingly. i. Technical Proposal ii. Financial Proposal	
4	Title of the tender shall be put on each envelopes	

II. Technical Proposal

No.	Description	Checklist
1	Technical Specifications of the service refer to the proposal	
2	All required information have been addressed accordingly	
3	Schedule of delivery	
4	Manpower/consultant requirement	
5	List of vendor's equipment (if any)	
6	Customer Reference Customer testimonials on the similar project	
7	Company profile	
8	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number	
9	One original signed copy	
10	One copy of technical proposal duplicate	
11.	Latest audited financial statement	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
4	One original signed copy	
5	One copy of Financial Proposal Duplicate	

APPENDIX 5
Template for the Proposal Envelope
First Envelope – Technical Proposal

**Company Name &
Address**

Technical Proposal - Title of the Tender

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Second Envelope – Financial Proposal

**Company Name &
Address**

Financial Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**