

Terms of Reference

Feasibility Study on Implementing Circular and Sustainable Agriculture in ASEAN Region

I. Background

Agriculture remains a strategic sector in most ASEAN countries contributing to food and nutrition security and providing a major source of employment and income for a large proportion in the region. In some ASEAN countries, the agriculture sector accounts for more than 40% of the country's GDP. The ASEAN region is home to two of the world's largest rice exporters and has among the top exporting countries for pineapple, banana, coffee, cassava, palm oil, coconut, and rubber. The region is also among the world's major producers and exporters of fish and fishery products. Despite these developments, the ASEAN agriculture sector continues to face complex challenges from climate changes, unsustainable agricultural practices and food wastage. The agro-food system also encourages agrochemical dependency, and many policies and practices undermine the ecological foundations and functions. Moreover, the COVID crisis has exacerbated the situation causing disruptions in the agricultural food systems creating supply and demand shocks, which undermine the agriculture sector's economic performance and food security contribution.

Ensuring the transformation of the agriculture and food system into resilient, sustainable and inclusive. Sustainable agriculture and food systems are needed to ensure a more resilient and circular food production, while safeguarding human and environmental health and livelihoods. In this regard, the ASEAN Comprehensive Recovery Framework and Implementation Plan have identified the development and implementation of the ASEAN Guidelines for Sustainable Agriculture as one of the exit strategies from the COVID 19 crisis and a means to advance toward a more sustainable and resilient future. Following the 43rd Meeting of the ASEAN Ministers on Agriculture and Forestry, the Agriculture Ministers noted the importance of ensuring sustainable development of the ASEAN region's food, agriculture, and forestry sector and supported the development of the ASEAN Guidelines on Sustainable Agriculture as one of the priority deliverables for 2022.

The ASEAN Guidelines on Sustainable Agriculture were developed with the support of the German Agency for International Cooperation (GIZ). The guidelines outline the strategies for the ASEAN Member States to develop and mainstream sustainable and circular agriculture in the region, including for the agriculture industry to integrate their operations to create a more resilient, sustainable and circular agricultural system.

II. Objectives

The objective of the feasibility study is to support the practical implementation of the ASEAN Guidelines on Sustainable Agriculture by selecting pilot site/s (*to be selected by the ASEAN Secretariat*) and testing implementation strategies to provide evidence-based practices and learning experiences on transforming into more sustainable and circular agriculture.

III. Scope of Work

The consultant is required to conduct feasibility appraisals of the proposed project. The scope of work will include¹:

- a. Conduct appropriate site information background gathering to identify possible site/s where circular agriculture could be applied.
- b. Identify relevant interventions and strategies for sustainable and circular agriculture for pilot-testing in the identified site/s.
- c. Evaluate the technical, economic and social feasibility of applying sustainable and circular agriculture interventions in the identified site/s.
- d. Conduct consultation to assess the social impact of the proposed interventions
- e. In coordination with the ASEAN Secretariat, design and prepare project proposal with technical and financial specifications of the proposed intervention.
- f. Outline a realistic timeline for the proposed set of activities for the project proposal.
- g. Identify the barriers and challenges that could determine the sustainability of the project.
- h. Identify and analyze any governance and capacity issues that will be critical during the implementation of the project as well as ensure the sustainability of the project.

IV. Expected Tasks, Timelines, and Deliverables

The expected contract period is for five (5) months from 1 July to 1 December 2022. To conduct this feasibility study, the consultant is expected to perform the following tasks.

Timelines	Expected Tasks	Expected Deliverables
1 July - 1 October 2022	i. Undertake research and analysis of necessary technical, technological, economic/financial, and social aspects of the implementation feasibility of sustainable and circular agriculture intervention/s. ii. Consult with relevant government agencies, civil society, private sector, local community and relevant stakeholders to obtain technical inputs on the project design and pilot sites to implement the sustainable and circular agriculture intervention/s.	Feasibility Study Report

¹ The detailed scope of work will be further updated based on a consultation with the selected consultant if necessary.

	iii.Ensure that proposed sustainable and circular agriculture intervention/s are robustly designed backed by pre-scooping assessment, evaluation and relevant studies. iv. Prepare feasibility study report outlining key findings and recommendations on possible initiatives and pilot site/s to implement sustainable and circular agriculture intervention/s.	
2 October - 1 December 2022	i. Design a full project proposal based on the ASEAN project proposal template and requirements. ii.Prepare the project proposal log frame with well-defined indicators, targets, inputs and outputs and activities. iii.Outline the work plan and budgetary requirements as detailed as required by the ASEAN project proposal template.	Draft Project Proposal

V. Administration, Reporting and Coordination

The contract for this assignment will be issued by the ASEAN Secretariat. The consultant will be home-based. The expenses for agreed necessary field trips should be included in the financial proposal of the consultant. The consultant will work closely with the Food, Agriculture and Forestry Division of the ASEAN Secretariat.

VI. Requirement for the submission

The prospective bidder is required to submit the following:

1. Technical

Interested candidates including consulting firms and individual consultants are invited to submit an application package in English including the following documents and requirements.

The successful candidate will have a background in agricultural science and/or extensive functional experience in the application and promotion of sustainable agriculture practices and circular agriculture in the ASEAN region, including strong technical skills in feasibility studies and project design and implementation.

a) Provide CV covering all the below requirements:

- At least 10 years of technical experience in sustainable agricultural development, circular agriculture, sustainable rural development and sustainable business development.
- Relevant experience in the design and implementation of integrated development projects.
- Relevant experience in feasibility study preparation, implementation and reporting, including project formulation and management of similar projects with regional funds including Project design, management, and monitoring & evaluation;
- Familiarity with ASEAN, particularly its principles, stakeholders and ways of working;
- Experience working with ASEAN and/or ASEC, particularly in issues related to circular and sustainable agriculture development.
- Previous work contract undertaken with other clients.
- Strong analytical skills, including communication and writing skills as demonstrated in various documents published (eg technical report, journal papers)

b) Provide a brief proposal

- A brief proposal (maximum 5 pages) where the tentative methodologies, work plan and timetables are presented

2. Financial

A detailed financial proposal indicating the costs (IDR for local bidders and USD for international bidders) required for undertaking the assignment.