

THE SOUTHEAST ASIA REGIONAL PROGRAMME ON COMBATING MARINE PLASTICS (SEA-MAP) REGIONAL PROJECT

Terms of Reference

Developing and delivering a capacity building training and study tour program on behavioral change in plastics and plastic waste management in ASEAN countries

1. Introduction

The Southeast Asia Regional Program on Combating Marine Plastics (SEA-MaP Regional Project) is a five-year program financed by the World Bank. Its objective is to aid the Member States of the Association of Southeast Asian Nations (ASEAN) in combating marine plastic pollution and mitigating its negative impacts. This aligns with the implementation of the [ASEAN Regional Action Plan \(RAP\) for Combating Marine Debris](#). The project is implemented by ASEAN through the ASEAN Secretariat (ASEC), with the structure comprising a Project Steering Committee (PSC), a Project Management Unit (PMU), and a Regional Implementation Support Unit (RISU) located within the United Nations Office for Project Services (UNOPS). More information on the project can be found in the [Project Appraisal Document \(PAD\)](#).

The SEA-MaP Regional Project adopts a long-term, programmatic approach divided into two main Components: (1) strengthening policies and institutions for plastics circularity, and (2) establishing regional platforms for innovation, knowledge sharing, and partnerships.

1. Strengthening Policies and Institutions for Plastics Circularity

The SEA-MaP Regional Project will support regional actions in line with the ASEAN RAP through the development of regional guidelines, enhancement of plastics metrics and monitoring, and support for policy harmonization. The project's goals are designed to surpass its lifespan, aiming to strengthen regional actions and integrate them within the existing ASEAN structure, alongside fostering capacity building for decision-makers, private-sector champions, and other relevant stakeholders.

2. Establishing Regional Platforms for Innovation, Knowledge Sharing, and Partnerships

The SEA-MaP Regional Project is committed to creating and institutionalising Platforms for innovation, investment, knowledge sharing, and partnerships across ASEAN to address plastic pollution. These platforms, aiming to bolster sustainability, will foster collaboration with regional private-sector champions and support existing data and research networks. They are designed to promote circular economy solutions and encourage plastic reduction partnerships. Further, these platforms seek to catalyse private sector investment and support. The Platforms will provide technical assistance to plastics innovators, especially focusing on women-owned innovations, social enterprises, and NGOs, to help to turn innovative ideas into proofs of concept, pilots, and bankable business solutions.

Table 1 below outlines the deliverables under each component.

Components	Deliverables
Component 1: Strengthen Regional Policies and Institutions for Plastics Circularity	
1.1: Supporting Regional Policy Development, Harmonization, and Implementation	• Best Practice Manual on Standards for Plastic Packaging • Regional Guidebook on Standards for Responsible Plastic Waste Trade, Sorted Plastics, and Recycled Plastics • Regional Guidebook on Financial Mechanisms for Investments in Plastic Waste Management • Regional Guidebook on Phasing Out Single-Use Plastics • EPR Handbook and Customized Toolkit
1.2: Supporting Regional Collaboration and Strengthening Monitoring Capacity	• Regional Baseline Report (including on policies) • Guidebook for common methodologies for assessment and monitoring of plastic pollution • Regional Training Program on Plastic Waste Management
Component 2: Establish Regional Platforms to promote Innovations, Knowledge, and Partnerships for Plastics Circularity	
2.1: Regional Platform for Innovation and Investments	• Regional Platform for Innovation and Investments • Web Platform/ ‘Marketplace’ for Investments/Innovation • Annual Technology/Innovation Expos Sustainability Strategy
2.2: Establishing a Regional Platform for Knowledge and Partnerships	• Resource Mobilisation Strategy • Knowledge Sharing and Training • High-Level Policy Dialogue and Discussion • Communications

Table 1. Overview of SEA-MaP Regional Project Components and Deliverables

The PMU leads activities under Component 2 on knowledge sharing, and the purpose of this Terms of Reference (ToR) is to seek an institution/consulting firm to plan the SEA-MaP Regional Project’s first training and study tour knowledge exchange program, which comprises of a three-day capacity building training and a two-day study tour/site visit focused on “behavioural change in plastic waste management”.

This ToR outlines the required work and arrangement for designing and delivering the combined knowledge exchange program involving training and a study tour, which will be developed as a five-day program scheduled in the same one week between April to September 2024, subject to decisions by the PSC virtual meeting (which will be held in November/December 2023), ASEC and PMU. The venue of this knowledge exchange program is tentatively planned to be in Indonesia, subject to confirmation by the PSC, ASEC and PMU. Both programs will be conducted in English and the participants are expected to have proficient English communication skills especially in listening and speaking. The study tour will incorporate training sessions/lectures, practical training and site/field visits, highlighting applicable and transferable technologies and policies relevant to the ASEAN context.

The five-day knowledge exchange program will invite up to two participants from each AMS¹, one from the ASEC, and one from PMU. The participants from the AMS will be government officers from the national/regional/local government agencies, who are responsible for policy making and implementation on plastic waste recycling and management, including those who are involved in the Intergovernmental Negotiation Committee (INC) negotiations towards the international legal instrument on plastic pollution

The tasks involved in designing and delivering the training and study tour include.

- I. Performing a stakeholder and institutional analysis and conducting a rapid stocktaking on the existing training and relevant events organized by the Development Partners² and developing a high-level plan for the entire duration of the SEA-MaP project³, describing the priority areas and topics for the multi-year capacity building training and study tour programs,
- II. Developing the detailed work plan for the first year (year 2024) knowledge exchange program for a) the capacity building training, and b) the study tour and relevant knowledge products (e.g., lecture notes, handbooks/manuals, awareness raising materials),
- III. Bring in necessary expertise and qualified experts/trainers, who will design the curriculum and deliver the training,
- IV. Identifying the modules and site visits that would contribute to enhanced knowledge on the plastic waste management and behavioural change issues,
- V. Making necessary appointments and arrangements with host country, potential lecturers, institutions, companies and other entities,
- VI. Organizing logistical and travel arrangement for the participants and resource persons as necessary,
- VII. Facilitating necessary communication between and among the participants and organizers including the ASEC, PMU, the World Bank and other involved entities pre, during and post study tour,
- VIII. Preparing the necessary materials for the knowledge exchange purposes and disseminating the materials to the participants,
- IX. Accompanying, assisting and facilitating the knowledge exchange program during its delivery,
- X. Preparing report/proceedings of the training and study tour, and
- XI. Conducting a post-event satisfaction and evaluation survey after the training and study tour and compiling the results.

The expected outcome of the training and the study tour will be two-fold: (1) Improved methods, skills and understanding of plastic waste management, recycling, and behavioural change, and (2) Enhanced knowledge sharing networks among government officials of the AMS.

¹ Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, and Vietnam.

² Examples of Development partners are United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), World Wildlife Fund (WWF), Japan-ASEAN Infrastructure Fund, ASEAN-Norwegian Cooperation Project on Local Capacity Building for Reducing Plastic Pollution in the ASEAN Region, German Corporation for International Cooperation (GIZ), United Nations Environment Programme (UNEP) and International Union for Conservation of Nature (IUCN).

³ Trainings and study tours are scheduled to be organized in 2024, 2025 and 2026.

2. Objectives

The objectives of this ToR are the following:

1. **Conduct a Stakeholder and Institutional Analysis, and a Stocktaking Review:** Perform a comprehensive stakeholder and institutional analysis and conduct a rapid stocktaking of existing training, knowledge exchange programs, and relevant events organized by Development Partners focused on plastics and plastic waste management, policy and governance, community engagement, and evidence-based programming within ASEAN. Identify best practices, gaps, and priority areas that will inform the development of our training program and study tour.
2. **Develop Program Curriculum:** Design a tailored curriculum, including environmental and social aspects to align with the SEA-MaP Environmental and Social Management Framework (ESMF), for both a training program and a study tour focused on enhancing knowledge and best practices in behavioral change communication (BCC) to improve plastics and plastic waste management, which will include identifying key modules, site visits, and resource persons.
3. **Coordinate and Facilitate the Programs:** Organize and execute both the training and the study tour, ensuring smooth logistical operations, and effective communication among participants and organizers.
4. **Facilitate Knowledge Transfer:** Prepare and disseminate necessary materials to participants for effective knowledge exchange during the training and study tour.
5. **Evaluate Program Satisfaction:** Conduct a pre- and post-event satisfaction surveys to gather feedback from participants. Analyze the survey results and summarize the outcomes of the training and study tour to evaluate the success of the program and inform future improvements.⁴

3. Scope of Work

To achieve the above objectives, the selected institution/consulting firm will perform specific tasks as follows, in close collaboration and consultation with the ASEC/PMU and the World Bank:

3.1 Conduct a rapid stocktaking of existing plastic waste management related training, knowledge exchange program and the relevant program in ASEAN

- Identify and map existing plastic waste management and recycling training and capacity building opportunities that are targeting ASEAN public and private stakeholders, with the focus on behavioural change community engagement, governance, utilization of data for sustainable, innovative and inclusive solutions;
- Identify any gaps in knowledge and training opportunities for AMS regarding plastic waste management and recycling and behavioural change issues associated with marine plastics in ASEAN;

3.2 Design and develop a training program and study tour program for the SEA-MaP Project

⁴ The consulting firm will consult with the PMU M&E Specialist on the development of the pre- and post-event satisfaction.

- Based on the findings from the stocktaking, design and develop separate training and study tour programs and prepare short curriculum and a call for participation;
- Create a detailed schedule from arrival to departure in the host country with secondary options for field/site visits provided;
- Outline the objectives for each activity articulated in the schedule;
- Provide cost estimates for training and study tour programs, taking into account all the activities and including participant travel;
- Consider feedback received from the questionnaire to the AMS, conducted in May 2023, when designing the programs. The feedback from the questionnaire will be shared with the selected firm upon commencement of the work;
- The programs should include activities or sessions that highlight the role of women and other vulnerable groups in marine plastics and plastic waste management and recycling.
- For the draft study tour program, also consider the latest discussion at the [INC on Plastic Pollution](#) and include topics that are prioritized in those discussions

4.3 Deliver the training and the study tour in the host country

- Make necessary appointments and arrangements with relevant host country government agencies, resource persons (e.g., lecturers), institutions, companies and other entities;
- Emphasize modules that focus on practical and hands-on job training to ensure relevant skills and knowledge are imparted to the participants.
- Document and showcase local best practices that can be replicated or scaled within a community, city, country, or region.
- Ensure a gender balanced representation among participants and resource persons.
- Handle logistical and travel arrangements for the participants and resource persons including per diem, transportation, accommodations, and so on⁵ (quotations will be required);
- Plan the date, time and duration of each activity articulated in the schedule, allowing for travel time (e.g., to and from training/site locations);
- Provide background information on site visit locations, trainers etc. and prepare a handbook for training and study tour;
- Liaise communication among the participants and organizers including the PMU, ASEC, the World Bank, and other involved entities pre, during and post study tour;
- Appoint a training coordinator who can respond to participants' queries and concerns fluently in English;
- Provide translation services (from original language to English) as required.
- Handle rental of rooms, equipment, translation services, transportation services and other necessary arrangement for the knowledge exchange program;
- Prepare necessary materials for knowledge exchange, disseminate the materials to the participants and manage any copyright clearances necessary from the owners of the materials;
- Accompany, assist, and facilitate the delivery of the training and study tour program;

4.4 Summarize the training and study tour and post-event satisfaction survey

- Conduct a pre- and post-event surveys for the training and the study tour to collect feedback from the participants;

⁵ The DSA/per diem entitlement of participants are calculated in accordance with ASEC practices, which are based on UN rates (the International Civil Service Commission's DSA Circular), published monthly. This Circular also provides rates to budget for accommodation according to the area of stay in the destination country. The location for the 2024 study tour and training program is Jakarta, Indonesia.

- Compile final report with the summary of the programs and the results of the satisfaction survey with recommendations for future training/study tour programs targeting AMS in plastics agenda. The report should include an analysis of the gender dynamics of the programs (e.g., participation rates, issues related to gender equality, and recommendations for improving gender integration in future programs).

4. Additional Details

- The proposals should help ASEAN achieve RAP Action 10: “To coordinate training programs on plastics and plastic waste management as an opportunity for developing capacity building programs at a regional level to leverage economies of scale and streamline design costs.” And “To design of specific training programs building on initiatives supported by development partners, including city-level programs designed to improve local government officials’ understanding of alternative waste management technologies and funding arrangements for waste management”.

The proposals should include activities that contribute to achieving the following result indicators of SEA-MaP and the corresponding targets for the first year’s knowledge exchange program:

- Intermediate Results Indicator (IR) 1.3. Staff trained on methods and skills (Target: 60)
 - IR. 1.3.1 number of participants trained disaggregated by gender and country (Target: 20)
- IR 2.3. Percentage of beneficiaries satisfied with the engagement process in the consultations, training, seminars, and workshops (Target: 60).
 - IR 2.3.1 Percentage of feedback received from participants (Target: 95)
 - IR 2.3.2. Percentage of beneficiaries satisfied with the engagement process in the training (Target: 85)
- **PDO Indicator 2.** Number of innovations for reducing marine plastic pollution advanced. The vendor should report on the results achieved against the targets for the results indicators and the associated evidence.
- The institution/consulting firm will be required to consult and seek the inputs of the PMU/ASEC/World Bank as necessary.
- All deliverables (incl. drafts and finalized versions) must be submitted to the PMU/ASEC /World Bank for review. The institution/consulting firm should be prepared to make amendments based on the feedback received.
- The institution/consulting firm’s feedback will be welcomed to improve the deliverables further. If necessary, the duration and dates of the assignment may be adjusted with approval from the PMU /ASEC /World Bank.
- The bidder’s price proposal will include all expected costs of the assignment.

5. Deliverables and Timeline

The assignment is expected to start in December 2023 and June 2024. Below are the expected deliverables and indicative timeline for each item. The final work plan and schedule will be developed and agreed upon during the contracting process.

No.	Deliverable	Draft Deliverable	Final Deliverable
1	Inception report, including: • Expected objectives/outcomes. • Tentative assessment and data collection methodology for quick stocktaking assessment • Draft concept and curriculum of training and study tour programs that include the environmental and social aspects to align with the ESMF. • Detailed implementation work plan. • Draft cost estimate for total budget for training/study tour • Team structure with details of the required technical expertise and its in-house availability. • Monitoring and reporting mechanisms • Constraints, assumptions, risks, and issues, mitigation measures.	3 weeks after contract effectiveness	4 weeks after contract effectiveness
2	Stakeholder and institutional analysis and, Stocktaking assessment report. Draft curriculums and call for applications of the training and study tour Finalized curriculums that include environmental and social aspects to align with the ESMF.	6 weeks after contract effectiveness 10 weeks after contract effectiveness 14 weeks after contract effectiveness	8 weeks after contract effectiveness 12 weeks after contract effectiveness 16 weeks after contract effectiveness
3	Confirmed list of participants for the training and study tour Finalized logistic arrangements and delivery of training and study tour programs.	20 weeks after contract effectiveness	22 weeks after contract effectiveness
4	Final report	24 weeks after contract effectiveness	25 weeks after contract effectiveness

Table 2. Deliverables and Timeline

6. Payment

This is a lump sum contract. The financial proposal will include all expected costs of the assignment.

- 1st payment: 10% of the contract's cost, paid after signing the Contract
- 2nd payment: 40% of the contract's cost, paid after submitting the deliverable 2, and upon approval by the PMU.
- 3rd payment: 35% of the contract's cost, paid after submitting the deliverable, and approval by the PMU.
- Final payment: The remaining 15% of the contract's cost will be paid after submitting the deliverable 4 and approved by the PMU.

7. Qualifications/Expertise Required

Minimum Selection Criteria

- Demonstrated experience, within the past three years, in providing capacity building program and/or implementing projects related marine plastic debris, waste management and behavioural change on plastic waste reduction, management, and recycling.
- The selected institution/consulting firm must have qualified relevant experienced experts and coordinators based in ASEAN. The project manager/team leader should be based in ASEAN to effectively liaise with the PMU, ASEC, relevant institutions, companies, World Bank.
- The institution/consulting firm is ideally familiar and worked on providing policy advisory to the ASEAN government.
- Availability of appropriate skills and staff to conduct the tasks outlined in the ToR.

Indicative Team Qualifications

An indicative list of the positions of key experts is given below. The bidders may consider adding the number of non-key experts in supporting the execution of this assignment.

Team Leader/ Senior Waste Management Expert
<u>Education</u> • Advanced Degree (Masters or equivalent) in relevant disciplines such as Environmental Science, Environmental Engineering, Environmental economics, Environmental policy etc. Five years of similar experience with a bachelor's degree will be considered equivalent.
<u>Work Experience</u> • At least ten years of experience working in the project management related to waste management, recycling, awareness raising for waste segregation, circular economy, plastic pollution, and related topics. Knowledge and experience in implementing behavioural change on waste segregation is a plus. Experience working with governments extensively. • Working experience in the waste management and circular economy agenda in the Southeast Asian region. • Experience in facilitating and moderating the training sessions for large and diverse groups. • Implementing more than 3 projects relevant to capacity building and training of the government officials in the area of waste management, recycling, circular economy and plastic pollution. • Developed and implemented international projects. Working experience with policymakers, institutions, academic, NGOs, business associations, corporates • Strong communication and facilitation skills.

<u>Language</u>

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|---|
| <ul style="list-style-type: none">• Fluency in both written and spoken English is essential.• Working knowledge of Southeast Asian languages is considered an advantage. |
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Capacity building and training expert
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<u>Education</u>

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| <ul style="list-style-type: none">• Master's degree in relevant disciplines such as Environmental Science, Environmental Engineering, Environmental management, Environmental policy, etc. Two years of similar experience with a bachelor's degree will be considered equivalent. |
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<u>Working experience</u>

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| <ul style="list-style-type: none">• At least 8 years of experience in implementing capacity building, knowledge transfer and knowledge exchange program around environmental management in Southeast Asia.• Experience in conducting mapping exercise and gap assessment of international development projects related to environmental management and waste management.• Experience in curriculum development and execution experience on plastic pollution and waste management.• Experience working with governments is a plus.• Working experience with various stakeholders, including policymakers, institutions, NGOs, business associations, corporates that are working in policy advisory, awareness raising, advocacy• Proven skills in international, interdisciplinary, and intercultural research/management. |
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<u>Language</u>

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| <ul style="list-style-type: none">• Fluency in both written and spoken English is essential.• Working knowledge of Southeast Asian languages is considered an advantage. |
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Travel and logistic arrangement coordinator
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<u>Education</u>

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| <ul style="list-style-type: none">• Bachelor's degree. |
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<u>Work experience</u>

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| <ul style="list-style-type: none">• 5-8 years of professional experience in logistic arrangement including international travel arrangements.• Working experience in event organization, travel planning and execution.• Experience in communication and coordination regarding the travel arrangement in Southeast Asia. |
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<u>Language</u>

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| <ul style="list-style-type: none">• Fluency in both written and spoken English is essential.• Excellent communication skills. |
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8. Environmental and Social Risk Management for Technical Assistance

For the SEA-MaP Regional Project, an Environmental and Social Management Framework (ESMF) has been prepared to ensure that the SEA-MaP Regional Project addresses environmental and social risks and impacts - associated with technical assistance supported under the Programme - in accordance with the ASEAN legal requirements and the World Bank's ESF. The ESMF ensures that Programme investments do not create or result in downstream impacts to the environment and society through its technical assistance outputs

As the outputs of this assignment will help to inform deliverables under the SEA-MaP Regional Project, the outputs, covering the environmental and social aspects, should be consistent with the Project's ESMF and this may require coordination with the Environmental and Social specialists of the Project and the World Bank.

The selected firm shall also comply with the World Bank Group's Environmental, Health, and Safety Guidelines (ESHG), specifically regarding Occupational Health and Safety (OHS) and potential downstream risks and impacts emanating from the assignment outputs.

9. Sustainability and Gender Equality

The Project is committed to the sustainability of its trainings, studies and knowledge products. A sustainability strategy will be prepared to this end, which will be followed by all Project implementers. It is expected that the activities implemented under this consultancy will take sustainability aspects into account where applicable.

The Project further ensures that gender concerns and women's empowerment strategies are mainstreamed throughout the project activities in order to address gender inequalities and foster women's increased participation in decision-making, including the creation of economic opportunities for women, inclusivity, and the emphasis of gender equality.

The consultant will ensure that gender equality considerations are mainstreamed in all above listed activities. To this end, the trainings and study tours will ensure the fair participation of women and to introduce the plastic management initiatives that are initiated by women.

10. Confidentiality Statement

All data and information received by the consulting firm from the ASEAN, ASEC and PMU to support this assignment are to be treated confidentially and are only to be used in connection with the execution of this ToR. All intellectual property rights arising from the execution of this ToR are assigned to the ASEAN. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the ASEAN.