

Terms of Reference

Technical Assistance on End-of Term-Review of the ASEAN Work Plan on Sports 2021-2025 and Visioning Exercise of the Post-2025 ASEAN Cooperation on Sports

I. Introduction

The 15th Senior Officials Meeting on Sports (SOMS-15) discussed and noted the latest accomplishments in its work plan implementation, including discussing the supported projects and activities under lead ASEAN Member State (AMS) as well as those being carried out in cooperation with existing SOMS+1 mechanism, with China and Japan. The Meeting likewise agreed to carry out the End-Term-Review (ETR) of the AWP on Sports 2021-2025 instead of the earlier planned Mid-Term Review and to develop the next work AWP on Sports 2026-2030, anchored on the Post 2025 ASEAN Vision in 2025 and its Strategic Plan, which is expected to be finalised and launched in 2025.

II. Project Objective

The project aims to assess the implementation of the AWP on Sports 2021-2025, document lessons learned and draw findings and recommendations to aid in developing the next AWP on Sports 2026-2030 as guided by the ASEAN Post 2025 Vision and its Strategic Plan.

III. Project Outputs

The output of the project is a Report of the End-Term Review of AWP on Sports 2021-2025, including findings and recommendations, case studies or lessons learned and the final draft of the next AWP on Sports 2026-2030. This includes:

Desk Review and Analysis:

1. Conduct a comprehensive review of the ASEAN Work Plan on Sports 2021-2025.
2. Conduct an analysis of other ASEAN frameworks related to the sports sector.
3. Review the ASEAN Community Vision 2045, the ASCC Post-2025 Strategic Plan, noting in it specifically the Strategic Measures with SOMS as lead sectoral body, and relevant documents to identify key priorities and alignments for the new Work Plans.
4. Conduct an overview of trends, challenges, opportunities, and issues pertaining to sports sector service in the ASEAN region, including online consultation with SOMS' partners.

Workshop Design and Facilitation:

1. Design workshop with clear agenda/proceeding that would facilitate effective participation and contribution of SOMS stakeholders and in identifying strategic goals, priority areas, and initiatives for 2026-2030.
2. Nominate one (1) relevant expert to attend the workshop. The accommodation, airfare and meals of this expert will be covered by the project.
3. Facilitate the workshops with clear methodology, ensuring participatory process and effective results.
4. Produce summary records of the workshops which capture information sharing, discussions and decisions by participants.

Synthesis and Drafting of Work Plans:

5. Synthesize workshop discussions and feedback into coherent strategic themes and initiatives.
6. Develop drafts of the ASEAN Work Plan on Sports 2026-2030, aligning with ASEAN Community Vision 2045, ASCC Post-2025 Strategic Plan, ASEAN frameworks related to sports sector and other relevant ASEAN documents.
7. Develop the monitoring and evaluation framework of the work plans by taking into account the M&E framework for the Work Plan 2021-2025.

Stakeholder Consultation and Revisions:

1. Facilitate responses to feedback provided by SOMS Chair, AMS, Japan, China, and ASEAN Secretariat.
2. Revise the Work Plans and M&E Framework based on results of consultation with SOMS, Japan and China, and ASEAN Secretariat for adoption by SOMS and AMMS.

IV. Project Delivery

The project will be delivered with technical assistance from a consultant for a period of 5 months starting in June 2025. The recommendations will be presented for consideration and endorsement of the upcoming 16th Senior Officials Meeting on Sports (SOMS -16) and for possible adoption at the subsequent 8th ASEAN Ministerial Meeting on Sports (AMMS-8) in Viet Nam in October 2025.

The project will be implemented by selected contractor or an entity, which will be selected through competitive tender process by the ASEAN Secretariat. The consultant is envisioned to have an evaluation expertise, have done similar regional/international projects within ASEAN region and with adequate expertise in human development work preferably with exposure on sports sector.

The consultant to be hired should have demonstrated experience in designing and implementing evaluations of program involving multiple stakeholders or regional organisations; and experienced in developing regional work plans and frameworks through participatory and inclusive processes, with adequate knowledge and experience working with ASEAN.

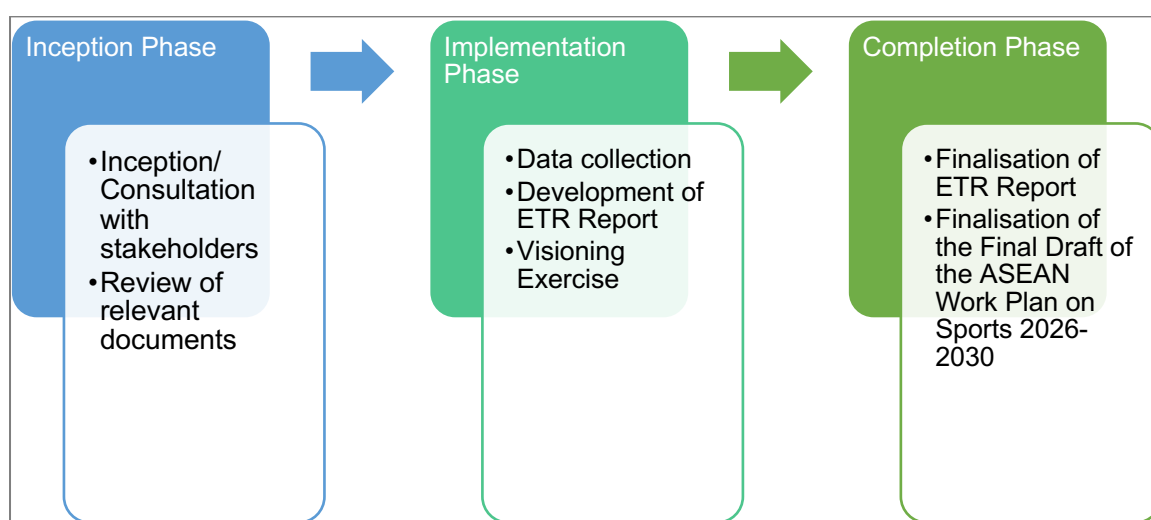
The Report will consist of the following assessments and recommendations:

- (i) Assessment of the relevance, efficiency, effectiveness, coherence, impact and sustainability of the measures and actions in the AWP on Sports 2021-2025 in terms of national and regional level initiatives, taking into account the changing and evolving regional and global contexts. The assessment will also review the extent of the ASCC Blueprint Strategic Measures implementation particularly those that focus on ASEAN's performance in elite sports, as well as sports for development including gender equality, disabilities and social inclusion as part of the SDG goals.
- (ii) Assessment of the implementation strategies including partnerships and cooperation, and determine to what extent are (i) the strategies, targets, and actions have been implemented and potential for mainstreaming in national development actions plans; (ii) mobilizing sufficient resources to support implementation; (iii) engagement and involvement of relevant stakeholders in achieving ASEAN level objectives; and (iv) strengthening the capability of ASEAN Secretariat and that of ASEAN Member States;
- (iii) Assessment of the institutional mechanisms for implementing the AWP on Sports 2021-2025 in AMS and the ASEAN Secretariat, at both the sectoral and cross-sectoral levels;
- (iv) Strategic and operational recommendations for the next AWP on Sports 2026-2030 under the ASCC Strategic Plan 2045.

In addition to delivering the above outputs, the Consultant/Firm will also render the following:

- I. ETR methodology including the overall approach, detailed framework, and comprehensive work plan as well as inherent risk assessment as agreed with the SOMS through the ASEAN Secretariat.

- II. Project Progress Reports
- Upon signing of the contract – 30% of the total project cost
 - Upon submission of the inception report including ETR methodology/work plan – 20% of the total project cost
 - Upon submission of the first draft and facilitation of the workshop – 30% of the total project cost
 - Upon approval of the ETR and the final draft AWP 2026-2030 – 20% of the total project cost.
- III. Project Completion Report describes project achievements against the project's original intended purpose and outputs. It is intended to assist in assessing impact, draw out conclusions and lessons learned that may be valuable in designing follow on projects and activities.



V. Indicative activities and timeline:

No.	Activities	Tentative Timeline	Responsible Party
1	Finalisation of the Inception Report, including consultation with ASEC on the final work plan for the ETR and the Visioning Exercise	3 days (June 2025)	Consultant, in consultation with ASEC EYSD and SOMS
2	Desk review and online data collection (quantitative and qualitative) for the ETR including data consolidation, validation and analysis	14 days (June - July 2025)	Consultant
3	Development of draft ETR Report, integrating results of consultations with ASEC, SOMS and relevant stakeholders	5 days (August 2025)	Consultant
4	Preparation for the consultation and finalisation of the recommendation workshops (Output: workshop design)	2 days	Consultant

5	Workshop on finalisation of the Draft ETR (1 day workshop)	3 days (September 2025) including report preparation.	Consultant, ASEC, SOMS
6	Workshop on Development of Draft AWP 2026-2030 (1 day workshop)	3 days (September 2025) September 2025 including report preparation.	Consultant
7	Finalising the ETR, Recommendations of Draft AWP on Sports 2026-2030.	4 days (September 2025)	Consultant, SOMS
8	Submission to SOMS for endorsement to AMMS (2 weeks)	October 2025	ASEC
9	Final editing and report finalisation. Graphic	4 days (October 2025)	Consultant
10	Project completion report preparation	2 days (October 2025)	Consultant, ASEC, SOMS
	Total No. of Days	40 consultant days	