

Terms of Reference

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

I. Introduction

During the Thirteenth ASEAN Senior Officials Meeting on Youth (SOMY), it was agreed to undertake an End-Term Review (ETR) of the ASEAN Work Plan (AWP) on Youth 2021-2025 instead of the initially planned Mid-Term Review and to move forward with drafting the AWP on Youth 2026-2030.

This project seeks to review the implementation of the AWP on Youth 2021-2025, extract lessons learned and propose recommendations to guide the development of the AWP on Youth 2026-2030. The plan will align with the forthcoming ASEAN Post-2025 Vision and its Strategic Plan.

II. Project Objective

The project aims to assess the implementation of the AWP on Youth 2021-2025, document lessons learned and draw findings and recommendations to aid in developing the next AWP on Youth 2026-2030 as guided by 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 Youth 2021-2025, including findings and recommendations, case studies or lessons learned and the final draft of the next AWP on Youth 2026-2030. This includes:

Desk Review and Analysis:

1. Conduct a comprehensive review of the ASEAN Work Plan on Youth 2021-2025.
2. Conduct an analysis of other ASEAN frameworks related to the youth sector.
3. Review the ASEAN Community Vision 2045, the ASCC Post-2025 Strategic Plan, noting in it specifically the Strategic Measures with SOMY 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 youth sector service in the ASEAN region, including online consultations with SOMY's partners.

Workshop Design and Facilitation:

1. Design workshop with clear agenda/proceeding that would facilitate effective participation and contribution of SOMY 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 Youth 2026-2030, aligning with ASEAN Community Vision 2045, ASCC Post-2025 Strategic Plan, ASEAN frameworks related to youth 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 SOMY Chair, AMS, Plus Three Countries, and ASEAN Secretariat.
2. Revise the Work Plans and M&E Framework based on results of consultation with SOMY, Plus Three Countries and ASEAN Secretariat for adoption by SOMY and AMMY.

IV. Project Delivery

The project will be delivered with technical assistance from a consultant for a period of 5 months starting in June 2025. Any progress will be reported at the SOMY XV meeting, and the final draft will be circulated for endorsement of the SOMY.

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 and have done similar regional/international projects within ASEAN region and with adequate expertise in the youth sector.

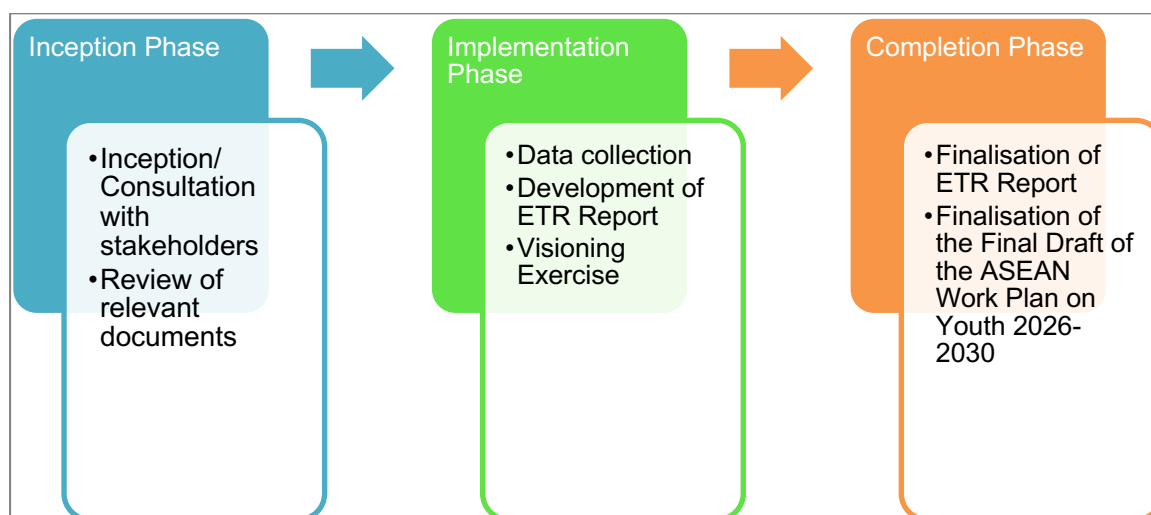
The consultant to be hired should have demonstrated evaluation expertise with experience in designing and implementing evaluations of program involving multiple stakeholders or regional organisations; and experienced in developing regional work plans and frameworks through participatory and inclusive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

The ETR 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 Youth 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 capacity building, youth engagement and participation, and building awareness on the role of the youth in ASEAN community building.
- (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 Youth 2021-2025 in ASEAN Member States and the ASEAN Secretariat, at both the sectoral and cross-sectoral levels;
- (iv) Strategic and operational recommendations for the next AWP on Youth 2026-2030 under the ASCC Strategic Plan 2045.

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

- I. Prepare the Inception Report including the overall approach, detailed framework, and list of activities and timeline as well as inherent risk assessment as agreed with the SOMY through the ASEAN Secretariat.
- II. Project Progress Reports
 - a. Upon signing of the contract – 30% of the total project cost
 - b. Upon submission of the Inception Report including ETR methodology/work plan – 20% of the total project cost
 - c. Upon submission of the first draft and facilitation of the workshop – 30% of the total project cost
 - d. 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 SOMY
2	Desk review and online data collection (quantitative and qualitative) for the ETR including data consolidation, validation and analysis	14 days (July 2025)	Consultant
3	Development of draft ETR Report,	5 days (August)	Consultant

	integrating results of consultations with ASEC, SOMY and relevant stakeholders	2025)	
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)	3 days (September 2025) including report preparation.	Consultant, ASEC, SOMY
6	Workshop on Development of Draft AWP on Youth 2026-2030(1 day)	3 days (June 2025) September 2025 including report preparation.	Consultant
7	Finalising the ETR, Recommendations of Draft AWP on Youth 2026-2030.	4 days (August 2025)	Consultant, SOMY
8	Submission to SOMY for endorsement to AMMY (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, SOMY
	Total No. of Days	40 consultant days	