

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

Terms of Reference

Project Final Report of the SEA-MaP Regional Project [Consulting Services – Individual Selection]

A. Background

1. The Southeast Asia Regional Program on Combating Marine Plastics (SEA-MaP Regional Project) is a regional World Bank (WB)-financed five-year program (2022 – 2027) valued at USD 20 million. It aims to support the Member States of the Association of Southeast Asian Nations (ASEAN) to combat marine plastic pollution and address associated negative effects by contributing to the [ASEAN Regional Action Plan \(RAP\) on Combating Marine Plastic Debris in ASEAN Member States](#).
2. The objective of the SEA-MaP Regional Project is to strengthen plastics policies and regulatory frameworks and promote innovative solutions to help reduce plastic pollution in Southeast Asia.

The Regional Project is designed along three components:

- 1) Strengthening Regional Policies and Institutions for Plastics Circularity, has the following sub-components: (i) Supporting Regional Policy Development, Harmonization, and Implementation; and (ii) Supporting Regional Collaboration and Strengthening Monitoring Capacity.
 - 2) Establishing Regional Platforms to Promote Innovations, Knowledge, and Partnerships for Plastics Circularity, has the following sub-components: (i) Establishing a Regional Platform for Innovation and Investments; and (ii) Establishing a Regional Platform for Knowledge and Partnerships; and
 - 3) Project Management to support ASEAN Secretariat (ASEC) in the implementation and overall management of the project.
3. [SEA-MaP is working](#) on a range of initiatives to strengthen regional policies and institutions for plastics circularity and developing regional platforms to promote innovation, knowledge and partnerships. Together, these activities support 10 of the 14 priority actions in the ASEAN RAP.
 4. ASEAN through ASEC is responsible for overall project implementation. The implementation structure is comprised of a Project Steering Committee (PSC) co-chaired by the Chair of the AWGCME and Deputy Secretary-General of ASEAN for ASEAN Socio-Cultural Community (DSG of ASCC), a Project Management Unit (PMU), and a Regional Implementation Support Unit (RISU) established within UNOPS.

B. Purpose and Audience

5. The Project Final Report (PFR) is required in accordance with the Project Appraisal Document (PAD) and the World Bank requirements. The PFR will serve as the final report for the Project and will also be utilised by the World Bank to inform their Implementation Completion Report (ICR). The consultant supports the PMU in preparing this PFR. The PFR will use the ASEAN Cooperation Project Report template ([link](#)).
6. The Report will comprehensively describe the project's achievements toward the Project Development Objectives (PDO) outlined in the [Project Appraisal Document](#) that were met since the project implementation, including project output, outcomes, the context in which the project operates, and challenges and lesson learned.

7. The Report will be submitted to the SEA-MaP PSC for review and endorsement and following that to the ASEAN Senior Officials on Environment (ASOEN) for approval. The consultant shall be available and ready to update the report based on the inputs received.

C. Scope of Work

8. The work of the consultant will include review and analysis of key project documents such as progress reports, mid-term review report, RISU completion report, event reports and other relevant materials and consolidate these into a clear narrative that captures the project's context, rationale, objectives, results, challenges, and lessons learned. The report should highlight achievements against agreed objectives and indicators, also showcasing stories that demonstrate impact if any.
9. The report will be developed in consultation with the ASEAN Member States (AMS)/PSC, ASEC, World Bank, PMU and RISU, ensuring the report reflects the achievements and results of the overall project. It will align with the ASEAN and World Bank requirements, maintain a consistent voice, and incorporate feedback from stakeholders. The final deliverable will be a clear and concise report supported by well-supported findings.
10. The assignment will be carried out in collaboration with the PMU M&E Specialist, under the guidance of the PMU Project Director with the PMU M&E Specialist supporting the consultant by providing necessary data (including from RISU), and overseeing the work to ensure alignment with project requirements. The PMU will facilitate communication with the PSC, ASEC, RISU, WB and other relevant stakeholders.
11. The report should provide but not limited to following aspects:
 - An overview of the project storyline including project's context in which it was developed, the rationale for the project, the relevance of its objectives at the time of preparation and at completion.
 - Assessment of the outcomes of the project against its agreed objectives, with a focus on providing evidence how the supported activities and outputs contributed to achievement of the project overall development objectives. Where relevant, the report should also include information on any adjustments made to the objectives, indicators, or targets, and explain the reasons for these changes.
 - Assessment of how efficiently project resources were used to achieve the intended outcomes and whether the results were achieved in a cost-effective manner.
 - Analysis of key factors and events related to the key stakeholders involved in the project –AMS, World Bank, ASEC, RISU/ UNOPS, other partners, and the external environment that influenced project performance and results during preparation and implementation—including aspects influencing project design, management system, (including environmental, social, and fiduciary compliance), implementation support, coordination, and external conditions.
 - Lesson learned from the project implementation.
 - The proposed arrangements to ensure that the project's outputs and outcomes are sustained beyond project completion.

D. Timeframes

12. The PFR preparation is planned over July 2026 to March 2027.
13. The total assignment period of up to 60 working days includes time for desk review, development of an inception report, data collection, consultations (to be consulted with PMU), and preparation of PFR. A tentative allocation of the consultant inputs appears in the table below. The consultant may, in their proposal, suggest an adjusted timeline for optimal output delivery.

Task	Location	Input (days)	Output
Desk Review	Home country	4	Desk analysis as an input to the inception report

Task	Location	Input (days)	Output
Kick off and discussion meeting on the Inception Report (online)	Home country	1	Discussion and agreement on the scope of work, timeline and other arrangements
Development of inception report	Home country	5-7	First draft of the inception report to be submitted to PMU within two weeks from contract signing.
Consultation	Home country	10-12d	Discussions with relevant stakeholders including PSC and, ASEAN Secretariat and PMU, World Bank task team, and RISU/ UNOPS, selected consultants and Technical Assistance 's beneficiaries / plastic innovators, to validate and clarify the data gathered, and gather reflections on project implementation.
Analysis & Drafting PFR	Home country	15-17	Draft Report to be submitted to PMU within two weeks (12 October 2026) of completion of the data collection/ consultation.
Validation workshop(s) via video conference	Home country	5	The draft report validated. Planning will be required to ensure maximum engagement of PSC and ASEC.
Finalisation of PFR and submission to PSC for approval	Home country	15-17	Final Report to be submitted to PMU within one week (3 November 2026) of receiving comments on the draft report. The Report will be submitted to the PSC and upon PSC's endorsement to the ASOEN for approval. If there are inputs received, the Report shall be updated incorporating inputs from AMS.
Submission to the ASOEN for approval	Home country	3	The Report will be submitted to ASOEN. If there are inputs received, the Report shall be updated incorporating inputs from AMS.
Total days of input		58-60	

Notes:

- Inception report and PFR will be reviewed by PMU, ASEC, and WB. Inputs may also be sought from RISU. A report typically undergoes a minimum of 3 – 4 rounds of review and revisions. The consultant to return reports incorporating the comments within a week of receiving comments.
- The consultant will be invited to present the findings, progress of the work, and PFR at relevant meetings. The consultant shall be prepared to present and prepare the relevant materials accordingly.
- Submission to the PSC and ASOEN for review and approval may require approximately 2-2.5 months. The Consultant to factor this in the timeline of work

E. Deliverables

14. Inception Report of no more than 10 pages will outline the proposed approach including how each section of the ASEAN Cooperation Project Report template and WB ICR template will be addressed, methodology for gathering and analyzing project information, work plan Report and other activities to be undertaken to

validate information and capture lessons learned. The Inception Report will be submitted electronically to PMU at least one week prior to the initial meeting with PMU.

15. First Draft Report utilising the ASEAN Cooperation Project Report template of no more than 25 pages, excluding annexes, should be submitted to PMU for review by PMU, ASEC, WB for comments within two weeks of the data gathering. Inputs from RISU may also be sought. The draft may include placeholders for data still being finalised, to be updated in the final report.

16. Final Report should be submitted electronically to the PMU within one week after receiving comments.

F. Payment

No.	Deliverables	Timeline	Payment (%)
1	Inception report upon endorsement by the PSC	six weeks from contract signing	20%
2	Interim Report (Draft PFR Report used in the validation workshop)	16 November 2026	40%
3	Final draft Project Final Report upon endorsement by the ASOEN	3 March 2027	40%

G. Qualifications and Experience

17. The consultant should have the following qualifications & experience:

- a) Advanced degree in international development, environment, public policy, or a related field
- b) Demonstrated 5-7 years of experience in preparing project completion reports, independent reviews, or similar outputs for international organisations and donors (preferably World Bank, UN, or comparable agencies), with proven ability to analyze project progress and outcomes. Applicants should provide three examples of previous reports demonstrating these experiences.
- c) Experience, knowledge and familiarity with ASEAN mechanisms, ASEAN Cooperation frameworks and institutional procedures of the ASEAN Secretariat.
- d) Experience working in the development sector, preferably on social or environmental issues such as institutional capacity building, regional cooperation, or marine/environmental programs.
- e) Strong analytical, writing, and synthesis skills, with the ability to produce clear, concise, and well-structured reports.
- f) Excellent communication and interpersonal skills, including experience consulting and coordinating with government agencies, development partners, and project stakeholders.
- g) Familiarity with methods for information collection, verification, and analysis.
- h) Prior experience supporting World Bank ICRs, or similar donor-funded project completion reports is an advantage.
- i) Experience with projects related to environmental sustainability, marine management, or regional institutional capacity-building is also a plus.
