



**ASEAN-Australia-New Zealand Free Trade Area (AANZFTA)
Economic Cooperation Support Programme (AECSP)**

***Consulting Opportunity for Enhancing ASEAN Logistics and Transport Services: Policy,
Institutional and Regulatory Review [AANZ-0067-SER-13]***

Lodgment of Tenders/Applications to:

Program Coordinator
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Please indicate in the subject line: Enhancing ASEAN Logistics and Transport Services:
Policy, Institutional And Regulatory Review

Closing date and time: 28 April 2017 (Close of Business, Jakarta time)



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Title of Assignment: *Consulting Opportunity for Enhancing ASEAN Logistics and Transport Services: Policy, Institutional and Regulatory Review [AANZ-0067-SER-13]*

I. Background

1. Many ASEAN Member States (AMS) face a similar challenge on the lack of a holistic and integrated framework on logistics. This has led to uncoordinated systems within countries which hinder their productivity. Logistics covers a large area of activities and involves many different agencies (e.g. Ministry of Trade, Transport, Telecommunication, Customs and Port Authorities). In most cases, these agencies work individually with limited cross-agency coordination. Policies from different government institutions may also be inconsistent, may overlap and may sometimes be contradictory. This situation could lead to inefficiencies in the market and could hinder the productivity of countries.
2. The above situation stems from the lack of holistic understanding of policy makers on the role of transport and logistics when developing and implementing a strategic action plan to improve connectivity. AMS facing these challenges need assistance to adopt a holistic approach when developing a policy and institutional framework and strategic action plan on transport and logistics services.

II. Purpose of the Assignment

3. The assignment aims to assist two pilot countries, Malaysia and the Philippines, in developing a policy and institutional framework (PIF) and strategic action plan (SAP) on transport and logistics services. Once developed, the PIF and SAP on transport and logistic services would contribute to improving domestic regulations in logistics and transport for the two pilot countries. In the longer-term, improvements in domestic regulations would contribute to increasing the competitiveness of the sector and to supporting countries' participation in the Global Value Chain (GVC).

III. Consultant's Scope of Work and Activities

4. The consultant will conduct a review on transport and logistics policies and institutional arrangements for Malaysia and the Philippines and support the development of transport and logistics policy, institutional framework and strategic action plan to address the gaps/issues identified during the review.

5. Activities to be carried out by the Consultant would include:
- i. Project Inception: submit and discuss with the ASEAN Secretariat (including the AANZFTA Support Unit) and the respective pilot countries the Inception Report which will lay down the approach and method to implement the Project. The Inception Report shall also identify key activities and its timelines; information required for conducting the review; as well as roles and responsibilities of the project management team (i.e., the pilot countries and ASEC);
 - ii. Conducting transport and logistics policy and institutional review (country-specific):
 - a. Develop a set of parameters for a coherent and well-functioning transport and logistics system for each of the pilot countries. Thereafter, relevant stakeholders in pilot countries will be interviewed to identify and address policy and institutional gaps and challenges in their transport and logistics sectors. The Consultant shall formulate the questions to be used in the said interview;
 - b. Conduct an assessment on the challenges in the participating pilot countries, specifically identifying policy and institutional gaps/issues that governments, within their scope and mandate, need to address to enhance the efficiency of their transport and logistics system
 - iii. Development of transport and logistics policy and institutional framework and strategic action plan to address the identified gaps/issues: the Consultant will lead in drafting of transport and logistics policy and institutional framework and strategic action plan for Malaysia and the Philippines with active participation of the inter-agency task force formed by the pilot countries. The Inter-agency task force, comprising of officials from various ministries including trade, transport, telecommunication, customs, port authorities, etc., will be responsible for overall coordination on strategies, policies, regulations and rules related to transport and logistics matters;
 - iv. Implementing seminars on the transport and logistics policy and institutional framework and strategic action plan:
 - a. orientation of government officials on the framework to set out questions and expectations, as well as strategic action plans;
 - b. capacity building for inter-agency task force to develop a well-coordinated, coherent and seamless action on the transport and logistics gaps/issues and challenges as part of good governance.
 - v. Presentation of outputs and reports:
 - a. Presentation of transport and logistics policy and institutional framework and strategic action plan for Malaysia and the Philippines. The output and reports will be presented to the inter-agency task forces of Malaysia and the Philippines for their consideration and endorsement of the implementation of the framework;

- b. Presentation of draft policy and institutional framework to serve as template to asses/review of transport and logistics policy and institutional gaps/issues. This will be presented to the LTSSWG subsequently to AANZFTA FTA JC through CTS; and
- vi. Develop a survey questionnaire which will be used to monitor countries' use and implementation of their final PIF and SAP.

IV. Expected Outputs

The list of expected outputs would be as follows:

Output 1: Project Inception Report;

Output 2: Project Final Report, which includes the following documents:

- a. The Transport and Logistics Policy and Institutional Review Report (as agreed by Malaysia and the Philippines), including (but not limited to): the set of parameters for a coherent and well-functioning transport and logistics system; interview/survey results and assessment tools;
- b. Reports of the in-country seminars in Malaysia and the Philippines;
- c. Transport and Logistics Policy and Institutional Framework and Strategic Action Plan as agreed by Malaysia and the Philippines; and
- d. Survey questionnaires to monitor implementation of the Policy and Institutional Framework and Strategic Action Plan as agreed by Malaysia and the Philippines.

V. Consultant's Qualifications

- 6. The consultant should be an internationally recognised expert who possesses extensive knowledge in logistics and transport sectors of ASEAN countries.
- 7. The consultant should have significant experience in conducting policy review, formulating regulations and developing policy and institutional frameworks together with strategic action plans.
- 8. The consultant should have demonstrated ability and experience in effectively facilitating workshops/forum and engaging positively and productively with various stakeholders.
- 9. Consultant with first-hand experience or consulting work in ASEAN as a region and with individual AMS is preferred but not necessary.

VI. Consultant Appointment and Timetable

10. Appointment and contract of the consultant will be negotiated by the ASEAN Secretariat in consultation with CTS and/or CTS Co-chairs and Logistics and Transport Services Sectoral Working Group (LTSSWG).
11. The CTS Chair, ASEAN secretariat and Australia and New Zealand will select the expert, with Australia and New Zealand sharing a vote.
12. The timeline for hiring and initial activities of the consultant will be as follows:

Action	Deliverables	Indicative Timeline
Consulting opportunity advertised		16 March – 28 April 2017
Engagement of Consultant		26 May 2017
Submission of Inception Report	Project Inception Report	09 June 2017
Visits to pilot countries (upon the establishment of the Inter-Agency Task Force by each of the pilot countries) to review and assess challenges in developing the transport and logistics policies and institutional gaps/issues	Transport and Logistics Policy and Institutional Review Report as agreed by Malaysia and the Philippines	Jun – Aug 2017
<ul style="list-style-type: none"> Drafting of the Transport and Logistics Policy and Institutional Framework and Strategic Action Plan for Malaysia and the Philippines; and Initial draft of the survey Questionnaires to monitor implementation of the Transport and Logistics Policy and Institutional Framework and Strategic Action Plan Preparation for the in-country seminars in Malaysia and the Philippines 	<ul style="list-style-type: none"> Initial draft of the Transport and Logistics Policy and Institutional Framework and Strategic Action Plan for Malaysia and the Philippines; and Initial draft of the survey Questionnaires to monitor implementation of the Transport and Logistics Policy and Institutional Framework and Strategic Action Plan 	Sep 2017 - Jan 2018
Implementation of in-country seminars in Malaysia and the Philippines	<ul style="list-style-type: none"> Seminar reports; Revised draft of the Transport and Logistics Policy and Institutional 	Jan – Feb 2018

Action	Deliverables	Indicative Timeline
	Framework and Strategic Action Plan for Malaysia and the Philippines; and <ul style="list-style-type: none"> • Revised draft of the survey questionnaires to monitor implementation of the Transport and Logistics Policy and Institutional Framework and Strategic Action Plan 	
Submission of Final Report	Project Final Report (please refer to output 2 under Section IV. Expected Outputs)	Mar 2018
Presentation of final Transport and Logistics Policy and Institutional Framework and Strategic Action Plan to the pilot countries (if required) and to LTSSWG and AANZFTA-CTS	Presentation materials	Apr 2018

VII. Submission of Application

13. The applications will have technical and financial components. The technical component should contain the following information:

- a. A brief summary of the prospective Consultant's expertise and knowledge in ASEAN logistics and transport sectors, highlighting experience in related work relevant to the project. *(Please provide links to the publications if available, or enclose selected publications in soft-copy in the application)*
- b. A brief discussion indicating the prospective Consultant's understanding of the project's purpose.
- c. A discussion of how the prospective Consultant proposes to approach the project including but not limited to methodology to undertake the assignment, list of possible reference materials and a work plan specifying the activities to be undertaken (including draft agenda or focused topics for seminar and conference), an outline of the reports to be delivered, and schedule of activities, taking into account the targets to complete the undertaking

- d. Evidence of Consultant's qualifications and expertise including related projects handled (e.g., curriculum vitae) and proposed rate for the consultancy assignment; and
 - e. Names and curriculum vitae of associates, subcontractors, personnel or employees who will be engaged in the performance of services.
14. The financial component should specify all direct and indirect costs for undertaking the project, including but not limited to:
- Consultancy fee for developing the documents (inception report, country specific review, PIF, SAP, presentation materials, etc.) in unit cost and the number of hours/days not exceeding forty five (45) days;
 - Conducting the implementing seminars in unit cost and the number of hours/days; and
 - Miscellaneous charges, if applicable.
15. The cost of travel and accommodation for the consultant, as may be required by the ASEAN Secretariat, shall be paid based on actual costs and borne by the Project Fund.
