



Terms of Reference

Consultancy to Facilitate the Development of AIPA 2023-2025 Strategic Plan

Duty Station/Location:	Jakarta, Indonesia /remote
Application Deadline:	26 August 2022
Type of Contract:	Individual Consultant
Language required:	English
Starting Date:	1 September 2022
Expected duration of the assignment:	1 September 2022 until the 15 March 2023

I. Background

The ASEAN Inter-Parliamentary Assembly or AIPA¹ is a regional inter-parliamentary organization of Southeast Asia. It is composed of ten parliaments of the Member States of Association of Southeast Asian Nations (ASEAN). According to its Statutes, AIPA aims to promote inter-parliamentary cooperation among ASEAN Member States, other parliaments and parliamentary organizations, and to facilitate the achievement of the goals of ASEAN by offering parliamentary contributions to ASEAN integration. AIPA also seeks to familiarize the peoples of ASEAN with policies to accelerate the realization of an ASEAN community.

AIPA is being supported by AIPA secretariat and its office is located in Jakarta, Indonesia. Based on its 2020 Strategic Plan, its mission is “to provide service to the AIPA as the hub for knowledge, communication and engagement by initiating, supporting, and coordinating its programs that benefit the peoples of ASEAN.”

Parliaments have an essential role to play in ensuring that development plans are informed by the people’s priorities, speak on behalf of the poor and other marginalized and vulnerable groups, and ensure national ownership of development policies and programmes. With effective support from the AIPA Secretariat, Member Parliaments will have more capacity to promote greater inclusion of communities, women, youth and marginalized groups.

This Terms of Reference shall provide guidance to prospective consultants who will submit the technical and financial proposal to provide their expertise to facilitate the development of AIPA 2023-2025

¹ www.aipasecretariat.org

Strategic Plan. The funding for this project comes from the government of Canada through the Canada Fund for Local Initiatives.

This project is an initiative of AIPA Secretariat in fulfillment of one of its functions in Article 14 of the AIPA Statutes which states, “It shall take initiative to explore and conceptualize possible joint programs and projects with external stakeholders to achieve common goals with AIPA, and submit to AIPA General Assembly the approval for its implementation.”

II. Objective and Rationale of the Project

The project will be implemented by the ASEAN Inter-Parliamentary Assembly (AIPA), the only inter-parliamentary organization in the Southeast Asia Region whose members include all the ten national parliaments of ASEAN Member States, and it will be facilitated by a consultant and the Secretariat of AIPA. The immediate objective of the project is to develop and produce a medium-term strategic plan for the AIPA for the period 2023 to 2025.

While AIPA Secretariat already developed its own strategic plan in December 2-3, 2019, there has been no comprehensive strategic plan for the whole organization of AIPA itself. The closest activity which resembled like a “strategic plan” for AIPA was when the AIPA Secretariat conducted a “Workshop on Common Legislative Policy Framework” in February 25-26, 2020. The objective of this workshop was for AIPA Member Parliaments to identify common legislative policy framework or common grounds so that as a whole body they can contribute together to implement the ASEAN Integration Plan. Although this workshop was successful since it produced common topics to be pursued for AIPA’s contribution to implement the ASEAN Integration Plan, however, this workshop had limited participation due to the onset of Covid-19 pandemic and it was participated only by five the parliaments of Cambodia, Indonesia, Malaysia, Thailand and Vietnam. Moreover, the scope of this workshop was limited mostly on policy-related matters and no plans were included to improve the various organizational mechanisms to improve AIPA and its Secretariat organizations.

Based on AIPA Secretariat’s 2020 Strategic Plan, its mission is “to provide service to the AIPA as the hub for knowledge, communication and engagement by initiating, supporting, and coordinating its programs that benefit the peoples of ASEAN.” As a secretariat of an inter-parliamentary organization, however, AIPA Secretariat is still struggling to fulfill its mandate. The organizational structure of AIPA Secretariat today remains “administrative” in its old institutional form although it has carried new and more substantive roles and responsibilities. Moreover, the budgetary funds for AIPA Secretariat is limited to hire new human resources to provide quality of administrative and specialist support for the Members of Parliament (MPs) of AIPA. Therefore, another special concern which should be included in this proposed AIPA 2023-2025 Strategic Plan is a programme strategy to strengthen AIPA Secretariat and AIPA itself so that these entities should be a more effective instruments of ASEAN Parliamentary Cooperation and to carry out their mandates more effectively.

Another special concern in the development of this AIPA 2023-2025 Strategic Plan is the inclusion of gender-responsive, gender-sensitive and gender-transformative strategies and activities which shall be implemented by AIPA member parliaments. Gender-related activities which were co-implemented by AIPA Secretariat in the past were not fully participated by all ten member parliaments of AIPA. Although

these activities could provide baseline information on the state of gender-related legislation and participation of women in the parliamentary processes of AIPA Member parliaments, but it should be expanded to include more participation of AIPA Member parliaments. One of these past activities include “Consultative Workshop on the State of Gender-Related Legislation and Participation of Women in the Parliamentary Processes of AIPA Member Parliaments” which was conducted on February 12, 2018, and participated by six AIPA Member Parliaments, namely, Cambodia, Indonesia, Lao PDR, Myanmar, Philippines and Thailand. Another activity was the first-ever “Training Workshop on Gender Sensitivity” for selected officers and staff of the Secretariat of AIPA and some members of women parliamentarians of AIPA (WAIPA) which was conducted on January 13-16, 2020, and participated by six AIPA Member Parliaments of Cambodia, Lao PDR, Malaysia, Myanmar, Thailand and Vietnam. Strategies to make this training workshops sustained and inclusive should be included in the AIPA 2023-2025 Strategic Plan.

The goal of the project is to contribute to the formation of a better-consolidated system of representation, particularly in the context of AIPA. Given that all parliamentary institutions are law makers in their respective countries, support to these institutions will contribute to the regional’s synergetic and synchronized policy formulations that will in turn fulfil the interests of all layers of governance.

Long term expected result: AIPA Secretariat provides effective and efficient support to the work of AIPA Member Parliaments and MPs as well as in managing international supports/ cooperation.

The AIPA Strategic Plan for 2023–2025 contains an internal dimension: turning the AIPA into a more gender responsive and more effective instrument of parliamentary cooperation. It represents a strategic direction for the AIPA’s development over the next three years because it underpins much of what the AIPA hopes to achieve. In order to be able to provide more incisive support to parliaments and assist them in developing their international involvement, the AIPA must also improve itself.

As the sole inter-parliamentary cooperation organization associated with ASEAN, AIPA should play a strategic role to promote democratic governance, institutions and values, working with parliaments and parliamentarians to articulate and respond to the needs and aspirations of the people.

III. Scope of Work and Tasks of the Consultant

With inputs from the AIPA Strategic Planning Group, the selected consultant will be responsible for the development of the AIPA’s Strategic Plan for 2023–2025 to be used by staff of AIPA Secretariat as basis/guidelines in formulating their plans and improving their capacities to provide effective and efficient support to the work of AIPA Members.

The AIPA Secretariat shall organize this AIPA Strategic Planning Group composed of representative officers from the National Secretariat and members of parliaments from each AIPA Member Parliament.

The selected consultant will be responsible to conduct the following:

- Conduct a desk review of existing and relevant documents.
- Conduct preliminary consultation with AIPA
- Develop and submit a consultancy inception report and should include a consultancy workplan.
- Conduct capacity assessment. The assessment should identify the existing institutional capacities including knowledge on gender.

- Facilitate workshops to develop and validate the draft of strategy for at least 25 individuals (of which at least 30% women)

IV. Duration of the Assignment

The duration of the assignment will be from 1 September 2022 until 31 December 2022

V. Expected Deliverables

The Consultant will produce the following deliverables:

Consultancy Period: September 1, 2022 to March 15, 2023

Activity	Deliverable	Description of the Deliverable	Allotted Person- Days	Timeline
1. Drafting of Inception Report	Deliverable 1: Inception Report	This Inception Report contains the workplan of the consultancy which includes the design and program of 3 planned workshops. Workshop design include activities, objectives, target outputs, methodologies, schedules, and required materials for these series of workshops.	4 Person- Days	Drafting Period: September 1-7, 2022 Date of Submission: September 9, 2022
2. Drafting of AIPA Resolution Enjoining AIPA to Support the Development of AIPA 2023-2025 Strategic Plan	Deliverable 2: Draft AIPA Resolution Enjoining AIPA to Support the Development of AIPA 2023-2025 Strategic Plan	This draft resolution seeks the support from AIPA in the development of its 2023-2025 Strategic Plan. This will be presented to the 43 rd AIPA General Assembly on November 2022 in Phnom Penh, Cambodia.	2 Person-Days	Drafting Period: September 13-14, 2022 Submission: September 15, 2022

Activity	Deliverable	Description of the Deliverable	Allotted Person- Days	Timeline
3. Facilitation of Face-to-Face Workshop 1 (1/3)	Deliverable 3: Facilitation of Workshop 1	This Face-to-Face Workshop 1 will take 3 days. The target output of this workshop is the first draft of the Strategic Plan. After this workshop, the participants will go back to their respective peers and principals to get their feedback and other inputs to improve the draft.	3 Person-Days	Workshop 1: Proposed Date: January 17-18-19, 2023 Arrival of Participants: January 16, 2023 Departure of Participants: January 20, 2023
4. Drafting of the First draft of Strategic Plan	Deliverable 4: First Draft of the Strategic Plan	This is the first draft of the Strategic Plan based on the outputs of Workshop 1	5 Person-Days	Drafting Period: January 20 – February 3, 2023 Deadline of the submission of the first draft should be on February 3, 2023
5. Facilitation of Workshop 2 (2/3)	Deliverable 5: Facilitation of Workshop 2	This Workshop 2 will take 2 days. This will be done in a virtual mode. The participants of this workshop will be the same people who attended Workshop 1. This workshop shall validate the output of Workshop 1 by sharing the feedback from the participants' peers and principals. The target output is a revised version of the Strategic Plan ready for presentation to the principals of AIPA Member Parliaments.	2 Person-Days	Virtual Workshop 2: Proposed Date: February 15-16, 2023
6. Drafting of the Second (Revised) Draft of Strategic Plan	Deliverable 6: Revised (Second) Draft of the Strategic Plan	This is the revised draft of the Strategic Plan based on the feedback from the participants' peers and principals.	7 Person-Days	Drafting Period: February 17-24, 2023 Deadline of the submission of the revised draft should be on February 24, 2023
7. Facilitation of Workshop 3 (3/3)	Deliverable 7: Facilitation of Workshop 3	This workshop will take 1 day. This will be done in a virtual mode. The aim of this workshop is to get inputs and comments	1 Person-Day	Virtual Workshop 3: Proposed Date: March 7, 2023

Activity	Deliverable	Description of the Deliverable	Allotted Person- Days	Timeline
		from the principals of each AIPA Member Parliament.		
8. Drafting of the Final Draft of Strategic Plan	Deliverable 8: Final Draft of the Strategic Plan	This is the final draft of the Strategic Plan based on inputs and comments from the principals of each AIPA Member Parliament.	6 Person-Days	Drafting Period: March 8-14, 2023 Deadline of the submission of the final draft should be on March 15, 2023
			Grand Total: 30 Person-Days	

VI. Scope of bid price and schedule of payments

The contract price is a fixed deliverable-based price regardless of the extension of the contract duration. Payment will be done once deliverables detailed in section V are submitted and approved by AIPA Secretariat.

The lump sum costs should include/cover a consultancy fee, administration costs, communication costs, and expenses related to the consultancy. All prices/rates quoted must be exclusive of all taxes. The lump sum costs must be accompanied by a detailed breakdown of costs calculation.

VII. Required experience and qualifications

The Consultant should fulfil the following requirements:

Education

Master's degree in Gender and development studies, international affairs, or political science and a Certificate in monitoring, evaluation and reporting

Experience:

- At least 5 years of relevant experience with parliament, particularly in the context of South-east Asia/ AIPA Member Parliaments; have proven track record on project monitoring and evaluation, reporting and research at the national or international level
- Proven experience in conducting and developing guidelines and tools and undertaking baseline studies.
- Proven experience in facilitating workshops on Results-Based Management;
- Relevant field experience is an asset.
- Knowledge on gender issue would be an added value

Language and other skills:

- Fluency in English with the ability to produce well-written reports
- Excellent facilitation skills
- Good mastery of information technology is required to ensure well organized and systematized presentations, including statistical descriptions

VIII. Performance evaluation:

Consultant's performance will be evaluated based on timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

IX. Submission of application

Interested candidates are requested to submit an electronic application to aipa@aipasecretariat.org with -cc Pandu Dewono <p.dewono@aipasecretariat.org> no later than 26 August 2022

Submission of package

1. Cover letter.
2. CV, including contact information of 3 referees.
3. A report from previous M&E consultancy.
4. Financial proposal. The financial proposal shall specify a total lump sum amount per each deliverable, including any administrative fees (if any) based on the template in **Annex 1**. The lump sum costs must be accompanied by a detailed breakdown of costs calculation.

X. Evaluation

Applications will be evaluated based on the Cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial Proposal (100 points) weight; [30%]

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

Technical qualification evaluation criteria:

The total number of points allotted for the technical qualification component is 100. The technical qualification of the individual is evaluated based on the following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score
Experience and skills	90
Language and other skills	10
Total Obtainable Score	100

Only the candidates who meet the minimum requirements will be longlisted, and additional documentation may be requested. Candidates with a minimum of 70% of total points will be considered technically qualified candidates and will be shortlisted for a potential interview.

Financial/Price Proposal evaluation:

- Only the financial proposal of candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allotted for the price component is 100.
- The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technically qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

Applications without any of the items listed above will be treated as incomplete and will not be considered for further processing.

Please note that only short-listed candidates will be invited to the interview.

Annex I: Financial Proposal

BREAKDOWN OF COSTS

Breakdown of Cost by Components:

Deliverables	Percentage of Total Price (Weigh) for payment)	Fixed price	Due Date

The lump sum costs should include administration costs, per diem and expenses related to the consultancy. All prices/rates quoted must be exclusive of all taxes. The lump sum costs must be accompanied by a detailed breakdown of costs calculation.