

REGIONAL TRADE FOR DEVELOPMENT

REQUEST FOR PROPOSAL/TERMS OF REFERENCE FOR THE

Cooperation Programme on the Use of Certification with Respect to Recognition of Safe Commodities, Product Treatments and Zones

I. Summary

Title	Cooperation Programme on the Use of Certification with Respect to Recognition of Safe Commodities, Product Treatments and Zones
Start Date	January 2026
Completion Date	December 2026
Reports to:	Project Proponent: The New Zealand Ministry for Primary Industries (MPI) RT4D Manager: Sebastian Cortes, Program Performance and Quality Lead
Interacts With:	Project Proponent: The New Zealand Ministry for Primary Industries (MPI) RT4D: Program Performance and Quality Lead, Program Delivery Lead, Operations Lead. ASEAN Secretariat (ASEC): Food, Agriculture & Forestry Division (FAFD) FTA Subsidiary Body: AANZFTA Sub-Committee on Sanitary and Phytosanitary Measures (SC-SPS)
Requires Approval from:	Project Proponent: The New Zealand Ministry for Primary Industries (MPI) RT4D: Program Performance and Quality Lead, Facility Director FTA Subsidiary Body: Sub-Committee on Sanitary and Phytosanitary Measures (SC-SPS)
Timetable for Tender Process	Request for Proposals: 09/12/2025 Closing Date for Queries: 21/12/2026 Clasing Date for Proposals: 05/01/2026
Submission Instructions	The provider should submit Technical and Financial submissions in alignment with requirements outlines in Section XII of this ToR. The Submissions or any questions should be sent to the RT4D Manager at aisp@regionaltrade4dev.org ; S.CORTESSANCHEZ@regionaltrade4dev.org by Monday, 05 January, 2026 .
Scope of Work Summary: The project focuses on the use of certification agreements during Serious Animal Disease (SAD) incursions to facilitate ongoing trade in animal product commodities that are recognised by the World Organisation for Animal Health (WOAH) as “safe”, or which have been otherwise been subjected to WOAH recognised risk mitigation treatments. The project will also build greater	

alignment on the principles that need to be applied to develop and maintain internationally credible and WOH consistent zones and compartments.

This initiative will provide training on the relevant WOH standards, as well as the essential regulatory frameworks required for the credible implementation and certification of the various risk mitigations within the AANZFTA Parties' domestic systems. It will support the veterinary competent authorities of participating countries to maintain existing trade while appropriately mitigating risk associated with incursions of serious animal diseases.

Through this ToR, the RT4D Facility seeks a firm/organisation or technical expert (the Consultant) to support the design and delivery of project activities between January – December 2026. The Consultant will be responsible for the completion of the following outputs in close consultation and with the approval from the Project Proponent, RT4D Facility and the AANZFTA Sub-Committee on Sanitary and Phytosanitary Measures (SC-SPS):

1. **Survey of ASEAN Member States** – The survey will set a baseline of each ASEAN member state's current import and export certification requirements relating to serious animal diseases.
2. **First Virtual Workshop** – The workshop will include an interactive virtual presentation and discussion of the survey results and relevant international standards.
3. **Case Study Development** – Three case studies will focus on good regulatory practices for SPS safe trade resilient to disease dynamics
4. **Second Virtual Workshop** – The workshop will include the presentation of the case studies and let participating ASEAN member state officials visualise what a credible treatment and or the application of regionalisation looks like.
5. **Three-Day In-Person Workshop** – The in-person workshop will bring together participants across ASEAN Member States to use the previous learning and the interactive group/peer environment to motivate each other to align their import and assurance requirements with international standards.
6. **Impact Survey and Project Reporting** – These deliverables will evaluate how effective the project was and provide possible recommendations on any further work to further the original objectives.

II. Background

2.1 Project Objectives

Aligning with objectives of the AANZFTA Sanitary and Phytosanitary Measures (SC-SPS) Sub-Committee's current strategic plan to: "Strengthen co-operation among the competent authorities of the parties which are responsible for matters covered by this chapter". The project's objectives are:

- To support the veterinary competent authorities of participating countries apply WTO SPS principles and WOH standards that enable safe and resilient trade within the ASEAN region, even when the animal health status of one or more of the countries changes as result of the incursion of a serious animal disease (SAD) such as High Pathogenicity Avian Influenza, African Swine Fever, Lumpy Skin Disease, and Foot and Mouth Disease.
- To share expertise and experience, enhance international exposure, provide broad educational opportunities, cultivate enduring professional relationships among official veterinarians from ASEAN nations and AANZFTA Parties.
- To promote greater alignment and harmonization in the understanding and application of internationally recognised (WOAH) product risk mitigation and certification assurances and the application of the principles necessary to establish and maintain zones or compartments for existing trade across the broader region.

2.2 Intended Beneficiaries

The target beneficiaries of this project include the ASEAN parties' veterinary/animal health departments, and in particular the senior veterinary officers/directors overseeing both the approval and issuance of international trade assurances associated with disease risk mitigation and control activities administered by these departments.

2.3 Project Outcomes

The outcomes of the project are to:

1. Assist ASEAN competent authorities to implement an internationally consistent, risk-based and trade facilitatory approach to manage safe trade in animal commodities for certain foreign/serious animal diseases that significantly impact on trade in the region e.g. high pathogenicity avian influenza, African swine fever, lumpy skin disease and foot and mouth disease
2. Foster wider international experience, a broad learning opportunity and long-term relationships among official veterinarians from ASEAN Member States.
3. Provide an opportunity across ASEAN to further align and harmonize understanding with respect to the relevant international standards so as to help facilitate trade within the region and further afield.

III. Scope of Services

The RT4D Facility is seeking a firm/organisation or technical consultant (the Consultant) to support the design and delivery of project activities between January – December 2026. The selected Consultant will be responsible for the scope of services outlined in the sections below.

3.1 Project Activities

Activity 1 – Enrolment of ASEAN Member States Contact Points

The consultant will be responsible for forming a highly engaged Reference Group of officials representing ASEAN Member States responsible for SPS measures for trade in animals and animal products. This will involve sending out a letter to the Chief Veterinary Office / head of import and export (animal health) to each of the ASEAN member states introducing the project and consultant and requesting the official to nominate both a contact point and two senior officials to attend the virtual and in-person sessions. The consultant will need to follow this letter up with other communications to ensure at least 80% of ASEAN is engaged.

Activity 2 – Development of Reference Group Survey of ASEAN members

The survey contributes to project objectives by setting a baseline of each ASEAN member state's current import and export certification requirements relating to the listed serious animal disease to help inform the development of the training material and the final analysis of whether the project resulted in any changed policies and practices.

The Consultant will be responsible for producing the survey, which should result in a detailed inventory of the current meat, dairy, and byproduct import/export requirements for each ASEAN member state as they relate to the listed serious animal disease to a level that allows appropriate comparison with the relevant international standards. The project proponent should be consulted on the survey design.

Activity 3 – First Virtual Workshop

The Consultant will be responsible for planning and delivering a virtual workshop that includes an interactive virtual presentation and discussions of the survey results and relevant international WOH standards. The workshop contributes to project objectives by allowing participation countries to discuss how their standards are relative to their neighbours and how hard or easy it may be to bring their requirements more in line with the relevant international standards. The virtual workshop will actively engage all of the surveyed ASEAN member states, set them up to positively think about possible changes and prepare them to attend the next virtual session, where international best practice case studies will be presented. The project proponent should be consulted on the results of the survey and how the consultant intends on presenting them.

Following workshop delivery, the Consultant will be responsible for developing a Workshop Report following a standardised template and AISP Monitoring, Evaluation and Learning (MEL) requirements.

Activity 4 – Case Study Development

The case studies contribute to project objectives by demonstrating what best international practice looks like with respect to the application of WOH recognised treatments inside an appropriate assurance mechanism so that the participants gain confidence in the efficacy of such treatments

and understand what they may need to do to provide assurances to each other that treatments are being credibly and reliably applied.

The consultant will be responsible for developing three case studies: (i) two that focus on the most relevant trade food commodities and (ii) one that focuses on a successful regional or containment zone being established that allowed for existing trade to continue / recommence after an incursion of a serious animal disease and change of country status.

The project proponent should be consulted initially on the proposed on the topics and subsequently on the proposed versions of the case studies to be presented.

Activity 5 – Second Virtual Workshop

The Consultant will be responsible for planning and delivering a second virtual workshop designed to let participating ASEAN Member States' officials visualise what a credible treatment and or the application of regionalisation looks like, fostering confidence in the acceptability of these for imports and furthering knowledge on how they could implement something similar for their exports. A key workshop component will be to ensure that there is good knowledge and understanding of the proportionately lesser relative associated with recognising zones for processed commodities as opposed to live animal or germplasm trade.

The case studies (prepared under Activity 4) will be presented at the workshop. The project proponent should be consulted initially on the proposed on the topics and subsequently on the proposed versions of the case studies to be presented.

Following workshop delivery, the Consultant will be responsible for developing a Workshop Report following standardised template and AISP MEL requirements.

Activity 6 – In-Person Workshop

The Consultant will be responsible for the development of materials, delivery, facilitation, and reporting for an in-person workshop. The in-person workshop will be held in **Jakarta, Indonesia** and will bring together participants across ASEAN Member States and use the previous learning and the interactive group / peer environment to motivate all participants to further align their import and assurance requirements with the relevant international standards and the other more progressive member states.

The Consultant will be responsible for the delivery of a 2.5 day in-person workshop, providing/ utilising appropriate training material on best practices to facilitate SPS safe and resilient trade, drawing on the learnings, materials and experience from the survey and the two virtual workshops; and producing a Workshop Report—following a standardised template and in line with AISP MEL requirements—to be provided back to all attendees, contact points and the offices of the CVOs of each ASEAN member state.

Workshop logistics and event management will be managed by the RT4D Facility with support from an Event Organiser (EO). The Consultant will be expected to work closely with the EO in the organisation and delivery of the workshop.

The project proponent is to be consulted on the agenda, training material and attendance, anticipated contributions from New Zealand and Australian SMEs, and the Workshop Report prior to submission to ASEAN Member States.

Activity 7 – Impact Survey and Project Reporting

The impact survey and final report will evaluate how effective the project was and provide possible recommendations on any further work to further the original objectives.

The Consultant will be responsible for the development of the impact survey and follow up with each ASEAN State 6-8 weeks after the in-person course to see what changes they have made or are intending to make because of the project.

The Consultant will also be responsible for the delivery of the following reports to provide the AANZFTA SC-SPS with oversight of the project:

- **6-month Progress Report** shared with SC-SPS for consideration and approval by June 2026. The progress report should assess progress against project objectives and delivery of outputs. The reports are also an opportunity to reassess stakeholder alignment with project objectives and any challenges or risks to successful project completion (along with mitigating strategies).
- **Project Completion Report** shared with SC-SPS for consideration and approval by November 2026. The completion report should assess achievement of project objectives and delivery of outputs. The report can also make recommendations and/or suggestions regarding any AANZFTA Party challenges and further opportunities in line with project objectives.

The project proponent needs to be consulted on the design of the follow up survey along with the results, and the consultant should consult RT4D, the ASEAN Secretariat and the project proponent on the requirements for the 6-Month Progress Report and Project Completion Report.

A. Project Work Plan

Working closely with the Proponent and the RT4D team, the Consultant is expected to deliver the outlined deliverables in line with the work plan and timeline below.

The support from the selected Consultant, will be undertaken over a continuous effective period of **11 calendar months** with an estimated **55 person days** of professional services. Actual time will be agreed in negotiation with the selected Consultant. Work will commence immediately after contract signing.

Activity/Task	Responsible Party	Deadline
Activity 1: Enrolling CVOs, contact points	Consultant in consultation with proponent.	January - February 2026
<ul style="list-style-type: none"> Task 1.1: Enrolling the CVOs / Directors of Animal Health / Import / Export into the project and get at least two accountable contact points for each ASEAN MS. 		
Activity 2: Survey of ASEAN members	Consultant in consultation with proponent.	February - March 2026
<ul style="list-style-type: none"> Task 2.1: Develop a pre-course questionnaire to help identify current policies and practices with respect to animal health imports and exports and look at their alignment with relevant international standards. Task 2.2: The project proponent to be consulted on the survey design. Task 2.3: Supply the questionnaire (can achieve the same end through direct interviews if judged to be more effective) to each member state through the CVOs or equivalent and copied to the working level contact points and follow up with each to support them in filling it in in an appropriate manner and so as to ensure a high return rate (80%) and that it is comprehensively filled in, most especially by the six largest ASEAN economies. Australia and New Zealand do not need to be surveyed. The survey needs to result in a detailed inventory of the current import / export requirements for each ASEAN member state as they relate to the listed serious animal diseases to a level that allows appropriate comparison with the relevant international standards. 		

Activity/Task	Responsible Party	Deadline
<ul style="list-style-type: none"> Task 2.4: Analyse the results of the survey relative to the objectives and alignment of the different aspects with international standards, any deviations and reasons for these. The survey should set a baseline of each ASEAN Member States' current import and export certification requirements relating to the listed serious animal diseases to help inform the development of the training material and the final analysis of whether the project results in any changed policies and practice Task 2.5 Discuss the preliminary results and write up with the project proponent. . 		
Activity 3: First virtual workshop	Consultant in consultation with proponent.	April 2026
<ul style="list-style-type: none"> Task 3.1: Set up a virtual meeting of the relevant participants to workshop the results of the survey and ensure at least 80% of Member States are represented and engaged, plus Australia and New Zealand. Task 3.2: Present (with appropriate slides and take away materials) the survey results and lead an interactive discussion and a comparison with the relevant international standard. This will support participating countries in thinking about their standards relative to their neighbours and how hard or easy it may be to align their requirements with the relevant international standards. Task 3.3: Review the learnings for the first workshop with project proponent. Task 3.4: Preparation of Workshop Report for the approval of the Project Proponent, AANZFTA SC-SPS and RT4D. 		
Activity 4: Develop Case Studies	Consultant in consultation with proponent	May 2026
<ul style="list-style-type: none"> Task 4.1: Develop three case studies. Two of the case studies should focus on the most relevant traded food commodities, and one should focus on a successful regional or containment zone being established that allowed for existing trade to continue / recommence after an incursion of a serious animal disease and change of country status. 		

Activity/Task	Responsible Party	Deadline
<ul style="list-style-type: none"> Task 4.2: The project proponent should be consulted initially on the proposed topics / cases. The case studies need to demonstrate what best international practice looks like with respect to the application of WOHAI recognised treatments inside an appropriate assurance mechanism so that the participants both gain confidence in the efficacy of such treatments as well understand what they may need to do to provide assurances to each other that the treatments are being credibly and reliably applied. Task 4.3: The project proponent should be consulted on the draft final version of the case studies. 		
Activity 5: Second virtual workshop	Consultant in consultation with proponent	June 2026
<ul style="list-style-type: none"> Task 5.1: Set up a virtual meeting of the relevant participants to workshop the 3 case studies and ensure at least 80% of Member States are represented and engaged plus Australia and New Zealand. Task 5.2: Virtually present (with appropriate slides and take away materials) the 3 case studies and lead an interactive discussion drawing on the relevant international standards. The intent is to get countries comfortable with receiving commodities from the three situations as well as how they could adapt the learnings to their own situations. Task 5.3 Review the learnings for the second workshop with the proponent. Task 5.4: Preparation of Workshop Report for the approval of the Project Proponent, AANZFTA SC-SPS and RT4D. 		
Activity 6: Training course material preparations	Consultant in consultation with proponent	July 2026
<ul style="list-style-type: none"> Task 6.1: Drawing on the learnings, material and experiences from the survey and the two virtual workshops, develop a short course and training material for a 		

Activity/Task	Responsible Party	Deadline
<p>2.5 day regional in person workshop on best practices to facilitate SPS safe and resilient trade.</p> <ul style="list-style-type: none"> Task 6.2 Discuss the proposed material with the project proponent including the role New Zealand and Australia SMEs can play in the in-person workshop. Task 6.3: Develop draft agenda for regional workshop, including proposed modules in consultation with the proponent. 		
Activity 7: Organising and running the in-person workshop	Consultant in consultation with proponent	August 2026
<ul style="list-style-type: none"> Task 7.1: Coordinate with the CVO offices and contact points of ASEAN countries to ensure two appropriate senior veterinarian officials from at least 80% of the counties (and in particular all of the six top economies) participate in the regional workshop. Task 7.2: Coordinate with the proponent who will ensure appropriate representation from Australia and New Zealand (these officials will attend at their own cost). Task 7.3: Run the 2.5 day in-person workshop with assistance from the Australia / New Zealand SMEs providing appropriate resource material out to all attendees. Task 7.4: Conduct a post meeting survey of participants on the value gaining from the meeting and preceding activities, changes the participants are going to make to their systems, and in particular certification requirements, as a result and suggestions for possible follow up work Task 7.5: Preparation of Workshop Report for the approval of the Project Proponent, AANZFTA SC-SPS and RT4D. 		
Activity 8: Summary report for attendees, contact points and CVOs	Consultant in consultation with proponent	December 2026

Activity/Task	Responsible Party	Deadline
<ul style="list-style-type: none"> Task 8.1: Produce a draft summary report from the in-person meeting and after consulting with the proponent provide this back to all attendees, contact points and the offices of the CVOs of each ASEAN Member State. 		September 2026
<ul style="list-style-type: none"> Task 8.2: 6-8 weeks after the in-person course follow up with each ASEAN Member State to see what changes they have made or are intending to make as a result of the project. 		December 2026
Activity 9: Project Reporting	Consultant in consultation with proponent and RT4D with SC-SPS approval.	June 2026 / November 2026
<ul style="list-style-type: none"> Task 9.1: Project Progress Report completed for consideration and approval of the SC-SPS. 		June 2026
<ul style="list-style-type: none"> Task 9.2: Project Completion Report completed for consideration and approval of the SC-SPS. 		December 2026

IV. Gender Equality Disability and Social Inclusion

The Consultant will be responsible for ensuring that project implementation embeds Gender Equality, Disability and Social Inclusion (GEDSI) in line with the requirements set in this section. The Consultant should consult and work closely with the RT4D Manager and RT4D GEDSI Manager in ensuring that the project implementation addresses these requirements.

4.1 GEDSI Dimension of the Project

The project is technically oriented and does not include GEDSI focused objectives or outcomes. However, the project will consider GEDSI where relevant during the development and delivery of key activities. These include:

- If relevant to project objectives and outcomes, technical materials including the case studies and workshop materials consider how SPS certification practices and relevant international standards for animal and animal products may affect diverse populations differently based on gender, age, and socioeconomic factors (e.g. women led businesses, smallholders and other disadvantaged groups).
- Promote gender-balanced and inclusive participation across project's activities.
- Applying principles of accessibility and inclusivity in the events and communications products or learning materials that it will organise and produce.
- Collecting gender and disability disaggregated data form all activities.

4.2 GEDSI Dimensions of the Sector

Animal health and animal health emergency programs may overlook how different interventions affect diverse populations based on gender and other socioeconomic factors. There are several gender considerations relevant to animal health emergency preparedness and response. These include:¹

- Women may face specific challenges within the veterinary industry including: (i) cultural expectations may perpetuate gender disparities, (ii) access to leadership positions and decision-making roles. Addressing these challenges by providing equal access to opportunities is necessary to foster an inclusive and supportive environment.

Approaches to animal health and animal health emergencies that include gender inclusive approaches can reduce risk, increase protection and enhance responses. Where relevant to project objectives and outcomes, this project will apply a GEDSI lens across its outputs to understand the sector's GEDSI dimensions and emphasise the importance of promoting gender equality and considering diverse population characteristics during the design and implementation of animal health emergency policies and standards for animals and animal products.

4.3 Approach to GEDSI Mainstreaming

In line with the approach outlined above, the project will mainstream GEDSI during the development and delivery of key activities through the following actions:

- Ensuring the design and implementation of the survey and both the virtual and in person workshops appropriately consider and ensure the contribution of female official veterinarians

¹ Gender in Livestock, Animal Health and Diseases, FAO, 2021; "Identifying Priorities Related to Gender in the Animal Health Sector" - WOAHA Bulletin

- Where appropriate, ensure the role and needs of women, smallholders and other vulnerable populations are considered in any recommendations emanating out of the work.
- The development technical materials for the virtual workshops and case studies, where relevant to project objectives and outcomes, will consider GEDSI learnings from the survey and existing resources such as the WOA and FAO.
- If relevant to project objectives and outcomes, the capacity building workshops may include a space to identify and discuss GEDSI aspects relevant to the establishment of zones and compartments in ASEAN and associated SPS certification standards. This approach can provide participants with an opportunity to reflect on their own experiences and share thoughts on how to embed equity and inclusion in the sector.
- All project events will encourage a gender-balanced participation and open to the participation of people with disabilities. The project will actively encourage nominating authorities to put forward qualified female candidates
- The project will encourage representation in delivery and facilitation and will aim for gender balance among workshop facilitators and presenters and ensure facilitators model inclusive teaching approaches that encourage participation.
- All the learning materials and communications products will follow accessibility principles.
- The project will collect gender and disability disaggregated data from all activities.

V. Communications, Media, and Business Engagement

The Consultant will support the RT4D Facility in meeting any Communications and Media objectives through the course of the Project. All reports and materials should be produced to a high quality in line with RT4D Branding Guidelines.

The Consultant is expected to adhere to following RT4D guidelines as required:

- i. Employ RT4D Branding guidelines, templates and logos in all project documentation (e.g. reports, PPTs, invitations).
- ii. Collecting images of the workshop for website and social media promotion.
- iii. RT4D Banner and RT4D brand on physical materials shared.

External Communications and Media component of this Project will be a key component of most project activities. The Consultant will be expected to respond to any reasonable requests and inputs from the RT4D Facility, which may include but will not be limited to project updates and requested written inputs.

In addition, the Consultant is expected to manage the implementation of the activity so that it adheres to communications and business engagement objectives as outlined below.

5.1 Communicating the Benefit of the AANZFTA

This project directly supports the communication of AANZFTA's benefits by demonstrating how regional cooperation in both the acceptance of international standards and associated certification, can strengthen animal health systems, safeguard trade, and build long-term resilience. The project's focus on certification, zoning, compartmentalisation, and product treatment directly supports the AANZFTA's goals of facilitating trade and enhancing transparency in SPS measures.

The outcomes of the project if applied should increase the ability for the Parties to demonstrate the advantages of the AANZFTA to their populations through allowing better continuity of supply chains and employment.

a. Clarity of Message

The project will clearly articulate its purpose in all communications and training materials. This clarity will help stakeholders understand how the project contributes to greater certainty for safe trade and stronger biosecurity across the region.

b. Alignment with Objectives

All communications will align with the project's objectives: facilitating trade while protecting health, increasing transparency in SPS regulations, and enhancing implementation of international standards. Messaging will reinforce how these outcomes support AANZFTA's broader economic cooperation goals.

c. Call to Action / Follow-up

Following the workshop, there will be follow-up activities to monitor progress among ASEAN Member States in incorporating the recognition of relevant international standards (WOAH recommendations) into their import and export certification requirements. This will help ensure that the workshop leads to practical implementation and sustained regional alignment in SPS measures.

A final report and debrief will be shared with participants and stakeholders, summarising key learnings, outcomes, and next steps. This will include recommendations for ongoing collaboration and implementation of best practices.

d. External Communications

Key messages and outcomes will be adapted for public dissemination, including a summary suitable for RT4D digital channels and potential media releases. These communications will highlight the value of regional cooperation under AANZFTA and showcase New Zealand's leadership in promoting science-based trade solutions.

5.2 Engagement, Building Relationships and Facilitating Feedback from Businesses

While the primary focus of this project is on building regulatory capacity among ASEAN Member States, its objectives and outcomes are designed to indirectly support business engagement and feedback in several keyways:

- **Improved clarity and predictability for businesses:** By enhancing understanding and implementation of certification related to safe commodities, treatments and zones the project helps create more transparent and consistent SPS measures. This benefits businesses by reducing uncertainty and facilitating smoother trade in animal products.
- **Foundation for future public-private dialogue:** The project will equip regulators with the tools and knowledge to better engage with industry stakeholders on SPS issues. This includes being able to explain certification requirements and international standards more clearly to exporters, importers, and producers.
- **Business-relevant outcomes:** Outputs such as training materials, case studies, and implementation guidance can be adapted for use in industry outreach, helping businesses understand how to comply with new or evolving SPS requirements.
- **Follow-up monitoring and feedback:** As part of the post-workshop follow-up, Parties will be encouraged to engage with their domestic industries to assess how international standards are

being reflected in certification processes. This creates an opportunity for businesses to provide feedback on practical challenges and opportunities.

- Potential for future dissemination: While this project does not directly include private sector engagement, its outcomes may be shared through future communications products or events that involve industry stakeholders, helping to communicate the benefits of AANZFTA and regional SPS cooperation.

VI. Monitoring & Evaluation

The project's success will be measured against its ability to measure output and outcomes. The Consultant will be responsible for supporting the RT4D Facility in meeting key MEL requirements and templates during the delivery of the project in line with the table of indicators below. This will include, but not limited to:

1. Participant registration forms (online).
2. Participant sign-in sheet and attendee tracking (online or paper form) for both virtual and in-person workshops.
3. Workshop feedback form (online).
4. Workshop Reports (document).

The Consultant should keep in contact with the RT4D MEL Manager to get:

- Guidance on using MEL templates (should be a week before starting)
- Support on data collection if needed (during the implementation)
- Tabulated/analysed data to complete Workshop Reports.

Table VI-1 – Suggested Performance Indicators and Target

#	Suggested Indicator	Indicator Type	Target	Activity Number	GEDSI Mainstreaming
1	Formalised positive responses from senior official in all of the relevant competent authorities	Email / letter responses and engagements (Output)	100%	Activity 1: Enrolling ASEAN CVOs, contact points	
2	Suitably Completed surveys	Responses (Output)	80% (including all of the top 5 economies)	Activity 2: Survey of ASEAN members	
3	The questionnaire identifies relevant current policies and practices with respect to animal health imports and exports and look at their alignment with relevant international standards.	Alignment of responses with objectives (Output)	Proponent satisfaction and approval	Appropriate survey completion and Analysis of responses	
4	Registration and attendance by at	Attendance (Output)	80%	Activity 3: First virtual workshop	

	least one senior official from the relevant competent authority		(including all of the top 5 economies)		
5	The case studies ensure confidence in the relevant international standards and support trade	Stakeholder satisfaction (Output)	Proponent satisfaction and approval	Activity 4: Develop case studies	
6	Registration and attendance by at least one senior official from the relevant competent authority	Attendance (Output)	80% (including all of the top 5 economies)	Activity 5: Second virtual workshop	
7	The materials are consistent with the task	Relevance to facilitating imports	Proponent satisfaction and approval	Activity 6: Training course material preparations	
8	Registration and attendance by at least one senior official from the relevant competent authority	Attendance (Output)	80% (including all of the top 5 economies)	Activity 7: Organising and running the in-person workshop	
9	Conduct a post meeting survey of participants on the value	Participant feedback (Outcome)	80% (including all of the top 5 economies) of participants report increased knowledge and understanding on workshop topics. 80% of participants report that they are likely to apply what they learned as part of their work.	Task 7.6 Conduct a post meeting survey of participants on the value	
10	Provision of the report to attendees, contact points and CVOs	Supply of documents (Output)	100%	Activity 8: Summary report for attendees, contact points and CVOs	
11	Positive effect of the project on stakeholder SAD certification requirements and control / assurance policies. Country competent authorities implement more of a risk-based and trade facilitatory approach to manage safe trade in animal	Adoption of relevant international standards for imports (Outcome)	70% of participants report changes in certification policies	Post project survey to assess any change in certification policy to more closely reflect international standards	

	commodities for certain foreign / serious animal diseases that significant impact on trade in the region e.g. high pathogenicity avian influenza, African swine fever, lumpy skin disease and foot and mouth disease.				
12	Proponent / RT4D / ASEAN secretariate and proponent satisfaction	Satisfaction of stakeholders	Satisfaction and approval by Proponent, RT4D and SC-SPS	Activity 9: Project Completion Report	

VII. Reporting and Program Management

Deliverables are subject to feedback and amendments from the Project Proponent, the RT4D Facility and the AANZFTA SC-SPS. The Consultant will engage regularly with these stakeholders in the drafting process, including seeking comments and adjustments and revising deliverables as directed.

The RT4D Facility will support with standard procedures required to receive feedback and endorsement from key stakeholders. A full list of stakeholders the Consultant will engage with is outlined below:

Stakeholder and Contact Points	Responsibilities
Project Proponent – New Zealand Ministry of Primary Industries (MPI)	<ul style="list-style-type: none"> • Provide direct oversight and closely monitor status updates of this project. • Provide timely review, inputs, and final approval for all project outputs.
AANZFTA SC-SPS	<ul style="list-style-type: none"> • Provide feedback, and approval on draft and final versions of Progress and Project Completion Reports. • Provide direct oversight and closely monitor status updates of this project.
ASEC Food, Agriculture & Forestry Division (FAFD)	<ul style="list-style-type: none"> • Facilitate communication between the consultant and ASEAN AANZFTA Member Countries.
RT4D Facility	<p>Overall project management support, including:</p> <ul style="list-style-type: none"> • Procurement, contracting, disbursement and finance/budget management according to the RT4D Facility requirements and procedures. • Oversight of delivery of project, including all listed activities and outputs, as well as any event organisation and logistics. • Provide advice on GEDSI, MEL, template requirements, and finalise any publicly released media materials (such as media releases for RT4D website). • Liaise and communicate with relevant Project Proponents and AANZFTA Parties on project outputs and approvals, as required, through relevant ASEAN Secretariat (ASEC) Desk Officers.

VIII. Risk Management

The Consultant will support the RT4D Facility and the Project Proponent in the management and mitigation of activity risks as outlined in the table below.

Risk	Likelihood	Impact	Mitigation Plan
Low engagement from ASEAN Member States to complete pre-workshop questionnaire	High	High	Early, targeted and repeated outreach through CVO, Trade and SC-SPS channels, with clear communication of the benefits in completing the pre-course questionnaire.
Nominated attendees are not responsible for administering / influencing the associated policies or not senior enough to influence change	Med	High	Ongoing Discussions with / feedback to senior ASEAN member state veterinary officials to ensure appropriate engagement
Low attendance and or low levels of preparation / engagement from nominated ASEAN Member States representatives in the virtual workshops	High	High	Early, targeted and repeated outreach through CVO, Trade and SC-SPS channels, with clear communication of the benefits of participating in the virtual workshops.
Low engagement / preparation or limited nominations / participation from ASEAN Member States to participate in the regional workshop	Medium	High	Early and targeted outreach through SC-SPS channels, with clear communication of the workshop's relevance and benefits. Flexibility in timing for the workshop to allow ease of travel during the working week to accommodate officials.
Limited post-workshop implementation of international standards and certification practices	Medium-high	High	A post-workshop follow-up mechanism will track progress in integrating international standards into import/export certification. Participants will be encouraged to share updates and challenges through SC-SPS channels.
Language and Technical Barriers	Medium	High	Participants will be required to be directly working in the field of import/export controls and

			animal health controls and certification and be fluent in English
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IX. Child Protection, PSEAH (Protection from Sexual Exploitation, Abuse and Harassment) and other Policy Considerations

For this specific project, and all other activities undertaken through RT4D, it is expected that anyone involved in the delivery must operate in strict compliance with DFAT's [Child Protection](#) and [Protection from Sexual Exploitation, Abuse and Harassment \(PCEA\)](#) Policies. In the design of the consultations and the Regional Workshop, the project should consider the importance of managing risks associated with the Australian Government Department of Foreign Affairs and Trade's (DFAT) Child Protection and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policies.

The project should refer to Tetra Tech's policy on PSEAH for additional guidance on risk assessment and management. The project should also note that any activities that require personnel to be deployed outside their usual location or country of residence (e.g. consultations and regional workshops) may pose higher PSEAH risks.

The Consultant will work closely with the RT4D Facility to ensure that all project activities set in place adequate risk management measures including, but not limited to:

- Reporting mechanisms to ensure any potential breaches of the policy are identified and communicated with anonymity to allow for further investigation and action to be undertaken promptly and effectively.
- Multiple team members facilitating workshops in wider group settings.
- Making best efforts to ensure gender balance across participants and facilitators,

X. Privacy and Confidentiality

Regional Trade for Development Facility (RT4D) is committed to ensuring and maintaining the security and confidentiality of all documents and information produced by its development programs and by its partners and clients. This includes ensuring the security and confidentiality of all information and documents produced by the ASEAN Secretariat and by AANZFTA FJC and their Subsidiary Bodies that are shared with RT4D's AANZFTA Implementation Support Program (AISP). RT4D security and confidentiality measures and protocols are underpinned by Tetra Tech (the managing consultant) systems.

All files/outputs associated with the delivery of outputs set in this TOR will be stored on a secure file-sharing platform (Egnyte). Access to Egnyte is controlled and will only be granted to non-RT4D users on a needs basis and as agreed with ASEC and or Subsidiary Bodies.

All RT4D sub-contractors and consultants will sign a Code of Conduct, a Deed of Confidentiality, and a Conflict-of-Interest Declaration before starting their tenure/assignment. These documents specify acceptable behaviours on confidentiality, handling of sensitive information, and information security. Training on these topics is also provided on regular basis to ensure compliance.

All personnel engaged by RT4D for the delivery of outputs set in this Scope of Services are expected to sign these documents before the implementation of this activity.

XI. Criteria for Issuing Tasking Note

A. Technical Soundness Considerations

Interested organisations and individuals should provide a technical proposal detailing their capabilities in supporting the RT4D Team outlined in this ToR.

To ensure the above can be effectively managed and completed, interested bidders should fulfil the following criteria:

- Skilled and experienced expert(s) with the technical, stakeholder management, workshop facilitation and private sector engagement and support expertise, bandwidth, and capabilities to support the RT4D Facility to deliver all outputs in alignment with the remit and timelines set within the ToR.
- Demonstrable technical expertise and experience conducting applied research, providing policy advice and technical support related to animal commodities trade and animal/veterinary health. Demonstrable expertise on the areas Serious Animal Disease (SAD) risk mitigation, including relevant international standards, is a distinct advantage.
- Demonstrable experience designing and developing sanitary and phytosanitary measures (SPS) related research, case studies and trainings for a government audience that follow a robust methodology, embed multi-stakeholder and inputs and provide evidence-based recommendations. Experience mapping and analysing SPS certification templates, policies and/or standards within ASEAN and/or AANZFTA context is a distinct advantage.
- Demonstrable experience developing policy guidelines and/or recommendations for government stakeholders through consensus-based approaches that consider and incorporate the needs, priorities and concerns of diverse government stakeholders (i.e. stakeholders representing countries with different priorities and capacity constraints and agencies with different mandates and priorities). Experience developing these types of materials within the ASEAN context is a distinct advantage.
- Demonstrable ability to provide project coordination and management support for a regional project. Such support should ensure that ASEAN Secretariat and stakeholders from all AANZFTA Parties are adequately engaged and consulted throughout project implementation. The organisation must be comfortable with engaging with the ASEAN Secretariat and ASEAN stakeholders and following ways of working (or comparable government arrangements).
- Demonstrable experience designing, facilitating and delivering online and on-site consultations and workshops that effectively engage diverse stakeholder groups.
- Proven excellent report drafting experience, with ability to incorporate comprehensive feedback at multiple stages in a timely manner.
- Experience and demonstrable capacity and resources to design and deliver projects in line with robust Monitoring and Evaluation (M&E), GEDSI & Communication and Business Engagement requirements outlined in the above sections of this ToR.

B. Value for Money Considerations

Proposals to deliver this project should adhere to DFAT's Value for Money Principles, outlined below.

Achieving value for money is a critical consideration for the achievement of DFAT's strategic objectives. It is a requirement under the Public Governance, Performance and Accountability

Act (2013) and the Commonwealth Procurement Rules. Building on these requirements DFAT has developed eight Value for Money Principles to guide decision making and maximise the impact of its investments. DFAT's [website](#) includes a detailed description of VfM indicators (outlined in the table below). We expect all our delivery partners to give effect to these principles and value for money performance is measured in DFAT's Aid Performance Framework.

Economy	Efficiency	Effectiveness	Ethics
1. Cost consciousness 2. Encouraging competition	3. Evidence based decision making 4. Proportionality	5. Performance and Risk Management 6. Results Focus 7. Experimentation and innovation	8. Accountability and transparency

Bidders should note that the RT4D Facility refers to DFAT's [Aid Adviser Remuneration Framework](#) to estimate the cost of contracting international advisers for the delivery of projects and activities.

XII. Annexes

Annex A - Response from Tenderers and Evaluation Criteria

Interested bidders should submit a Technical and Financial proposals that respond to the selection criteria outlined in the table below. As part of their Technical Proposal submission, bidders should also provide their information as outlined in Annex B.

If a bidder finds any discrepancy, error or omission in the ToR or wishes to make any enquiry concerning the ToR, the bidder is to notify aisp@regionaltrade4dev.org in writing by the last queries date indicated in the ToR summary. All answers to any such notices or questions will be provided to all registered tenderers in the form of addenda.

Component	Score
Part A – Response to Technical Component	
A.1 Approach and Methodology - Outline approach to completing the stated scope of services. The approach should include: <ul style="list-style-type: none"> • A brief discussion indicating your understanding of project requirements. • A description of the methodological approach to achieving the project objectives and completing project deliverables. This may include an analysis of key issues, analytical strategies that will underlie the approach, specific tools or techniques that will be employed, and practical discussion of methodological limitations. 	20
A.2 Project Plan and Risk Management – Please provide the following: <ul style="list-style-type: none"> • A project plan that specifies deliverables, tasks and timelines in line with section III of the ToR. • Identify your approach to mitigating the project risks outlined in Section VIII and IX of this ToR. • Indicate how the project will be monitored and reported in line with section VII of this ToR to ensure it is delivered in terms of quality, timeliness and cost. • Indicate the level of support that will be required from the RT4D Facility to complete the project. 	20
A.3 Organizational Capabilities and Experience – Please specify the following: <ul style="list-style-type: none"> • Outline general organisational capability that is likely to affect performance of project in line with ToR requirements (e.g. size of the organisation, in-house expertise, strength of project management support, networks, etc.). • Describe past experience in undertaking similar work—referring to criteria outlined in Section XI-A of this ToR—and provide brief summaries of relevant projects undertaken. 	20

<ul style="list-style-type: none"> Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. 	
<p>A.4 Project Team and Resourcing – Describe approach to staffing in line with ToR requirements including details of all proposed experts and their role in the delivery of the required services. This should include:</p> <ul style="list-style-type: none"> Key members of the project team, including their CVs, and demonstrate their skills and expertise essential to the delivery of this project—as specified in section XI-A of this ToR. Roles, responsibilities, and level of participation of the project team members. An uncosted resource plan proposing the number of person days you expect each team member to undertake in delivering this project. 	20
TOTAL – Technical Proposal	80
Part B – Response to Financial Component	
<p>Complete a Financial Proposal for the delivery of the scope of services in alignment with RT4D Value for Money Principles. The Financial Proposal should specify all direct and indirect costs for undertaking the project, including:</p> <ul style="list-style-type: none"> Professional services fees for completing all deliverables in accordance with the uncosted resource plan. Management and/or operational fees (if any), which include all costs incurred by the person/entity/company for internal coordination, communication, travels and any other associated project management cost; Applicable taxes such as VAT, GST, PPN. <p>Project costs for the Consultant such as reimbursable expenses for airfare, other travel costs and daily subsistence allowance for the regional workshop in Jakarta, Indonesia and all other agreed activities will be based on actual cost with maximum amount of AUD 10,000.</p>	20
TOTAL – Financial Proposal	20
GRAND TOTAL – Evaluation Criteria	100

Annex B - Bidder Information

Consultant's general information – to be submitted together in the Technical Proposal

Name of Assignment	
Tenderer's Organisation or Person	
Address	
Contact Person and Title/Position	
E-Mail	
Telephone / Mobile Phone	

Business Name Registration (if applicable)	
Tax Registration Number (if applicable)	
Indicative number of years involved in similar business/work	
Date	

About RT4D

The \$53.3 million Regional Trade for Development (RT4D) initiative, funded by both the Governments of Australia and New Zealand, assists ASEAN Member States in meeting their commitments and realising the advantages offered by the Agreement establishing the ASEAN-Australia-New Zealand Free Trade Area (AANZFTA), and the Regional Comprehensive Economic Partnership (RCEP). RT4D supports AMS in benefitting from an open, free and rules-based trading system.

Through the AANZFTA Implementation Support Program (AISP) and the RCEP Implementation Support Program (RISP), RT4D provides tailored support to enhance the capabilities of ASEAN Member States by strengthening skills, building networks, facilitating policy options and ensuring that trade benefits everyone, including Micro, Small and Medium Enterprises (MSMEs), women and people with disabilities.

The Regional Trade for Development Initiative:

- provides ASEAN with access to world class technical expertise to support economic cooperation activities.
- delivers economic cooperation activities, working closely with ASEAN Member States and ASEAN Secretariat.
- has a strong focus on less developed ASEAN economies to ensure that it responds to the different needs and readiness of ASEAN.
- facilitates implementation of the provisions of selected FTAs to support inclusive development outcomes.



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