

**REGIONAL TRADE FOR DEVELOPMENT**  
**RCEP IMPLEMENTATION SUPPORT PROGRAM**  
**REQUEST FOR PROPOSAL/TERMS OF REFERENCE FOR THE**

Development of Project Designs for Two Projects on: i) Operationalising the National SPS Committee through joint systems, tools, and pilots for RCEP implementation; and ii) Strengthening Stakeholder Capacity for Compliance with Updated SPS Regulations in Lao PDR

**I. Summary**

The Regional Trade for Development Facility (RT4D) is seeking a consultancy firm/individual consultant to manage and deliver the end-to-end Project Design for two projects approved under the Regional Comprehensive Economic Partnership (RCEP) Implementation Support Program (RISP). The Project Designs will inform the implementation of the RISP project starting in the 2026-27 Financial-Year.

Under the scope of services set in this ToR, the Consultant will manage the **development and delivery of two (2) separate Project Designs, with one Project Design developed for each of the following two (2) projects:**

- i) **Project 1:** Operationalising the National SPS Committee through joint systems, tools, and pilots for RCEP implementation
- ii) **Project 2:** Strengthening Stakeholder Capacity for Compliance with Updated SPS Regulations in Lao PDR

The Project Design will follow a standard RT4D template and be subject to comments, amendments, and the approval from the RT4D Facility Team, the Project Proponent and Australia's Department of Foreign Affairs and Trade (DFAT).

<b>Title Project 1:</b>	Operationalising the National SPS Committee through joint systems, tools, and pilots for RCEP implementation
<b>Start Date</b>	Jul 2026
<b>Completion Date</b>	Sep 2026
<b>Reports to:</b>	<b>RT4D Manager:</b> Sianong Phomkong, <a href="mailto:Sianong.Phomkong@regionaltrade4dev.org">Sianong.Phomkong@regionaltrade4dev.org</a>
<b>Interacts With</b> <i>[stakeholders who will provide inputs]</i>	<b>RT4D Facility:</b> <ul style="list-style-type: none"> <li>• Regional Manager: Sianong Phomkong</li> <li>• Program Officer: Phonevilay Vongxay</li> <li>• Gender Equality, Disability, and Social Inclusion (GEDSI) and Trade Manager: Yooke Damopolii</li> </ul> <b>Project Proponent:</b> Food and Drug Department (FDD), Ministry of Health (MoH), Lao PDR
<b>Requires Approval from:</b> <i>[stakeholders]</i>	<ul style="list-style-type: none"> <li>• <b>RT4D Facility</b></li> <li>• <b>Project Proponent:</b> Food and Drug Department (FDD), Ministry of Health (MoH)</li> </ul>

<i>who will approve project outputs]</i>	<ul style="list-style-type: none"> <li>• <b>Project Funding Partners:</b> Australia’s Department of Foreign Affairs and Trade (DFAT) &amp; New Zealand’s Ministry of Foreign Affairs and Trade (MFAT)</li> </ul>
<b>Timetable for Tender Process</b>	<b>Request for Proposals:</b> 10/6/2026 <b>Closing Date for Queries:</b> 20/6/2026 <b>Clasing Date for Proposals:</b> 5/7/2026
<b>Submission Instructions</b>	<p>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 <a href="mailto:procurement@regionaltrade4dev.org">procurement@regionaltrade4dev.org</a> and <a href="mailto:Sianong.Phomkong@regionaltrade4dev.org">Sianong.Phomkong@regionaltrade4dev.org</a> by <b>5 July 2026</b>.</p>

<b>Title Project 2:</b>	Strengthening Stakeholder Capacity for Compliance with Updated SPS Regulations in Lao PDR
<b>Start Date</b>	Jul 2026
<b>Completion Date</b>	Sep 2026
<b>Reports to:</b>	<b>RT4D Manager:</b> Sianong Phomkong, <a href="mailto:Sianong.Phomkong@regionaltrade4dev.org">Sianong.Phomkong@regionaltrade4dev.org</a>
<b>Interacts With</b> <i>[stakeholders who will provide inputs]</i>	<b>RT4D Facility:</b> <ul style="list-style-type: none"> <li>• Regional Manager: Sianong Phomkong</li> <li>• Program Officer: Phonevilay Vongxay</li> <li>• Gender Equality, Disability, and Social Inclusion (GEDSI) and Trade Manager: Yooke Damopolii</li> </ul> <b>Project Proponent:</b> Division of ASEAN and Regional Cooperation, Department of Planning and Cooperation, Ministry of Agriculture and Environment, Laos
<b>Requires Approval from:</b> <i>[stakeholders who will approve project outputs]</i>	<ul style="list-style-type: none"> <li>• <b>RT4D Facility</b></li> <li>• <b>Project Proponent:</b> Division of ASEAN and Regional Cooperation, Department of Planning and Cooperation, Ministry of Agriculture and Environment</li> <li>• <b>Project Funding Partners:</b> Australia’s Department of Foreign Affairs and Trade (DFAT) &amp; New Zealand’s Ministry of Foreign Affairs and Trade (MFAT)</li> </ul>
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## II. Background

The Regional Comprehensive Economic Partnership (RCEP) Implementation Support Program (RISP), implemented through the Regional Trade for Development (RT4D) Facility, aims to support ASEAN Member States to realise the full benefits of RCEP through the provision of capacity-building support and access to technical expertise.

RT4D is seeking a Consultant (a consulting firm or an individual expert) to manage and deliver the two (2) separate end-to-end Project Designs for the two (2) approved RISP Projects, in close collaboration with the RT4D Facility and the Project Proponents. The final Project Designs will be subject to comments, amendments, and the approval from the RT4D Facility Team, the respective Project Proponent and Australia's Department of Foreign Affairs and Trade (DFAT), and New Zealand's Ministry of Foreign Affairs and Trade (MFAT).

## III. Objective, Beneficiaries, Outputs and Outcomes

This Project aims to develop two high-quality and robust Project Designs for the implementation of the approved of two RISP projects. The Project Design must demonstrate sound analysis, strong contextual understanding and consultation with the Project Proponent and the RT4D Facility. The table below outlines key features of the two projects.

### A. Project 1

<b>Project Name</b>	Operationalising the National SPS Committee through joint systems, tools, and pilots for RCEP implementation
<b>Project Objectives</b>	<p>The overall objective of the Project is to operationalise the National SPS Committee and strengthen inter-ministerial coordination mechanisms to support effective implementation of RCEP SPS commitments and facilitate safe, compliant, and competitive exports.</p> <p>Specific objectives:</p> <ol style="list-style-type: none"> <li>1) <b>To institutionalise joint SPS governance mechanisms</b> between the Ministry of Health and the Ministry of Agriculture and Environment through operational guidelines, coordination protocols, and shared inspection workflows.</li> <li>2) <b>To pilot integrated SPS implementation systems</b> (including joint inspections, shared data, and electronic certification processes) in selected priority sectors and border points.</li> <li>3) <b>To support food and agricultural MSMEs to comply with SPS requirements under RCEP</b> through targeted technical assistance and certification pilots linked to the new national coordination framework.</li> <li>4) <b>To strengthen digital and evidence-based SPS implementation</b> through practical use of electronic certification tools and joint monitoring systems under the National SPS Committee.</li> </ol>
<b>Beneficiaries</b>	<p>The intended beneficiaries of the Project include, but are not limited to, the following:</p> <p><i>Primary beneficiaries</i></p> <ol style="list-style-type: none"> <li>1. <b>Government authorities responsible for SPS implementation</b>, including</li> </ol>

- Food and Drug Department (FDD) headquarters and provincial FDD offices under the Ministry of Health;
- Relevant technical departments under the Ministry of Agriculture and Environment; and
- Trade-related agencies under the Ministry of Industry and Commerce.

These institutions will directly benefit from strengthened inter-ministerial coordination, joint inspection systems, operational guidelines, and digital SPS implementation tools under the National SPS Committee.

2. **Food and agricultural businesses**, particularly **Micro, Small, and Medium-sized Enterprises (MSMEs)** engaged in food production, processing, and cross-border trade, who will benefit from improved SPS compliance support, clearer regulatory procedures, and enhanced access to regional markets under RCEP.
3. **Women-led businesses and entrepreneurs with disabilities (PWDs)**, who will be prioritised in MSME SPS compliance pilots and capacity-building activities to ensure equitable access to certification support, regulatory services, and export opportunities.

***Secondary beneficiaries***

4. **Border authorities, inspection bodies, and certification service providers**, who will benefit from improved operational systems, harmonised procedures, and strengthened institutional coordination.
5. **Trade support institutions and business associations**, including chambers of commerce and sectoral associations, which will benefit from improved SPS information, guidance materials, and structured engagement mechanisms with regulators.
6. **Trading partners and regional stakeholders**, who will benefit from increased transparency, credibility, and reliability of Lao PDR's SPS systems, contributing to smoother trade flows and enhanced mutual trust.

**Project Oversight and Institutional Leadership**

This project will be implemented under the close supervision and technical leadership of **Dr Souksomkhoun Chanthamat, Director General of the Food and Drug Department (FDD), Ministry of Health**, ensuring strong institutional ownership, policy alignment, and effective coordination with the Ministry of Agriculture and Environment and other members of the National SPS Committee.

<p><b>Project Activities and Outputs</b> (subject to adjustments and confirmation as part of the Project Design process).</p>	<p><b>Activity 1: Operationalisation of the National SPS Committee</b></p> <ul style="list-style-type: none"> <li>• Develop Standard Operating Procedures (SOPs) for joint MOH–MAF SPS inspections.</li> <li>• Define coordination protocols, data sharing mechanisms, and reporting lines.</li> </ul> <p>Output: <b>National SPS Committee Operational Manual.</b></p> <p><b>Activity 2: Joint SPS Pilot Implementation</b></p> <ul style="list-style-type: none"> <li>• Conduct joint inspections (MOH + MAF) in <b>2–3 priority sectors</b> (e.g. bottled water, processed food, vegetables).</li> <li>• Test inter-agency coordination at selected border points.</li> </ul> <p>Output: <b>Joint SPS Pilot Reports and Lessons Learned.</b></p> <p><b>Activity 3: MSME SPS Compliance Pilots</b></p> <ul style="list-style-type: none"> <li>• Provide technical assistance to <b>8–12 export-oriented MSMEs</b> (TBC) to comply with SPS standards.</li> <li>• Link certification support directly to the joint SPS system.</li> </ul> <p>Output: <b>MSME SPS Compliance Case Studies.</b></p> <p><b>Activity 4: Digital SPS &amp; e-Certification Integration</b></p> <ul style="list-style-type: none"> <li>• Pilot use of electronic SPS certification tools.</li> <li>• Train National SPS Committee members on digital workflows.</li> </ul> <p>Output: <b>SPS Digitalisation Implementation Plan.</b></p>
<p><b>Project Outcomes</b></p>	<ol style="list-style-type: none"> <li>1. <b>Strengthened institutional capacity for RCEP SPS implementation</b> Government officials from the Ministry of Health and the Ministry of Agriculture and Environment demonstrate improved practical capacity to implement RCEP SPS commitments through joint procedures, operational guidelines, and coordinated inspection systems under the National SPS Committee.</li> <li>2. <b>Improved inter-agency coordination and credibility of SPS systems</b> Relevant SPS authorities apply harmonised inspection workflows and shared implementation protocols, enhancing regulatory consistency, institutional credibility, and mutual confidence among domestic agencies and with trading partners.</li> <li>3. <b>Enhanced MSME compliance and participation in regional trade</b> Food and agricultural MSMEs, particularly women-led enterprises, are better able to apply SPS requirements in practice and utilise RCEP-related market access opportunities, resulting in improved readiness for formal exports and cross-border trade.</li> <li>4. <b>Operational and digitalised SPS implementation systems</b> Food safety certification and inspection processes are strengthened through the introduction and piloting of joint systems and electronic certification tools, improving transparency, efficiency, and trade facilitation outcomes.</li> </ol>

## B. Project 2

<b>Project Name</b>	Strengthening Stakeholder Capacity for Compliance with Updated SPS Regulations in Lao PDR
<b>Project Objectives</b>	Strengthen stakeholder understanding of updated SPS related regulations and their alignment with relevant RCEP commitments, to support consistent interpretation and application.
<b>Beneficiaries</b>	<p><b>Primary participants</b></p> <ol style="list-style-type: none"> <li>1. Provincial Agriculture and Forestry Office staff, Agriculture Section, from all 18 provinces. <ul style="list-style-type: none"> <li>○ Estimated participants: 180 staff, about 10 staff per province (TBC).</li> <li>○ Profile: provincial technical and regulatory staff responsible for SPS implementation, inspection, advisory services, and provincial level coordination.</li> <li>○ Skill set: basic to intermediate SPS operational knowledge, needs strengthened capacity on updated requirements, standard procedures, and reporting.</li> <li>○ Gender: target at least 40% women participants, subject to available staffing and nominations.</li> </ul> </li> <li>2. Border handling staff responsible for SPS controls for plant and animal products at key border checkpoints. <ul style="list-style-type: none"> <li>○ Estimated participants: 60 staff across priority border points.</li> <li>○ Profile: frontline inspectors and supervisory staff engaged in inspection, sampling, quarantine, clearance, and documentation checks for import and export consignments.</li> <li>○ Skill set: practical application of updated SPS procedures, risk based decision making, and consistent documentation and data capture.</li> <li>○ Gender: target at least 30% women participants, subject to staffing at border points.</li> </ul> </li> </ol> <p><b>Secondary beneficiaries</b></p> <ol style="list-style-type: none"> <li>3. Agrifood value chain operators affected by SPS compliance, including MSME producers, processors, traders, and exporters.</li> </ol> <p>Benefit type: improved clarity and consistency of SPS enforcement, reduced avoidable delays, and stronger compliance support.</p>
<b>Project Activities and Outputs (subject to adjustments and confirmation as part of the Project Design process).</b>	<p><b>Activity 1.</b> Training needs assessment and training package development</p> <p>Conduct a rapid needs assessment with central, provincial, and border SPS units to identify knowledge gaps and implementation bottlenecks for the updated SPS related regulations. Develop standardised training modules, participant materials, and practical job aids tailored to (i) PAEO Agriculture Section staff and (ii) border SPS handling staff for plant and animal products.</p> <p><b>Outputs</b></p> <ol style="list-style-type: none"> <li>1. Needs assessment report, including competency gaps, priority topics, and recommended training approach.</li> <li>2. Standardised training package, including agenda, slides, facilitator guide, participant handbook, and pre and post test tools.</li> <li>3. Practical job aids, including quick reference checklists for inspections, documentation, and compliance actions.</li> </ol>

	<p><b>Activity 2.</b> Provincial capacity building for PAEO Agriculture Section staff in 18 provinces (TBC) Deliver provincial level training for PAEO Agriculture Section staff focused on practical interpretation and application of updated SPS related regulations, including roles and responsibilities, documentation and certification processes, inspection and quarantine procedures, internal coordination, and reporting. Use a training of trainers approach where feasible to strengthen replication.</p> <p><b>Outputs</b></p> <ol style="list-style-type: none"> <li>1. Provincial training sessions completed.</li> <li>2. PAEO staff trained, with attendance records disaggregated by sex and province.</li> <li>3. Pre and post training results and a short training completion report summarising outcomes and key issues raised.</li> </ol> <p><b>Activity 3.</b> Border SPS handling training for plant and animal products Deliver targeted training for SPS border handling staff at priority checkpoints on operational application of updated SPS procedures for plant and animal products. Topics include risk-based inspection, sampling and quarantine actions, documentation checks, inter agency coordination, and consistent decision making to reduce avoidable delays while maintaining SPS controls.</p> <p><b>Outputs</b></p> <ol style="list-style-type: none"> <li>1. Border handling training delivered at priority checkpoints.</li> <li>2. At least 60 border SPS staff trained, with attendance records disaggregated by sex and duty station.</li> <li>3. Border focused SOP checklists and documentation templates validated for use at checkpoints.</li> </ol> <p><b>Activity 4.</b> Implementation support, coordination, and dissemination Facilitate an SPS coordination and lessons learned workshop with central agencies, provincial representatives, and border units to validate implementation issues and agree on good practice. Finalise and disseminate training materials and guidance tools for sustained use, including uploading to relevant ministry channels and issuing a short circular or notice to support adoption.</p> <p><b>Outputs</b></p> <ol style="list-style-type: none"> <li>1. National coordination and lessons learned workshop conducted.</li> <li>2. Updated guidance package finalised and disseminated to all provinces and relevant border units.</li> <li>3. Project completion report, including results summary, participant profile, lessons learned, and recommendations for follow on actions.</li> </ol>
<p><b>Project Outcomes</b></p>	<ul style="list-style-type: none"> <li>• <b>Improved knowledge and skills to implement updated SPS related regulations.</b> At least 70% of trained participants achieve a minimum 20% increase between pre and post training assessment scores on updated SPS regulatory requirements and procedures. This includes PAEO Agriculture Section staff in provinces and SPS border handling staff for plant and animal products.</li> <li>• <b>Standardised implementation practices applied across provinces and border points.</b> Provincial PAEO Agriculture Sections apply the standard training package and job aids in their routine SPS related work, evidenced by</li> </ul>

	<p>completed checklists, standard templates, and internal brief reports submitted after training.</p> <ul style="list-style-type: none"> <li>• <b>More consistent border handling and compliance actions for plant and animal products.</b> At least 60 SPS border handling staff apply the validated SOP checklists and documentation templates during inspections and clearance processes, evidenced by sample case files and supervisor verification during the project period.</li> <li>• <b>Stronger institutional coordination and sustained use of updated SPS guidance.</b> A national SPS coordination and lessons learned workshop produces an agreed set of implementation actions, and the Ministry disseminates the final guidance package for continued use, evidenced by an official distribution note and confirmed receipt by all targeted provincial and border units.</li> </ul>
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## IV. Project Deliverables and Timelines

### A. Project Deliverables

The Consultant will be responsible for a coherent set of deliverables centred around the development of the two Project Designs. The outputs will be developed through the following activities.

- 1) Deliverable 1: Project Design Work Plan
- 2) Deliverable 2: Stakeholder Consultations
- 3) Deliverable 3: Project Designs

#### **A.1 Deliverable 1 – Project Design Work Plan**

The Consultant will produce two (2) Project Design Work Plans that provides the tasks and timelines associated with the completion of the design. The Work Plans should include:

- An approach to stakeholder engagement and consultations, including a list of stakeholders to be engaged in the development of the Design. This will include any practical and logistical considerations regarding stakeholder engagement, detail specific stakeholders to engage with (e.g. key government agencies) and the expected outputs and outcomes from each of the consultations.
- Detailed and updated information on project timelines and key risks and mitigation.

In developing the Work Plan the Consultant will have access to: (i) two (2) approved Project Concepts noting the objectives, outputs, outcomes and other key details of the Projects and (ii) a Project Design Template. The Consultant should consult the RT4D Facility and the Project Proponent.

**Output – Two separate Project Design Work Plans, submitted to the RT4D Facility and the project proponent for inputs and approval.**

#### **A.2 Deliverable 2 – Stakeholder Consultations**

The Consultant will hold consultations with stakeholders as outlined in the approved Project Design Work Plans. The consultations will gather information, perspectives and feedback from key stakeholders to ensure key sections of the Project Designs reflect the needs and priorities of government and non-government stakeholders key to the implementation of the projects.

**Output – Two Stakeholder Consultation Reports (maximum of 3 pages for each report), submitted to the RT4D Facility and the project proponents for inputs and approval.**

### **A.3 Deliverable 3 –Project Designs**

Based on inputs collected from stakeholder consultations and in line with the Project Design Template, the consultant will prepare two separate Project Designs. The table below provides a summary of key areas within the Project Design Template.

<b>Project Overview</b>	<ul style="list-style-type: none"> <li>Description of the project objectives, beneficiaries and connection to other initiatives in line with the approved Project Concept</li> </ul>
<b>Project Description</b>	<ul style="list-style-type: none"> <li>Narrative description all project activities (including outputs, deliverables, and key tasks associated with the implementation of each activity)</li> </ul>
<b>Project Work Plan and Timeline</b>	<ul style="list-style-type: none"> <li>Summary work plan that (i) lists all activities, outputs, deliverables and tasks, (ii) responsible parties for each task and (iii) starting and completion dates for all tasks.</li> </ul>
<b>Project Risk Management and Sustainability</b>	<ul style="list-style-type: none"> <li>Identify risks that affect the achievement of project objectives and mitigating measures.</li> <li>Identify and describe the approach to ensure project remains relevant to the needs of beneficiaries beyond its implementation</li> </ul>
<b>Child Protection, PSEAH (Protection from Sexual Exploitation, Abuse and Harassment) and other Policy Considerations</b>	<ul style="list-style-type: none"> <li>This section outlines the project's approach to managing risks in line with DFAT's Child Protection and Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policies.</li> </ul>
<b>Project Management and Reporting</b>	<ul style="list-style-type: none"> <li>Specify all key actors and governance bodies who will need to be engaged in activity implementation.</li> </ul>
<b>Gender Equality, Disability and Social Inclusion (GEDSI)</b>	<ul style="list-style-type: none"> <li>In line with the Project Concept outline GEDSI dimensions of the Project and GEDSI Dimensions of the Sector</li> <li>Outline the project's approach to mainstreaming GEDSI (e.g. how the activity content, practitioners, and delivery will reflect RT4D's GEDSI requirements)</li> </ul>
<b>Communications and Media</b>	<ul style="list-style-type: none"> <li>In line with Project Concept, outline how the project objectives or outcomes support Parties in communicating the benefits of the RCEP/AANZFTA to their populations</li> </ul>
<b>Business Engagement</b>	<ul style="list-style-type: none"> <li>In line with Project Concept, outline how the project objectives or outcomes support Parties in engaging, building relationships or facilitating feedback from businesses</li> </ul>
<b>Addressing the Needs and Priorities of ASEAN Lesser Developed Economies</b>	<ul style="list-style-type: none"> <li>This section describes the project's approach to addressing the needs and priorities of ASEAN Lesser Developed Economies (LDEs).</li> </ul>
<b>Monitoring Evaluation and Learning</b>	<ul style="list-style-type: none"> <li>In line with the Project Concept, outline Project Outcome(s)</li> <li>In line with the Project's Outputs/Outcomes, please specify Performance Indicators to measure the success of the project.</li> </ul>

The Consultant will develop two (2) separate project design drafts in line with RT4D project design template by completing relevant sections within the Project design template as mentioned above. The Consultant will revise the Project Designs drafts in line with written feedback from the RT4D

Facility and the Project Proponents. In revising the Project Designs, the Consultant may organise additional meetings with RT4D to ensure clear understanding of the feedback before proceeding with edits to the document. It is expected that revisions may take at least two rounds of feedback. The final Project Designs will require approval from RT4D, the Project Proponents, DFAT and MFAT.

**Output – Two (2) separate Project Designs developed for each of the two projects mentioned above. Project Designs must be approved by the RT4D Facility, the Project Proponents, DFAT and MFAT.**

## **B. Deliverables, Tasks and Timeline**

Working closely with 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 **2 calendar months (8 weeks) with an estimated 10 - 15 professional working days**. Actual time will be agreed in negotiation with the selected Consultant. Work will commence immediately after contract signing.

<b>Deliverable</b>	<b>Tasks</b>	<b>Responsible Party</b>	<b>Deadline</b>
<b>Deliverable 1: Work Plan</b>	Task 1.1 Inception Meetings with RT4D and the Project Proponents.	RT4D Facility/Consultant/ Project Proponents	<i>Week 1</i>
	Task 1.2 Develop and submit Project Design Work Plan	Consultant	<i>Week 1</i>
	Task 1.3: Feedback and Approval of Project Design Work Plan.	RT4D & Project Proponents	<i>Week 2</i>
<b>Deliverable 2 – Stakeholder Consultations</b>	Task 2.1: Hold Consultations with approved list of stakeholders	Consultant	<i>Week 2 - 3</i>
	Task 2.2: Submit Stakeholders Consultation Reports using template provided by RT4D	Consultant	<i>Week 3</i>
	Task 2.3 Review and Approval of the Stakeholders Consultations reports.	RT4D and Project Proponents	<i>Week 4</i>
<b>Deliverable 3 – Project Designs</b>	Task 3.1 Develop two (2) separate Project Design Drafts in line with RT4D template.	Consultant	<i>Week 4</i>
	Task 3.2 (if required) Hold optional consultation with RT4D to clarify expectations on key sections of Project Design template.	Consultant	<i>Week 4</i>
	Task 3.3: Provide Feedback on the Project Design Draft	RT4D and Project Proponents	<i>Week 4 - 5</i>
	Taks 3.4: Revise two (2) Project Designs in line with RT4D and Proponents Feedback	Consultant	<i>Week 5</i>
	Task 3.5 (if required): Organise meeting with RT4D Facility to clarify feedback.	Consultant & RT4D	<i>Week 5</i>

	Task 3.6: Review and approval of Revised Project Designs	Consultant	Week 6
	Task 3.7 (if required): Revise Project Designs in line with RT4D and Project Proponents feedback. May require additional meetings with RT4D or the proponents to clarify outstanding questions/inputs.	RT4D & Project Proponents	Week 6 - 7
	Task 3.8: Approval of Project Design	RT4D, Project Proponents, DFAT and MFAT	Week 7 - 8

## V. Monitoring, Evaluation & Learning

The Consultant will be responsible for the development of the Monitoring, Evaluation and Learning (MEL) components of the Project Design. The MEL component addresses the following questions:

- A. What would a successful activity look like? What change do you expect in knowledge, behaviour, or policy as a result of the activity? Please describe as concretely as possible. What performance indicator do you suggest measuring whether the activity is successful? [this should be worded as Number of... Percent of...]
- B. What performance indicator do you suggest to measure whether the activity is successful? [this should be worded as Number of... Percent of...]
- C. What performance indicator do you suggest to track whether the activity has contributed to gender equality mainstreaming? What quantitative and qualitative indicators would you suggest to measure the impact of this activity on gender equality?
- D. How will RT4D obtain the data for the indicators above? Who is responsible for collecting the datapoint? What kind of tools need to be used (questionnaires, administrative forms, online surveys)?

The consultant should consult the RT4D MEL Manager to ensure relevant outputs are delivered in line with RT4D MEL requirements.

## VI. Gender Equality Disability and Social Inclusion

The Consultant will be responsible for the development of the Gender Equality, Disability and Social Inclusion (GEDSI) components of the Project Design. The GEDSI component addresses the following questions:

- A. How does this sector/activity impact men and women differently? Please cite gender disaggregated data if available. If you believe that your activity has no GEDSI dimensions, please justify here.
- B. How does this sector/activity give benefits to disadvantaged groups (e.g. disabled, ethnic minorities, MSMEs, the poor)? Are any measures needed to ensure that work in this sector, and specific to the subject of the activity, "Does No Harm"?
- C. How can the activities/facilities offered by this project be accessed by the different groups of people and/or by the targeted participants of the project?
- D. Does the proposed project provide a space or a mechanism for providing feedback and suggestions? If yes, who can provide those feedback and suggestions?

- E. How will this activity mainstream gender considerations? Please describe how the activity content, practitioners, and delivery will reflect RT4D's GEDSI requirements:

The consultant should consult the RT4D GEDSI Manager to ensure relevant outputs are delivered in line with RT4D GEDSI requirements.

## VII. Communications, Media, and Business Engagement

The Consultant will be responsible for the development of the Communication and Business Engagement components of the Project Design. This component addresses the following questions:

- A. How will this activity identify specific communications objectives and core messages for identified beneficiaries and partners.
- B. How will this activity support the development of relevant communications activities & channels across activity implementation cycle: (i) before the activity (e.g. materials, participant outreach, press release, event POSMs, etc), (ii) during activity implementation (e.g. media, interview, broadcasting), and after activity implementation (e.g. news article)?

The consultant should consult the RT4D Program Performance and Quality Lead to ensure relevant outputs are delivered in line with RT4D communications requirements.

## VIII. Reporting and Program Management

All deliverables are subject to feedback and amendments from the RT4D Facility team, project proponents and DFAT. The Consultant will engage regularly with these stakeholders in the drafting process, including seeking comments and adjustments and revising documents 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:

### RT4D:

- The RT4D Regional Manager is the main point of contact for the Consultant and will project manage the Assignment throughout the project lifespan. The RT4D Manager and relevant RT4D Facility team members will provide oversight and quality assurance through project implementation and ensure relevant approvals are obtained from the RT4D Facility Team and the Project Proponent.
- Members of the RT4D team, including the Program Delivery Lead (Fenny Chandra), Monitoring, Evaluation, and Learning (MEL) Manager (Lia Lairing), Program Performance and Quality Lead (Sebastian Cortes-Sanchez) and the Operations Lead (Isradi Alireja), will provide inputs to relevant activity outputs.

**Project Proponents:** Food and Drug Department (FDD), Ministry of Health (MoH), and Department of Planning and Cooperation, Ministry of Agriculture and Environment, Lao PDR are the Project Proponent of Project 1 and Project 2 respectively. The two Project Proponents will closely monitor, provide inputs and approve all listed project deliverables. The Consultant will be expected to consult and closely liaise with the project proponents' stakeholders throughout project implementation.

## IX. Risk Management

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

Risk	Likelihood	Impact	Mitigation Plan
Stakeholders are not available for consultations and/or do not provide timely feedback approval needed to complete the task.	<b>Medium</b>	<b>Medium</b>	RT4D will work closely with the Proponent to build an efficient approach to engaging key stakeholders.
Stakeholders engaged for consultation in the design process don't take a unified position on priorities or specific elements of the design document.	<b>Medium</b>	<b>Medium</b>	The RT4D Facility will promote open dialogue with the support of the consultant to help stakeholders reach consensus on priorities or specific elements on the design document.
The design is not aligned with cross cutting issues (MEL, GEDSI, Comms and Business Development).	<b>Low</b>	<b>High</b>	The RT4D Manager will work closely with the consultant to incorporate feedback from RT4D experts in MEL, GEDSI, Comms and regularly reviewing the design to ensure it is aligned to MEL, GEDSI, Comms and Business Development requirements.

## 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 Secretariate and by RCEP and their Subsidiary Bodies that are shared with RT4D's RCEP Implementation Support Program (RISP). RT4D security and confidentiality measures and protocols are underpinned by Tetra Tech (the managing contractor) 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 consulting firms and individuals should put forth technical support personnel that can support the RT4D Team in the completion of the two projects To ensure the above can be effectively

managed and completed in alignment with this TOR, it is recommended that organisations/consultants have:

- Demonstrated expertise in project design for donor-funded programs, including development of theories of change, results frameworks, Monitoring, Evaluation and Learning (MEL) frameworks, risk assessments, and implementation-ready project design documents.
- Strong experience conducting policy, institutional, regulatory, and stakeholder analysis, and translating findings into practical and evidence-based project design recommendations.
- Proven experience in designing and facilitating mixed-methods research, stakeholder consultations, key informant interviews, focus group discussions, and synthesis of qualitative and quantitative evidence to inform project design.
- Strong facilitation and stakeholder engagement skills, including experience working with government agencies, development partners, private sector stakeholders, and civil society organisations during project formulation processes.
- Demonstrated expertise in Gender Equality, Disability and Social Inclusion (GEDSI), including integration of GEDSI considerations into research methodologies, stakeholder engagement approaches, project design, and results frameworks.
- Strong analytical, report writing, and communication skills, with demonstrated ability to produce high-quality project design documents, policy briefs, operational frameworks, and strategic recommendations.
- Proven ability to manage iterative project design processes, including synthesising stakeholder feedback, responding to technical comments, and producing high-quality revised and final project design documents that reflect agreed priorities and requirements.
- Experience working with the Government of Lao PDR, development partners, and regional stakeholders, including ASEAN Member States and programs supported by the Governments of Australia and New Zealand, is highly desirable.

### **Specific-Project Expertise**

#### **Project 1: Operationalising the National SPS Committee through joint systems, tools, and pilots for RCEP implementation**

- Demonstrated expertise in Sanitary and Phytosanitary (SPS) systems, food safety, agricultural health regulation, and implementation of SPS-related commitments under RCEP, WTO, ASEAN, or similar regional frameworks.
- Experience analysing and designing institutional coordination mechanisms, inspection systems, certification processes, digital regulatory tools, and inter-agency governance arrangements relevant to SPS implementation and trade facilitation.

#### **Project 2: Strengthening Stakeholder Capacity for Compliance with Updated SPS Regulations in Lao PDR**

- Demonstrated experience in regulatory capacity development, competency assessment, and the design of training frameworks, guidance materials, and institutional learning systems for government officials and regulatory stakeholders.
- Strong understanding of SPS regulatory implementation, inspection procedures, border control processes, and compliance requirements affecting agricultural and food value chains, with the ability to translate technical requirements into practical capacity-building and knowledge-transfer approaches.

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, organisation 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 [procurement@regionaltrade4dev.org](mailto:procurement@regionaltrade4dev.org) and the listed **emails** 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
<b>Part A – Response to Technical Component</b>
<p><b>A.1 Approach and Methodology</b> - Outline approach to completing the stated scope of services. The approach should include:</p> <ul style="list-style-type: none"> <li>• A brief discussion indicating your understanding of project requirements.</li> <li>• 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.</li> </ul>
<p><b>A.2 Project Plan and Risk Management</b> – Please provide the following:</p> <ul style="list-style-type: none"> <li>• A project plan that specifies deliverables, tasks and timelines in line with section IV of the ToR.</li> <li>• Identify you approach to mitigating the project risks outlined in Section X of this ToR.</li> <li>• Indicate how the project will be monitored and reported in line with section IX of this ToR to ensure it is delivered in terms of quality, timeliness and cost.</li> <li>• Indicate the level of support that will be required from the RT4D Facility to complete the project.</li> </ul>

**A.3 Organisational/Individual Capabilities and Experience – Please specify the following:**

- Outline general organisational/individual 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 and provide brief summaries of relevant projects undertaken.
- 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.

**A.4 Project Team/Consultant and Resourcing – Describe approach to staffing including details of all proposed experts and their role in the delivery of the required services. This should include:**

- Key members of the project team/individual consultant, including their CVs, and demonstrate their skills and expertise essential to the delivery of this project.
- Roles, responsibilities, and level of participation of the project team members/individual consultant.
- An uncosted resource plan proposing the number of person days you expect each team member/individual consultant to undertake in delivering this project.

**Part B – Response to Financial Component**

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:

- 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.

**Annex B - Bidder Information**

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

<b>Name of Assignment</b>	
<b>Tenderer's Organisation or Person</b>	
<b>Address</b>	
<b>Contact Person and Title/Position</b>	
<b>E-Mail</b>	
<b>Telephone / Mobile Phone</b>	
<b>Business Name Registration (if applicable)</b>	
<b>Tax Registration Number (if applicable)</b>	
<b>Indicative number of years involved in similar business/work</b>	
<b>Date</b>	

