

REGIONAL TRADE FOR DEVELOPMENT (RT4D)

TERMS OF REFERENCE FOR THE PROJECT

AANZFTA Non-Tariff Measures (NTM) Stocktaking and Work Plan Development

1. Summary

Title	Consultant to implement the project “AANZFTA Non-Tariff Measures (NTM) Stocktaking and Work Plan Development”
Start Date	December 2026
Completion Date	July 2027
Reports to:	RT4D Manager: <i>Mai Nguyen, RT4D Regional Manager</i>
Interacts With	RT4D: Mai Nguyen, RT4D Regional Manager, Trang Duong, RT4D Program Officer ASEAN Secretariat (ASEC): <i>ASEAN Secretariat External Economic Relations Division (EERD)</i> FTA Subsidiary Body: <i>AANZFTA Committee on Trade in Goods (CTG)</i> Project Proponent: <i>ASEAN Member States and New Zealand</i>
Requires Approval from:	The RT4D Facility ASEAN Secretariat: <i>External Economic Relations Division (EERD)</i> FTA Subsidiary Body: <i>AANZFTA Committee on Trade in Goods (CTG)</i> Project Proponent: <i>ASEAN Member States and New Zealand</i>
Timetable for Tender Process	Request for Proposals: <i>28 October 2026</i> Closing Date for Queries: <i>10 November 2026</i> Closing Date for Proposals: <i>21 November 2026</i>
Submission Instructions	The provider should submit Technical and Financial submissions in alignment with requirements outlines in the Request for Proposal (RFP). The Submissions or any questions should be sent to the RT4D Manager at procurement@regionaltrade4dev.org . Please also copy: trang.duong@regionaltrade4dev.org . Queries must be submitted by 10 November 2026 ; proposals must be submitted by 21 November 2026 .
Scope of Work Summary: Tetra Tech International Development, as managing contractor of the Regional Trade for Development Facility (RT4D), is seeking a consulting firm/organisation or consortium (hereafter “the Consultant”) to manage and deliver a project approved under the ASEAN-Australia-New Zealand FTA (AANZFTA) Implementation Support Program (AISP). Under the scope of services set in this ToR, the Consultant will manage the delivery of the following project: AANZFTA Non-Tariff Measures (NTM) Stocktaking and Work Plan Development The Project Design will inform the implementation of this project.	

The delivery will be guided by standard RT4D processes and template and be subject to comments, amendments, and approval from RT4D Team, the Project Proponent, ASEAN Secretariat External Economic Relations Division (EERD), AANZFTA Committee on Trade in Goods (CTG), and Australia's Department of Foreign Affairs and Trade (DFAT).

2. Background

2.1 Project Objectives

Non-tariff measures or NTMs are widely recognised as one of the key obstacles to trade in goods, reducing the efficiency of trade, and limiting the full potential and benefits of regional and international trade. Significant efforts have been undertaken by the Parties to the ASEAN-Australia-New Zealand Free Trade Agreement (AANZFTA) Parties to address NTMs.

This project is undertaken to:

- Identify and assess existing AANZFTA initiatives aimed at addressing NTMs and procedural obstacles affecting regional trade in goods, including their scope, implementation and effectiveness;
- identify commonalities, gaps, challenges, and opportunities for improvement across existing NTM-related initiatives with a view to promoting greater coherence, coordination and complementarity in efforts to address NTMs;
- To provide the Committee on Trade in Goods (CTG) and relevant Subsidiary Bodies with evidence-based assessment of existing NTM-related initiatives and their outcomes, supporting informed policy development and prioritisation; and
- To support the CTG in adopting a more systematic and cohesive approach to reducing the impact of NTMs and procedural obstacles on regional trade in goods through the development of practical, evidence-based recommendations for future actions.

2.2 Intended Beneficiaries

The intended beneficiary of this project are representatives from ministries and agencies across all AANZFTA Parties, particularly the members of the Committee on Trade in Goods, whose work concerns facilitating trade in goods and regional trade cooperation, including supporting the reductions in numbers of NTMs or procedural obstacles impacting regional trade. The project's beneficiaries also include members of other relevant subsidiary bodies such as Sub-Committee on Rules of Origin (SC-ROO), Sub-committee on Sanitary Phytosanitary (SC-SPS), and Sub-committee on Standard, Technical Regulations and Conformity Assessment Procedures (SC-STRACAP). By providing access to evidence-based insights into the effectiveness of existing initiatives, the project will strengthen these committees' capacity to facilitate regional and international trade, thereby promoting regional integration and growth.

The project incorporates business perspectives in the development and prioritisation of recommended activities for future implementation. Consequently, traders and the private sector, including businesses led by women and people with disability, are the ultimate beneficiaries of the project as they may benefit from recommended activities, if adopted, that are evidence-based, demand-driven, practical, and responsive to the needs of businesses.

2.3 Project Outcomes

By generating stronger evidence-base on the effectiveness of existing AANZFTA initiatives addressing NTMs and procedural obstacles, the project will strengthen the capacity of the CTG and relevant SBs to adopt a more systematic, cohesive and evidence-based approach to identifying, prioritising and addressing barriers to regional trade in goods. The findings and recommendations

of the project will support the design of more targeted, coordinated, and effective initiatives under the AANZFTA framework, contributing to the reduction of trade-related obstacles, enhanced implementation of AANZFTA commitments, and deeper regional economic integration over time.

This outcome contributes to CTG's efforts to achieve its SSDP IO 1c¹ and RT4D IO1² and IO2³.

2.4 Complementarity with Other Efforts

Some relevant sources for reference include CTG Work Plan on NTMs, the AANZFTA Non-tariff measures review by the University of Adelaide in 2017, NTB Workshops, CTG NTM stocktaking matrix, the ASEAN Solutions for Investments, Services and Trade (ASSIST) database and NTM management tool, and other relevant research from regional institutes and think tanks including the Non-Tariff Measures: An Update (2019) by the Economic Research Institute for ASEAN.

3. Scope of Services

The RT4D Facility is seeking a **consulting firm/organisation or consortium** (the Consultant) to support the delivery of project activities between December 2026 and July 2027. The selected Consultant will be responsible for the scope of services outlined in the sections below.

3.1 Project Activities

A.1 Activity 1 – Scoping study on NTM initiatives

Activity description

While AANZFTA Parties have undertaken a range of initiatives to address NTMs, there is currently no comprehensive assessment of these existing efforts to determine their effectiveness, identify gaps and recommend future activities. To provide a better insight into the existing initiatives, evaluating their effectiveness and identifying gaps and good practices, the project will undertake a Scoping Study of the existing initiatives that include:

- NTM and procedural obstacle-related initiatives undertaken by ASEAN, including NTM Guidelines, NTM Database, the ASEAN Solutions for Investments, Services and Trade (ASSIST);
- ASEAN sectoral initiatives, including initiatives undertaken by the ASEAN Consultative Committee for Standards and Quality (ACCSQ);
- Initiatives undertaken in agreements other than AANZFTA, including WTO, e-Ping and other trade agreements;
- Other initiatives undertaken by AANZFTA parties.

Some available sources include the CTG Work Plan on NTMs, the AANZFTA Non-tariff measures review by the University of Adelaide in 2017, NTB Workshops, CTG NTM stocktaking matrix, the ASSIST database and NTM management tool, and other relevant research from regional institutes

¹ Demonstrated reductions in numbers of NTMs or procedural obstacles adversely impacting regional trade in goods.

² FTA workstreams supported by RT4D effectively assist economic cooperation and integration as prioritised by FTA Parties, particularly LDCs.

³ FTA committees and sub-committees have increased capacity to develop strategic priorities and design relevant activity proposals.

and think tanks including the Non-tariff Measures-An updated in 2019 by the Economic Research Institute for ASEAN.

The assessment of these initiatives should focus on analysing their relevance, effectiveness and areas for improvement using an assessment framework; assessing commonalities; as well as determining elements that are relevant and transferable; and where evidence is sufficient, determining whether the existing initiatives are adequately inclusive of disadvantaged groups. The Study will apply existing ASEAN and international definitions and frameworks to distinguish NTMs from procedural obstacles, rather than developing new definitions.

The assessment will prioritise regional initiatives over bilateral ones, except where a bilateral initiative could realistically be replicated or implemented at a regional level. Where feasible, the Scoping Study will also examine why previously recommended initiatives on NTMs have not been taken up, to inform the practicality and feasibility of future recommendations.

The assessment will be sector-wide; however, a greater emphasis should be placed on food, fibre and consumer goods, and import licensing measures applied to those sectors, which have been identified as common priority sectors across the region.

Activity output:

- A scoping study.

Consultant responsibilities

The Consultant shall be responsible for the full implementation of the activity description and delivery of the Scoping Study on NTM Initiatives, including, but not limited to, the following:

- Develop the research outline, methodology and assessment framework for the Scoping Study, and submit them to the Project Proponent and RT4D for review and approval.
- Conduct a comprehensive desk review of existing NTM and procedural obstacle-related initiatives, including those undertaken by ASEAN, ASEAN sectoral bodies, AANZFTA Parties, the WTO and other relevant trade agreements, drawing on available reports, databases and research.
- Assess the relevance, effectiveness, gaps, commonalities and good practices of existing initiatives, including elements that are relevant and transferable, and reasons why previously recommended initiatives have not been taken up, where feasible. Consider the inclusiveness of existing initiatives for disadvantaged groups where sufficient evidence is available.
- Undertake a sector-wide assessment, with greater emphasis on food, fibre and consumer goods, and import licensing measures applied to these sectors. Apply existing ASEAN and international definitions and frameworks to distinguish NTMs from procedural obstacles.
- Analyse and synthesise findings to identify areas for improvement and potential future activities, prioritising regional initiatives and considering opportunities for regional replication.
- Develop the Scoping Study, including key findings and recommendations; submit the draft to the Project Proponent and RT4D for review, incorporate feedback, and finalise for approval.

A.2 Activity 2 – Stakeholder consultations

Activity description

To inform the scope of future initiatives, the project will undertake consultations with government and business stakeholders across all 12 AANZFTA Parties to identify the priority areas and shared regional concerns.

Government stakeholders: consultations will be taken with government agencies and representatives from the 12 AANZFTA trade facilitation committees, including members and Co-chairs of those committees. Consultations will also be taken with the ASEAN Trade Facilitation Joint Consultative Committee (ATF-JCC).

Business stakeholders: the consultations will be undertaken with Business councils, chambers of commerce, and relevant business associations, such as Australia-ASEAN Chamber of Commerce, Australia-ASEAN Business Council, ASEAN-New Zealand Business Council, ASEAN-New Zealand Business Alliance, ASEAN Business Advisory Council (ABAC).

The consultation will be coordinated jointly by the ASEAN Secretariat where feasible, and conducted in various forms where convenient for parties, including online interviews, in-person interviews, written questionnaires, and focus group discussions, to ensure the responsiveness of countries.

The collected insights will form a Stakeholder Consultation Report which identifies priority areas – including sectors and types of NTMs most relevant to the Parties and would benefit from the strengthened cooperation across the region. Through this process, the project will be able to generate an evidence base for identifying targeted areas for future activities undertaken by CTG, other subsidiary bodies and AANZFTA Parties.

The Stakeholder Consultation Report will, subsequently, be validated through a further consultation process with key government and business stakeholders. Comprehensive business consultations will ensure the findings are accurately and credibly reflected, and recommended activities are commercially impactful for businesses in the AANZFTA region.

Activity output:

- Stakeholder consultation report.

Consultant responsibilities

The Consultant shall be responsible for the full implementation of the activity description and delivery of the Stakeholder Consultation Report, including, but not limited to, the following:

- Develop the stakeholder mapping, consultation approach, questionnaires and consultation tools, and submit them to the Project Proponent and RT4D for review and approval.
- Conduct consultations with government stakeholders across all 12 AANZFTA Parties, including relevant government agencies, members and Co-chairs of AANZFTA trade facilitation committees, and the ASEAN Trade Facilitation Joint Consultative Committee (ATF-JCC).
- Conduct consultations with business stakeholders, including business councils, chambers of commerce and relevant business associations across the AANZFTA region, to identify priority areas and shared regional concerns.

- Coordinate consultations with the ASEAN Secretariat where feasible, using appropriate formats, including online and in-person interviews, written questionnaires and focus group discussions, to maximise participation and responsiveness of AANZFTA Parties.
- Analyse and synthesise consultation findings to identify priority sectors, types of NTMs and areas for strengthened regional cooperation, providing an evidence base for future activities by CTG, other subsidiary bodies and AANZFTA Parties.
- Develop the Stakeholder Consultation Report and facilitate its validation through further consultations with key government and business stakeholders. Submit the draft report to the Project Proponent and RT4D for review, incorporate feedback, and finalise for approval.

A.3 Activity 3 – List of recommended activities

Activity description

Informed by the scoping study and the stakeholder consultations, project will develop a list of recommended activities structured to address key NTMs for potential future implementation by the CTG and other relevant subsidiary bodies:

- The list includes approximately 8 to 10 potential initiatives that are practical, tangible, scalable, and sufficiently detailed to enable the CTG to compare their relevance, feasibility, potential impact, and resource requirements.
- The list may include initiatives that can be broken down into smaller activities.
- Each recommended initiative must be supported by robust analysis - a framework needs to clearly state the problem, map out the context, define root causes or rationale, set clear objectives, intended beneficiary, intended outcomes, present structured options and set out an action plan for implementation, monitoring, evaluation, and learning.
- The recommendations will be sector-wide; however, greater emphasis should be placed on food, fibre and consumer goods and import licensing measures applied to those sectors, which have been identified as common priority sectors across the region.
- From this broader list, the consultation should give the top three priority initiatives - the prioritisation process should be guided by regional relevance, potential value, inclusivity, and to the extent to which they can be realistically addressed within the capacity of the CTG and relevant subsidiary bodies. The analysis must bridge the gap between recommendations and operational reality – the capability of AANZFTA institutional structures, delivery pathways, mandates, financial resources, asset requirements, and scalability triggers.

Activity output:

- A list of recommended activities for potential future implementation by the CTG and other relevant subsidiary bodies. Activities are structured to address key NTMs.

Consultant responsibilities

The Consultant shall be responsible for the full implementation of the activity description and delivery of the List of Recommended Activities for Potential Future Implementation, including, but not limited to, the following:

- Review and synthesise findings from the Scoping Study and Stakeholder Consultation Report to identify key NTMs, priority areas and opportunities for future regional cooperation.
- Develop a framework and methodology for identifying, assessing and prioritising potential initiatives, and submit them to the Project Proponent and RT4D for review and approval.
- Develop a list of approximately 8–10 practical, tangible and scalable initiatives structured to address key NTMs, with greater emphasis on food, fibre and consumer goods and relevant import licensing measures.
- Undertake robust analysis of each proposed initiative, including the problem and context, root causes or rationale, objectives, intended beneficiaries and outcomes, implementation options, and action plans covering implementation, monitoring, evaluation and learning, including resource requirements and scalability considerations.
- Assess the relevance, feasibility, potential impact and resource requirements of the proposed initiatives, taking into account the mandates, institutional capacity, delivery pathways and operational constraints of the CTG and relevant subsidiary bodies.
- Facilitate the prioritisation of the top three initiatives through stakeholder consultations, considering regional relevance, potential value, inclusivity and feasibility of implementation.
- Prepare the List of Recommended Activities for Potential Future Implementation, including supporting analysis and prioritisation results; submit the draft to the Project Proponent and RT4D for review, incorporate feedback, and finalise for approval.

Project Completion Report

- Prepare and finalise the Project Completion Report (PCR) in accordance with the RT4D template, incorporating feedback from RT4D/ CTG, and submit for approval.

4. Project Work Plan

Working closely with the RT4D team and the Project Proponent 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 **8 calendar months**. Work will commence immediately after contract signing.

Activity/Task	Responsible Party	Deadline
Activity 1: Scoping Study		
Task 1.1: Develop workplan and methodology for the scoping study. Obtain required feedback and approval.	Implementing partner, CTG, ASEC, RT4D	Dec 2026
Task 1.2: Conduct research and data collection/consultations; and develop a recommended outline of the scoping study. Obtain required feedback and approval.	Implementing partner, CTG, ASEC, RT4D	Dec 2026
Task 1.3: Conduct further research and data collection/consultations. Analyse findings to develop the first draft of the scoping study.	Implementing partner, CTG, ASEC, RT4D	Dec 2026-Jan 2027
Task 1.4: Conduct revisions in accordance with the guidance and feedback of relevant stakeholders.	Implementing partner, CTG, ASEC, RT4D	Jan 2027
Task 1.5: Develop the final draft of the scoping study. Obtain final approval.	Implementing partner, CTG, ASEC, RT4D	Feb 2027
Activity 2: Stakeholder consultations		
Task 2.1: Develop questionnaires for interviews and surveys. Obtain required feedback and approval.	Implementing partner, CTG, ASEC, RT4D	Jan 2027
Task 2.2: Circulate questionnaires and conduct consultations in coordination with ASEC, CTG, and RT4D.	Implementing partner, CTG, ASEC, RT4D	Jan-Mar 2027
Task 2.3: Analyse inputs and formulate the first draft of the stakeholder consultation report.	Implementing partner	Mar 2027

Activity/Task	Responsible Party	Deadline
Task 2.4: Conduct revisions and further consultations in accordance with the guidance and feedback of relevant stakeholders.	Implementing partner, CTG, ASEC, RT4D	Mar 2027
• Task 2.5: Develop the final draft of the stakeholder consultation report. Obtain final approval.	Implementing partner, CTG, ASEC, RT4D	Apr 2027
Activity 3: List of recommended activities		
• Task 3.1: Develop a draft list of recommended activities.	Implementing partner	Mar 2027
• Task 3.2: Conduct revisions and further consultations in accordance with the guidance and feedback of relevant stakeholders.	Implementing partner, CTG, ASEC, RT4D	Mar-Apr 2027
• Task 3.3: Develop a final list of recommended activities. Obtain final approval	Implementing partner, CTG, ASEC, RT4D	May 2027
Prepare and submit the Project Completion Report. Obtain required feedback and approval.	Implementing partner, CTG, ASEC, RT4D	Jun 2027

5. Gender Equality Disability and Social Inclusion

All RT4D projects mainstream Gender Equality Disability and Social Inclusion (GEDSI) throughout the project cycle. The Consultant will be responsible for ensuring that project implementation embeds GEDSI in line with the requirements set in this ToR. The Consultant should consult and work closely with the RT4D Manager, RT4D GEDSI & Trade Manager, Project Proponent and other stakeholders in ensuring that the project implementation addresses these requirements.

The Consultant is expected to adhere to the following RT4D Guidelines as required:

- Embedding GEDSI considerations into the methodology, work plan, stakeholder engagement and activity delivery.
- Identifying and addressing barriers to the participation, access, influence and benefit of women, people with disability and other relevant or underrepresented groups.
- Applying inclusive and accessible approaches to consultations, workshops, training, communications and other activities.
- Ensuring that relevant GEDSI perspectives are reflected in project outputs, recommendations, tools and other deliverables.
- Collecting disaggregated participation data.
- Reporting on GEDSI actions, participation, results, risks and lessons through the agreed project reporting and MEL processes.

The Consultant must ensure that appropriate technical expertise and resources are available throughout implementation to support the effective integration of GEDSI requirements into project activities, outputs, communications, monitoring and reporting.

5.1 GEDSI Dimension of the Project

The project will address NTMs by stocktaking the existing initiatives undertaken within AANZ, evaluating gaps and identifying good practices as well as developing a prioritised list of recommended activities. A GEDSI (Gender Equality, Disability and Social Inclusion) view will be applied throughout the assessment to ensure that, alongside the effectiveness, the analysis considers whether existing initiatives address disadvantaged groups such as MSMEs, women-led and people-with-disability (PWD)-led businesses.

5.2 GEDSI Dimensions of the Sector

Non-tariff measures could create disproportionate barriers for marginalized groups such as micro, small and medium enterprises (MSMEs), women-led and PWD-led businesses, who have less resources to fulfil compliance costs. Therefore, they may face more obstacles arising from NTMs while doing trade, limiting their participation in regional and international markets and value chains.

5.3 GEDSI Mainstreaming

A. How will this project mainstream gender considerations? Describe how the project's content, practitioners, and delivery will reflect RT4D's GEDSI requirements?

- Embed GEDSI lens in the assessment of existing initiatives: where evidence is sufficient, determining whether the existing initiatives are adequately inclusive of disadvantaged groups;

- Employ an inclusive approach while conducting consultations with governments and businesses: ensure that consultations are designed with dedicated questions on GEDSI considerations to enable meaningful participation of women and the underrepresented groups and their perspectives are reflected in the evidence gathered.
- Inclusivity is one of the factors to guide the prioritisation process of future activities.

B. Who are the targeted participants of the project's activities? What will be the planned proportion of male and female participants? Will there be participants with disabilities and/or other participants representing under-represented and/or under-privileged groups?

- The project beneficiaries are the members of the Committee on Trade in Goods;
- As this project is not an outreach activity with a pre-determined beneficiary, the proportion of sex and disability is pre-determined within the Committee on Trade in Goods and is not relevant for this project.
- The key business consultations remain with regional chambers and councils where the proportion of sex and disability is pre-determined. However, the project may also seek and track participation of women-led and disability-owned businesses in the business consultations.

C. How does this project benefit disadvantaged groups (e.g. people with disability, ethnic minorities, MSMEs)? What will the project do to apply the "Do No Harm" principle?

- While conducting the assessment of existing initiatives, identifying gaps and good practices, the project will adopt a GEDSI view to evaluate whether each initiative addresses disadvantaged groups. That assessment will then inform CTG members of the future initiatives that are more informed, better-designed and evidence-based.

D. How will the proposed project activities ensure the voices and aspirations of all participants, including those representing woman and other marginalised groups, be heard and incorporated? What measures will the project take to incorporate the views and input of women, people with disability and other marginalise groups in the various stages of project implementation?

- As this project is not an outreach activity with a pre-determined beneficiary, the proportion of sex and disability is pre-determined within the Committee on Trade in Goods and is not relevant for this project.
- While conducting consultations with government and business stakeholders, the project will employ gender-responsive outreach and consultation approach.

E. How will you ensure the organisation and/or implementation of project activities is inclusive (please refer to the RT4D Guidelines for Inclusive Events and Communications)?

- As this project is not an outreach activity with a pre-determined beneficiary, the proportion of sex and disability is pre-determined within the Committee on Trade in Goods and is not relevant for this project.

- While conducting consultations with government and business stakeholders, the project will employ and conduct gender-responsive outreach and consultation approach.

6. Communications and Media

The Consultant will support the RT4D Facility in meeting any Communications and Media objectives through the course of the Project.

All reports, presentations, invitations, event materials and other communications products must be accurate, evidence-based, fit for purpose, accessible and of a high professional standard. Materials must comply with RT4D branding, acknowledgement and approval requirements, as advised by the RT4D Communications Team.

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

- Use approved RT4D branding, templates, logos and acknowledgement wording in project documentation and materials (e.g. reports, PPTs, invitations).
- Provide timely project information, verified evidence, photographs, participant inputs, quotations, testimonials and other materials required for RT4D communications and reporting.
- Collect photographs, video or other visual materials during project activities, where appropriate and with the required consent and permissions.
- Ensure that communications use inclusive and respectful language, representative imagery and accessible formats, including alt text, captions, transcripts or plain-language summaries where relevant.
- Obtain the required consent and permissions for the use of personal information, images, video, quotations, testimonials and case studies, including any additional safeguards required for children, people with disability or other vulnerable groups.
- Submit public-facing communications products to the RT4D Manager and Communications Team for review and approval before publication or distribution.

RT4D will retain oversight of communications quality, branding, messaging, approvals and release. The Consultant must not publish or distribute public-facing communications products relating to the Project without the required RT4D and, where relevant, Project Proponent, partner or donor clearance.

In addition, the Consultant is expected to manage the implementation of the project so that it adheres to communications objectives and planned outputs outlined in the sections below.

6.1 Communications Focus, Key Messages and Audiences

The project generates stronger evidence-based insights and a clearer basis for future activities and initiatives for the members of the Committee on Trade in Goods (CTG) and other relevant subsidiary bodies, thereby strengthening their capacity to adopt a more evidence-based and coordinated approach to address the obstacles to regional trade in goods raised from NTMs; and to design future initiatives. In doing so, the project contributes to facilitating regional trade integration.

The main audiences of this project include:

- Members of the Committee on Trade in Goods;
- ASEAN Secretariat;

- Members of other relevant subsidiary bodies, including Sub-Committee on Rules of Origin (SC-ROO), Sub-committee on Sanitary Phytosanitary (SC-SPS), and Sub-committee on Standard, Technical Regulations and Conformity Assessment Procedures (SC-STRACAP);
- Members of the FTA Joint Committee.

6.2 Communications Outputs

- The communication output includes a scoping study. That scoping study will only be shared among CTG and other relevant subsidiary bodies – that is, it will be for the internal use of AANZFTA subsidiary bodies.

7. Business Engagement

A. Business relevance

While the intended beneficiary is the members of the Committee on Trade in Goods, the final beneficiary of the project are businesses that encounter and seek to navigate through NTMs in their cross-border trade. The project, through comprehensive consultations with business stakeholders, will therefore ensure that the recommended activities are grounded in practical challenges faced by businesses.

B. Reflection of business needs in project delivery

The business needs and practical insights will be captured through the consultations and reflected in the stakeholder consultation report, which subsequently informs the development and prioritisation of recommended activities for future implementation. That process will help ensure that the future initiatives are practical and fit for purpose for the intended beneficiaries.

C. Direct business engagement, if relevant

The project engages government and business stakeholders in the consultations to identify their priority areas and sectors that are aligned with the economic priorities of AANZFTA Parties and would benefit most from strengthened regional cooperation. Business engagement includes the Australia-ASEAN Chamber of Commerce, Australia-ASEAN Business Council, ASEAN-New Zealand Business Council, ASEAN-New Zealand Business Alliance, and ASEAN Business Advisory Council (ABAC).

D. Use of business input

The business input will be reflected in the stakeholder consultation report, which subsequently informs the development and prioritisation of recommended activities for future implementation. This process will ensure that the proposed future activities are evidence-based, demand-driven, practical, and responsive to the needs of businesses.

8. Support to Lesser Developed Economies

A. Recognition of differentiated needs

The project enhances the capacity of the members of the Committee on Trade in Goods and other relevant AANZFTA subsidiary bodies. Those include representatives from ASEAN Lesser Developed Economies (LDEs). As outlined in the activity description, in developing and prioritising recommended activities, the project will assess their feasibility and resource

requirements, which includes whether they are realistic and achievable given the varying levels of capacity across the AANZFTA.

B. Participation and practical relevance

By providing CTG and other subsidiary bodies' members with a stocktake of existing initiatives, identified gaps and good practices, and a prioritised list of recommended activities, the project will provide not only AANZFTA subsidiary bodies but also government agencies across the region with better capacity to design future initiatives that are practical, fit for the pace and the constraints each government is facing, including LDE governments.

9. Monitoring, Evaluation & Learning

The project's performance will be monitored against the activities, outputs, outcomes, indicators and evidence sources specified in this ToR. The Consultant will support the RT4D Facility to collect, manage and report reliable evidence on project delivery, participation, output quality, GEDSI integration, stakeholder feedback, outcomes and learning. The Consultant should consult the RT4D MEL Team throughout implementation, as required.

The Consultant must ensure that sufficient appropriately skilled personnel, time and other resources are available throughout implementation to meet the MEL requirements set out in this ToR.

The Consultant's MEL responsibilities will include the following mandatory requirements for all projects:

- collecting, managing and reporting evidence against the activities, outputs, outcomes, indicators and evidence sources specified in this ToR;
- providing relevant GEDSI participation data, including sex and disability disaggregation where required;
- documenting evidence of output delivery, quality, stakeholder feedback, lessons learned and, where required, the use, application, adaptation or uptake of project outputs; and
- preparing Progress and Project Completion Reports, using the standardised RT4D template, documenting delivery against the approved activities, outputs and work plan, and assessing whether the project met or contributed to its intended outcomes. In assessing project outcomes reports must describe observed changes, including who changed, what changed, when and where the change occurred, the supporting evidence and the significance of the change.

Table 9-1: Project Performance Indicator

Result level	Project result	Indicator	Target	Evidence/source	GEDSI consideration
Outcome	CTG and relevant subsidiary bodies have stronger evidence base, and prioritised recommendations to inform the future NTM	Project findings/ recommendations are acknowledged/ considered	Evidence that the findings and recommendations are acknowledged and considered by CT and/or relevant SBs in determining	Dissemination record, meeting records/minutes, meeting papers, written feedback, correspondence, or documented follow-up.	Yes. GEDSI considerations flow through the prioritisation process

Result level	Project result	Indicator	Target	Evidence/source	GEDSI consideration
	cooperation activities		future NTM cooperation activities		
Output 1	Evidence base on existing NTM initiatives, gaps and transferable good practice available	Scoping study completed against the agreed scope	One scoping study completed, validated and approved	Final scoping study, approval record.	Yes. Where evidence is sufficient, determining whether the existing initiatives are adequately inclusive of disadvantaged groups
Output 2	Government and business priorities and perspectives on NTMs are captured and reflected in the list of recommended activities	Stakeholder consultations capture government and business priorities and perspectives on NTM	Consultations completed and findings consolidated into a stakeholder consultation report	Consultations report, approval record.	Yes. Consultations will adopt an inclusive approach, incorporating dedicated questions on GEDSI considerations
Output 3	Feasible future NTM cooperation activities identified and prioritised	A list of quality, practical and tangible future NTM cooperation activities completed against the agreed scope	One prioritised list developed, validated and approved	Final prioritised list, approval record.	Yes. Inclusivity is one of the factors to guide the prioritisation process of future activities

10. Reporting and Program Management

Deliverables are subject to feedback and amendments from the RT4D Facility team, the Project Proponent, AANZFTA Committee on Trade in Goods (CTG), and ASEAN Secretariat External Economic Relations Division (EERD). 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
Committee on Trade in Goods (CTG)	- Approve project design - Provide guidance regarding relevance to AANZFTA Parties - Review and approve project deliverables - Take forward agreed recommendations, subject to confirmation

Stakeholder and Contact Points	Responsibilities
	- Approve project completion report
ASEC External Economic Relations Division (EERD)	- Facilitate engagement with relevant Committee(s) and AANZFTA Parties - Provide guidance regarding relevance to AANZFTA Parties - Support project activities including, but not limited to, stakeholder coordination, invitation outreach - Review project deliverables
Proponents (ASEAN Member States and New Zealand)	- Confirm rationale, scope, priorities, and implementation requirements - Coordinate with implementing partner and other stakeholders on project implementation where needed. - Review project deliverables
RT4D Facility	- Manage relevant procurements of project implementation, and provide contract management - Provide overall project management and technical oversight, monitor progress and quality assurance of Project implementation - Review project deliverables - Provide budget monitoring and reporting
External implementing partner	- Deliver project activities in accordance with the approved Project Design and work plan; coordinate stakeholder engagement; prepare project deliverables and progress reports; and integrate monitoring, evaluation, learning (MEL), GEDSI, and communications requirements throughout project implementation.

11. 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 \(PSEAH\)](#) Policies. In the design of stakeholder consultations and workshop or training activities 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 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:

- PSEAH training and awareness: training and briefings for personnel and relevant partners appropriate to their role and exposure to risk.

- Supervision and oversight: appropriate supervision of activities to reduce opportunities for misconduct, including the use of multiple facilitators in group settings where relevant.
- Gender-responsive participation: efforts to ensure gender balance among participants and facilitators, and engagement arrangements that are safe, inclusive and appropriate.
- Communications and imagery: project imagery, case studies and communications that are respectful, culturally appropriate, and do not reinforce harmful gender divisions of labour.

12. 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 contractor) systems.

All files/outputs associated with the delivery of outputs set in this TOR will be stored on a secure file-sharing platform (SharePoint). Access to SharePoint 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 project.

13. Risk Management and Safeguards

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

Risk	Likelihood	Impact	Mitigation Plan
Limited data for the stocktake	Low	High	Develop a comprehensive research plan, drawing on multiple sources. Where data gaps remain, additional targeted stakeholder consultations and validation will be conducted.
Limited participation in the stakeholder consultations	High	High	Develop a robust stakeholder engagement plan with early coordination and active support from the ASEAN Secretariat and RT4D to ensure participation of AANZFTA Parties.
The stakeholder consultations under-represent women-	High	Medium	Consultations with regional chambers and councils will adopt an inclusive approach, incorporating dedicated questions on

Risk	Likelihood	Impact	Mitigation Plan
led, disability-owned or other marginalised businesses			GEDSI considerations. Additionally, the project may also seek and track participation of women-led and disability-owned businesses in the business consultations.
Delay feedback and lack of engagement from key stakeholders	High	High	Undertake advanced planning and communicate the timeline to stakeholders at an early stage. Maintain regular follow-up and communications with RT4D and the ASEAN Secretariat to address emerging delays and engagement challenges.

About RT4D

Regional Trade for Development (RT4D) is an AUD53.3 million, 6-year initiative funded by the governments of Australia and New Zealand to support the effective implementation of ASEAN-Australia-New Zealand Free Trade Area (AANZFTA) and the Regional Comprehensive Economic Partnership (RCEP) agreements.

RT4D is delivered through 3 programs: the AANZFTA Implementation Support Program, the RCEP Implementation Support Program and the Australia-funded Trade and Gender Equality Incubator. Through these programs, RT4D provides targeted technical expertise, supports planning and coordination with ASEAN partners, focuses on less developed ASEAN economies, and facilitates selected FTA implementation in ways that support inclusive development outcomes.

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