

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

I. General information

Assignment name	Capacity Building Activities for the improvement of air quality in ASEAN Lot 1 : Capacity building activities on the engagement and Policies Toward the Private Sector to Improve Air Quality
Beneficiary	ASEAN Member States
Country	ASEAN countries: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Viet Nam
Total estimated number of days	60

II. Context and justification of the need

Context and strategic challenges

Sustainable Development Goal 3 is intended to ensure healthy lives and promote well-being of everyone. Among the specific targets is the reduction of deaths and illnesses from hazardous chemicals and pollution, which is a major health, environmental, economic and social issue, with over 90% of the world's population exposed to the phenomenon. It is both a local and global phenomenon, affecting urban and peri-urban areas as well as rural areas, and it is the most vulnerable people who are most exposed to its effects. Asia is the continent most affected. In Southeast Asia, air pollution is reaching critical levels, sparing no area and impacting mainly the most vulnerable populations (children, the elderly, people working outdoors, etc.). It tends to intensify as a result of increasing urbanization, rapid economic development in the region (leading to growth in industrial activities and energy demand), and vulnerability to the effects of climate change (e.g., forest fires and peat bogs). Air pollution has major impacts on the economy, public health and the environment. Considerable efforts need to be made in the region to improve air quality through a multi-sectoral approach (including transport, agriculture, energy, waste, etc.) and at different levels (among the population, policymakers and authorities, and other stakeholders): raising awareness, improving knowledge of pollution, drawing up public policies and action plans.

As this is a concern that affects all in multiple levels, it is essential to engage everyone in the conversation and have them participate in addressing this concern through the most effective and feasible means.

Objectives of the AQIP for ASEAN

The project, "Air Quality Improvement Program (AQIP) for ASEAN", is envisaged to support ASEAN and the ASEAN Member States (AMS) in their efforts to develop comprehensive public policies for improving air quality within their jurisdictions.

This overall objective of the project is translated in several specific objectives that are intended:

- i) To reinforce awareness of air quality issues among the population and the main stakeholders (i.e., policymakers, authorities, industries);
- ii) To increase the knowledge and understanding of air quality management mechanism in respective AMS;
- iii) To strengthen local capacities in each AMS with training programs and technical support provided by international experts; and,
- iv) To draft guidelines and policy recommendations tailored to ASEAN's circumstances and needs to manage air quality in each AMS.

To realise the objectives, three studies/guidelines will be prepared, namely:

- 1) Study and guidelines on particulate matter (PM) composition analysis;
- 2) Study and guidelines for the elaboration of emission inventories in ASEAN; and,
- 3) Guidelines on air quality and health co-benefits of climate policies.

Complementing these are four training programs on the following topics:

- 1) Improvement of air quality monitoring and establishment of a data management system (DMS);
- 2) Emissions inventories (methodology, data collection, relevant emissions factors, use for policy making);
- 3) Engagement and policies toward the private sector to improve air quality; and
- 4) Long term strategy planning of air quality.

In addition, two study tours to foster experience sharing are designed to further enhance the exchange of knowledge and experiences among air quality practitioners.

The target beneficiaries are local and national decision-makers in AMS, particularly the representatives from the environment agencies responsible for the development and implementation of air quality policies and regulations.

AQIP will run from 2023 to 2025 and is developed in relation to national level air quality improvement initiatives of the Agence Française de Développement (AFD) in Cambodia, Indonesia and Thailand as well as a completed technical assistance in Viet Nam.

AQIP is a collaboration between the ASEAN Working Group on Environmentally Sustainable Cities (AWGESC), the Environment Division of the ASEAN Secretariat, AFD and Expertise France (EF) as implementing partner.

This project is consistent with the areas of cooperation identified by the ASEAN-France Development Partnership Committee, which was established after ASEAN conferred ASEAN Development Partner status on France in September 2020. This formal partnership paves the way for stronger cooperation between ASEAN and France, particularly in the implementation of mutually beneficial projects, schemes, and cooperative activities.

III. Objectives and desired results for capacity building activities: Engagement and policies toward the private sector

1) *Background*

The strategic commitment and policies towards the private sector are important measures to improve air quality. This particularly concerns the industrial and energy production sectors, as well as the transport, shipping, agriculture and construction sectors. These sectors are often major contributors to air pollutant emissions, while sometimes shirking responsibilities and regulations concerning the reporting and limitation of pollutant emissions. They may also lack the knowledge, skills and means to implement best practices and techniques to reduce their emissions of air pollutants.

These activities will be carried out through webinars and workshops, aimed at regional, national and local decision-makers from AMS, and in particular from the project's partner bodies (e.g. ASEAN Senior Officials on Environment (ASOEN), ASEAN Working Group on Environmentally Sustainable Cities (AWGESC).

In general, the capacity-building activities should capitalize on and build on initiatives and work in progress by ASEAN and its partners, with Clean Air Asia and other initiatives from the Asia Development Bank or UN-ESCAP.

In these capacity-building activities, it is recommended that the service provider follow the principles and recommendations of the Climate and Clean Air Coalition¹ convened by UNEP, that suggests a framework and guidelines and rules for engagement of the private sector.

2) *Specific objectives, methods and activities*

The specific objectives of the assignment are:

- To provide information and knowledge to decision-makers from ministries of industry, energy, transport and representatives of polluting activities to establish a common strategy towards improving air quality;
- To present examples of successful policies adopted by countries that decided to engage with the private sector to improve air quality.
- To explain the methodology to agree on a strategy and to setup common objectives requiring the commitment of leaders from polluting activities thanks to the industry and sector transformation, the use of innovative solutions and allocation of specific resources.
- To provide support to the AMS developing their policies towards the private sector.

Capacity-building activities under this component could take the form of training courses, coaching and seminars. The training materials will include the notions and information contained in the study and preparation of guidelines developed in the other part of AQIP ASEAN.

The anticipated target audience are:

¹ <https://www.ccacoalition.org/content/private-sector-engagement>

- High-level representatives of ministries of industry, energy, transport, health and high-level representatives of polluting activities (industry, transport, energy, waste treatment, shipping, agriculture and construction sectors).
- Focal points for reporting and regional cooperation on air quality in environment ministries.
- 50% of the attendees of capacity building activities are women.

The specific activities of this assignment are:

1. To develop a detailed training programme and the corresponding training material in line with the objectives of the capacity building component.
2. To deliver the trainings activities as courses (on-site and on-line), coaching, seminars.
3. To present the results to the Steering Committee of the AQIP ASEAN.

Specifically, it is proposed to carry out the following activities:

- Develop and deliver a training program intended to support the project objectives, including discussions but not limited to the following:
 - establishment of a common understanding and strategy towards improving air quality
 - regulatory and economic instruments prevalent in ASEAN that are used to address pollution
 - prevailing private sector initiatives contributing towards pollution mitigation including challenges and opportunities
 - develop a basic strategy and setup common objectives intended to seek commitment of the private sector particularly those involved in pollutive industries.
- Homework for each AMS to start preparing a strategy and policies for the engagement of the private sector in their respective countries.
- Seminar with report by each country of their homework and consolidation and elaboration on the policies.
- Development of recommendations which may be used for more specific policy recommendations towards better involving the private sector
- Restitution to the Steering Committee of the AQIP ASEAN project.

Contractors are allowed to suggest other activities to enhance its implementation, if needed, subject to the agreement of the Project Management Unit of AQIP and the ASEAN Secretariat. The inclusion of specific action lines designed to support special requirements for women and children should be explored and is encouraged.

Note that in the interest of time and possible efficiencies, some of the proposed activities may be organised virtually.

3) Anticipated results

The main outcome of this capacity building activity is the enhancement of AMS's ability to reach out and engage the private sector to improve air quality.

It will enable to share long-term vision between the authorities and the private sector and to agree on objectives to reduce emissions and better control pollution episodes.

The development of a strategy, the drafting of policies for the engagement of the private sector to improve air quality will bring a step forward to support the development of adequate climate change and air quality policies at national and regional levels in ASEAN countries.

IV. Description of the assignment

1) *Planned activities*

The service provider must provide the necessary expertise and resources in line with appropriate research methodologies in order to perform the following activities:

Assignment preparation

- Examine the pertinent project documentation and relevant technical reports in relation to air pollution, air quality management and mitigation of climate change in ASEAN.
- Participate in discussions with Expertise France (EF) personnel responsible for managing the AQIP, AFD, the ASEAN Environment Division (ED) and the AWGESC.
- Prepare the kick-off meeting (KOM) and a draft inception report to present the workplan and the mobilization of the experts, and any clarification needs.
- Consolidate the inception report and update the detailed workplan accordingly.

Phase I: Elaboration of the detailed program and planning for the capacity building activities

- Prepare a detailed program and planning for the capacity building activities according to the objectives.
- Define the profile of the expected participants to the capacity building activities.

Phase II: Delivery of the training and coaching

- Elaborate the training material for the capacity building activities with slides, videos, examples of system in place over the world, case studies. When appropriate, explore the use of women led businesses that have had positive effect in addressing air quality issues as examples.
- Deliver the training courses covering the topics elaborated above.
- Set up the objectives for each AMS for further elaboration and draft an outline of their own strategy and policies towards the private sector engagement.
- Provide technical support and coaching to the 2 representatives from AMS for the elaboration of their strategy and policies.

Phase III: Seminar and consolidation of the work

- Collect and review the draft strategies and policies.
- Prepare and perform a seminar where each AMS will present their work and receive feedback from the service provider and the other AMS representatives.
- Consolidate the outcome of the presentations, mutualize the learning and reach convergence in the approach.

Phase IV: Recommendations and presentations

- Prepare a report with appropriate and prioritised recommendations for the strategy and drafting of policies for the engagement of the private sector in each ASEAN country.
- Present the recommendations to the AWGESC.

- Cooperate with service providers in charge of the other activities of the project and the PMU, as needed, to explore how the results can be further utilised and disseminated.
- Present the results and outcomes of the capacity building activity during the closing event.

2) *Expected deliverables*

T0 corresponds to the date of notification of the assignment.

The expected deliverables are presented in the table below, with the deadline for their submission to the Project Manager.

Deliverables and milestones	Estimated completion date
1. Inception report	T0 + 2 weeks
2. Detailed work plan and mobilization of experts	T0 + 2 weeks
3. Detailed program, planning and expected profile of participants for the capacity building activities	T0 + 3 weeks
4. Training Material and Training Delivery	T0 + 1.5 month
5. Objectives set up and coaching to 2 representatives from AMS for the elaboration of their strategy and policies	T0 + 3 months
6. Seminar to consolidate the initial preparation of strategy and policies for the private sector engagement, summarized in a report after the seminar.	T0 + 3.5 months
7. Report with recommendations for each AMS	T0 + 4 months
8. Project completion report providing feedback from the service provider	T0 + 5 months
9. Presentation of the recommendations to the AWGESC and of the outcomes during the closing event	T0 + 6 months

3) *Coordination and monitoring*

The service provider shall designate a single contact person for project implementation purposes.

Ms Catherine CORPUZ is the project manager (PM) who will be the service provider's sole contact person for Expertise France.

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Regular progress meetings (every month on the average, or as needed) will be organized by the service provider with the project manager to report on the activities accomplished, the assignment's progress and, if relevant, discuss the difficulties or deviations from the workplan that may be encountered.

- Completed and on-going activities
- Up-coming events
- Issues encountered
- Assistance needed, if appropriate.

4) Meetings and planning

In addition to the target delivery schedule of the expected outputs as provided in the above tabulation:

- A kick-off meeting shall be held on-line within 2 weeks after the contract award has been notified.
- Pre-workshop discussion and preparation with PMU
- Debrief with PMU at the end of each activity

v. Place, duration and terms of performance

1) Place and terms of performance

The service provider will carry out the work from its own offices or locations.

The assignment requires consultations with the project manager from Expertise France based in Jakarta, Indonesia and with the AWGESC in a venue within the region.

2) Implementation period:

1) **Estimated Start date:** June 2025

2) **End date:** November 2025

3) **Effective duration:** 6 months

4) Schedule/program

The provisional programme for assignment implementation is as follows:

Activity	Place	Period	Estimated effort (in person days)
Assignment preparation	Service provider offices	T0 + 2 weeks	5
Phase I: Elaboration of the detailed program and planning for the capacity building activities	Service provider offices	T0 + 3 weeks	5
Phase II: Delivery of the trainings and coaching sessions	Service provider offices	T0 + 3.5 months	30
Phase III: Seminar and consolidation of the work	Service provider offices	T0 + 4 months	10
Phase IV: Recommendations and presentations	Service provider offices	T0 + 6 months	10
Total			60

Divergence in the proposed person days has to be explained in the proposal.

VI. Required expertise and profile

1) *Number of experts per assignment: 2*

The number of experts assigned by the service provider recommended is 2. The service provider may propose differently and justify this in the proposal.

2) *Profile of the designated expert(s) responsible for contract execution*

A. Qualifications and skills:

- Holder of a postgraduate university degree in the field of environmental sciences, environmental engineering, environmental planning, business management and public administration or related fields.
- Excellent qualities/capacities in:
 - Research, analysis and reporting
 - Training design
 - Knowledge transfer
 - Communication
 - Partnerships development
 - ESG assessment
 - Teamwork and interpersonal skills
 - Problem identification and resolution
 - Decision-making and taking initiatives
- High proficiency in written and spoken English.
- Senior position in the organisation to instruct and assign work to other colleagues.

B. General professional experience

- Professional experience of at least 5 years in the field of air quality improvement initiatives notably in Southeast Asia.
- Professional experience of at least 10 years in relation to various aspects of air quality monitoring and air quality management specifically those involving private sector engagement, and partnerships development in an AMS.
- Mastery of the capacity building methodologies particularly partnerships development and private sector engagement for social and environmental issues.

C. Specific professional experience

- Solid understanding of the issues relating to air quality and its impacts on the environment, climate change, health and quality of life across ASEAN.
- Experience in designing and providing policy advice to the government and private sector in relation to air quality management, preferably in an AMS.

VII. Assignment reports

A project completion report following the completion of the assignment must be prepared by the service provider and delivered to Expertise France. This report will summarize the activities that have been accomplished, and provide a feedback and lessons learned from the implementation of the assignment (difficulties encountered, solutions implemented, feedback). Complementary to this, short activity reports for the workshops will be provided to the PMU no later than 2 weeks after the activity.

VIII. Monitoring-evaluation

The Project Manager in coordination with the AWGESC will monitor the following performance indicators.

Deliverables	Immediate effects	Intermediate effects	Verification sources
<ul style="list-style-type: none"> • Training courses and seminar • Report on the elaboration of a strategy and drafting policies for the engagement of the private sector in each AMS 	<ul style="list-style-type: none"> • Creation of an ASEAN pool of experts in charge of the preparation of strategies and drafting policies to engage with the private sector 	<ul style="list-style-type: none"> • ASEAN Member States have an initial strategy and policies for the engagement of the private sector 	<ul style="list-style-type: none"> • Activity reports (e.g. workshop reports, meeting reports) • Training material • Outcomes of the seminar • Draft strategy • Draft policies • Reports with recommendations for implementation for each AMS

IX. Practical information

The work of the service provider has to be performed in the offices of the service provider as no office space will be provided.

The engagement assumes that the fees are inclusive of the use of office equipment and supplies. The various activities will be carried out in a consultative manner amongst the service provider experts and the contact persons from AFD, EF and the Environment Division of the ASEAN Secretariat and the AWGESC.

Meetings/discussions will be mainly done via e-mail exchanges and on-line meetings. These meetings maybe arranged by EF or the service provider.

It is expected that the service provider will be invited to present several deliverables during the AQIP Programme Steering Committee meeting, either on-line and in-person.

The service provider may suggest a platform for document sharing and storage as well as for meeting arrangements. The use of this platform will be confirmed or not by the Project Manager from EF according to the internal policies and procedures.