

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

I. General information

Assignment name	Capacity Building Activities for the improvement of air quality in ASEAN Lot 2 : Capacity building activities on long-term strategic planning of air quality policies
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, general public);
- 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: Long-term strategic planning of air quality policies

1) *Background*

Air quality management is a societal challenge that requires the establishment of long-term strategies and planning supported by policies at regional, national and local levels aimed at coordinating the efforts among all stakeholders.

In order to enhance the support being extended under AQIP, the inclusion of strategic planning of air quality policies have to be adopted both in terms of monitoring and air quality management (e.g. emission and exposure reduction policies). Therefore, the intervention should engage regional, national and local stakeholders in discussing strategic priorities and improving existing air quality policies as reflected in action plans in the region. Topics would include but not limited to governance, regulation, enforcement mechanisms, awareness raising, as well as sharing best practices that could be replicated in the region. The lessons learned from these discussions would be compiled in a report including recommendations.

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 review principles and best practices applied in air quality planning and policy development particularly those that are relevant and applicable to ASEAN and its Member States.

2) *Specific objectives, methods and activities*

The specific objectives of the assignment are:

- To provide information, examples and knowledge to high-level representatives from ministries of industry, energy, transport, health, agriculture as well other relevant institutions to establish long-term strategic planning of air quality policies.
- To explain the methodology to elaborate such long-term strategic planning of air quality policies taking into account the various factors influencing the air quality addressing the governance, regulations, enforcement, engagement of the industry and emitting sectors, awareness of the public.
- To provide support to the AMS developing their long-term strategic planning for regional and national air quality policies.

Capacity-building activities of this assignment could take the form of training courses, coaching and seminars. The training materials shall take into account the results of the studies and guidelines developed in the other part of the AQIP ASEAN for purposes of consistency and synergy.

The anticipated target audience includes:

- high-level representatives of ministries of industry, energy, transport, health, agriculture, etc.
- 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 elaborate on capacity-building programme and develop corresponding material in line with the objectives of the project.
2. To perform the trainings activities as training courses, coaching, seminars (on-line and on-site),
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 the elements needed for the establishment of long term strategic planning reflective of air quality policies relevant and suitable for ASEAN
- Develop homework for each AMS to start preparing long-term strategic planning of air quality policies with coaching support.
- 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 for the development of air quality action plans.
- Restitution to the Steering Committee of the AQIP ASEAN project.

3) *Anticipated results*

The main outcomes of this capacity building activity will be in each AMS the ability to develop air quality policies with long-term strategic planning. It will enable to share long-term vision between the various ministries in a country and to agree on objectives to reduce emissions and better control pollution episodes. The development of long-term strategy policies for 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. Highlight the role of the various stakeholders that need to be engaged in the planning (e.g., NGOs, research institutions, industry, local and national government agencies) and specific needs of some groups (e.g., women, children and the elderly), where appropriate.
- Deliver the training courses to share information and examples (i.e., case studies) and knowledge to establish long-term strategic planning of air quality policies with attendees from several ministries from each AMS.
- Set up the objectives for each AMS to elaborate the outline of their own long-term strategic planning of air quality policies.
- Provide technical support and coaching to the AMS representatives during the elaboration of their long-term strategy planning.

Phase III: Seminar and consolidation of the work

- Collect and review the draft long-term strategic planning of air quality policies.
- Prepare and perform a seminar where each AMS will present their work 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 drafting of air quality policies with long-term strategic planning in each AMS.
- Present the recommendations to the AWGES
- 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	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 Courses and Training Delivery	T0 + 1.5 month

5. Objectives set up and coaching to 2 representatives from AMS during the elaboration of their long-term strategy planning	T0 + 3 months
6. Seminar to consolidate the initial drafting of air quality policies with long-term strategic planning in each AMS	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.

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, chemical engineering, chemistry, biology, environmental planning or related fields.
- Excellent qualities/capacities in:
 - Research, analysis and reporting
 - Training design

- Knowledge transfer
- Communication
- Stakeholder engagement
- 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, emissions inventory, data management and analysis, clean air action planning
- Mastery of the research methodologies particularly in air quality monitoring and management, stakeholder engagement and strategic planning.

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.
- Experience in designing and providing policy advice to the government (national and/or local) and other stakeholders relation to air quality management, preferably in an AMS.
- Involvement in air quality studies and development of clean action plans with corresponding publications.

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 long-term strategic planning of air quality policies in each AMS 	<ul style="list-style-type: none"> • Creation of an ASEAN pool of experts in charge of the drafting of long-term planning of air quality policies 	<ul style="list-style-type: none"> • ASEAN Member States have an initial long-term strategic planning of air quality policies 	<ul style="list-style-type: none"> • Activity reports (e.g. workshop reports, meeting reports) • Training material • Outcomes of the seminar • Draft long-term strategic planning of air quality 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.