



**TERMS OF REFERENCE (TOR) FOR
TECHNICAL EXPERTS / CONSULTANT**

PROJECT NAME:

**“ASEAN Petroleum Security Agreement (APSA) Improvements on Coordinated
Emergency Response Mechanism for Natural Gas”**

DEADLINE:

11 August 2024



I. PROJECT NAME

ASEAN Petroleum Security Agreement (APSA) Improvements on Coordinated Emergency Response Mechanisms for Natural Gas

II. POST TITLE

Expert Consultant on Coordinated Emergency Response Mechanism for Natural Gas

III. BACKGROUND

The ASEAN Centre for Energy (ACE) is an intergovernmental organisation that independently represents the 10 ASEAN Member States (AMS) interests in the energy sector. The Centre serves as a catalyst for the economic growth and integration of the ASEAN region by initiating and facilitating multilateral collaborations and joint and collective energy activities. It is guided by a Governing Council composed of Senior Officials on Energy from each AMS and a representative from the ASEAN Secretariat as an ex-officio member. The ACE office is in Jakarta, hosted by Indonesia's Ministry of Energy and Mineral Resources.

As part of the efforts to fulfil its function as a regional centre of excellence that builds a coherent, coordinated, focused and robust energy policy agenda and strategy for ASEAN, ACE conducts joint studies, policy dialogues and capacity buildings for AMS to support the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2016-2025. APAEC is the blueprint for enhancing energy connectivity and market integration in ASEAN to achieve *energy security*, accessibility, affordability, and sustainability for all AMS.

According to the 7th ASEAN Energy Outlook (AEO7), oil and gas will continue to have a significant share in the region's energy supply and demand mix by 2050. Against this dominance, ASEAN had been a net oil importer before 2005, and natural gas to follow by 2025. The production of both oil and gas has also been in a declining trend over the last 10 years. With the ASEAN's increasing reliance on oil and gas imports and the instability of global geopolitics, an immediate alternative source of supplies for oil and natural gas will be needed to strengthen the energy security of ASEAN Member States (AMS).

AMS has designed a Coordinated Emergency Response Mechanism (CERM) under the ASEAN Petroleum Security Agreement (APSA) as an attribute to enhance petroleum security in the region. The CERM, however, has not been activated since it came into force in 2013 and requires some adjustments to put into the actual operation. Currently, the APSA has expired in 2023, with Interim Extension until 2025, while the AMS adopts a new APSA agreement. During the Interim Extension period, AMS has and are still conducting various FGD to review the needed adjustments to improve the mechanism and address the gaps of CERM and APSA activation.



One of the key identified gaps is the inclusion of natural gas to APSA and CERM, considering that the current APSA and CERM is only focused on crude oil and oil products.

In light of this, ACE will conduct a Study, supported by the Economic Research Institute for ASEAN and East Asia (ERIA), with the aim to analyse the inclusion of natural gas into APSA and identify the emergency response mechanism for natural gas in APSA. Therefore, ACE seeks consultancy services (**individual or consulting firm**) to support the project activities to deliver the project's output, as per laid down below.

IV. DURATION OF ENGAGEMENT

The consultant awarded with the assignment will be hired for 20 – 25 man-days over a period of six (6) months from August 2024 until January 2025, obliged to work within the required deadlines, and available for calls or meetings, virtually and in person, as needed.

The consultant will undertake this project for a period in line with Table 1 of clause VI, which can be continuous or intermittent due to further discussion between ACE and the consultant.

V. TASK TO BE UNDERTAKEN

The consultant will assist ACE in developing a Report on the Inclusion of natural gas into APSA and to identify the emergency response mechanism for natural gas in APSA, with the output details as indicated in Section VI. The final outputs and deliverables may be subject to change based on the discussion and agreement between ACE and the consultant.

Study objective

The study objective includes:

1. **Assess the Current Role of Natural Gas in ASEAN:** analyse the existing contributions, infrastructure, and market dynamics of natural gas within the ASEAN energy sector, including its share in the energy mix and regional trade patterns.
2. **Evaluate Policy Frameworks and Regulations:** examine the current policies, regulatory frameworks, and strategic plans of AMS regarding the use and development of natural gas, highlighting opportunities and challenges for its integration into APSA/CERM.
3. **Identify Key Stakeholders and Their Roles:** map out the key stakeholders involved in the natural gas value chain within ASEAN, including government bodies, private sector players, and international organizations, and their respective roles in the context of APSA/CERM.
4. **Analyse Emergency Response Mechanisms:** investigate existing emergency response mechanisms and protocols for natural gas supply disruptions within and outside ASEAN, identifying gaps and proposing enhancements to be implemented in APSA.
5. **Develop Recommendations for APSA/CERM Integration:** provide framework recommendations for the effective inclusion of natural gas into the APSA/CERM, including its manual operationalisation, national policy adjustments, required infrastructure, and regional cooperation strategies.

The scope of work

The scope of the assignment for the technical experts will include:

1. **Data collection**



Qualitative and quantitative data are collected from various sources and methods to support the analysis of the current policy landscape in ASEAN and the development of action plans required in the analysis. This will include:

- a. Literature Review
Review the latest research journals and strategic reports on the technology overview and the development policies for stocking natural gas for emergency purposes.
- b. Desktop Research
Collect the most updated information on natural gas projects, trade and stockpile from mainstream news outlets and press releases from the government and other relevant stakeholders.
- c. Consultation
Engage with the relevant authorities and private entities to gather information and viewpoints on natural gas as an emergency commodity. Besides informal discussions with government representatives, formal consultations with representatives from other member states will also be arranged in collaboration with the APSA Working Group.

2. Assessment and analysis

The output of the report will primarily be delivered based on the following analytical techniques and frameworks:

- a. Stakeholder analysis
Describe relevant stakeholders in Southeast Asian countries to understand their interests and influence on the inclusion of natural gas in APSA.
- b. Gap identification
Identify existing gaps in technology, policy and economics.
- c. Impact analysis
Evaluate the impact of selected factors, such as policies or technology, on variables of interest, such as environment and economy.
- d. Comparative study
Investigate the design of the existing policies and the associated results in sample jurisdictions and understand in what way they are similar to or different from the policies in the jurisdiction of interest partly to evaluate their applicability.

3. Report Development

Based on the collected and analysed data and information, the appointed consultant will be expected to develop one (1) Technical Report on the inclusion of natural gas into APSA and identify the emergency response mechanism for natural gas in APSA.

4. Dissemination activity

To disseminate the findings from the Technical Report, a Focus Group Discussion (FGD) will be organised for the AMS. The appointed consultant will be expected to prepare the concept note and presentation for the FGD.



VI. EXPECTED DELIVERABLES

Expected outputs and deliverables, including timelines for the submission by the consultant, are the following:

Table 1. Activity and Deliverables of the Consultant

Activity	Deliverable	Deadline*
Develop a clear work plan	Work plan of the project	2 Weeks after contract is signed
Data Collection	Establish a data collection framework (including a list of data, preliminary data, and related references) and a project database**	August – October 2024
Report Drafting	Interim Report	W1 October 2024
	First draft report	W1 November 2024
	Final Report	W3 November 2024
FGD***	Concept Note of FGD	W1 December 2024
	Presentation Material	W1 December 2024
Project Completion	Completion Report	W1 January 2025

* Actual deadline may be adjusted based on the agreement and approval by ACE.

** Depending on the data list proposed by the consultant, ACE will help provide the data from ASEAN if it is available in the ACE database.

*** Consultant may attend the FGD virtual/ in person, but the arrangement will be covered by ACE including the logistics, venue and invitation for participants. This only includes the travel cost for one (1) personnel for the consultant to travel to ASEAN. If more than one (1) personnel wish to travel, please include the travel cost for the consultant in the financial proposal. The amount of mandatory offline workshops for consultants to attend is one (1) time.

VII. WORK MECHANISM

The implementation of the project is arranged as below:

- Led by the Power, Fossil Fuel, Alternative Energy and Storage (PFS) Department, ACE is responsible for the project's full implementation. It will manage and facilitate the work and communication with government officials, ASEAN Council on Petroleum (ASCOPE), APSA Working Group, Senior Officer Ministry of Energy (SOME), and ASEAN Ministry on Energy Meeting (AMEM), including with other official parties if needed.
- External Consultant to provide the technical expertise and support as described in this TOR. The consultant is responsible for communicating with external parties required under this project, particularly private sectors or companies. During the work period, the consultant must have a regular conference call meeting with ACE to discuss progress in every work step. Any interaction with the external parties to support the project by the consultant must be approved by ACE.



VIII. CONSULTANT QUALIFICATION

ACE requires a consulting service provider or technical experts with proven experience and capacity to provide the necessary tasks, outputs/deliverables as described above.

- The expertise of the firm/organisation: The consulting service provider or technical experts should demonstrate proven records of delivery for similar tasks/products over the most recent five years. Bidders are to attest their expertise by submitting, e.g., reports, studies, analyses, consultancy products, research analyses, and data management related to the aim of the consultancy.
- Team capabilities: The team involves a senior consultant/team lead with more than 10 years of experience in either 1) global and/or ASEAN energy security policy expert, and/or 2) ASEAN natural gas landscape expert, with the support of an adequately skilled team. Bidders to submit CVs.
 - The team must consist of at least one (1) regional (ASEAN) expert and one (1) international expert who has a portfolio of working in policy/strategy development for natural gas security policies and mechanisms.
 - Regional expert has experience in the ASEAN energy landscape and has done policy-related work in at least three ASEAN countries.
 - International expert with international experience in assisting/establishing/being involved in the development of petroleum security strategy/ roadmap/ similar analysis work at the international level.
- Excellent command of English and the capacity to write high-quality reports in the language; the ability to deliver high-quality workshops and discussions in English is also required.
- Capacity and flexibility to complete the assignment within the required time frame.

IX. SERVICE FEE

The compensation for the entire performance is arranged according to the project budget.

- For the satisfactory performance of the assignment, the consultant will be paid a fixed fee of a maximum of USD 10,000 (Ten thousand US dollars).
- Payment will be made to the consultant's nominated bank account.
- ACE is an intergovernmental organisation and is not liable for any taxes. Consultant shall file and settle any payment for income tax arising from the income from ACE. ACE shall not be responsible for any consequences of the failure to fulfil obligations relating to the income tax laws of the respective country.



- The disbursement timeline shall be proposed by the consultant under the proposal and the mechanism will be agreed between ACE and the consultant within the contract signing process.
- The consultant must submit a report on the person-days usage and timesheet to ACE for each disbursement.

X. REQUIRED DOCUMENT

Interested Consultants or Technical Experts are invited to submit a proposal in response to these Terms of Reference (Max 10 pages, excluding CVs).

1. The Technical component should present the following information (80% weight):

1.1 Expertise of the Firm/Organization

- Provide a brief description of the organisation/firm submitting the Proposal, its legal mandates/authorised business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget. Include reference to reputation or any history of litigation and arbitration in which the organisation/firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.
- Track record and experiences: Provide the following information regarding corporate experience within the last five (5) years, which are related or relevant to those required for this Contract.

1.2 Approach and Implementation Plan

- Provide a detailed description of the methodology for how the organisation/firm will achieve the Project's Terms of Reference, considering the appropriateness to local conditions and the project environment.
- Provide the Proposer's internal technical and quality assurance review mechanisms.
- Submit a Gantt chart or Project schedule indicating the detailed sequence of activities undertaken and their corresponding timing.
- Describe the potential risks for implementing this Project that may impact the achievement and timely completion of expected results and their quality. Describe measures that will be put in place to mitigate these risks.
- Provide a brief description of the mechanisms proposed for this project for reporting to ACE, including a reporting schedule.
- A discussion on how measures to ensure the future sustainability of the project outcomes will be addressed.

1.3 Personnel

- Provide a spreadsheet to show the activities of each staff member and the time allocated for their involvement. (Note: This spreadsheet is crucial, and no substitution of personnel



will be tolerated once the contract has been awarded except in extreme circumstances. Any substitution shall be made only with ACE's approval of the justification for the substitution and with ACE's approval of the replacement, who shall be of either equal or superior credentials to the one being replaced and which shall not involve any additional cost to ACE. No cost increase will be considered as a result of any substitution.)

- Provide the CVs for key personnel (team leader, managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. The indication of international and regional experts must also be included.

2. The Financial component should specify the following information (20% weight):

The Financial Proposal must provide a detailed cost breakdown. The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Table 2. Format of Man-days proposed by the Consultant and Cost

Description of Deliverable (referring to Table 1)	Cost per person day – per expert as indicated in the ToR	Number of Man-days	Total cost USD

XI. SUBMISSION OF APPLICATION

The proposal should be submitted to procurement@aseanenergy.org and cc pfs@aseanenergy.org, Dwiky.syarief@aseanenergy.org by **11 August 2024** (GMT+7).

Technical and Financial proposals are to be submitted as two (2) separate electronic files. The proposals are to be submitted in pdf format.

Please indicate the subject heading: **Document for APSA CERM Consultant.**

XII. AMENDMENT TO TERMS OF REFERENCE

These Terms of Reference may be amended in writing only, subject to the agreement of both parties.

XIII. CONFIDENTIALITY AGREEMENT

Without written permission from ACE, the consultants shall not disclose any data or information to external parties.



XIV. ACE GOVERNANCE POLICIES ON FRAUD AND CORRUPTION

ACE takes a zero-tolerance approach to fraud and corruption involving ACE Staff Members and third parties concerning their work with ACE. ACE encourages the use of the Whistle-Blower Policy to report any identified cases of fraud and/or corruption in ACE operations.

XV. COPYRIGHT AND INTELLECTUAL PROPERTY

All material produced under this assignment will belong to ACE and remain the property of ACE. The consultants will not have any control over copyright claims and intellectual property.

XVI. CONTACT PERSON

All communications and queries related to this ToR shall be submitted in writing through email to pfs@aseanenergy.org and cc procurement@aseanenergy.org, Dwiky.syarief@aseanenergy.org.