TERMS OF REFERENCE (TOR)

CONSULTANT

PROJECT NAME:

"ASEAN-Russia Capacity Building on Energy Statistics (AR-CBES)"

DEADLINE:
16 JULY 2025

I.   PROJECT NAME

ASEAN-Russia Capacity Building on Energy Statistics (AR-CBES)

II.   POST TITLE

Expert Consultant on Energy Statistics

III.   BACKGROUND

The project is aimed at researching the approaches of ASEAN Member States (hereinafter – AMS) towards collecting and processing of energy statistics data which includes data related to stages of production, import, export, changes in the volume of energy reserves, processes of conversion, transmission, distribution and consumption of energy, in order to systematise its structure, a list of key statistical measures and indicators to learn the views and approaches to terminology, collection and processing of statistical data with those used in the Russian Federation. This process will support the improvement of AMS energy statistics to strengthen and complement the ASEAN Energy Database System (AEDS) to have integrated regional data with good data quality, in terms of availability, standardisation, and updated data, which currently still has data gaps.

The collection and analysis of statistical data carried out during the project will make it possible to develop a Set of recommendations on energy statistics and create an educational course "Energy Statistics: New Data Management Opportunities". Thus, the project will lay the foundation for mutual understanding in the field of energy information, activate national programmes on energy statistics, and allow for comparing the statistical data of the AMS and the Russian Federation.

The project envisages:
1. collection of information on statistical data and indicators;
2. analysis and comparison of statistical data and indicators and their sources;
3. organisation of a workshop to present the results of a joint study of existing approaches to the collection and processing of energy statistics data from AMS, the Russian Federation and international statistical organisations;
4. development of a set of recommendations on improvement of approaches to statistical data collection to support the development of the next edition of ASEAN Energy Outlook (AEO9);
5. development of the program of the educational course of additional vocational education "Energy Statistics: New Data Management Opportunities";
6. conducting a full-time educational course in order to test the additional vocational education programme;
7. creation of a video course of additional vocational education, taking into account the experience of the full-time educational course.

IV.   OBJECTIVES

The project aims to achieve the following objectives:
1. A study of existing approaches and frameworks among the AMS, the Russian Federation and international statistical organisations to the collection and processing of energy statistics data
   i.   Review and analysis of the sources based on which the AMS collect and processes

statistical data used to analyse the current state and assess the prospects for development in the energy sector

    ii. Determining the composition and analysis of statistical data used to assess the current state and forecast the development of the fuel and energy sector for the AMS

   iii. Summarising the experience of national statistical services in the formation of statistical indicator systems of the AMS reflecting activities in the energy sector in order to improve its energy efficiency

2. Development of recommendations for the AMS on the collection and processing of statistical data, the formation of a system of strategic planning indicators based on the methodological approaches in force in the Russian Federation

    i. Generalisation, analysis and systematisation of statistical data of the AMS used to assess the current state and forecast the development of energy in order to develop recommendations on methodological approaches to the collection and processing of statistical data based on the Russian experience

    ii. Generalisation and systematisation of approaches to data processing used in the AMS, the Russian Federation, the IEA and Eurostat, development of proposals for a list of principles and methods for forecasting energy development and the formation of fuel and energy balances of the AMS

3. Review the curriculum for the program of the educational course of additional vocational education "Energy Statistics: New Data Management Opportunities"

IV. SCOPE OF WORK

To support the project activities in order to achieve the objectives, ACE is seeking an experienced Expert Consultant Firm/Individual to deliver the outputs of the study. The consulting team will be responsible for the following tasks:

1. Training on statistical standards and modelling, such as CSPA, GSBPM, GSIM, for ACE and AMS
2. Development of two (2) Study Reports for Objective #1 and #2
      i. Mapping and assessing statistical data gaps in AMS
      ii. Providing recommendations and proposals for data collection and processing
     iii. Laying out the Report outline and content
     iv. Improving and writing the Report draft
      v. Incorporating inputs and revisions from the language editor and related stakeholders
     vi. Finalising the Report for publication
3. Development of one (2) Policy Brief
      i. Writing the 3-5 pages max of policy brief article, based on the findings from the study
4. Development of one (1) Academic Paper
      i. Writing international journals (minimum Q2), based on the findings from the study
5. Development of one (2) Opinion Article
      i. Writing a popular article, such as Op-Ed or Blog, to be published in a well-known media, based on the findings from the study
6. Support preparing materials for the dissemination Workshop
7. Review educational course on "Energy Statistics: New Data Management Opportunities"
8. Submit two (2) project progress reports: Interim and Final Reports

V. DURATION OF ENGAGEMENT

- The Consultant awarded with the assignment will be hired from **July 2025** until **June 2026** (exact dates will be finalised in the contract), and is obliged to work within the required deadlines and be available for a call if needed.

- The Technical Expert will undertake this study for a period of twelve (12) months (***Error! Reference source not found.*** *and* ***Error! Reference source not found.***), which can be continuous or intermittent due to further discussion between ACE and the Consultant.

Table 1 Activities Schedule

Activities	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
Kick-off Meeting	█											
Training on Statistical Standards & Modelling		█										
Development of Study Report #1	█	█	█	█								
Findings Dissemination Workshop					█							
Submission of Interim Report						█						
Development of Study Report #2		█	█	█	█	█	█					
Development of Policy Briefs							█	█				
Review on educational course on "Energy Statistics: New Data Management Opportunities"									█	█		
Development of Opinion Articles									█	█		
Development of an Academic Paper		█	█	█	█	█	█	█	█	█	█	█
Submission of Final Report												█

VI. EXPECTED DELIVERABLES

Expected outputs and deliverables, including timelines for the submission by the technical experts, are:

Table 2 Activities and Milestones of the Consultant

Deliverables	Timeline
1. **Kick-off Meeting (first payment)**	July 2025
2. **Training on Statistical Standards & Modelling**	August 2025

3. **Development of Study Report #1**
   i. Mapping and assessing statistical data gaps in AMS
   ii. Laying out the Report outline and content
   iii. Improving and writing the Report draft
   iv. Incorporating inputs and revisions from the language editor and related stakeholders
   v. Finalising the Report for publication
	July-October 2025

4. **Findings Dissemination** i. Preparing materials and supporting the Workshop	November 2025
5. **Submission of Interim Report (second payment)**	December 2025

6. **Development of Study Report #2**
   i. Providing recommendations on data collection and processing
   ii. Laying out the Report outline and content
	August 2025 – January 2026

iii. Improving and writing the Report draft iv. Incorporating inputs and revisions from the language editor and related stakeholders v. Finalising the Report for publication	
7. **Development of Two Policy Briefs #2**	January-February 2026
8. **Review on educational course on "Energy Statistics: New Data Management Opportunities"**	March-April 2026
9. **Development of Two Opinion Articles**	March-April 2026
10. **Development of Academic Papers**	July 2025 - June 2026
11. **Submission of Final Report (final payment)**	June 2026
Total Person-Days	

VII. WORK MECHANISM

The implementation of the study will involve various parties, as below, but not limited to:

- ACE is in charge of the study's implementation. It is led by the Energy Modelling and Policy Planning (MPP) Department, under the commission of the Executive Director of ACE. ACE will manage and facilitate the work and communication on all official consultations with the official AMS Focal Points, if necessary.
- The Expert Consultant is to provide the technical expertise described in the TOR. During the work period, the Consultant must do regular conference call meetings, mostly online, with ACE to discuss and monitor the progress in every step of the work. The Consultant should be fully dedicated to the tasks and ready for direct discussion with ACE and a fast response to any inquiry from ACE.
- The Expert Consultant of this Project is expected to collaborate with the awarded Expert Consultant of the AEDS Assessment Project.
- All reports and studies are to be submitted in English. The Reports will be made feasible to upload to the ACE website and social media.

VIII. CONSULTANT QUALIFICATION

The Consultant team should comprise professionals capable of fulfilling the diverse tasks outlined in this ToR, with a deep understanding of the region, its unique challenges, and opportunities.

- Postgraduate degree in data analytics, data science, knowledge management, statistics, engineering or related studies
- At least ten (10) years of work experience in developing and managing energy databases
- Experienced in statistical standards, such as CSPA, GSBPM, GSIM, etc, would be an advantage
- Experienced in the energy sector in Southeast Asia
- Knowledgeable of energy issues, global and regional energy trends, data, and developments, and has demonstrated skills in coordinating and implementing projects and programmes
- Familiarity with gender-disaggregated data collection, gender analysis tools and methodologies, and reporting standards is an advantage
- Excellent facilitation skills to support data stakeholder consultations, workshops, and training sessions
- Excellent command of English and the capacity to write high-quality reports and presentations

IX. CONSULTANT FEE

- The arrangement of components for working days for every personnel must be specified.
- For the satisfactory performance of the Assignment, the Consultant will be paid a fixed fee of a maximum of **USD 36,000** (Thirty Six Thousand Dollar).
- Payment will be made to the Consultant's nominated bank account.
- ACE is an intergovernmental organisation and is not liable for any taxes. You shall file and settle any payment for income tax arising from the income from ACE. ACE shall not be responsible for any consequences of your failure to fulfil your obligation relating to the income tax laws of your respective country.
- The technical expert consultant is not required to travel to the ACE office or the meeting venue; however, this might change over time.

X. REQUIRED DOCUMENT

Interested Technical Expert(s) are invited to submit a proposal in response to this TOR (Max. 10 pages).

a. The Technical component should present the following information:

- A brief discussion indicating the bidder's understanding of the needs of the study.
- A brief analysis of key issues as well as a methodological discussion of how the bidder proposes to address those needs, including an assessment of key issues, analytical strategies that will underlie the project, specific tools/ methods/ techniques to be utilised, and a practical discussion of possible limitations in carrying out the project.
- A detailed work plan that specifies activities to be undertaken, expected outputs and deliverables, resources to be utilised, and timing.
- A discussion on how measures will be taken to ensure the future sustainability of the project's outcomes.
- CVs of the proposed expert(s) and a brief discussion of the candidate's experience undertaking similar work, and summaries of all projects undertaken.

b. The Financial component should specify the following information:

Please complete and submit the financial proposal, including cost estimates and payment schedule, following _ANNEX 1_ (one) to this TOR. The financial component should specify all direct and indirect costs, inclusive of applicable taxes, for undertaking the project, including but not limited to:

- Professional fees of expert(s) for completing all deliverables in unit cost and the number of hours/days. Please provide person-days for each deliverable work in the table format below.
- Travel costs, if any.
- Miscellaneous charges, if applicable.
- Justification for the allocation of days and/or total days should also be provided if more than the estimation in **_Error! Reference source not found.._**

Table 3 Format of Person-days Proposed by External Consultant

Deliverables	Planned Activities to	Deadline	Proposed Expert(s)	Involved Working

	comply with the deliverables			Days
1.1				
1.2				

XI.   SUBMISSION OF APPLICATION

You may apply by sending your proposal to procurement@aseanenergy.org and mpp@aseanenergy.org on or before 16 July 2025. Please indicate the subject heading: **Application for Technical Expert Consultant for AR-CBES.**

XII.   AMENDMENT TO TOR

This TOR may be amended in writing only, subject to the agreement of both parties.

XIII.   CONFIDENTIALITY AGREEMENT

Without written permission from ACE, the consultants shall, in no case, disclose any data or information to external parties.

XIV.   COPYRIGHT AND INTELLECTUAL PROPERTY

All materials 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.

ANNEX 1
Fees and Payment Schedule
(To be submitted as part of the Financial Proposal)

A. FEES

No	Description	Unit	Total estimated cost (USD)
1	Professional Services		
	- Input days for each expected output	(# of days)	
2	Travel Expenses (if any)		
3	Other Expenses (if any)		
	TOTAL		

B. PAYMENT SCHEDULE

ACE shall make payment in the following manner of the total contract amount after completing the deliverables by the Consultant:

- **1st payment**: 20% upon signing of the contract.
- **2nd payment**: 40% of the contract's cost, paid after final submission of the **Interim Report** upon acceptance and approval of the final version by the ACE Team.
- **3rd payment**: 40% of the contract's cost, paid after final submission of the **Final Report** upon acceptance and approval of the final version by the ACE Team.

The payment shall be remitted to the following bank account:

Name of Bank   :
Address of Bank   :
BIC* (Swift Code)   :
Account No.   :
Beneficiary's Name   :