

TERMS OF REFERENCE FOR CONSULTANTS

A. Background

1. The Southeast Asia Sustainable Tourism Facility regional transaction technical assistance (TA) will provide project identification and preparation support, capacity building, and policy advice to a series of ensuing and ongoing multisector projects and programs that support sustainable tourism development in the Southeast Asian developing member countries (DMCs) of the Asian Development Bank (ADB). The TA will support DMCs' coronavirus disease (COVID-19) pandemic recovery imperatives to build back better with green and resilient urban and transport infrastructure in secondary towns, attract private sector investment, accelerate an inclusive digital transformation, and enhance domestic resource mobilization.

2. The regional TA facility will efficiently support value-adding technical project design inputs, capacity building, and knowledge sharing across several DMCs in Southeast Asia throughout the operations cycle. All ensuing projects will require similar integrated solutions, with design inputs comprising multisector planning studies, social, environmental, climate, financial, economic, and procurement assessments; and for select projects, detailed engineering designs. Project preparation, capacity building and knowledge development will incorporate the lessons and experience of ADB and other development partners supporting tourism, institutional strengthening and governance, transport, private sector development, and water and other municipal infrastructure and services.

3. Consultants recruited under the TA facility will assist DMCs prepare and implement multiple projects in Southeast Asia during 2021–2024. TA resources and the scope of each consulting services contract may expand, and contract amounts may increase, subject to DMCs' needs, budget availability, and consultant's performance.

B. Outputs and Activities

4. The TA includes three outputs: (i) sustainable tourism investments prepared, (ii) tourism operations implementation strengthened, and (iii) sustainable tourism knowledge developed and disseminated. Activities support loan processing due diligence, including detailed engineering design preparation, stakeholder consultations, studies and policy analysis, support for legal and regulatory reforms, training, knowledge exchanges, and innovation ICT capacity building.

C. Implementation Arrangements

5. ADB's Southeast Asia Department, Urban Development and Water Division (SEUW), will be the TA supervising unit and will administer the TA activities. SEUW will appoint a senior staff member as TA manager, who will be responsible for the day-to-day management of the TA. The TA manager will report to Director, SEUW. Participating DMCs in Southeast Asia will designate tourism and/or urban management officials as TA counterparts. Implementation is expected to commence in December 2021 and be completed in December 2024. TA activities for an ensuing project's preparation will start only after ADB approves the ensuing project's concept paper. Output 2 and output 3 activities may commence upon TA approval.

6. SEUW will recruit and supervise initially two consulting firms and individual consultants to help implement the TA. Consultants will be engaged following the ADB's Procurement Policy

(2017, as amended from time to time) and its associated project administration instructions and/or staff instructions. The consultants will follow the ADB Procurement Policy (2017) when procuring information and communications technology equipment and out-of-pocket expenditures. Consultants will mainly be based in Southeast Asian DMCs, with offices established when required, either at counterpart premises, ADB resident missions, or rented offices, depending on availability and needs. The initial TA consulting services packages are summarized in Table 1.

Table 1: Initial Consulting Services Packages

Description	Method	Proposal Type	Estimated Value	Key Deliverables
Smart Tourism Port Detailed Engineering Design	QCBS (90:10)	STP	\$225,000	<ul style="list-style-type: none"> • Loan processing due diligence supported (subproject social and environment assessments) • Architectural designs (subproject structures, landscape) • Detailed engineering designs • Bidding documents
Tourism Operations and Knowledge Strengthening	QCBS (90:10)	FTP	\$1,300,000	<ul style="list-style-type: none"> • Tourist visa policy recommendations • Tourism PPP project preparation and capacity building • STE assessments and plans • STE capacity building program • STE demonstrations • STR market, policy, regulatory assessments • STR legal and policy recommendations
Regional Tourism Cooperation	ICS	–	\$110,000	<ul style="list-style-type: none"> • Knowledge and capacity building, coordination and dissemination, administration support

– = not applicable, ICS = individual consultant selection, FTP = full technical proposal, PPP = public–private partnership, QCBS = quality and cost-based selection, STE = smart tourism ecosystem, STP = simplified technical proposal, STR = short-term rental.

Notes: Contracts in the table will be time-based.

Source. Asian Development Bank.

D. Package 1: Smart Tourism Port Detailed Engineering Design

1. Objectives

7. A consulting firm will be recruited to assist the government executing agency undertake technical, environmental, and social due diligence; and prepare detailed engineering designs and bidding documents that are suitable for ADB, government, and other sources of financing.

2. Duration

8. The services are required during 2022.

3. Scope

9. The assignment will build on government and ADB-financed preparatory studies and assessments, requiring a total of 30.5 person-months inputs (26.0 national person-months and 4.5 international person-months). Preliminary work conducted by the executing agency and ADB

will include technical, social, environmental, economic, and financial assessments; and basic engineering design preparation and cost estimation. Based on these assessments, the firm will (i) conduct field investigations and surveys, including detailed topographical surveys, hydrographic and hydrological surveys, and other geotechnical investigations; (ii) prepare a climate risk and vulnerability assessment; (iii) prepare culturally sensitive architectural (structures and landscape) concepts, climate resilient detailed engineering designs incorporating green technologies that conform with national standards and international norms, computer assisted drawings, specifications, cost estimates and bidding documents for the civil works and associated goods packages, consistent with ADB's Procurement Policy (2017); and (iv) conduct safeguards due diligence and prepare the required environmental, involuntary resettlement, and indigenous people's safeguards documents following ADB's Safeguards Policy Statement (2009). The detailed engineering designs will include systems concepts based on estimated calculations on system demands to be accompanied by system descriptions for electrical, mechanical, and water and sanitation systems.

10. The scope of consulting services may expand, and contract amounts may increase, subject to client needs, budget availability, and consultant's performance.

4. Required Qualifications and Experience

11. The firm will be recruited using quality and cost-based selection (90:10) following ADB's Procurement Policy (2017, as amended from time to time). The minimum qualifications and experience include (i) relevant experience on similar engineering consultancy assignments, (ii) having completed at least 1 similar assignment within the past 10 years, (iii) previous experience with ADB and government procurement procedures and safeguards requirements, and (iv) experience working in Southeast Asia.

12. Estimated consultant inputs and required qualifications and experience for each expert is summarized in Table 2. Firms may propose alternative person-month inputs and/or additional positions provided that key national expert's inputs total at least 10 person-months and key international expert inputs total at least 4.5 person-months.

Table 2: Smart Tourism Port Detailed Engineering Design, Estimated Consultant Inputs

Package 1. Smart Tourism Port DED	Person-months	Qualifications and Experience
National Experts		
Team Leader-Civil Engineer*	4	Post-graduate civil engineering degree. Minimum 15 years of civil engineering design and project management experience.
Structural Engineer*	3	Bachelor's degree in structural engineering. Minimum 10 years of civil engineering design and construction management experience.
Port/Harbor Engineer*	3	Bachelor's degree in civil engineering. Minimum 10 years of experience designing small ports/harbors.
Electrical-Mechanical Engineer	2	Bachelor's degree in electrical-mechanical engineering. Minimum 8 years of experience designing similar facilities.
Environment Specialist	2	Bachelor's degree in environmental sciences. Minimum 8 years of experience conducting environment safeguards assessments.

Package 1. Smart Tourism Port DED	Person-mont hs	Qualifications and Experience
Climate Change Specialist	2	Bachelor's degree in environmental sciences. Minimum 8 years of experience conducting infrastructure climate change mitigation and adaptation assessments.
Social Development Specialist	2	Bachelor's degree in social sciences. Minimum 8 years of experience conducting social safeguards assessments.
Gender Specialist	2	Bachelor's degree in social sciences. Minimum 8 years of experience conducting gender assessments, with experience preparing a gender action plan for ADB-financed projects.
Procurement Specialist	2	Bachelor's degree in engineering, finance, or related discipline. Minimum 8 years of experience preparing ADB bidding documents (works and goods).
Computer Assisted Design Operators (2)	4	Computer assisted design operator credential. Minimum 3 years of civil works drafting experience.
Subtotal	26.0	
International Experts		
Architect*	1.5	Post-graduate architect degree. Minimum 15 years of experience designing nature/culture-based tourism facilities.
Environment Specialist*	1.5	Post-graduate environment sciences degree. Minimum 15 years of experience conducting environment and climate assessments; and preparing ADB-compliant environment safeguards documents.
Social Development Specialist*	1.5	Post-graduate social sciences degree. Minimum 15 years of experience conducting social and involuntary resettlement assessments; and preparing ADB-compliant social safeguards documents.
Sub-total	4.5	
Total	30.5	

ADB = Asian Development Bank, CAD = computer assisted design, DED = detailed engineering design.

* Key experts.

Source: Asian Development Bank.

5. Key Expert Tasks

13. **Team Leader-Civil Engineer.** The national team leader will (i) manage the overall consulting team inputs and coordination with government counterparts and ADB; (ii) supervise and guide all phases of DED preparation (structural, mechanical, electrical, hydraulics, etc.) including surveys, designs, specifications, drawings, employer requirements, and cost estimation for infrastructure and equipment; (iii) ensure DEDs align with feasibility studies, climate risk and vulnerability assessments, and available investment project budgets; (iv) verify the accuracy of materials and equipment quantities and costs; (v) supervise and assure the quality of engineer and CAD technical work; (vi) ensure all DEDs comply with national standards and international norms; (vii) present draft DED reports to government and ADB for review, and integrate comments

into the final DED documents; (viii) ensure subproject bidding documents comply with government and ADB requirements; and (ix) provide other inputs as reasonably requested to ensure timely delivery of the expected outputs.

14. **Structural engineer.** The national structural engineer will (i) work with the international architect and other engineers to design appropriate architectural and engineering solutions; (ii) identify and supervise site surveys, field investigations, and contribute to related report preparation; (iii) identify suitable building materials considering climate resilience and life-cycle costs; (iv) estimate materials and equipment quantities and costs; (v) supervise the day-to-day work of CAD technicians and site planning; (vi) ensure all works are designed following national construction regulations; (vii) assist the team leader and counterparts prepare the draft DED and bidding documents, incorporating counterpart and ADB comments; (viii) finalize the DED and bidding documents; and (ix) provide other engineering inputs as may be required.

15. **Port/harbor engineer.** The national port/harbor engineer will (i) work with the international architect and other engineers to design appropriate shoreline and in-water architectural and engineering solutions; (ii) identify and supervise site surveys, field investigations, and contribute to related report preparation; (iii) identify suitable building materials considering the hydrographic and hydrological survey results, climate resilience, and life-cycle costs; (iv) estimate materials and equipment quantities and costs; (v) supervise the day-to-day work of CAD technicians working on shoreline and in-water design elements; (vi) ensure all works are designed following national construction regulations; (vii) assist the team leader and counterparts prepare the draft DED and bidding documents, incorporating counterpart and ADB comments; (viii) finalize the DED and contribute to the final bidding document preparation; (ix) contribute technical recommendations (equipment) to a report on options to electrify ferry/excursion boat services; and (x) provide other advisory and engineering inputs as may be required.

16. **Architect.** The international architect will (i) research the local context and architectural design concepts, construction methods and materials, zoning and building codes; (ii) produce locally compliant subproject specific structural and landscape concept drawings and plans; (iii) coordinate with the social development specialists to ensure designs are gender sensitive and maximize social benefits; (iv) coordinate with the environment specialists to ensure designs are green and climate resilient, and incorporate appropriate nature-based solutions; (v) coordinate with the engineering team to integrate appropriate engineering solutions into the concept designs; (vi) use CAD software and equipment to prepare draft-final subproject designs and plans for counterpart acceptance; (viii) coordinate with the engineering team to integrate the accepted designs and plans into bidding documents; and (ix) provide other design inputs as reasonably requested.

17. **Environment specialist.** The international environment specialist will (i) design and conduct subproject specific environmental baseline surveys in collaboration with the national social development and national environment specialists; (ii) consult project-affected people on potential environmental impacts and mitigation measures; (iii) prepare subproject specific initial environmental examinations and environmental management plans, incorporating the cultural heritage impact assessment and mitigation measures, following ADB's Safeguard Policy Statement (2009); (iv) contribute inputs to the consultation and participation plan and stakeholder communications strategy; and (v) in consultation with the port/harbor engineer and climate change specialist, prepare a report on options to electrify ferry/excursion boat services.

18. **Social development specialist.** The international social development specialist will (i) design and conduct subproject specific socioeconomic surveys, and other meaningful

consultations with project affected people in collaboration with the national social development specialist and environment specialist; (ii) prepare resettlement/ethnic people's development plans or due diligence reports following ADB's Safeguard Policy Statement (2009), including a cultural heritage impact assessment; (iii) contribute inputs to the gender action plan to ensure alignment with social safeguards documents, the consultation and participation plan, and stakeholder communications strategy.

19. **Non-key experts.** In addition to the mandatory key experts described above, shortlisted firms shall provide non-key experts to provide technical inputs in their respective areas of expertise. All non-key experts will be screened by ADB and must demonstrate adequate qualifications and experience in their field before being mobilized.

20. The expected deliverables of select non-key experts are as follows:

- (i) **Climate change specialist.** Subproject specific climate risk and vulnerability assessment following ADB's climate change assessment template, as a basis for the climate-resilient detailed engineering designs, including nature-based solutions. Contribute technical recommendations to the report on options to electrify ferry/excursion boat services.
- (ii) **Gender specialist.** Subproject specific gender analysis as a basis for gender sensitive infrastructure design and the gender action plan.
- (iii) **Procurement specialist.** Subproject specific procurement capacity assessment as an input to the strategic procurement plan; one set of small works bidding documents incorporating the final DED prepared following ADB's 2017 procurement policy.

6. Deliverables and Reporting Schedule

21. Table 3 shows the deliverables and reporting schedule.

Table 3: Smart Tourism Port Detailed Engineering Design, Deliverables and Schedule

Report	Main Content	Timeline
Inception	<ul style="list-style-type: none"> Summary of consultations with counterparts and ADB regarding assignment scope and deliverables Detailed, costed activity plan, timeline, and assignment implementation arrangements Detailed survey and field investigations plan Preliminary design concepts agreed with counterparts and ADB Key issues regarding assignment scope and proposed solutions 	4 weeks after mobilization
Interim	<ul style="list-style-type: none"> Results of all surveys, mapping, and analysis Draft safeguards documents Architectural and basic engineering design report 	12 weeks after mobilization
Draft-final	<ul style="list-style-type: none"> Draft-final DED, bidding documents, supplementary drawings, and safeguards documents All other documentation needed for government and ADB to review and consider the DED, bidding documents, and safeguards documents; report on options to electrify ferry/excursion boat services 	24 weeks after mobilization
Final	<ul style="list-style-type: none"> Final, complete government and ADB-endorsed detailed engineering designs, bidding documents, safeguards documents, and other outputs produced under the assignment. 	30 weeks after mobilization

ADB = Asian Development Bank, DED = detailed engineering designs.

Source: Asian Development Bank.

7. Counterpart Contributions

22. Counterpart support will be provided in the form of counterpart staff, coordination, information, and other in-kind contributions.

E. Package 2: Tourism Operations and Knowledge Strengthening Support

1. Objectives

23. A consulting firm will be recruited to (i) assist ADB's Southeast Asian DMCs develop knowledge, policies, plans and capacity to foster a sustainable and inclusive digital transformation in tourism destinations; (ii) attract more private tourism investment using innovative public private partnership arrangements; (iii) review visa policies and produce recommendations for attracting longer-staying, higher-spending visitors and remote workers; and (iv) help DMCs develop interrelated short-term rental policies to enable more small entrepreneurs to legitimately operate accommodation services, better protect consumers and residents, and boost tourism tax revenues needed to finance sustainable destination management.

2. Duration

24. The services are required during 2022–2024.

3. Scope

25. The consulting firm will form and mobilize a team of international and national experts to undertake policy analysis and development, studies, analytical work, and organize capacity building programs (including training and knowledge exchanges in the Republic of Korea, Spain, and other countries); conduct stakeholder consultations, organize seminars and workshops; and assist tourism destination management organizations in Southeast Asia develop and implement innovative smart tourism ecosystem development plans and approaches that harness digital technology to improve urban and tourism management. Initial country coverage includes Cambodia, Indonesia, Lao People's Democratic Republic, Philippines, Thailand, and Viet Nam.

26. The scope of consulting services may expand, and contract amounts may increase, subject to client needs, budget availability, and consultant's performance.

4. Required Qualifications and Experience

27. The firm will be recruited using quality cost-based selection (90:10) following ADB's Procurement Policy (2017, as amended from time to time). The minimum qualifications and experience include relevant experience on similar assignments providing public and private tourism advisory and knowledge services, including public–private partnership (PPP) project preparation expertise; support for smart tourism ecosystem development; accommodation/short-term rental policy and legal advisory; and designing and implementing capacity building programs for tourism destination management organizations. Eligible firms will have completed or substantially completed at least 2 similar assignments within the past 10 years and have previous experience working with national tourism organizations, other government agencies, and tourism industry associations in Southeast Asia.

28. Estimated consultant inputs and required qualifications and experience for each expert are summarized in Table 4. Firms may propose alternative person-month inputs and/or additional positions provided that key international expert's inputs total at least 33 person-months.

**Table 4: Tourism Operations and Knowledge Strengthening Support
Estimated Consultant Inputs**

Package 2. Tourism Operations and Knowledge Strengthening Support	Person-month	Qualifications and Experience
International Experts		
Team Leader-Tourism Policy Specialist*	10	Post-graduate degree in tourism, economics, finance, or related discipline. Minimum 15 years public and private tourism advisory experience.
Smart Tourism Ecosystem Specialist*	5	Bachelor's degree in computer sciences or related discipline. Minimum 10 years of experience designing smart tourism ecosystems, digital tourism solutions.
Hotel/Short-Term Rental Specialist*	6	Bachelor's degree in hospitality management, public policy, or related discipline. Minimum 8 years of experience advising government on hotel and short-term rental policies.
Public Private Partnership Specialist*	4	Post graduate degree in finance, economics, law, or related discipline. Minimum 15 years of PPP transaction structuring experience, preferably with tourism-related transactions.
Legal Specialist*	8	Post graduate Law degree. Minimum 15 years of experience in Southeast Asia providing legal and policy advice to government and investors, preferably in tourism and hospitality sectors, including direct experience with preparing PPP project agreements and contracts.
Tourism Training Specialist	5	Bachelor's degree in tourism education and training or related discipline. Minimum 8 years of experience designing and conducting adult learning programs.
Subtotal	38	
National Experts		
National Tourism Specialist/Country Coordinator (5 positions)	25	Bachelor's degree in tourism or related discipline. Minimum 8 years of experience working in the tourism industry, with knowledge of government policies and procedures.
Legal Specialists (6 positions)	24	Licensed lawyer with post-graduate law degree. Minimum 10 years of experience advising government and private clients on real estate regulatory matters and commercial contracts, preferably with tourism/hospitality experience.
Subtotal	49	
Total	87	

* Key experts.

Source: Asian Development Bank.

5. Key Expert Tasks

29. **Team leader–Tourism policy specialist.** The team leader will (i) supervise and manage the overall consulting team and coordination with government counterparts and ADB; (ii) ensure that all consultant reports and deliverables are high quality and meet the requirements of ADB, government clients, and TA cofinanciers following agreed work programs; (iii) prepare a regional tourist visa policy review and policy recommendations that could help Southeast Asian DMCs attract longer-staying, higher-spending visitors and remote workers; (iv) provide inputs to develop the PPP eligibility criteria and short-list of prospective tourism PPP transactions to be supported by the TA in consultation with government officials, tourism industry stakeholders, and ADB; (v) prepare the industry specific output specifications that would be included in the PPP contracts as performance obligation of parties; (vi) provide inputs to the smart tourism ecosystem (STE) research methodology and plan for a regional STE assessment, including eligibility criteria and short-list of places for destination-specific STE planning, capacity building, and ICT demonstrations; (vii) provide inputs to develop a hotel/short-term research methodology and plan for the regional short-term rental (STR) assessment, (viii) prepare policy briefs and present policy recommendations to senior government officials, other tourism industry stakeholders, and ADB; (ix) contribute to STE and STR capacity building program design and implementation; (x) produce at least one knowledge brief on each TA initiative, and (xi) provide other inputs as reasonably requested to ensure timely delivery of quality outputs.

30. **Public–private partnership specialist.** The PPP specialist will, in coordination with the legal specialist, provide transaction structuring advice for small-scale lease, management, and concession contracts for physical and digital tourism/recreation services, tourism transport services, and urban services. This will include (i) preparing investment opportunity assessments and project briefs, of which at least 60% will be for business that are typically women-led; (ii) organizing business opportunities fora and conducting market soundings; (iii) commercial structuring, preparation of the financial model, transaction structuring and appraisal, and (iv) bid document preparation, contract preparation and procurement assistance (with inputs from tourism policy specialists, other technical specialists, and legal specialist). The consultant will design and implement seminars to familiarize officials and other tourism industry stakeholders with the PPP procurement process and good practices for post-closing contract management. It is expected the TA will initially support at least three PPP transactions.

31. **Smart tourism ecosystem specialist.** The STE specialist will (i) prepare a regional STE readiness assessment using tools agreed with ADB to benchmark regional performance and guide destination-specific digital transformation strategies; (ii) produce destination-specific STE readiness assessments and adoption plans; (iii) design and conduct a gender-sensitive participatory STE ecosystem capacity building program for destination management organization staff (public officials and private enterprises) in collaboration with Korean knowledge institutions; and (iv) design and support the implementation of STE demonstrations in select cities and destinations, including identification and procurement of suitable information and communication technology. It is expected the TA will support STE assessments and implementation initially in at least six destinations. All activities will be done in close coordination and collaboration with relevant destination management organizations and facilitated by the TAs national tourism specialist/country coordinator.

32. **Hotel/short-term rental specialist.** The hotel/short term rental specialist will (i) draw on global good practice examples to produce a regional assessment of Southeast Asia's STR ecosystem, including reviewing STR supply, demand, and the legal and policy context; (ii) consult government and ADB to select representative national destinations for "deep dive" STR

assessments; (iii) conduct “deep dive” market assessments, stakeholder consultations and analyses; (iv) investigate and analyze STR policy options; and (v) produce appropriate STR policy recommendations that protect public interests without stifling innovation and inclusive business opportunities. After achieving stakeholder consensus on the optimal policy actions, the consultant will work with the legal specialists and relevant authorities to prepare/amend relevant STR policies, laws, and digitally enabled regulations and ordinances; and design a stakeholder communications plan to support their dissemination. It is expected STR laws and digitally enabled ordinances/regulations will initially be prepared for at least four destinations.

33. **Legal specialist.** The legal specialists will (i) coordinate with the team leader and PPP specialist to verify that prospective tourism PPP transactions that are shortlisted for TA assistance are legally eligible for PPP arrangements; (ii) review and contribute to preparation of PPP project briefs, expressions of interest, request for proposal documentation and PPP contracts, evaluation of bids (including advice on any unsolicited proposals), and contract negotiations and closure. The specialist will also develop contract templates for small tourism PPPs as targeted by the TA. The international and national legal specialists will familiarize themselves with laws and ordinances related to short-term property rentals. They will assist the hotel/short term rental specialist and relevant authorities prepare STR laws and ordinances.

34. **Non-key experts.** In addition to the key experts described above, shortlisted firms shall provide non-key experts to provide technical, training, and administrative support. All non-key experts will be screened by ADB and must demonstrate adequate qualifications and experience in their field before being mobilized.

6. Deliverables and Reporting Schedule

35. Table 5 shows the deliverables and reporting schedule.

**Table 5: Tourism Operations and Knowledge Strengthening Support
Deliverables and Reporting Schedule**

Report	Main Content
Inception	<ul style="list-style-type: none"> Summary of consultations with counterparts and ADB regarding assignment scope and deliverables Detailed, costed activity plan, timeline, and assignment implementation arrangements
Q1	<ul style="list-style-type: none"> Regional tourist visa policy review Eligibility criteria and short-list of prospective small-scale tourism PPP transactions Research methodology and plan for regional STE and STR assessments
Q2	<ul style="list-style-type: none"> Regional tourists visa policy report and recommendations Regional STE and STR assessment reports PPP investment opportunity assessments and project briefs (6)
Q3	<ul style="list-style-type: none"> Deep dive STR destination assessments (4) Destination-specific STE readiness assessments and plans (6) Participatory STE ecosystem capacity building program designed in collaboration with Korean knowledge institutions STE demonstrations designed (6) First batch of STE demonstrations launched (3) First set of PPP bidding documents prepared (1)
Q4	<ul style="list-style-type: none"> STR learning exchange in Spain STR policy recommendations STE capacity building program implemented Second batch of STE demonstrations launched (3)

Report	Main Content
	<ul style="list-style-type: none"> • Second set of PPP bidding documents prepared (2)
Q5	<ul style="list-style-type: none"> • Draft STR laws and digitally enabled ordinances/regulations (4 destinations) • STE implementation support • PPP procurement support
Q6	<ul style="list-style-type: none"> • STE implementation support • PPP contract closure (3)
Q7	<ul style="list-style-type: none"> • Final STR laws and digitally enabled ordinances/regulations (4 destinations) • STE demonstrations implementation reports (6)
Q8	<ul style="list-style-type: none"> • Knowledge briefs and information dissemination support
Final	<ul style="list-style-type: none"> • Final report documenting all TA results, lessons, and recommendations

ADB = Asian Development Bank, Q = quarter, PPP = public–private partnership, STE = smart tourism ecosystem, STR = short-term rental.

Source: Asian Development Bank.

7. Counterpart Contributions

36. Counterpart support will be provided in the form of counterpart staff, coordination, information, and other in-kind contributions.

F. Package 3. Regional Tourism Specialist (Individual Consultant)

1. Objectives

37. The TA will recruit an individual national regional tourism specialist for an initial 30 person-months intermittent engagement to help strengthen knowledge linkages and exchanges between tourism working groups, tourism industry associations, and development partners in Southeast Asia. The consultant will help develop knowledge products, implement capacity building and private sector development activities, and monitor regional tourism development initiatives to ensure complementarity and synergies between TA initiatives and other regional tourism assistance. Recruitment will be done using individual consultant selection method following ADB's Procurement Policy (2017, as amended from time to time).

2. Scope

38. The consultant will work closely with ADB staff, government officials, other development partners and tourism industry associations to support and coordinate the TAs tourism capacity building programs, the production of TA knowledge products and services, and monitoring the results of policies, plans, and demonstrations created/implemented under the TA. The consultant will also support project/capacity building program identification and implementation, investment promotion, and other tourism knowledge development and knowledge dissemination activities as requested by regional tourism working groups in Southeast Asia (i.e., Association of Southeast Asian Nations (ASEAN) Tourism Working Group; Greater Mekong Subregion Tourism Working Group; Indonesia-Malaysia-Thailand Growth Triangle Secretariat; and Brunei Darussalam-Indonesia-Malaysia-Philippines East ASEAN Growth Area Joint Tourism Development Cluster). This may include regional studies, training, and workshops that support ADB's ongoing and new lending operations.

3. Tasks

39. Key tasks include (i) developing a knowledge management and monitoring framework for Southeast Asia's tourism working groups; (ii) monitor and report on regional/subregional tourism

strategy implementation using the framework; (iii) coordinating with ADB staff and tourism working group secretariats to identify prospective investment projects and capacity building/training needs; (iv) preparing technical reports for regional tourism conferences, training workshops, and seminars; (v) analytical support for integrated sector assessments, knowledge briefs and event concepts; (vi) providing technical and logistical support to conduct consultations, training, and events; (vii) producing and disseminating knowledge products; (viii) assisting the TA facility manager with contract management, processing variations, monitoring disbursements, and validating liquidations in compliance with ADB TA disbursement guidelines; and (ix) support TA reporting in line with ADB and TA cofinancier requirements.

4. Deliverables Schedule and Reporting

40. The consultant will report to the TA facility manager, following a schedule with report submission milestones agreed upon mobilization. ADB will provide the consultant with office space in one or more ADB resident missions in Southeast Asia, with the location(s) depending on TA business needs.

5. Minimum Qualification and Experience

41. The minimum qualifications and experience include at least 10 years of experience working on regional tourism cooperation in Southeast Asia, including supporting knowledge coordination and capacity building for at least one subregional tourism working group. The consultant will have a university degree in tourism or relevant field and excellent written and spoken English skills and be proficient in using electronic communications and presentation software.

6. Other Individual Consultants

42. ADB may recruit other individual consultants following the 2017 Procurement Policy to support activities that fall within the TA scope, based on client needs and subject to TA resource availability. All such individual consultants shall demonstrate adequate qualifications and experience related to their assignment.