

The Republic of the Union of Myanmar
Ministry of Hotels and Tourism
Directorate of Hotels and Tourism

**Terms of Reference (TOR) for an Expert on updating the packaging rules
and guidance for selecting the functional competencies for each level of
qualification in ASEAN MRA-TP**

BACKGROUND

- The ASEAN Mutual Recognition Arrangement on Tourism Professionals (MRA-TP) was signed on 9 November 2012, with the following objectives: (1) To facilitate mobility of Tourism Professionals; and (2) To exchange information on best practices in competency-based education and training for Tourism Professionals and (3) To provide opportunities for cooperation and capacity building across ASEAN Member States.
- In promoting the implementation of the ASEAN MRA-TP, the Agreement on the Establishment of the Regional Secretariat for the Implementation of the ASEAN MRA-TP was signed on 30 December 2015. The Regional Secretariat shall promote the implementation of the MRA-TP by providing support for its operations and management as well as implementation of related projects and activities.
- As stated in the ASEAN Tourism Strategic Plan 2016-2025, the vision for the ASEAN Tourism is: "By 2025, ASEAN will be a quality tourism destination offering a unique, diverse ASEAN experience, and will be committed to responsible, sustainable, inclusive and balanced tourism development, so as to contribute significantly to the socio- economic well-being of ASEAN people."
- In order to support the above stated vision, there are a number of standards and tools currently available that served as basis for recognizing

tourism professional qualifications across ASEAN. This includes the ASEAN Common Competency Standards for Tourism Professionals (ACCSTP), the Regional Qualification Framework and Skills Recognition System (RQFSRS), the Common ASEAN Tourism Curriculum (CATC), and 242 toolboxes to be used for training and assessing tourism professionals in various tourism labour divisions. These standards and tools are being used as reference by a number of regional and national stakeholders, including the National Tourism Professional Boards (NTPB), Tourism Professional Certification Boards (TPCB), tourism training institutions, hotel associations and the general hospitality industry, and the ASEAN Tourism Professionals Monitoring Committee (ATPMC).

- Furthermore, the ASEAN MRA-TP Work Plan 2019–2023 has been endorsed by the ASEAN Tourism Ministers during the ASEAN Tourism Forum 2019 in Ha Long City, Viet Nam. The Work Plan serves as the regional roadmap for ASEAN Member States (AMS) to enhance the implementation of MRA-TP in their respective countries and to promote ASEAN as a quality tourism destination. The workplan is structured into three main workstreams including (1) update existing tools and infrastructure, (2) operationalize the Regional Secretariat and (3) develop regional infrastructure and capacity. Updating the ACCSTP is one of the outcomes of workstream (1), and the activity is led by Myanmar.
- In September 2019, Myanmar conducted the 1st regional workshop with participation of experts and industry stakeholders as well as the representatives from the ATPMC to review and update the ACCSTP. Following the regional workshop, each Member State has conducted the national consultation Meetings with their industry stakeholders to review the results of the regional workshop and provide further inputs respectively.
- Myanmar hosted the 2nd regional workshop on 29–30 June 2021 virtually and finalised the revised ACCSTP. As a second phase, Myanmar will engage an expert to update the packaging rules and guidance for selecting the functional competencies for each level of qualification.

EXPECTED KEY DELIVERABLES:

The Expert is expected to deliver the following key outputs:

- a. The report of Desk Research on the organising of current packaging rules and competency units under the ACCSTP
- b. The updated packaging rules for all the job titles of hotels and travel services based on the revised ACCSTP
- c. The updated guidance for selecting the functional competencies for each level of qualification including the report of 3rd Regional Workshop

MAJOR TASKS:

The Expert is expected to handle the following major tasks:

1. Before the 3rd Regional workshop (18** working days)
 - a. Observe the newly revised ACCSTP
 - b. Desk research and review the current packaging rules developed by William Angliss Institute in 2007
 - c. Desk research and review the guidance for selecting the functional competencies for each level of qualification developed by William Angliss Institute in 2007
 - d. Integrate the updated ACCSTP into the revised packaging rules and guidance to select the functional competencies
 - e. Submit the preparation plan to host the 3rd Regional Workshop including the need of technical supports
2. During the workshop (4** Working Days)
 - a. Coordinate the workshop with logistic supports from the Directorate of Hotels and Tourism of Myanmar
 - b. Moderate and lead the Third Regional Workshop as an Expert
 - c. Conclude the results of the workshop and send to AMS for final review and inputs/comments during 2 weeks
3. After the 3rd Regional Workshop (8** Working Days)
 - a. Revise the packaging rules and the guidance based on the comments and inputs during the workshop and send the revised version back to AMS for final inputs/comments
 - b. Follow up with AMS to get final inputs and finalise the packaging rules and the guidance based on the final comments and inputs from AMS

- c. Submit the Report with the workshop outcomes and final packaging results to Directorate of Hotels and Tourism of Myanmar for approval

PROPOSED TIMELINE TO DELIVER THE ABOVE TOR

No.	Activities	Indicator	Timelines			
			Oct-2021	Nov-2021	Dec-2021	Jan-2022
1.	Desk research and review the current packaging rules developed by William Angliss Institute in 2007	Summary of the review on the existing packaging rules				
2.	Desk research and review the guidance for selecting the functional competencies for each level of qualification developed by William Angliss Institute in 2007	Summary of the review on existing guidance to select functional competencies for each level of qualification				
3.	Integrate the updated ACCSTP into the revised packaging rules and guidance to select the functional competencies	The drafted revised packaging rules and guidance to select the functional competencies				

4.	Conduct 3rd Regional Workshop with AMS to discuss on the drafted revised packaging rules and guidance to select the functional competencies	Report of regional workshop List of participants Workshop materials				
5.	Revise the packaging rules and the guidance based on the comments and inputs during the workshop and send the revised version back to AMS for final inputs/comments	Revised draft of the packaging rules and guidance to select the functional competencies				
6.	Finalise the packaging rules and the guidance based on the final comments and inputs from AMS	Final version of packaging rules and the guidance to select the functional competencies for each level of qualification				

*** The number of working days is intended to indicate the amount of related effort required to deliver the corresponding outputs.*

PROJECT MANAGEMENT

The project will be funded by the ASEAN NTOs Fund and managed by Directorate of Hotels and Tourism under the Ministry of Hotels and Tourism of Myanmar. The Expert should be responsible for organising and conducting the scheduled activities in collaboration with Myanmar and ASEAN Member States.

SCOPE OF SERVICES AND QUALIFICATIONS

This project will be undertaken over a continuous period of more or less three (3) calendar months with thirty (30) working days of professional services. Successful applicant shall agree to be bound and sign the Special Services Agreement (SSA) with all requirements to complete this TOR. The project will commence immediately after the signing.

In its application, the Expert should demonstrate:

- Good education background on Tourism
- Proven experience in desk studies and researches for HRD in tourism
- Proven experience in moderating discussions/workshops amongst various stakeholders
- Proven knowledge of understanding on ASEAN, ASEAN MRA-TP and its toolboxes
- In-depth knowledge and expertise on ACCSTP and packaging rules
- Sound Experience working with the ASEAN Secretariat and ASEAN Member States

BIDDING

Interested Experts are invited to submit a proposal in response to these Terms of Reference and should submit the proposal with the following information:

- Brief information of previous similar work related with ASEAN MRA-TP or any other MRA Frameworks
- A brief discussion of understanding of ACCSTP and toolboxes of ASEAN MRA-TP
- A brief study on current issues of Packaging Rules of ASEAN MRA-TP;
- A methodological discussion of how to carry out the proposed activities;
- A detailed work plan to achieve the Project's outcomes;

SUBMISSION OF APPLICATION

Applicants should send their application with a cover letter and related reference documents to International and Regional Cooperation Department (irc@tourism.gov.mm) and cc to irc.moht@gmail.com, no later than 10th September 2021 at 4:30 pm Yangon time.

Any queries on the TOR should be sent to International and Regional Cooperation Department (irc@tourism.gov.mm) and cc to irc.moht@gmail.com during the official office hours.