



**Aus4ASEAN**  
FUTURES

**TERMS OF REFERENCE  
FOR**

***End-Term Review of the Implementation of the  
ASEAN Socio-Cultural Community (ASCC) Blueprint 2025***

The ASEAN Secretariat and the Australian Government, through Australia for ASEAN Futures Initiative, invite proposals for the above-referenced project.

**DEADLINE EXTENDED TO 31 MARCH 2024**

**I. Background**

The ASEAN Socio-Cultural Community (ASCC) pillar focuses on improving the quality of life of its people and seeks to promote ASEAN's human potential gained from the political stability and economic prosperity experienced by the region over the past 50 years. The ASCC Blueprint 2025, which was adopted on November 2015, envisions an inclusive, sustainable, resilient, and dynamic ASEAN community that engages and benefits its peoples. The Blueprint also serves as the strategy and planning mechanism of the ASCC in developing and strengthening coherent policy frameworks and institutions to advance human development, social justice and rights, social protection and welfare, environmental sustainability and ASEAN awareness.

The conduct of Monitoring and Evaluation (M&E) of the ASCC Blueprint 2025 implementation is currently ongoing through the ASCC monitoring systems that includes implementation-focused, results/outcomes-based and cross-pillar monitoring systems. These systems comprise monitoring the progress of ASCC Sectoral Bodies' activities implementation (Tool 1), monitoring follow-up actions of ASEAN Declarations/Statements (Tool 2), and results of data collections on 45 key performance indicators (KPIs) including sub-KPIs in the ASCC Blueprint 2025 Results Framework. As of July 2023, a total of 1,813 ASCC activities and 96 ASCC declarations are reflected in the monitoring Tools 1 and 2. In conjunction with these monitoring activities, the ASCC is also implementing the establishment of the ASCC Database for the Monitoring and Evaluation (ADME) System which further enhances the collection and measurement of socio-cultural indicators which will enable ASEAN Member States to undertake more comprehensive and regular monitoring and assessment of the ASCC Blueprint 2025, and beyond.

As the ASCC Blueprint 2025 is approaching the conclusion of its implementation, it is mandated under the ASCC Blueprint 2025 to conduct an End-Term Review (ETR) of its implementation, hereinafter referred to as "ASCC ETR", covering the period from 2021 to 2025. The ASCC ETR is designed to evaluate the progress of the ASCC Blueprint 2025 since its implementation, focusing on its aim to create a Socio-Cultural Community that engages and benefits ASEAN's people while promoting inclusivity, resilience, sustainability, and dynamism. The ETR will make use of the existing ASCC M&E system, including the ADME System, to provide data at both national and regional levels. Qualitative tools will complement quantitative measures.

The ASCC ETR will be an essential tool for understanding whether the programs and initiatives implemented under the ASCC Blueprint 2025 are achieving their intended goals and objectives. By providing data and insights into the performance and outcome of these programs and initiatives, the ASCC ETR will also enable stakeholders to make informed decision pertaining to ASCC priorities and initiatives including funding, resource allocation and fostering continuous learning within the ASCC Pillar.

Concurrently, as the ETR is underway, ASEAN is in the final stages of crafting the ASEAN Strategic Plan 2045, an attendant document of the ASEAN Community Vision Post-2025. Consequently, the findings of the ETR will be timely in their contribution to the ASCC Post – 2025 Strategic Plan and its Results Framework.

To enhance visibility and intensify communication to reach a wider audience about ASCC ETR, the project will also support the crafting of communication products such as e-publication, info graphics, and audio-visual presentation

that showcase the results of the ASCC ETR. In addition, a regional forum will also be conducted to foster the sharing of ETR findings and exchange of viewpoints on the recommendations and engage in discussion about the M&E framework for ASCC Post-2025. This Forum is expected to yield valuable insights that will support implementation of ASCC Strategic Plan 2045.

### **Relationship to Other Activities**

The Project is a significant initiative under the ASCC Pillar as it will provide critical information into ASCC progress and accomplishment in accordance with the ASCC Blueprint. Similarly, it will also provide insights on where gaps and challenges may exist, and highlight emerging practices in the Blueprint implementation. These insights could provide vital recommendations to the development and operationalisation of the ASCC Strategic Plan 2045.

The ASCC ETR is mandated in the ASCC Blueprint 2025, chapter III (Implementation and Review), sub-chapter D (Review), paragraph 39-40:

*“A Mid-Term Evaluation, covering the period of 2016-2020, and an End-of-Term Evaluation, covering the period of 2021-2025, will be conducted to monitor progress and evaluate outcomes/impacts of the achievement of the objectives of the ASCC Blueprint 2025.*

*Other appropriate approaches and methodologies, such as systematic collection of data, qualitative and quantitative evaluations, policy analyses, development of indicators, polls and impact studies, are encouraged to assess the impact of policies/programmes/projects arising from this blueprint that may be done at regional and sectoral levels.”*

The project was developed in reference to the previous and on-going ASCC M&E-related projects, namely:

- ASEAN Socio-Cultural Community Database for Monitoring and Evaluation (ADME) System (SCD/SOC/22/020/REG), ongoing, approved by CPR on 18 April 2023;
- Mid-Term Evaluation of the Implementation of ASEAN Socio-Cultural Community Blueprint 2025 (SCD/SOC/19/037/REG), completed on 25 October 2022;
- Capacity Building for the Operationalisation of the ASEAN Socio-Cultural Community (ASCC) Blueprint Monitoring and Evaluation (M&E) System (SCD/SOC/18/015/REG), completed on 26 October 2022; and
- Development of ASCC Blueprint 2025 Baseline Report (SCD/SOC/18/016/REG); completed on 25 October 2022.

## **II. Needs and Objectives**

This project would contribute to promoting and enhancing socio-cultural cooperation and integration within ASEAN through improved policies and strategies, and enhanced implementation of the ASCC Post – 2025 Strategic Plan.

It is expected that the result of this project would enable SOCA to better determine the strategic direction and policy framework for advancing human development, gender equality and family development, disability-inclusive development, social justice and rights, social protection and welfare, environmental sustainability, ASEAN awareness, and narrowing disparities on socio-cultural development, specifically in the formulation of the ASCC Post - 2025 Strategic Plan.

## **III. Outputs and Deliverables**

The project will produce the following outputs:

- I. Two (2) versions of the ASCC ETR Report that consists of comprehensive assessment of the ASCC 2025 Blueprint implementation along with complete annexes: one (1) interim report, and one (1) full report;
- II. Audio-visual presentation, info graphics, and publication (including electronic publication) of the summary / brief of the ASCC ETR Report that focus on key findings and highlights.

- III. Regional Forum which is expected to socialise the findings of the ASCC ETR and yield valuable insights that will support the monitoring and evaluation system of the next ASCC Post - 2025 Strategic Plan; and briefings at selected ASEAN Meetings where reporting of the ASCC ETR project will be needed.

The ASCC ETR Report will consist of the following assessments and recommendations:

- (i) Assessment of the relevance, efficiency, effectiveness, coherence, impact and sustainability of the measures and actions in the ASCC Blueprint 2025 both in terms of national and regional level initiatives, taking into account the changing and evolving regional and global contexts (e.g., intervening effects of the COVID-19 pandemic). The assessment will also review the extent of the ASCC Blueprint Strategic Measures implementation particularly those that focus on gender equality, disability and social inclusion.
- (ii) Assessment of the implementation strategies including partnerships and cooperation, and determine to what extent are (i) the strategies, targets, and actions in the ASCC Blueprint 2025 have been mainstreamed in national development actions plans; (ii) mobilizing sufficient resources to support implementation; (iii) engagement and involvement of relevant stakeholders in achieving Blueprint objectives; and (iv) strengthening the capability of ASEAN Secretariat and that of AMS;
- (iii) Assessment of the institutional mechanisms for implementing the ASCC Blueprint 2025 in ASEAN Member States and the ASEAN Secretariat, at both the sectoral and cross-cutting levels, including the production of National Assessment Reports showcasing ASCC Blueprint implementation results in each ASEAN Member States;
- (iv) Strategic and operational recommendations for the implementation of ASCC Post – 2025 Strategic Plan.

In addition to delivering the above outputs, the Implementing Agency [Consultant] will also render the following:

- I. Project Inception Report outlining, at the project's onset, the overall approach, detailed conceptual framework, risk assessment and management strategy, and a comprehensive work plan.
- II. Project Progress Reports (Quarterly) providing a summation of activities undertaken, issues that have arisen and corrective measures, and planned actions.
- III. Project Completion Report describing project achievements against the project's original intended purpose and outputs. It is intended to assist in assessing impact, draw out conclusions and lessons learned that may be valuable in designing follow on projects and activities.

All reports will be submitted based on Australia for ASEAN Futures (Aus4ASEAN Futures) Guidelines for Contractors in draft format to the ASEAN Secretariat (i.e., ASCC Monitoring Division) with a copy to Aus4ASEAN Futures and then in a final form following ASEAN Secretariat approval. All deliverables, including reports, must be suitable for publication, although the decision on publication lies with the ASEAN.

#### IV. Tasks/Activities

The following activities will need to be undertaken to achieve the outputs presented above. The bidder should provide details on its approach to each activity in its bid and is free to recommend additional activities.

	Deliverable	Activity	Person working weeks <i>(or indicate days or months whichever is applicable)</i>	Completion Date	Person(s) responsible
1	ETR Inception Report  -	<ul style="list-style-type: none"> <li>• <i>Setting expectations on the project with the consultant</i></li> <li>• <i>Conceptualisation of overall approach, detailed framework, and preparation of work plan, management strategy and budget</i></li> <li>• <i>Preparation and development of the inception report</i></li> <li>• <i>Initial consultation with SOCA and ASCC Sectoral Bodies on the inception report</i></li> <li>• <i>Finalisation and submission of the inception report based on feedback from SOCA, ASCC Sectoral Bodies, and the ASEAN Secretariat</i></li> <li>• <i>Approval of the Inception Report</i></li> </ul>	2-3 weeks	4 <sup>th</sup> week May 2024 (second week after contracted)	Contractor
<b>Endorsement of the Inception Report by ASEC for approval of inception report by SOCA</b>					
	ASCC Blueprint ETR Interim Report - Interim Report - National Assessment for each ASEAN Member State on the ASCC	<ul style="list-style-type: none"> <li>• <i>Data collection (quantitative and qualitative), including facilitation of national assessment workshop, on the implementation of the ASCC Blueprint 2025 for the ETR</i></li> <li>• <i>Data consolidation, validation and data analysis on the implementation of the ASCC Blueprint 2025</i></li> </ul>	6 weeks	June – July 2024	Contractor

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	Blueprint Implementation as annexes to the interim report	<ul style="list-style-type: none"> <li>• Development of draft ASCC Interim ETR Report including its annexes which are the National Assessment of the ASCC Blueprint 2025 Implementation</li> <li>• Initial consultation and presentation of the Interim Results findings to SOCA and ASCC Sectoral Bodies</li> <li>• Finalising the Interim Report, integrating results of consultations with ASEC Sectoral Divisions and ASCC Sectoral Bodies</li> <li>• Approval of the Interim Report</li> </ul>	4 weeks	July - August 2024	Contractor	
<b>Endorsement of the ETR Interim Report and the Annexes by ASEC for approval by SOCA</b>						
2	ASCC Blueprint ETR Final Report - Final Report - Final National Assessment for each ASEAN Member State on the ASCC Blueprint Implementation as	<ul style="list-style-type: none"> <li>• Additional data collection for the ETR Final Report including its annexes which are the Final National Assessment of the ASCC Blueprint 2025 Implementation</li> </ul>	6 weeks	October – March 2025	Contractor	
		<ul style="list-style-type: none"> <li>• Development of ASCC ETR Report (full report)</li> <li>• Initial consultation and presentation of the Interim Results findings with SOCA and ASCC Sectoral Bodies</li> </ul>	3 weeks	April - May 2025	Contractor	
		<ul style="list-style-type: none"> <li>• Finalising the ETR Report integrating results of consultations with ASEC Sectoral Divisions and ASCC Sectoral Bodies; and all Annexes</li> </ul>	3 weeks	June - July 2025	Contractor	
<b>Endorsement of the Final ETR Report and the Annexes by ASEC for approval by SOCA</b>						
3	Development of the information and communication materials - 1 brief on the ASCC implementation highlights	<ul style="list-style-type: none"> <li>• Preparation of the ETR Key Findings and Recommendations for communication</li> <li>• Graphic designing for info graphics and e-publication</li> </ul>	3 weeks	August - October 2025	Contractor	

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End-Term Review of the Implementation of the ASEAN Socio-Cultural Community (ASCC) Blueprint 2025

	<p>and findings and recommendation</p> <ul style="list-style-type: none"> <li>- 1 ETR Interim Report and 1 Final Report (final lay-out for publication)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Designing the ETR Final Report as well as other information materials on the ASCC ETR (i.e., brief, pamphlets, etc.) that showcased key findings and recommendations</i></li> </ul>	2 weeks	November 2025	Contractor
<b>Endorsement of the information and communication materials by ASEC for approval by SOCA</b>					
	<p>AVP and IEC materials of the summary / brief of the ASCC ETR Report</p> <ul style="list-style-type: none"> <li>- 1 video presentation on ASCC Blueprint Implementation Highlights</li> <li>- 1 video presentation on ETR findings and recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Developing the script and story board including defining key video scenes and list of stakeholders for possible/potential interviews</i></li> <li>• <i>Production of Audio Video Presentation (including field shoots, or animation work) for the ETR key findings and recommendations</i></li> <li>• <i>Editing of video presentation, integrating comments from ASEAN Secretariat and SOCA</i></li> </ul>	6 weeks	November 2025 - January 2026	Contractor
<b>Endorsement of the Audio – Visual Presentation by ASEC for approval by SOCA</b>					
4	<p>Conduct of the Regional Forum</p> <ul style="list-style-type: none"> <li>- Concept note and programme</li> <li>- Presentation materials</li> <li>- Documentation / highlights</li> <li>- Forum Summary Report</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Drafting of Concept Note and Programme for the Regional Forum</i></li> </ul>	1 week	January 2026	Contractor
		<ul style="list-style-type: none"> <li>• <i>Development of presentation materials</i></li> </ul>	1 week	February 2026	
		<ul style="list-style-type: none"> <li>• <i>Documentation of the Regional Forum</i></li> </ul>	1 week	February 2026	
		<ul style="list-style-type: none"> <li>• <i>Forum Summary Report</i></li> </ul>	1 week	February 2026	
<b>Endorsement of the Forum Summary Report by ASEC for approval by SOCA</b>					

\* The number of person-working days is intended to indicate the amount of relative effort required to deliver the corresponding deliverables. The actual time will be agreed upon in negotiation with the successful bidder.

## V. Project Management

The project will be funded through the Aus4ASEAN Futures program and managed by the ASCC Monitoring Division of the ASEAN Secretariat. The contractor should be responsible for achieving the outputs and deliverables, including preparing and organising the scheduled activities, in close consultation and collaboration with the host countries and the ASEAN Secretariat.

All reporting will be prepared and submitted based on Australia for ASEAN Futures (Aus4ASEAN Futures) Guidelines for Contractors as mentioned in **Section III (Output)** above. Below is the suggested minimum reporting outline for both the ASCC ETR Interim Report and the Final Report:

- A. Title Page which provides key information for the ETR
- B. Executive Summary which will include a (i) brief introduction of the project; (ii) brief overview of the purpose, scope, stakeholders and coverage of the ETR; (iii) brief overview of the methodology; (iv) summary of findings; (v) concise conclusion including lessons learned and emerging practices; (vi) concise recommendations
- C. ASCC Blueprint 2025 Background which should include the (i) ASCC contexts and landscape (economic, political, social, cultural, etc.) when the Blueprint was developed and during its implementation, including key changes in ASEAN contexts that could have influenced its implementation; (ii) overview and description of the key areas of the Blueprint such as its Characteristics, Key Result Areas and Strategic Measures; (iii) description of the Blueprint's implementation arrangements, including the alignment and implementation of the ASCC Sectoral Workplans to the Blueprint, and cooperation for its implementation particularly with Dialogue Partners; and (v) brief overview of the Blueprint's implementation which can include key major events or milestones.
- D. ETR Background which should include (i) description and purpose of the ETR; (ii) description of the scope and coverage; (iii) overview of the stakeholders engaged for the ETR; (iii) overview of key evaluation questions, including the OECD/DAC criteria; and (iv) brief overview of the timeline, challenges, risks and safeguarding/ mitigating measures (i.e., data privacy, child protection, etc.) done during the ETR to mitigate any possible risks.
- E. Methodology which should include an (i) outline of the ETR objectives, key evaluation questions under each of the OECD/DAC criteria; (ii) description of the methods used including sampling, instruments and sources of information / data; (iii) overview of limitations and biases (if applicable), including standards or ethical safeguards
- F. ETR Findings/Results which should ensure that findings are relevant to the purpose of the ETR and should respond to the identified assessment areas outline under Page 3 of this tender. These findings should be (i) supported by evidence which should also be referenced in the report; (ii) data should include disaggregation whenever applicable such as sex, geographical disaggregation, etc.; (iii) include unintended and unexpected results, if any; and (iv) description of the hindering and facilitating factors of the ASCC Blueprint 2025 implementation.
- G. Conclusions which should also include synthesis of the main findings, emerging practices, and lessons learned.
- H. Recommendations which should include both strategic and operational recommendations. The recommendations should also be specific and should follow or align to the findings, conclusions, emerging practices and lessons learned.
- I. Annexes which will be the (i) National Assessment on the ASCC Blueprint 2025 Implementation; and all (ii) relevant annexes.

The National Assessment on the ASCC Blueprint 2025 Implementation should also follow the format of both the ETR Interim and Final Report but will only cover national-level assessments. It should also contain key change stories from national-level implementation of the ASCC Blueprint 2025.

## VI. Scope of Services

The consultancy will be undertaken over a **continuous effective period of twenty-four (24) calendar months** or approximately **180 person working days** of professional services. Work will commence immediately after contract signing.

## VII. Qualifications

The project requires a firm/organisation or a joint venture/consortium/association (JCVA) with combined proven expertise in monitoring and evaluation particularly in conducting policy and strategy evaluation including global and regional programme / portfolio evaluation; and communicating evaluation results using different formats and platforms. Interested firms/JCVAs should demonstrate the following in the submitted technical component:

- i. Extensive experience and expertise, knowledge and experience in the field of evaluation particularly on strategy and policy evaluations, and evaluation of global, regional and country level programmes or projects, and other development programmes;
- ii. Extensive knowledge and experience on monitoring and evaluation (M&E) frameworks and systems such as assessment of results frameworks and theory of change, key performance indicators and means of verification (MOV); and evaluation methodologies;
- iii. In-depth and comprehensive understanding of ASEAN developments and issues, particularly socio-cultural issues, trends/megatrends, challenges/gaps and development;
- iv. Good understanding of gender equality, disability and social inclusion mainstreaming into economic and socio-cultural projects
- v. Proven experience in multilateral, cross-sectoral stakeholder engagement and communications, including demonstrated facilitation skills for high-level strategic planning discussions/workshops amongst various stakeholders with varying levels of involvement representing different political interests; and
- vi. A thorough understanding of and experience working on ASEAN and/or Aus4ASEAN Futures procedures will be considered an added value.
- vii. Excellent written and communication skills in English.

## VIII. Bidding

Interested firms/JVCA are invited to submit a proposal in response to these Terms of Reference. This proposal should be in two parts: **Technical** and **Financial components**, to be submitted as two separate documents in two separate emails. The technical proposal shall not include any price or financial information, but only in the separate email titled Financial Proposal. A technical proposal containing material with financial information may be declared non-responsive.

The proposal should be concisely presented and structured, and should explain in detail the Bidder's availability, experience, and resources to provide the requested services.

The Technical component should present the following information:

- A brief discussion indicating the bidder's understanding of the needs of the project.



- A short analysis of critical issues.
- A methodological discussion of how the bidder proposes to address those needs, including assessment of critical issues, analytical strategies that will underlie the project, specific techniques to be utilised, and 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.
- Staffing and management plan.
- A discussion on how measures to ensure the future sustainability of the outcomes of the project will be addressed.
- Curricula vitae of all proposed experts(see **form F** of this document).
- A brief discussion on the expertise and experience of the firm/JVCA members in undertaking similar work and concise summaries of all projects undertaken. The members chosen for the project should include national level consultants from each ASEAN Member States.
- Cover Letter for Technical Proposal (see **Form A** annexed to this document).
- Completed Bidder Registration Form (see **Form B** of this document), including set of the following documents if applicable: company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements.
- Joint Venture/Consortium/Association Information (only if the proposal is submitted as such) – see **Form C** of this document.
- Bidder Declaration (see **Form D** of this document).
- Bidder should use the Technical Proposal Format (see **Form E** annexed to this document).
- Examples of previous work and list of referees as annexes to the proposal (see **Form G** of this document).

The Financial component should specifically include the following:

- Cover Letter for Financial Proposal (see **Form H** annexed to this document).
- Professional fees of experts.
- Management and/or operational fees (if any), which include all costs incurred by the person/entity/company for internal coordination, communication, travel, and any other associated project management cost.
- Applicable taxes such as value-added tax (VAT), good and services tax (GST), Pajak Pertambahan Nilai (PPN), and income tax. The total amount quoted in the financial component must include all applicable tax. Additional amounts not specified in the financial component will not be included in the contract. See Section X point 5 for an additional note on tax liability.
- Bidder should use the Financial Proposal Format (see **Form I** of this document).

Activity costs for experts and participants, such as reimbursable expenses for airfare, other travel costs and daily subsistence allowance for workshops, meetings, and all other agreed activities, do not need to be included in the Financial Component. These items will be discussed with the preferred contractor during the finalisation of the scope of services. Costs will be based on prevailing ASEC rates.

The proposal should be valid for at least one hundred eighty (180) days starting from the closing date of this tender.

**IX. Submission of Bid**

Bidders should send their Technical Proposal and Financial Proposal on two separate emails with cover letters and materials specified in Section VII above and other supporting documents to [tender@aus4aseanfutures.org](mailto:tender@aus4aseanfutures.org), **no later than 31 March 2024 at 17:00 Jakarta time (GMT+7)**. Large documents (>5MB) can be submitted in parts through several emails. Late submissions will be disqualified.

The title of the tender should be put as the subject of each email as follows:

- Technical Proposal\_ "**End-Term Review of the Implementation of ASEAN Socio-Cultural Community (ASCC) Blueprint 2025**"\_Name of Vendor
- Financial Proposal\_ "**End-Term Review of the Implementation of ASEAN Socio-Cultural Community (ASCC) Blueprint 2025**"\_Name of Vendor

For Frequently Asked Questions (FAQ), please visit <https://www.aus4aseanfutures.org/tender-frequently-asked-question/>.

Any queries on the TOR should be sent to [query@aus4aseanfutures.org](mailto:query@aus4aseanfutures.org) before **18 March 2024 at 17:00 Jakarta time (GMT+7)**. Response to received queries will be published at <https://www.aus4aseanfutures.org> until 20 March 2024. Please use the subject line: "**Query: End-Term Review of the Implementation of ASEAN Socio-Cultural Community (ASCC) Blueprint 2025**". There will be no individual responses/replies provided for queries.

All documents not submitted in English shall not be considered and quoted price in the hardcopy submission shall be in US Dollar.

**X. Additional Notes on Terms and Conditions of the Project**

- 1) Any future studies/reports/analysis in any form of intellectual property rights (including but not limited to patents, copyright, and any related rights) submitted by the Contractor to ASEAN arising out of or in connection to the services performed by the contractor to ASEAN shall belong to ASEC under the name of **ASEAN** only.
- 2) The successful bidder shall agree to be bound and sign the SSA with all requirements under the terms and conditions provided therein, including but not limited to Australia for ASEAN Futures Guidelines for the Contractors attached to the SSA.
- 3) SSA can only be signed by the registered bidder. It is not possible for other entities or subsidiaries of the registered bidder to sign the SSA on behalf of the registered bidder.
- 4) The bidder shall not initiate or engage in any work under this project before the SSA is duly signed.
- 5) As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim or any tax liability which may be imposed by any law in relation to any amount payable by the ASEAN Secretariat. This means that ASEAN Secretariat has no tax identification, is tax-exempt (including withholding tax) and is a non-tax withholding entity. ASEAN Secretariat will provide proof of tax-exemption status to the contractor, as needed.

## PROPOSAL FORMS

- Form A. Cover Letter for Technical Proposal
- Form B. Tenderer Information
- Form C. Joint Venture/ Consortium/ Association Information
- Form D. Tenderer's Declaration
- Form E. Technical Proposal of up to 50 pages on A4-sized page;
- Form F. Specified Personnel CV's with each CV up to four pages
- Form G. List of References
- Form H. Cover Letter for Financial Proposal
- Form I. Financial Proposal

### PROPOSAL CHECKLIST FOR THE COMPLETENESS OF DOCUMENTS SUBMITTED

Checklists must be used to ensure that all tender documentation has been provided. Checklists must be included in both emails of proposals.

#### Technical Proposal

No	Description	Checklist
1	Proposals are submitted in two separate emails (softcopy)	
2	Title of the tender shall be put in each email as follows: <ul style="list-style-type: none"> <li>- Technical Proposal_ Title of Tender_ Name of Vendor</li> <li>- Financial Proposal_ Title of Tender_ Name of Vendor</li> </ul>	
3	<b>Technical Proposal:</b>	
	- Form A. Cover Letter for Technical Proposal	
	- Form B. Tenderer Information and other supporting documents, such as:	
	<ul style="list-style-type: none"> <li>• Scanned Copy Company Legal Documents (if applicable), i.e. <ul style="list-style-type: none"> <li>▪ Business Name Registration (Trade Register)</li> <li>▪ Valid Business Permit</li> <li>▪ Tax Identification Number</li> <li>▪ Latest audited financial statements (for company)</li> </ul> </li> <li>• Company Profile</li> <li>• Authority of signatory</li> </ul>	
	- Form C. Joint Venture/ Consortium/ Association Information (if applicable) <i>*In case of Joint Venture (JV), the letter of intent to form a legally enforceable JV, including a draft agreement or JV agreement (see Form C)</i>	
	- Form D. Tenderer's Declaration	
	- Form E. Technical Proposal of up to 50 pages on A4-sized page	
	- Form F. Specified Personnel CV's with each CV up to four pages	
	- Form G. List of References	
4	<b>Financial Proposal:</b>	
	- Bid amount	
	- Payment Schedule	

## Form A – Cover Letter for Technical Proposal

[On company letterhead]

[Location, Date]

To :

Procurement Team  
Australia for ASEAN Futures Initiative  
ASEAN Secretariat  
Jl. Sisingamangaraja 70a, Jakarta Selatan  
Indonesia 12110

Dear Sir/ Madam,

We, the undersigned, offer to provide the Services for *(Insert RFP Title)* in accordance with your Request for Proposal No. *(Insert RFP Reference Number)* dated *(Insert Date)*. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sent in a separate password protected file, through electronic submission.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP Documents, and subject to the modifications resulting from Contract negotiations. We acknowledge and accept your right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with ASEAN as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature

Name and Title of Signatory :

Date :

Name of Firm :

Address :

*(Stamp with official stamp of the Tenderer)*

**Form B - Tenderer Information**

<b>Tenderer's legal name</b>	
<b>In case of a Joint Venture, Consortium, Association - Legal name of each party</b>	
<b>Tenderer's type of organisation</b>	E.g sole trader / public limited company/ private company
<b>Tenderer's Country of Registration, Constitution or Incorporation</b>	
<b>Tenderer's Year of Registration, Constitution or Incorporation</b>	
<b>Tenderer's legal address in Country of Registration, Constitution or Incorporation</b>	
<b>Registration no./Deed of Organisation (if applicable)</b>	
<b>Tenderer's authorized representative information</b>	Name: Title / position : Address: Telephone: Email Address:
<b>Organisation chart</b>	Attach the organisation chart to this form, as an option.
<b>List of management names and position</b>	

Please attach:

- Scanned copies of Incorporation or Registration of the designated firm and information on its capital structure (Trade Register).
- In case of Joint Venture (JV), the letter of intent to form a legally enforceable JV, including a draft agreement or JV agreement (see Form C)
- Company profile
- Latest audited financial statements (if applicable)

**Form C - Joint Venture/ Consortium/ Association Information**

<b>Name of Tenderer</b>	Click or tap here to enter text.	<b>Date</b>	Click or tap to enter a date.
<b>RFP No.</b>	Click or tap here to enter text.		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association (JVCA)

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

<p><b>Name of leading partner</b> (with authority to bind the JVCA during the RFP process and, in the event a Contract is awarded, during contract execution)</p>	<p>Click or tap here to enter text.</p>
---	---

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a JVCA **OR**  JVCA agreement

We hereby confirm that if the contract is awarded, all parties of the JVCA shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

Name of partner:  
\_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Form D - Tenderer Declaration**

<b>Name of Tenderer</b>	Click or tap here to enter text.	<b>Date</b>	Click or tap to enter a date.
<b>RFP No.</b>	Click or tap here to enter text.		

On behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association (JVCA) members or subcontractors or suppliers for any part of the contract.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFP. I/We confirm that the Tenderer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this proposal I/we warrant that the Tenderer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of ASEAN Entities, ASEAN Secretariat, Aus4ASEAN Futures (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to not engage in proscribed practices, or any other unethical practice, with ASEAN Secretariat or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ASEAN Secretariat and the Australian Government
<input type="checkbox"/>	<input type="checkbox"/>	<b>Child protection and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH):</b> I/We confirm that we have read DFAT policies on child protection <a href="http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx">http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx</a> and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) <a href="https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default">https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default</a> and will adhere to them.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the Tenderer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the Tenderer will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Collusive Tendering:</b> I/We declare that our firm, its affiliates or subsidiaries or employees, including any JVCA members or subcontractors or suppliers for any part of the contract have no knowledge of the technical or financial tender of any other tenderer when they submit their tender. We also declare that we have not and will not disclose any of the details of our tender submission to any other person or organisation prior to the closing date for the RFP
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JVCA members or subcontractors or suppliers for any part of the contract is not on any list of sanctioned parties issued by any Australian Government institution, World Bank, ASEAN Development Bank, UN agencies, European Union and others, and not blacklisted by any local/ international organisation, Government/ semi-government department, NGO or any other company/ organisation.
<input type="checkbox"/>	<input type="checkbox"/>	I/We do not employ, or anticipate employing, any person(s) who is, or has been convicted for an offense concerning professional conduct, or guilty of grave professional misconduct (proven by any means which the contracting authorities can justify), or have been convicted of an offence of, or relating to bribery of a public official, nor are they subject to any proceedings which could lead to such a conviction.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Proposal Validity Period:</b> I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

Authorized Signature

Name and Title of Signatory :

Date :

Name of Firm :

Address :

*(Stamp with official stamp of the Tenderer)*



**Form E – TECHNICAL PROPOSAL FORMAT**

<b>Name of Assignment</b>	
<b>Tenderer's Organisation or Person</b>	
<b>Address</b>	
<b>Contact Person and Title/Position</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Mobile Phone</b>	
<b>Business Name Registration</b>	
<b>Tax Registration Number</b>	
<b>Indicate number of years involved in similar business/work</b>	
<b>Date</b>	

**I. Consultant's Organization and Experience**1.1. Organisational capability

Outline general organisational capability which is likely to affect performance of the TOR such as size of the organisation, in-house expertise, strength of project management support, networks, etc.

1.2. Relevant experience

Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organisation may have participated in. Detail any specialized knowledge that may be applied to performance of the TOR. Include experience working with ASEAN Member States and/or ASEAN Secretariat.

1.3. Quality assurance procedures

Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

1.4. Extent to which the work will be subcontracted

Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

**II. Comments and/or Suggestions on the Terms of Reference**

Please feel free to present and justify any modifications to the Terms of Reference your firm/organization would like to propose in order to perform the assignment more effectively. If there are such suggestions, they should be incorporated in your proposal.

### **III. Description of Approach and Methodology**

- A. Provide a description of the organization's approach and methodology, including framework, methods of data collection, sampling, sources of data and instruments to be used, on how the organization will deliver the following:
- Assessing the relevance, efficiency, effectiveness, coherence, impact and sustainability of the measures and actions in the ASCC Blueprint 2025 both in terms of national and regional level initiatives, taking into account the changing and evolving regional and global contexts (e.g., intervening effects of the COVID-19 pandemic); review of the ASCC Blueprint Strategic Measures implementation particularly those that focus on gender equality disability and social inclusion; (
  - Assessing the implementation strategies including partnerships and cooperation, and determine to what extent are the strategies, targets, and actions in the ASCC Blueprint 2025 have been mainstreamed in national development actions plans; mobilizing sufficient resources to support implementation; engagement and involvement of relevant stakeholders in achieving Blueprint objectives; and strengthening the capability of ASEAN Secretariat and that of AMS; and
  - Assessing the institutional mechanisms for implementing the ASCC Blueprint 2025 in ASEAN Member States and the ASEAN Secretariat, at both the sectoral and cross-cutting levels, including the production of National Assessment Reports showcasing ASCC Blueprint implementation results in each ASEAN Member States;
- B. Provide specific timeline on how the organisation will deliver the identified deliverables in the Terms of Reference
- C. Describe how the organisation plan to develop the information and communication materials for the ETR findings and recommendations, including plans to gather videos or interviews from key ASCC Stakeholders for the Audio-Visual Presentation (AVP); and
- D. Provide a risk management strategy for the conduct of the ETR, including identifying possible risks and their likelihood and impact;

### **IV. Work Plan**

Include a detail work plan for data collection, analysis, reporting, and milestones.

### **V. Quality Assurance**

Please detail the proposed quality assurance method, including who will do the quality assurance for the products of this engagement. It should also include a description of how comments and corrections received from main stakeholders will be handled.

### **VI. Team Composition and Task Assignments**

Please provide a brief description of each team member and a statement of how team members complement each other to meet the knowledge and skills needs of the assignment. Additionally, please provide the information requested in the table below.

**VII. WORK SCHEDULE AND PLANNING FOR DELIVERABLE**

No	Deliverables <sup>1</sup> (D-..)	Months												
		1	2	3	4	5	6	7	8	9	....	n	TOTAL	
D-1	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5) delivery of final report to Client}													
D-2	{e.g., Deliverable #2:.....}													

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

**VIII. TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS**

No.	Name	Expert's input per person in month for each deliverable							Total time-input (in month)		
		Position		D1	D2	D3	D4	D5	Home	Field	Total
<b>Key Experts</b>											
1.	Mr/Ms. Example	Team Leader	Home	2.0 m	0.5 m	1.0 m	1.0 m	0.5 m	5 months	7 months	12 months
			Field	3.0 m	1.0 m	1.0 m	1.0 m	1.0 m			
2.											
3.											
<b>Sub Total</b>											
<b>Non Key Experts</b>											
1.			Home								
			Field								
2.											
3.											
<b>Sub Total (days)</b>											
<b>Total (days)</b>											

- For Key Experts, the input should be indicated individually for the same positions as required
- Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- "Home" means work in the office in the expert's country of residence.  
 "Field" work means work carried out in the Client's country or any other country outside the expert's country of residence

**Form F. Specified Personnel CV's with each CV up to four pages****CURRICULUM VITAE (CV)**

<b>Position Title</b>	{e.g., TEAM LEADER}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:**

List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained

---

**Employment record relevant to the assignment:**

Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbbb, deputy minister]		

**Membership in Professional Associations and Publications:****Language Skills (indicate only languages in which you can work):****Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant's Team of Experts:</b> <i>List all deliverables/tasks in which the Expert will be involved</i>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>
--	--


**Expert's contact information:** (e-mail ....., phone.....)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

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Name of Expert

Signature

Date

---

Name of authorized  
Representative of the Consultant  
(the same who signs the Proposal)

Signature

Date

**Form G. List of References**

Please list references of three (3) clients/ customers for whom the Tenderer has provided similar service.

Project Title and brief description	
Client	
Contract Value	
Period of Performance (from/ to)	
Role in relation to the undertaken to goods/services/works	
Contact Name and Position/Title	
Contact Phone	
Contact Email	

Project Title and brief description	
Client	
Contract Value	
Period of Performance (from/ to)	
Role in relation to the undertaken to goods/services/works	
Contact Name and Position/Title	
Contact Phone	
Contact Email	

Project Title and brief description	
Client	
Contract Value	
Period of Performance (from/ to)	
Role in relation to the undertaken to goods/services/works	
Contact Name and Position/Title	
Contact Phone	
Contact Email	

**Form H. Cover Letter for Financial Proposal [On company letterhead]**

[Location, Date]

To :

Procurement Team  
Australia for ASEAN Futures Initiative  
ASEAN Secretariat  
Jl. Sisingamangaraja 70a, Jakarta Selatan  
Indonesia 12110

Dear Sir/ Madam,

We, the undersigned, offer to provide the Services for *(Insert RFP Title)* in accordance with your Request for Proposal No. *(Insert RFP Reference Number)* dated *(Insert Date)*. We are hereby submitting our Proposal, which includes a Technical Proposal sent in a separate file, and this Financial Proposal, through electronic submission. The password for this financial proposal *(\*\*\*\*)*

Our attached Financial Proposal is for the sum of *(Insert amount in words and figures)*.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP Documents, and subject to the modifications resulting from Contract negotiations. We confirm that the amount stated above is inclusive of GST/ VAT and other applicable tax. We acknowledge and accept your right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with ASEAN as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature

Name and Title of Signatory :

Date :

Name of Firm :

Address :

*(Stamp with official stamp of the Tenderer)*



**Form I. Financial Proposal**

**I. Cost Breakdown by Professional Fee**

#	Team Member	Role in project	Daily Rate	# of days	Total professional fees
1	Name 1				
2	Name 2				
3	Name 3				
4	...				
A	Total Professional Fees				
#	Other Expenses (if applicable)	Description	Item Cost	# of items	Total Other Expenses
1	Name 1				
2	Name 2				
3	Name 3				
4	...				
B	Total Other Expenses				
<b>GRAND TOTAL (A+B)</b>					

**II. Cost Breakdown by Deliverables**

#	Deliverable	Description	# of days	Total professional Fees	Total Other Expenses	Total Cost
1	Deliverable 1					
2	Deliverable 2					
3	Deliverable 3					
4	...					
<b>GRAND TOTAL</b>						

**III. Additional Notes (if any)**