



TERMS OF REFERENCE

Building a Climate Resilient Future: A Needs Assessment and Framework for the ASEAN Centre for Climate Change (ACCC)

The ASEAN Secretariat and the Australian Government, through the Australia for ASEAN Futures Initiative, invite applications from firms, organisations, or joint venture/consortium/association (JCVA) for the above-referenced project. All proposals will be assessed based on their technical quality and value for money.

I. Background

During the 38th and 39th ASEAN Summit held in October 2021, the ASEAN Leaders supported the establishment of an ACCC in Brunei Darussalam. The ACCC aims to strengthen ASEAN’s climate change coordination and cooperation by becoming a hub for climate research and to make recommendations for climate change-related policy.

The Establishment Agreement (EA) of ACCC was endorsed by ASOEN on 19th June 2023 ad referendum. Subsequently, a handover ceremony of the signed Agreement of the ACCC was held on 23rd August 2023 to hand over the EA to the Secretary-General of ASEAN. It is anticipated that the ACCC will soon be operationalized.

It is considered timely and crucial to develop organisational foundation and operationalisation for ACCC, which include:

1. **Needs Assessment:** a comprehensive analysis to (a) identify and understand the most pressing climate-related issues and challenges, including gender equality, disabilities, social inclusion (GEDSI), faced by ASEAN Member States (AMS); (b) identify and engage with key stakeholders to understand their specific needs, concerns, and expectations regarding climate change coordination and cooperation; (c) assess existing capacities and expertise in climate research and policy within AMS; (d) identify gaps in current regional climate policies and priorities; (e) understand the data and research requirements of AMS; and (f) identify legal and regulatory requirements for cross-border cooperation and data sharing. This would help form priorities and set the strategic direction of ACCC for the next three to five years, in line with and in support of relevant proposed and ongoing action plans and documents such as the ASEAN Working Group on Climate Change Action Plan 2019–2025, the ASEAN State of Climate Change Report, the 6th ASEAN State of Environment Report, and potentially, the upcoming ASEAN Climate Change Strategic Action Plan (ACCSAP).
2. **Stakeholder Engagement, Partnerships, Collaborations, and Communication:** development of stakeholder engagement plans, stakeholders mapping, strategic partnerships frameworks, and communication and outreach strategies and plan. With consideration of ensuring ACCC’s area of work is complementary, non-duplicative and non-intrusive towards work carried out by relevant and vital

stakeholders such as but not limited to, the ASEAN Secretariat (ASEC), relevant ASEAN Sectoral Bodies and Centres and Working Groups under the ASEAN Senior Official's on Environment.

3. **Operational Framework:** a structured model of ACCC that outlines, but not limited to, the organisational goals and objectives, strategies (including GEDSI) and approaches, a framework to guide the development of ACCC's governance structure, standard operating procedures (SOPs), reporting mechanisms, roles and responsibilities, financial management system, resource mobilisation, research and data sharing protocols, environmental and social safeguards, resource mobilisation, monitoring and evaluation (M&E), risks management.

II. Needs and Objectives

This project will support the operationalisation of the ACCC, to contribute to a more climate-resilient and low-carbon ASEAN region, with strengthened regional cooperation, informed decision-making, and a coordinated response to the challenges of climate change.

It will prepare ACCC for effective and efficient operations and enable them to (1) develop tailored strategies, and policies for both long term and short term projects or operations that closely align with the priorities and needs of AMS, and that all activities are purpose-driven and aligned with ACCC's mandate and existing or proposed national and regional climate change policies and action plans as well as those of relevant ASEAN Centres; (2) promote efficient management and accountability; (3) enhance collaboration among AMS to effectively develop and implement climate change initiatives, policies and regional action plans, leveraging shared knowledge, and expertise; (4) provide access to AMS credible, data-driven research and recommendations, enabling evidence-based decision-making on climate change issues, including disaggregated data on the impacts of climate change to understand how it affects different groups (men, women, people with disabilities, and marginalized communities); (5) promote gender-responsive climate policies that recognize and address the different impacts of climate change on women and men, and consider how climate policies can empower women and promote their active participation in climate action; and (6) enhance knowledge and skills in climate research, policy, and implementation.

III. Outputs and Deliverables

This project is designed to produce three main outputs, each crucial in shaping ACCC trajectory towards climate resilience and cooperation:

1. **Needs Assessment:** a comprehensive analysis to (a) identify and understand the most pressing climate-related issues and challenges, including GEDSI, faced by AMS; (b) identify and engage with key stakeholders to understand their specific needs, concerns, and expectations regarding climate change coordination and cooperation; (c) assess existing capacities and expertise in climate research and policy within AMS; (d) identify gaps in current regional climate policies and priorities; (e) understand the data and research requirements of AMS; and (f) identify legal and regulatory requirements for cross-border cooperation and data sharing. This would help forming priorities and set the strategic direction of ACCC

for the next three to five years, in line with and in support of relevant proposed and ongoing action plans such as the ASEAN Working Group on Climate Change Action Plan 2019-2025, the ASEAN Climate Vision within the 1st ASEAN State of Climate Change Report and potentially, the currently in development ACCSAP by the Institute for Global Environmental Strategies.

2. **Stakeholder Engagement, Partnerships, Collaborations, and Communication:** development of stakeholders mapping, strategic partnerships frameworks, stakeholder engagement plans, and communication and outreach strategies and plan. With consideration of ensuring ACCC's area of work is complimentary, non-duplicative and non-intrusive towards work carried out by relevant and vital stakeholders such as but not limited to, the ASEC, relevant ASEAN Sectoral Bodies and Centres and Working Groups under the ASEAN Senior Official's on Environment.
3. **Operational Framework:** a structured model of ACCC that outlines, but not limited to, the organisational goals and objectives, strategies (including GEDSI) and approaches, a framework to guide the development of ACCC's governance structure, SOPs, reporting mechanisms, roles and responsibilities, financial management system, resource mobilisation, research and data sharing protocols, environmental and social safeguards, resource mobilisation, M&E, risks management.

In addition to delivering the above outputs, the 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 and detailed work plan.
- ii. **Project Progress Reports** (monthly or as advised by ASEC or Brunei Darussalam as the lead/host of the ACCC) providing a summation of activities undertaken, issues that have arisen and corrective measures, and planned actions.
- iii. **Project Completion Report** describes 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 Working Group on Climate Change (AWGCC) through Brunei Darussalam and ASEC (i.e., ASEC Environment Division) with a copy to Aus4ASEAN Futures and then in a final form following ASEC approval. All deliverables, including reports, must be suitable for publication, although the decision on publication lies with the ASEAN.

IV. Deliverables/Activities

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

No	Deliverable	Activity	Person working days*	Completion Date	Person(s) responsible
1	Inception Report	Setting expectations on the project with consultant.	6 working days	2 weeks after signing of the Special Services Agreement (SSA)	ASEC, BCCS, and Consultant
		Conceptualisation of overall approach, detailed framework, and preparation of work plan, management strategy and budget.			Consultant
		Preparation, submission, finalisation and presentation, based on feedback from ASEC, BCCS, and AMS, as required, of an inception report.			Consultant
<i>Approval of the Inception Report by ASEC/BCCS/AWGCC/ASEON (indicatively three (3) working weeks)</i>					
2	Needs Assessment Report	Comprehensive needs assessment. It should cover the followings, at the minimum (i) defining objectives and scope of needs assessment, (ii) literature review, (iii) identification of key knowledge gap, (iv) stakeholders' identification and engagement, (v) climate change issues and challenges assessment – including impact on GEDSI, (vi) capacity and expertise assessment, (vii) policy analysis and gap identification, (viii) data research and requirements, and (viii) legal and regulatory assessment.	80 working days	Week 11	Consultant, with inputs from and facilitation by ASEC
		Preparation of comprehensive report highlighting key findings and analyses, providing clear, practical and actionable recommendations for ACCC's strategic direction for the next three to five years, highlighting priority areas, strategies for addressing climate-related issues (with GEDSI considerations) and specific action plans.	15 working days	Week 12	Consultant

No	Deliverable	Activity	Person working days*	Completion Date	Person(s) responsible
2	Needs Assessment Report (cont'd)	Submission and finalisation, based on feedback from ASEC, BCCS, and AMS, as required, of the comprehensive needs assessment report.	5 working days	Week 13	Consultant, ASEC, BCCS, AMS
<i>Approval of Needs Assessment Report by ASEC/BCCS/AWGCC/ASEON (indicatively three (3) working weeks)</i>					
3	Strategic Partnerships Frameworks, Communication, Stakeholder Engagement and Outreach Strategies and Plans	(i) Stakeholder mapping (shared activity with needs assessment), (ii) Development of strategic partnerships frameworks, (iii) Development of a comprehensive strategy that outlines how ACCC will engage stakeholders, including communication methods, frequency of engagement, and the intended outcomes, (iv) Crafting customised engagement plans for each stakeholder group, considering their unique interests, concerns and expectations, (v) Development of feedback mechanisms – channels for stakeholders to provide input and feedback on ACCC’s activities, policies, and programmes, (vi) Development of communication and outreach strategies and plans.	55 working days	Week 14	Consultant, with inputs from and facilitation by ASEC
		Submission and finalisation, based on feedback from ASEC, BCCS, AMS and relevant ASEAN Centres, as required, of the Strategic Partnerships Frameworks, Communication, Stakeholder Engagement and Outreach Strategies and Plans.	5 working days	Week 16	Consultant, ASEC, BCCS, AMS
<i>Approval of Strategic Partnerships Frameworks, Communication, Stakeholder Engagement and Outreach Strategies and Plans by ASEC/BCCS/AWGCC/ASEON (indicatively three (3) working weeks)</i>					

No	Deliverable	Activity	Person working days*	Completion Date	Person(s) responsible
4	Operational Framework	<p>(i) Defining organisational goals and objectives (overarching mission, vision, and core value of ACCC), and developing specific and measurable goals and objectives that align with addressing climate change and ensuring GEDSI,</p> <p>(ii) formulating comprehensive strategies,</p> <p>(iii) designing/confirming the governance structure, including roles and responsibilities,</p> <p>(iv) establishing decision-making process, accountability mechanisms, and reporting structures,</p> <p>(v) developing SOPs, including procurement, financial management, human resources, and project management,</p> <p>(vi) developing a resource mobilisation strategy to secure funding and resources for ACCC’s operations and projects,</p> <p>(vii) establishing research and data sharing protocols, viii) defining environmental and social safeguards and establishing mechanism for assessing and mitigating potential environmental and social risks,</p> <p>(ix) establishing a robust M&E framework to assess the progress and impact of ACCC’s initiatives. (ii) formulating comprehensive strategies,</p> <p>(iii) designing/confirming the governance structure, including roles and responsibilities,</p> <p>(iv) establishing decision-making process, accountability mechanisms, and reporting structures,</p> <p>(v) developing SOPs, including procurement, financial management, human resources, and project management,</p>	82 working days	Week 22	Consultant, with inputs from and facilitation by ASEC.

No	Deliverable	Activity	Person working days*	Completion Date	Person(s) responsible
4	Operational Framework (cont'd)	(vi) developing a resource mobilisation strategy to secure funding and resources for ACCC's operations and projects, (vii) establishing research and data sharing protocols, (viii) defining environmental and social safeguards and establishing mechanism for assessing and mitigating potential environmental and social risks, (ix) establishing a robust M&E framework to assess the progress and impact of ACCC's initiatives			

* 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 Initiative, led technically by Brunei Climate Change Secretariat (BCCS), and coordinated by ASEC Environment Division in consultation with the ACCC team once appointed, and AMS (AWGCC/ASOEN). The contractor should be responsible for achieving the outputs and deliverables, including preparing and organising the scheduled activities and reporting, in close consultation and collaboration with the host country(s), Aus4ASEAN team 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.

VI. Scope of Services

The consultancy will be undertaken over **a continuous effective period of eight (8) calendar months** or approximately **265 person working days** of professional services. Work will commence immediately after contract signing.

VII. Qualifications

This project seeks a firm/organisation or a joint venture/consortium/ association (JCVA) with combined proven expertise in high-level strategic planning, project development and monitoring and evaluation. Interested firms/JCVAs should demonstrate the following in the submitted technical component:

- i. Proven proficiency in relevant fields, such as climate science, policy analysis, and adaptation strategies, with a history of successfully addressing complex challenges.
- ii. Demonstrated capabilities in engaging with diverse stakeholders, conducting comprehensive research, and analysing data to inform strategic initiatives.
- iii. In-depth understanding of legal and regulatory frameworks related to cross-border collaboration, ensuring compliance and effective data sharing.
- iv. Proven ability to align findings with overarching goals, contributing to the strategic direction of the project or organization.
- v. Track record of developing strategic partnerships frameworks and promoting collaboration.
- vi. Strong communication and outreach planning skills.
- vii. Demonstrated expertise in organizational development, designing structured models, and aligning goals and strategies.
- viii. Proven skills in developing financial management systems and resource mobilization strategies.
- ix. Knowledge of research and data sharing protocols, ensuring ethical and effective practices.
- x. Successful experience in establishing M&E frameworks to track progress and impact.
- xi. Skills to identify potential risks and develop strategies for effective risk management.

- xii. Proven experience in integrating considerations for gender equality, equity and social inclusion, including disabilities, considerations into climate change initiatives and its outcomes.
- xiii. A diverse mix of experts from various disciplines to ensure a holistic approach to project implementation.
- xiv. Strong project management skills to coordinate and integrate diverse components efficiently.
- xv. Strong teamwork and coordination skills to work collaboratively with various stakeholders and partners involved in the project.
- xvi. Thorough understanding of and experience working on ASEAN and/or Aus4ASEAN Futures procedures will be of advantage.

VIII. Bidding

Interested firms or Joint Ventures/ Consortium/ Association (JVCA) are invited to submit a proposal in response to these Terms of Reference. This proposal should be divided into two parts: **Technical** and **Financial components**; and submitted in two separate emails.

The **Technical component** should present the following information:

- › A brief discussion indicating the tenderer's understanding of the needs of the project.
- › A brief analysis of key issues.
- › A methodological discussion of how the tenderer proposes to address those needs including assessment of key 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 will be taken to ensure the future sustainability of the outcomes of the project.
- › Brief discussion of the firm/JVCA's past experience in undertaking similar work and brief summaries of all projects undertaken.
- › Cover Letter for Technical Proposal (see **Form A** annexed to this document).
- › Tenderer Information and Completed Tenderer Registration Form (see **Form B** of this document), including a set of the following documents if applicable: company profile; business name registration issued by an 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.
- › Tenderer Declaration (see **Form D** of this document).
- › Tenderers should use the Technical Proposal Format (see **Form E** annexed to this document). Examples of previous work and a list of referees should be included in the Technical Proposal.
- › CVs of all proposed experts (see **Form F** of this document).

The Technical Proposal shall not include any price or financial information. A technical proposal containing material with financial information may be declared non-responsive.

The **Financial Proposal** should specifically include:

1. Cover Letter for Financial Proposal (see **Form G** annexed to this document).
2. Professional fees of expert(s).
3. 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 costs.
4. 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 taxes. Additional amounts not specified in the financial component will not be included in the contract. See Section XI point 5 for an additional note on tax liability.
5. Tenderers should use the Financial Proposal Format (see Form H of this document).

The quoted price in the Financial Proposal shall only be in US dollars.

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 on the closing date of this tender announcement.

All documents submitted shall be in English. Otherwise, it will not be considered.

IX. Submission of Bid

Tenderers shall send their Technical Proposal and Financial Proposal via two separate emails, attaching the respective cover letters and materials specified in Section VIII above and other supporting documents to tender@aus4aseanfutures.org and cc aus4aseanfutures@asean.org no later than **2 June 2024 at 23:59 Jakarta time (GMT +7)**. Large documents (>5MB) can be submitted in parts through several emails. **Late submissions will be disqualified.**

Tenderers shall use the following email subjects when separately submitting their technical and financial proposals:

- Technical Proposal_ " Building a Climate Resilient Future: A Needs Assessment and Framework for the ASEAN Centre for Climate Change "_Name of Vendor
- Financial Proposal_ " Building a Climate Resilient Future: A Needs Assessment and Framework for the ASEAN Centre for Climate Change "_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 by email to query@aus4aseanfutures.org before **28 May 2024**. Please use the subject line: **"Query - Building a Climate Resilient Future: A Needs Assessment and Framework for the ASEAN Centre for Climate Change"**

Response to received queries will be published at Aus4ASEAN Futures' website (<https://www.aus4aseanfutures.org/>). No individual responses or replies will be provided for queries. Please check the page regularly for updates.

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. Successful tenderers shall agree to be bound and sign the Special Services Agreement (SSA) with all requirements under the terms and conditions provided therein, including but not limited to the Australia for ASEAN Futures Guidelines for the Contractors attached to the SSA.
3. SSA can only be signed with the registered tenderers as stated in Form A (see Annex). It is not possible for other entities or subsidiaries of the registered tenderers to sign the SSA on behalf of the registered tenderer.
4. Tenderers 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 that may be imposed by any law in relation to any amount payable by the ASEAN Secretariat. This means that the 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 an A4-sized page)
- Form F. Specified Personnel's Curriculum Vitae (of up to four pages for each CV)
- Form G. Cover Letter for Financial Proposal
- Form H. 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"> > Technical Proposal_ "Building a Climate Resilient Future: A Needs Assessment and Framework for the ASEAN Centre for Climate Change "_Name of Vendor > Financial Proposal_ "Building a Climate Resilient Future: A Needs Assessment and Framework for the ASEAN Centre for Climate Change "_Name of Vendor 	
3	Technical Proposal:	
	> Form A. Cover Letter for Technical Proposal	
	> Form B. Tenderer Information and other supporting documents, such as:	
	<ul style="list-style-type: none"> o Scanned Copy of Company Legal Documents (if applicable), i.e. <ul style="list-style-type: none"> ▪ Business Name Registration (Trade Register) ▪ Valid Business Permit ▪ Tax Identification Number ▪ Latest audited financial statements (for the company) 	
	> Company Profile	
	> Authority of signatory	
	> Form C. Joint Venture/ Consortium/ Association Information (if applicable) <i>*In the 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 an A4-sized page, including a list of references)	
	> Form F. Specified Personnel's CV (with each CV up to four pages)	
4	Financial Proposal:	
	> Form G. Cover Letter for Financial Proposal	
	> Form H. Financial Proposal:	
	<ul style="list-style-type: none"> o Bid Amount o Payment Schedules 	

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)* 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,

Authorised Signature
Name and Title of Signatory:
Date:
Name of Firm:
Address:
(Stamp with the official stamp of the Tenderer)

Form B: Tenderer Information

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

Please attach:

- › Articles of Incorporation or Registration of the designated firm and information on its capital structure (Trade Register).
- › In the case of a Joint Venture (JV), the letter of intent to form a legally enforceable JV, including a draft agreement or JV agreement (see Form C).
- › Organisation chart of the company and list of current staff
- › Latest audited financial statements (if applicable)

Form C: Joint Venture/ Consortium/ Association Information (if applicable)

Name of Tenderer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
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This is 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, email 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.

Name of leading partner (With authority to bind the JVCA during the RFP process and, in the event a Contract is awarded, during contract execution)	Click or tap here to enter text.
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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 JVCAOR JVCA agreement.

We hereby confirm that if the contract is awarded, all parties of the JVCA shall be jointly and severally liable to _____ for the fulfilment of the provisions of the contract.

Name of partner: _____ Signature _____ Date: _____	Name of partner: _____ Signature _____ Date: _____
Name of partner: _____ Signature _____ Date: _____	Name of partner: _____ Signature _____ Date: _____

Form D: Tenderer’s Declaration

Name of Tenderer	Click or tap here to enter text.	Date	Click or tap to enter a date.
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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"/>	Requirements and Terms and Conditions: 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"/>	Ethics: 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 the 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"/>	Child Protection and the Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH): I/We confirm that we have read DFAT policies on child protection http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default and will adhere to them.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: 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"/>	Collusive Tendering: 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.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: 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 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 offence 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"/>	Bankruptcy: 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"/>	Proposal Validity Period: 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 recognise that you are not bound to accept any proposal you receive.
<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.

Authorised Signature
 Name and Title of Signatory:
 Date:
 Name of Firm:
 Address:
 (*Stamp with the official stamp of the Tenderer*)

Form E: Technical Proposal

Consultant's general information - to be submitted together in the Technical Proposal

Name of Assignment

Tenderer's Organisation or Person

Address

Contact Person and Title/Position

Email

Telephone

Mobile Phone

Business Name Registration

Tax Registration Number

Indicate the number of years involved in similar business/work

Date

I. **Consultant's Organisation and Experience**

1.1. Organisational capability

Outline general organisational capability that is likely to affect the 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 experiences and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts in which the organisation may have participated. Detail any specialised knowledge that may be applied to the performance of the TOR. Include experience working with the ASEAN Member States and/or the ASEAN Secretariat.

1.3. Quality assurance procedures

Describe the potential risks for the performance of the TOR that may impact the 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 and policies, e.g., ISO.

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 roles, responsibilities, reporting lines, and accountability.

1.5. Customer/Previous Work Reference

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

Customer/Previous Work Details	
Company name	
Company address	
Telephone number	
Contact person and Position/Title	
Email address	
Project title and brief description	

Customer/Previous Work Details	
Company name	
Company address	
Telephone number	
Contact person and Position/Title	
Email address	
Project title and brief description	

Customer/Previous Work Details	
Company name	
Company address	
Telephone number	
Contact person and Position/Title	
Email address	
Project title and brief description	

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/organisation would like to propose in order to perform the assignment more effectively. If there are such suggestions, they should be incorporated into your proposal.

III. Description of Approach and Methodology

Provide a description of the organisation's approach, methodology, and timeline for how the organisation will achieve the TOR, including:

- › The assessment criteria the Assessment will use, the questions the Assessment should answer, and how the criteria and questions relate. These will include any additional issues identified by the assessor with regard to those mentioned in the ToR.
- › For each criterion, methods of collecting data/information and specific sources of data.
- › If appropriate to the Assessment, the proposed criteria for sampling and rational, and the proposed sample.
- › Describe in detail the ways data will be collected, including instruments.

IV. Work Plan

A work plan for data collection, analysis, reporting, and their milestones. **The timelines mentioned in the ToR may be confirmed.** Please detail the proposed quality assurance method, including who will do the quality assurance for the products of the Assessment and which instrument will be linked (e.g., Assessment proposal, inception report, data collected and analysed, draft report). It should also include a description of how comments and corrections received from main stakeholders will be handled. 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.

V. Quality Assurance

Please detail the proposed quality assurance method, including who will do the quality assurance for the products of the Assessment and which instrument will be linked (e.g., Assessment proposal, inception report, data collected and analysed, draft report). 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

No	Deliverables ¹	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 the final report to ASEAN through ASEC}												
D-2	{e.g., Deliverable #2:.....}												

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

VIII. Team Composition, Assignment, and Inputs

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

1. For Key Experts, the input should be indicated individually for the same positions as required.
2. Weeks are counted from the start of the assignment/mobilisation. One (1) week equals five (5) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
3. "Home" means work in an office in the expert's country of residence.
 "Field" work means work carried out in any other country outside the expert's country of residence.

Form F. Specified Personnel's Curriculum Vitae

CURRICULUM VITAE (CV)

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

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 the present position, list in reverse order. Please provide dates, the name of the employing organization, the titles of positions held, the types of activities performed, the location of the assignment, and the 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.

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

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

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

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 ASEAN.

Name of Expert	Signature
Date	

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

Form G: 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)* 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 taxes. 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,

Authorised Signature
Name and Title of Signatory:
Date:
Name of Firm:
Address:
(Stamp with an official stamp of the Tenderer)

Form H: 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				
	GRAND TOTAL (A+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	...					
	GRAND TOTAL					

Tenderers may include the Payment Schedule in the Financial Proposal.

III. Additional Notes (if any)