



TERMS OF REFERENCE

Advancing ASEAN's Just and Inclusive Transition to Green Jobs

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

a. Project Context

Green jobs are a priority in ASEAN, as highlighted by the [ASEAN Economic Community Blueprint](#) and the [ASEAN Declaration on Promoting Green Jobs for Equity and Inclusive Growth \(2018\)](#). ASEAN Member States are actively promoting employment in clean energy, energy efficiency, green buildings, urban planning, and supporting policies for sustainable production, circular economy adoption, and more. Despite these efforts, opportunities remain to further grow green jobs, ensure an adequate supply of workers with green skills, and strengthen the policy ecosystem that fosters this growth while encouraging inter-ministerial cooperation.

Addressing the green skills gap is essential to meet the growing demand for workers in the green sector, which will play a key role in ASEAN's economic and environmental future. The ASEAN Centre for Energy estimates that over 30 million jobs could be created by 2030 through sustainable practices, yet the International Labour Organisation (ILO) reports that 40% of the workforce lacks the necessary skills. A regional upskilling and reskilling strategy that is in line with industry demands and regional objectives is required to close this gap and eventually help achieve the Paris Agreement's Net Carbon Zero targets by 2050.

This Project supports ASEAN in advancing the promotion of green jobs through three major components: (1) the development and implementation of a **Framework and Action Plan for Green Jobs Promotion, a component of which aims to establish a regional centre of excellence (COE) for Green Jobs, proposed to be in Malaysia**; (2) a **Ministerial statement** reaffirming ASEAN's commitment to Green Jobs promotion; and (3) the Annual **ASEAN Green Jobs Forum (AGJF)** to facilitate knowledge sharing, building regional consensus, and promote green job development across AMS.

Building on the commitments outlined in the ASEAN Declaration on Promoting Green Jobs, the Framework and Action Plan will define strategic priorities aligned with global sustainability goals, such as the Paris Agreement and the Sustainable Development Goals (SDGs). It will emphasise the development of green industries, sustainable production methods, and circular economy principles. Workforce development will also be a central focus, prioritising targeted training and upskilling programmes in sectors like renewable energy, sustainable agriculture, waste management, and green infrastructure, ensuring equitable access to green job

opportunities for all.

Strengthening policy ecosystems will also be a key component. This includes developing and harmonising regional policies and incentives to encourage investment in green technologies and industries, fostering inter-ministerial collaboration and supporting public-private partnerships to streamline green job creation. The Framework will further prioritise regional collaboration through knowledge sharing, joint initiatives, and cross-border projects such as renewable energy grids and environmental protection strategies. Leveraging technology and data, including artificial intelligence (AI) and digital tools, will be critical for analysing workforce needs, identifying skill gaps, and enabling data-driven policymaking and workforce planning.

The **Annual ASEAN Green Jobs Forum (AGJF)** will play a prominent role in advancing the green jobs agenda and providing critical inputs into the Framework and Action Plan.

- The **2025 AGJF**, themed **“AI, Digitalisation & Green Jobs: Future-Proofing Skills and Talents for ASEAN,”** will be hosted under Malaysia’s ASEAN Chairmanship. The Forum will explore how AI and digitalisation can drive innovation, transform workforces, and equip ASEAN talent for a thriving green economy. It will serve as a platform to (1) showcase, discuss and shape the **final draft of the Framework and Action Plan on Green Jobs Promotion** and (2) present a **final draft of a ministerial statement** reinforcing ASEAN’s commitment to Green Jobs Promotion. To ensure the Framework is inclusive and responsive to regional ends, parallel stakeholder consultations will be conducted throughout 2025, engaging government agencies, private sector representatives, academics, civil society and workers’ organisations. A stakeholder mapping exercise will ensure comprehensive engagement across AMS, laying the foundation for effective collaboration.
- The **2026 AGJF**, organised under the Philippines chairmanship, will focus on the **implementation of the Framework and Action Plan**. It will facilitate discussions on practical strategies, cross-border collaboration, and monitoring progress, following the adoption of the final Framework alongside a ministerial declaration in 2025 affirming ASEAN’s commitment to sustainable and inclusive green job growth.

The development and implementation of the Framework and Action Plan will span twenty (20) months, with major milestones set for 2025 and 2026. Efforts in 2025 will prioritise extensive stakeholder engagement, development of the Framework and Action Plan, and its targeted endorsement at the **47th ASEAN Leaders’ Summit** or a suitable ministerial-level meeting in late 2025. This initiative will establish a robust foundation for regional collaboration, future-proofing ASEAN’s workforce and advancing the region’s transition toward a green and digital economy.

By integrating regional objectives, global goals, and inclusive workforce strategies, the Project will help ASEAN ensure a sustainable, equitable, and future-ready economy for its people.

b. Relationship to Other Activities

Given the inherently cross-sectoral nature of environmental challenges, this Project aligns with ongoing and past initiatives within ASEAN and at the global level to

ensure synergies, avoid duplication, and maximise impact.

The proposed ASEAN Framework and Action Plan for Green Jobs Promotion, the Ministerial Statement, and annual AGJFs contribute directly to the implementation of the ASEAN Declaration on Promoting Green Jobs by fostering collaboration and prioritising actions aligned with the commitments under the aforementioned ASEAN Declaration. This Project also contributes towards the ongoing ASEAN Strategy for Carbon Neutrality, which aims to leverage synergies to develop green industries and unlock green capabilities in the move towards embedding globally credible standards as well as ASEAN's Framework for Circular Economy for the ASEAN Economic Community (AEC), aiming to guide the region towards a resilient economy, resource efficiency, and sustainable growth.

This alignment ensures the Project contributes to ASEAN's broader sustainability objectives, including advancing just and inclusive transitions, embedding globally credible standards, and strengthening regional cooperation on green job promotion. The process of developing the ASEAN Framework and Action Plan for Green Jobs Promotion, the Ministerial Statement, and the AGJFs also serve as platforms to integrate lessons learned from AMS and relevant global initiatives, fostering knowledge exchange and regional capacity to address environmental and economic challenges effectively.

2. Stakeholders and Beneficiaries

Key Stakeholders and Influence

1. **ASEAN Member States (AMS):** As primary stakeholders, AMS governments will influence and benefit from the Project by aligning their policies and strategies to support green job creation and sustainable economic growth. The Project provides AMS with a platform to share experiences, collaborate on regional initiatives, and strengthen regulatory frameworks for green employment. Observers from Timor-Leste will also be invited in line with Timor-Leste's application for membership to ASEAN.
2. **ASEAN Sectoral Bodies:** This includes the Chairs and AMS' Focal Points of the Senior Labour Officials' Meeting (SLOM), the ASEAN TVET Council (ATC), the Senior Officials Meeting on the Environment (ASOEN), the ASEAN Coordinating Committee on Micro, Small and Medium Enterprises (ACCMSME), the Senior Officials Meetings on Education (SOMED), ASEAN Business Advisory Council (ASEAN-BAC), and ASEAN Youth Organization (AYO).
3. **United Nations Agencies (ILO, UNESCO, UNDP, UNFCCC, UNEP):** These UN bodies bring global perspectives and technical expertise, particularly in promoting sustainable employment, environmental policies, and inclusive growth. Their involvement ensures that the AGJF 2025 leverages international best practices, aligning regional goals with global standards.
4. **Private Sector (Green Economy Actors):** Companies involved in clean energy, energy efficiency, green buildings, urban planning, sustainable production, and digital innovation will influence and benefit from the Project by engaging in discussions on green workforce development and contributing insights on market needs. Expanding to ASEAN+3 Chambers of Commerce helps ensure the Project's outputs are relevant to industry requirements, fostering investment and regional collaboration on green job initiatives.

5. **Academia and Research Institutions:** These stakeholders will provide data-driven insights into green job trends, skills gaps, and workforce needs. Their involvement supports evidence-based policymaking and enhances the Project's analytical foundation.
6. **Australia (through Aus4ASEAN Futures):** Supporting the Project financially and technically, Australia's involvement through the Aus4ASEAN Digital Transformation and Future Skills Initiative is crucial. It will help introduce digital tools green job training programs, and facilitate capacity building across ASEAN.
7. **ASEAN Secretariat (ASEC):** The Secretariat will coordinate between the AMS, ASEAN Sectoral bodies, and international partners, ensuring that the Project aligns with ASEAN's broader objectives on sustainable development and carbon neutrality. The Secretariat will provide secretariat, planning and implementation support to the proponent country throughout this Project.
8. **Additional Partners (OECD, ERIA, ADB):** By providing research and strategic advice, OECD, ERIA, and ADB will contribute expertise on economic growth, sustainability, and employment trends. Their influence lies in their ability to support policy alignment and long-term strategic planning for ASEAN's green economy.
9. **Civil Society Organisations (CSOs) Representatives:** Involving CSOs in the development of the policy framework will ensure that the voices of vulnerable and under-represented communities are heard. Their input on emerging issues, barriers, challenges, and opportunities can help empower these groups and ensure that the framework and action plans are inclusive and responsive to the needs of all stakeholders.

Project Engagement with the Private Sector

The development of the ASEAN Framework and Action Plan for Green Jobs Promotion, as well as the AGJF 2025 and 2026, will actively engage the private sector in several ways:

- **Workforce Development Discussions:** Private sector actors will participate in framework development consultations and forum sessions focused on identifying skills needs, job market trends, and training opportunities that meet industry demands.
- **Collaborative Policy Input:** Businesses will have the opportunity to provide input on policy initiatives aimed at fostering green jobs, ensuring that regulatory frameworks support industry growth and sustainability.
- **Financing Mechanisms and Green Innovations:** The Project will explore private-sector-driven financing and innovation models to support green job creation and sustainability initiatives.

Users of Project Outputs

1. **ASEAN Governments:** AMS governments will use the Project's outputs towards policy recommendations and workforce data to refine their national green job strategies and develop more supportive regulatory frameworks. The **ASEAN**

Framework and Action Plan for Green Jobs Promotion and the ASEAN Ministerial Statement will set the policy direction for the ASEAN Member States and act as a regional target in enhancing the transition to green jobs.

2. **Educational Institutions and Training Bodies:** By accessing insights on skills gaps and green job opportunities, these organisations will be able to design relevant curricula and training programs that align with the industry's needs.
3. **Private Sector Companies:** Businesses will use the Framework and Forum's findings to adapt their workforce strategies, ensuring their organisations remain competitive in a greener economy by integrating sustainability and digital skills into their operations.
4. **ASEC and International Bodies:** Outputs from the Project will guide future ASEAN initiatives and facilitate continued alignment with global sustainability targets and ASEAN frameworks and work plans.

Direct and Indirect Beneficiaries

1. Direct Beneficiaries:

- **Workers and Job Seekers:** Upskilling and training programs developed as a result of the project outputs will directly benefit the local workforce in respective AMS, particularly those in traditional sectors who are transitioning to green jobs. Vulnerable groups, such as women, youth, and rural workers, will also have greater access to these opportunities, promoting workforce inclusivity.
- **Green Economy Businesses:** These companies will benefit from improved workforce availability and supportive policies, enhancing their ability to grow and innovate within ASEAN.

2. Indirect Beneficiaries:

- **Local Communities:** As green job opportunities expand and environmental sustainability is prioritised, communities will see indirect benefits such as cleaner environments, enhanced local economies, and reduced socio-economic disparities.
- **Future Workforce:** By embedding sustainable practices in regional employment trends, the Project supports a long-term transition toward a greener, more resilient economy, ultimately benefiting future generations.

Through these engagements and benefits, the Project will catalyse a transformative shift toward a sustainable ASEAN job market and economy.

II. Assignment/Tender Overview

This tender or assignment represents the **first phase** of the initiative to advance ASEAN's just and inclusive transition to Green Jobs under the close guidance of the Ministry of Human Resources Malaysia, ASEAN Secretariat, and Aus4ASEAN Futures.

This focus will be on:

- **Extensive stakeholder engagement** to ensure diverse perspectives are incorporated into the Framework and Action Plan.
- **Development of the Framework and Action Plan** for Green Jobs Promotion.
- **Preparation and support for the 2025 AGJF**, ensuring it serves as an effective platform for stakeholder engagement and policy discussions

III. Needs and Objectives

The assignment will contribute to:

1. Strengthen evidence-based policymaking across AMS:

- Conduct a desk review on green job promotion in ASEAN to assess the current landscape of green job promotion, including enabling policies, regulatory frameworks, and inter-ministerial and cross-sectoral collaboration mechanisms needed for an effective transition to a green economy.
- Generate evidence-based insights, policy recommendations, and priorities actions based on the findings of the desk review, informed by disaggregated data where available, including on workforce participation by gender, disability status, and socio-economic background. These data-driven insights will serve as the foundation for developing the ASEAN Framework and Action Plan for Green Jobs Promotion, ensuring an inclusive, strategic, and well-informed approach to advancing green jobs across ASEAN.

2. Promote regional collaboration and knowledge sharing:

- Organise the AGJF 2025 for ASEAN Member States and key stakeholders to exchange best practices, align national strategies with regional objectives, and foster partnerships across sectors.
- Showcase the transformative potential of AI and digitalisation at the 2025 Forum, highlighting the role of AI and digital tools in workforce development, skill gap analysis, and future-proofing green jobs during the Forum discussions.
- Strengthen networks to support a just and inclusive transition to sustainable economies.

3. Progress the just and inclusive transition to green jobs through the ASEAN Framework and Action Plan:

- Undertake consultative processes to develop a draft framework and action plan, ensuring broad stakeholder participation and in accordance with the timeline as guided by Malaysia for its ASEAN Chairmanship in 2025.
- Identify policies and regulatory frameworks that create an enabling environment for green jobs promotion aligned with ASEAN's sustainability and economic goals.
- Identify inter-ministerial and cross-sectoral collaboration mechanisms to address challenges in just transitioning to a green economy, prioritising inclusivity in green job creation and access for all, including women, youth,

- persons with disabilities and other vulnerable groups.
- Present progress and reaffirm ASEAN's commitment to green job promotion through a Ministerial Statement at the 2025 Forum, setting the stage for the Framework's implementation in 2026.

IV. Outputs and Deliverables

The selected implementing agency will be required to deliver the following outputs and deliverables under this assignment:

- 1. Inception Report** covers objectives, scope, approach, methodology, review and evaluation questions, detailed work plan, timeline, stakeholder engagement and consultation plan, implementation arrangements, and risk management of the Project's Phase 1.
- 2. ASEAN Framework and Action Plan for Green Jobs Promotion:** A comprehensive framework that outlines strategic priorities, policy recommendations, and actionable steps to advance green jobs in ASEAN. The framework will adopt an inclusive approach to address barriers to green job opportunities and promote broad workforce participation.

Key components of the Framework and Action Plan include:

- a. defined priority sectors for green jobs, including renewable energy, sustainable agriculture, waste management, and green infrastructure;
- b. an ASEAN-specific green jobs taxonomy that provides clear definitions and classifications to guide policy and implementation;
- c. actionable steps for AMS to address policy gaps and align national and regional policies with global sustainability goals;
- d. measures to promote just transition and equitable access to green jobs, supported by disaggregated data where available, including on workforce participation by gender, disability status, and socio-economic background;
- e. inter-ministerial and cross-sectoral coordination mechanisms and partnerships required to deliver the framework and action plan;
- f. detailed monitoring, evaluation, and learning framework and work plan to measure and report on the progress and achievements of the framework and action plan;
- g. establishment of Regional Centre of Excellence for Green Jobs and Green Skills promotion that serves as primary conduit to implement the above objectives; and
- h. regular conduct of the ASEAN Green Jobs Forum in 2026 onwards

The final Framework will incorporate stakeholder inputs and be subject to AMS consensus and endorsement by the ASEAN Labour Ministers Meeting (ALMM) in time of the **47th ASEAN Leaders' Summit** in November 2025.

To ensure an inclusive and evidence-based approach in the development of the draft ASEAN framework and action plan, a **rapid Desk Review on Green Jobs Promotion in ASEAN** will be conducted as foundational groundwork. This review will provide critical insights into the **challenges and opportunities for green jobs promotion**, including equitable access to employment across ASEAN. The findings will inform the framework's strategies to foster broad-based participation and workforce inclusivity while addressing regional disparities in green job opportunities.

- 3. AGJF 2025 Proceedings and Outcomes:** The AGJF 2025 is a central platform for fostering dialogue, collaboration, and action on green jobs promotion. The Forum will provide detailed documentation of proceedings, including:
- Summaries of discussions, key messages, and agreed actions,
 - Outcomes and insights that contribute directly to the ASEAN Framework and Action Plan on Green Jobs Promotion,
 - A focus on the 2025 forum theme, “AI, Digitalisation & Green Jobs: Future-Proofing Skills and Talents for ASEAN,” will highlight the role of technology in advancing sustained and inclusive economic development.

As part of this output, a range of AGJF publications and strategic communications products will also be required to maximise the impact and reach of Forum outcomes, including:

- **Policy Briefs:** Highlighting green job opportunities, challenges, and actionable policy recommendations
- **Case Studies:** Featuring successful green job initiatives across ASEAN and beyond, emphasising best practices
- **Social Media Campaigns:** Regular updates on platforms like X and LinkedIn, featuring discussion threads, sound bites, and video reels to amplify key insights to promote green jobs awareness and AGJF milestones.
- **Media Engagement:** Press conferences and interviews with key stakeholders to deepen understanding of the Forums’ objectives and broader implications for ASEAN’s green jobs agenda. These stakeholders may include, but are not limited to, green job industrialists, TVET trainees with minor subjects in green techs, relevant research bodies (biotech firms/labs, agri-research institutes, green city tech providers/vendors, green policy advocates and government administrators in charge of green policy and cross-sectoral green skills promotion.
- **Press Releases:** Pre- and post-event announcements to share updates, outcomes, and major commitments
- **Event Highlights:** Visual summaries, infographics, and videos capturing critical discussions, success stories, and commitments made during the Forums.

All proceedings, knowledge products, and communication efforts will ensure inclusivity, accessibility, and relevance for diverse stakeholder groups. This approach ensures that AGJF not only serve as a forum for discussion but also as catalyst for knowledge dissemination and actionable change across ASEAN.

- 4. Project Completion Report:** A project completion report will be prepared at the end of this assignment to ensure continuity and facilitate the smooth transition into Phase 2 under the Philippines’s ASEAN Chairmanship. The report will include:
- **Summary of Completed Activities and Outputs:** A detailed account of key deliverables, stakeholder engagements, and milestones achieved.
 - **Assessment of Project Implementation and Management:** Lessons learned, challenges encountered, and best practices for future implementation.

- **Policy Recommendations:** Strategic insights and recommendations for green jobs promotion and workforce development (which shall include the proposed establishment of the Regional Centre of Excellence (COE) for Green Jobs and Green Skills Promotion).
- **Stakeholder Consultation Summary:** Key takeaways from engagements with government agencies, private sector representatives, academia, and civil society.
- **Structured Plan for Continued Engagement:** A roadmap for Phase 2 implementers, ensuring sustained collaboration with relevant stakeholders.

In addition, the Implementing Agency will be required to prepare **Project Progress Reports** on a monthly basis, as well as ad-hoc updates as requested from time to time by the Malaysia's Ministry of Human Resources (MoHR), the ASEAN Secretariat (ASEC), and Aus4ASEAN Futures. The reports should provide a summation of activities undertaken, a result matrix and key progress pointers, issues that have arisen, corrective measures, planned actions, and consultations with stakeholders.

V. Deliverables and Activities

The following deliverables and activities will need to be undertaken to achieve the outputs and deliverables 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/ Task	Indicative Person Working Day	Indicative Completion Date	Responsible Entity
1. Inception Report	Conduct a project kick-off meeting with Malaysia’s Ministry of Human Resources (MoHR), ASEC, Aus4ASEAN Futures, and relevant key stakeholders—to align on objectives, scope, timeline, roles, responsibilities, and expectations on the assignment.	15	2 weeks after the signing of a Special Services Agreement between ASEAN and the Implementing Agency	Implementing Agency (in coordination with ASEC, MoHR, and Aus4ASEAN Futures)
	Develop a draft inception report for initial reviews by Malaysia, ASEC, and Aus4ASEAN Futures			Implementing Agency
	Refine and submit the project inception report for approvals			Implementing Agency
Approval of the Inception Report by ASEAN (10 working days)				
2. Initial Draft of the Framework and Action Plan for Green Jobs Promotion	Conduct a desk review on green jobs promotion in ASEAN to provide evidence-based insights that will inform the framework’s strategies for fostering broad-based workforce participation and ensuring inclusive access to green job opportunities.	110	May/June 2025	Implementing Agency
	Render the zero draft of the Framework and Action Plan for Green Jobs Promotion t and submit them for reviews by MoHR, ASEC, and Aus4ASEAN Futures.		June 2025	Implementing Agency
	Plan and deliver the <u>first stakeholder consultations</u> (online/hybrid) to discuss the zero draft of the Framework and Action Plan		June/July 2025	Implementing Agency (in coordination with MoHR, ASEC, and Aus4ASEAN Futures)

Deliverable	Activity/ Task	Indicative Person Working Day	Indicative Completion Date	Responsible Entity
	Prepare a summary record of the first stakeholder consultation and render the <u>first draft</u> of the Framework and Action Plan incorporating inputs from stakeholders.			Implementing Agency
	Plan and deliver the <u>second stakeholder consultation</u> (online/hybrid) to discuss the first draft of the Framework and Action plan.		June/July 2025	Implementing Agency (in coordination with MoHR, ASEC, and Aus4ASEAN Futures)
	Prepare a summary record of the second stakeholder consultation and prepare the <u>second draft</u> of the Framework and Action Plan incorporating additional inputs from stakeholders.		June/July 2025	Implementing Agency
	Submit the second draft of the Framework and Action plan to the Senior Labour Officials Meeting (SLOM) and other relevant ASEAN sectoral bodies for review and discussion at the regional validation workshop.		July 2025	Implementing Agency (in coordination with MoHR and ASEC)
Approval of the Initial Draft of the Framework and Action Plan for Green Jobs Promotion by ASEAN (10 working days)				
3. Regional Validation Workshop	Plan and organise a regional validation workshop with inter-ministerial and cross-sectoral stakeholders to <ul style="list-style-type: none"> ▪ Discuss their feedback on the second draft of the Framework and Action Plan ▪ Incorporate feedback into refine the draft Framework and Action Plan ensuring they reflect stakeholder priorities and sectoral alignment ▪ Align the draft with key ASEAN policies and regulatory frameworks to ensure coherence and effective implementation. 	15	July 2025	Implementing Agency (in coordination with MoHR, ASEC, and Aus4ASEAN Futures)

Deliverable	Activity/ Task	Indicative Person Working Day	Indicative Completion Date	Responsible Entity
	Prepare a regional validation workshop that captures discussions and insights from the workshop to inform the final draft of the Framework and Action Plan		August 2025	Implementing Agency
4. Final Drafts of the Framework and Action Plan for Green Jobs Promotion	Prepare and submit the <u>final draft</u> (i.e., the third draft) of the Framework and Action plan in preparation of their launch.	15	August 2025	Implementing Agency
	Provide technical support to the launch of the Framework and Action Plan and the Ministerial statement at 47th ASEAN Leaders Summit.		October 2025	Implementing Agency (in coordination with MoHR and ASEC)
Approval of the Final Draft Framework and Action Plan for Green Jobs Promotion by ASEAN (10 working days)				
5. ASEAN Green Jobs Forum (AGJF) 2025	Develop a comprehensive concept note for AGJF 2025 with the theme “AI, Digitalisation & Green Jobs: Future-Proofing Skills and Talents for ASEAN”.	95	June 2025	Implementing Agency (in coordination with Malaysia MoHR, ASEC, and Aus4ASEAN Futures)
	Curate an AGJF 2025 program and agenda with interactive elements, including panel discussions, keynote addresses, and technical sessions, focusing on leveraging AI, digitalisation, and green jobs for sustainable and inclusive economic development.		June 2025	
	Prepare a Terms of Reference for engaging a professional event organiser to plan, manage, and execute AGJF. The event organiser will handle the logistics, stakeholder engagement, and ensure seamless execution of the Forum.		July 2025	
	Design a comprehensive media and outreach strategy for the AGJF.		July/August 2025	

Deliverable	Activity/ Task	Indicative Person Working Day	Indicative Completion Date	Responsible Entity
	Develop and deploy a range of AGJF publications and strategic communications products, including policy briefs, case studies, social media content, media kits, and event highlights visuals, based on the agreed media and outreach.		July–October 2025	
	Organise the AGJF 2025 tentatively scheduled on 27 and 28 August 2025.		August 2025	
	Facilitate networking and collaboration through side events, exhibitions, and workshops.		August 2025	
	Prepare a <u>AGJF 2025 Report</u> that documents detailed document detailed proceedings, including summaries of discussions, key messages, and agreed follow-up actions.		September 2025	Implementing Agency
Approval of the AGJF 2025 Report by ASEAN (10 Working Days)				
6. Project Completion Report	Prepare and refine a project completion report incorporating inputs from MoHR, ASEC, and Aus4ASEAN.	5	November 2025	Implementing Agency
Approval of the Project Completion Report by ASEAN (10 Working Days)				

* The number of person working days is intended to indicate the amount of relative effort required to deliver the corresponding deliverables or activities. The calculation assumes five (5) person days per week. The actual time will be agreed upon in negotiation with the successful bidder.

Project Management

The Project will be funded through the Aus4ASEAN Futures and managed by Malaysia MoHR, with support from the Labour and Civil Service Division (LCSD), ASEC. The implementing agency shall be responsible for achieving the outputs and deliverables, including preparing and organising the scheduled activities, in close consultation and coordination with Malaysia MoHR, LCSD, and Aus4ASEAN Futures.

The ASEAN Senior Labour Officials Meeting (SLOM) will provide overall guidance and oversight for the Project. SLOM will also be responsible for reviewing and approving project outputs, ensuring that they meet the deliverables' description and quality standards as outlined in the Scope of Services and project requirements.

Aus4ASEAN Futures will work closely with LCSG to administer the project and ensure its funds are used economically, ethically, efficiently, and effectively. As such, Aus4ASEAN Futures will manage the disbursement of the project funds and undertake additional quality assurance by providing input to project documents and deliverables as appropriate. All reporting will be prepared and submitted based on Aus4ASEAN Futures Guidelines for Implementing Agency.

VI. Scope of Services

The consultancy will be undertaken over a **continuous effective period of eight (8) calendar months** with approximately **255 person working days** of various professional services. Work will need to commence immediately after contract signing.

VII. Qualifications

In its proposal, the bidder is expected to explicitly demonstrate following:

- **Green Jobs & Just Transition Expertise:** Proven expertise in green job promotion, workforce development, and just transition strategies. Experience working on policy frameworks, skills development programs, and industry engagement related to green jobs in ASEAN is highly desirable.
- **Labour Market & Skills Development:** Experience in analysing labour market trends, assessing workforce skills gaps, and developing strategies for reskilling and upskilling workers in emerging green industries.
- **Stakeholder Engagement & Policy Facilitation:** Demonstrated ability to engage with government agencies, private sector stakeholders, academia, and civil society to develop consensus-based policy recommendations. Experience in conducting stakeholder consultations, policy dialogues, and regional cooperation initiatives.
- **ASEAN Labour & Economic Policy Expertise:** Strong knowledge of ASEAN's institutional mechanisms related to labour, employment, and economic policies, including SLOM and relevant sectoral bodies.
- **AI, Digitalization & Future Skills for Green Jobs:** Experience in examining how AI, digital transformation, and automation impact the future of work in the green

economy. Knowledge of digital skills development, workforce adaptation to green technology, and policy implications of digitalisation in employment.

- **Networking & Convening Expertise:** A strong professional network in green jobs, AI, digitalisation, and sustainable workforce development. Ability to identify and engage high-profile experts, thought leaders, and industry practitioners as speakers and panelists for the AGJF 2025. Experience in curating and organising regional policy dialogues, conferences, or high-level forums is an advantage.
- **Monitoring, Evaluation & Impact Assessment:** Expertise in designing and implementing M&E frameworks for policy initiatives, particularly those related to labour market development, skills training, and sustainable employment strategies. Ability to define key indicators, track progress, and assess project impact.
- **Communication & Knowledge Management:** Strong skills in developing policy briefs, research reports, and advocacy materials. Ability to translate technical findings into accessible knowledge products for policymakers and the public.
- **Commitment to Inclusivity:** A demonstrated commitment to gender equality, social inclusion, and climate resilience in workforce development and policy design. Bidders should provide evidence of integrating these principles into past projects, ensuring equitable access to green jobs across different demographic groups
- **Team Composition:** A multidisciplinary team with expertise with expertise covering the above-identified areas. Experience in working with the ASEAN Secretariat or Australia's Department of Foreign Affairs and Trade (DFAT) funded programs or projects is considered an 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 shall 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 statement 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 suggestion 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: company profile; business name registration issued by an appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; and 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) including the password for accessing the Financial Proposal. Please note that this is a mandatory requirement for consideration in this tender,
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). Please ensure that the Financial Proposal is password-protected and include the password in your submission.

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 aus4aseanfutures@asean.org, no later than **20 April 2025 at 23:59 Jakarta time (GMT +7)**. Large documents (>5MB) can be submitted in parts through several emails. **Late and/or incomplete submissions will be disqualified.**

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

- › Technical Proposal_" ASEAN Green Jobs"_Name of Vendor
- › Financial Proposal_" ASEAN Green Jobs"_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 **11 April 2025 at 23:59 Jakarta time (GMT+7)**. Please use the subject line: **"Query: Green Jobs"**

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 Implementing Agency to ASEAN arising out of or in connection to the services performed by the Implementing Agency 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 Implementing Agency 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

Terms of Reference

Advancing ASEAN's Just and Inclusive
Transition to Green Jobs

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 (password-protected)

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: > Technical Proposal_Title of Tender_Name of Vendor > Financial Proposal_Title of Tender_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"> ○ 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) – if applicable 	
	> 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 and password for the Financial Proposal	
	> Form H. Financial Proposal:	
	<ul style="list-style-type: none"> ○ Bid Amount ○ 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.
--------------------------	----------------------------------	--------------	-------------------------------

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.
---	----------------------------------

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.
-------------------------	----------------------------------	-------------	-------------------------------

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

Yes	No	
		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"/>	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 specialised 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 organisation, the titles of positions held, the types of activities performed, the location of the assignment, and the contact information of previous clients and employing organisation (s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.

Period	Employing organisation 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. Hbbbb, 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
Date

Signature

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

Signature

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)