



**Aus4ASEAN**  
FUTURES

## TERMS OF REFERENCE

### ***Advancing Disability Inclusion and Empowering Persons with Disabilities in the Association of Southeast Asian Nations (ASEAN)***

The ASEAN Secretariat and the Australian Government, through the Australia for ASEAN Futures Initiative, invite applications from firms, and organisations, for the above-referenced project. All proposals will be assessed based on their technical quality and value for money.

#### **I. Background**

##### **a. Project Context**

The Association of Southeast Asian Nations (ASEAN) has committed to protecting and promoting the rights of over 95 million persons with disabilities in Southeast Asia<sup>1</sup>, through the adoption of the ASEAN Enabling Masterplan 2025: Mainstreaming the Rights of Persons with Disabilities. This groundbreaking regional policy includes 76 action points corresponding to all three ASEAN Community pillars and ASEAN's Development Blueprints.

The **ASEAN Declaration on Disability-Inclusive Development and Partnership for a Resilient ASEAN Community** adopted in 2023, further reaffirmed ASEAN's commitment to empowering and improving the well-being of persons with disabilities. The ASEAN Declaration also acknowledges their pivotal contribution to the political, economic and socio-cultural development of the region and the importance of unlocking their potentials to contribute to and realise ASEAN as an epicentrum of growth that is disability-inclusive.

ASEAN elevates the disability-inclusion agenda in the **Kuala Lumpur Declaration on ASEAN 2045: Our Shared Future**, which articulates ASEAN's common resolve to realise a resilient, innovative, dynamic and people-centred ASEAN by 2045. The **ASEAN Community Vision 2045 and Its Strategic Plans** have institutionalised disability-inclusive development as cornerstone of building inclusive and prosperous ASEAN Community.

In realising this vision, ASEAN recognises that cross-sectoral and inter-pillar collaboration is essential to integrating and mainstreaming disability rights in all aspects of life. As such, ASEAN consistently champions disability-inclusion across all sectors.

Under the ASEAN Socio-Cultural Community Strategic Plan, ASEAN endeavours to focus its efforts on addressing inequalities and institutional barriers faced by person with disabilities, especially women and children with disabilities and promoting

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<sup>1</sup> <https://www.ifes.org/news/10-years-effective-disability-rights-advocacy-southeast-asia#:~:text=According%20to%20World%20Health%20Organization,elements%20of%20disability%20rights%20advocacy.>

disability empowerment in all aspects of life. These efforts include strengthening public understanding and awareness about the rights of persons with disabilities; providing opportunities and ensuring comprehensive and inclusive social protection; implementation of disability inclusive protection measures to safeguard the rights of persons with disabilities against all forms of violence; and promoting inclusive human capital development, economic self-reliance, and sustainable livelihood, especially among persons with disabilities.

The ASEAN Political-Security Community Strategic Plan envisions an inclusive and cohesive ASEAN Community that respects fundamental freedoms, and promotes and protects human rights, and social justice. ASEAN's collaborative efforts on promoting the mainstreaming of human rights across the three ASEAN Community pillars give a particular focus on persons with disabilities.

In the economic pillar, the regional agenda on building economic resilience in responding to future crises and long-term challenges is likewise given priority. Strategic measures include narrowing development gaps and promoting inclusive, participatory, and equitable access to economic opportunities. To achieve this, the ASEAN Economic Community Strategic Plan focuses on enhancing the participation of vulnerable and marginalised communities in regional economic integration.

These efforts are reinforced in the ASEAN Connectivity Strategic Plan, which promotes disability inclusion through supporting the adoption of existing and emerging technologies by all people and businesses, with a focus on MSMEs, women, youth, and persons with disabilities to enhance competitiveness and productivity.

At the 47<sup>th</sup> ASEAN Summit, the ASEAN Leaders noted ASEAN's progress in advancing disability rights and the growing cooperation and partnerships across sectors together with organisations of persons with disabilities as reflected in the outcomes of the Mid-Term Review Report of the ASEAN Enabling Masterplan 2025. The ASEAN Leaders emphasised the need for continuing support and collaboration of the three ASEAN Community pillars as ASEAN shapes the future where persons with disabilities rights are mainstreamed in all dimensions of development.

Through the strong leadership of the ASEAN Ministerial Meeting on Social Welfare (AMMSWD), ASEAN's policies on disability inclusion are translated into actions with impacts reaching the most vulnerable persons with disabilities in ASEAN communities. Recognising the persistent gaps in mainstreaming the rights of persons with disabilities in all dimensions of development, the AMMSWD together with the SOMSWD, remain committed to steering regional cooperation on disability-inclusive development.

These commitments are reflected in the Joint Statement of the 11<sup>th</sup> AMMSWD Meeting, which highlighted the importance of strengthening disability-inclusive development through the implementation of the ASEAN Enabling Masterplan 2025: Mainstreaming the rights of persons with disabilities, a capstone of Indonesia's Chairmanship of ASCC in 2023. In the Joint Statement of the 12<sup>th</sup> AMMSWD Meeting in 2025, the ministers recognised the persistent and emerging challenges faced by women, children, older persons, persons with disabilities, and other persons in vulnerable situations, among others and those living in extreme poverty and affected by disasters, especially in light of the impacts of climate change, demographic shift, economic uncertainties and other global trends and challenges.

Over the past years, SOMSWD has been actively engaging with organisations working on disability inclusion such as ASEAN Disability Forum (ADF), the International Foundation for Electoral Systems (IFES) and the General Election Network for Disability Access (AGENDA) to support the implementation of the ASEAN Enabling Masterplan at the regional and national level, even during the COVID-19 pandemic.

These engagements have been instrumental to ensure the implementation approach is grounded on disability rights perspectives. For more than a decade ADF, IFES and AGENDA are actively engaged by SOMSWD as partners in implementing regional dialogues, consultative process and capacity-building on disability inclusion, including on the development of the Results-based Monitoring and Evaluation (RBME) Framework for the ASEAN Enabling Masterplan 2025. They provided expertise in delivering training on the operationalisation of the RBME Framework for sectoral bodies across ASEAN Community Pillars with support from the Australia Department of Foreign Affairs and Trade (DFAT). These efforts leverage the implementation of the ASEAN Enabling Masterplan 2025, not only under the social welfare and human rights purview but also in other sectors, including in economic pillar. To maintain collaboration on disability inclusion in ASEAN, SOMSWD continues to engage with partner organisations during the Open Sessions of SOMSWD's Annual Meetings and related events, such as the ASEAN GO-NGO Forum on Social Welfare and Development. Building on lessons learned from the RBME Framework and its operationalisation for the Mid-Term Review, work is underway to gather and process outcome-level data to inform the ASEAN Enabling Masterplan End-of-Term Review and contribute to the design of ASEAN's new disability-inclusive regional strategies in alignment with the ASEAN Community Vision 2045.

Despite progress made under the Enabling Masterplan since its adoption in 2018, the Mid Term Review (MTR) identified several gaps, further exacerbated by the impacts of the COVID-19 pandemic. The MTR assessed the status of the 76 Key Action Points (KAPs), with 57% largely completed, 20% with limited actions undertaken, 19% with significant action taken, and 9% with only initial action. Key gaps remain in engaging persons with disabilities and their organisations in political and economic processes, fostering an inclusive economy, and promoting the rights of persons with disabilities, particularly in areas such as climate change, disaster risk reduction and emergency response.

As such, more work is needed to address these gaps, to ensure the sustainability of disability-inclusive development gains, and to apply best practices and lessons learned to ASEAN's future regional development frameworks, both during their design and beyond the completion of the current Enabling Masterplan. In this regard, SOMSWD continues to lead and oversee ASEAN-led platforms and mechanisms such as the Network of Experts on Inclusive Entrepreneurship for ASEAN<sup>2</sup> - promotes the participation of persons with disabilities and other vulnerable groups in society and supports the growth of social entrepreneurship among ASEAN Member States - that support the implementation of the Enabling Masterplan 2025.

Building on this progress and existing partnerships, SOMSWD is proposing a new project aimed at developing the successor ASEAN Enabling Masterplan, that is informed by the outcomes of the implementation reviews of the ASEAN Enabling

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<sup>2</sup> This network promotes the participation of persons with disabilities and other vulnerable groups in society and supports the growth of social entrepreneurship among ASEAN Member States.

Masterplan 2025 and grounded on emerging challenges and future megatrends that impact on mainstreaming the rights of persons with disabilities.

## **b. Relationship to Other Activities**

This project builds on the outcomes of the Mid-Term Review of the Enabling Masterplan led by SOMSWD which is guided by the SOMSWD endorsed Results-based Monitoring and Evaluation Framework of the ASEAN Enabling Masterplan 2025. In 2021, DFAT supported SOMSWD to organize trainings for relevant ASBs across all three ASEAN Community Pillars on the roll-out of the monitoring and evaluation (M&E) framework, efforts that were assisted by ASEC, ADF, and IFES together with AGENDA. The training strengthened the capacity of relevant ASBs across the three ASEAN Community Pillars to operationalize the M&E framework and built knowledge and skills on collecting disability-inclusive data and evidence. Guided by the Results-based Monitoring and Evaluation Framework of the ASEAN Enabling Masterplan 2025, a stock-taking exercise was completed in July 2022 to compile an inventory of ASEAN projects that align with and advance key action points of the Enabling Masterplan. This was followed by the self-assessment exercise participated by 22 ASEAN Sectoral Bodies across the three ASEAN Community pillars and ten ASEAN Member States from June 2023 to July 2024 which substantively informed the development of the regional Mid-Term Review Report on the implementation of the ASEAN Enabling Masterplan 2025. This project will build on the key results and move forward the recommendations of the MTR Report, primarily as it relates to the final regional report and national self-assessments. These recommendations include the following:

- a. Refinements to the Self-Assessment Process** - Making necessary refinements and enhancements to the self-assessment process, such as streamlining the data collection and reporting requirements and aligning the tool's indicators with sector-specific priorities and needs.
- b. Sector-Specific Assessments and Targeted Action Plans** - Conduct in-depth assessments and analyses of the specific barriers, gaps, and challenges within each sector; engage with sector-specific experts, OPDs, and stakeholders to gain a comprehensive understanding of the unique sector specific issues and needs as basis of developing tailored action plans for each sector that outline specific disability-inclusive interventions, targets, and timelines.
- c. Capacity Building and Technical Assistance** - Provide capacity-building and technical assistance to equip ASEAN Sectoral Bodies (ASBs) with knowledge, skills, and tools to effectively integrate disability-inclusive measures; develop general and sector-specific training on accessibility standards; disability-inclusive programming, and M&E techniques.
- d. National and Sectoral Coordination and Knowledge Sharing** - Facilitate regular cross-sectoral and inter-pillar dialogues, workshops, and forums to exchange best practices, lessons learned, and innovative approaches among the ASBs; establish a knowledge-sharing platform or repository to document and disseminate resources and solutions.

- e. M&E Frameworks** - Develop sector-specific M&E frameworks that capture the progress, challenges, and impact of disability-inclusive initiatives at the national level; integrate disability inclusion indicators to track progress; identify gaps, and improvement.
- f. Stakeholder Engagement and Feedback Mechanisms** - Engage with sector-specific OPDs, service providers, and stakeholders to gather input, feedback, and recommendations on the integration of disability-inclusive measures.

During the 20th SOMSWD Meeting held on 5-6 December 2024 via video conference, the Meeting noted the development of a multi-year project on implementing the recommendations of the MTR of the ASEAN Enabling Masterplan 2025 and the development of the successor Enabling Masterplan. The proposed project covers the indicative initiatives to: (1) conduct End Term Review; (2) develop the successor ASEAN Enabling Masterplan, and (3) capacitate ASEAN Member States on the implementation of the Enabling Masterplan through development of handbook and sectoral toolkits and capacity building.

This project will be implemented with sensitivity to gender equality and social inclusion to better understand the intersectional barriers faced by men and women, and boys and girls with disabilities. This approach will place additional emphasis on women and girls with disabilities, recognizing that they are often at greater risk, both within and outside the home, of violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation and during disasters and emergencies.

Looking ahead, ASEAN is pivoting toward a holistic, intersectional approach in addressing the intersecting and compounding realities of disability, gender inequality, poverty, ageing, climate change, and care work. As ASEAN navigates the digital frontier, including the rise of Artificial Intelligence (AI) and rapid digitalisation, ASEAN's disability-inclusion strategy is evolving and adapting to these challenges through effective, innovative and sustainable solutions to secure an inclusive future for ASEAN.

As such, it is imperative for the successor ASEAN Enabling Masterplan to proactively address these challenges and provide clear mandate to transform these emerging risks into opportunities for inclusion. By centering ASEAN's cooperation on meaningful participation, good governance, and protection of rights, ASEAN solidifies the bedrock of a resilient and inclusive society for all.

### **c. Stakeholders and Beneficiaries**

The project's beneficiaries include all AMS and relevant ASEAN Sectoral Bodies and Entities. Direct beneficiaries include policymakers, regional bodies, OPDs, private sector, civil society groups, and academic institutions which are committed to the Enabling Masterplan at the regional and national level. Over 95 million persons with disabilities in Southeast Asia<sup>3</sup> will benefit indirectly from responsive political, economic and social policies and programmes which influence their quality of life. Targeted immediate beneficiaries include key ASBs and Entities across ASEAN Community Pillars, ASEC, inter-sectoral dialogue, development partners as well as disability inclusion advocates.

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<sup>3</sup> Ibid.

The project will meaningfully engage the ADF, the Network of Experts on Inclusive Entrepreneurship for ASEAN, and other OPDs in implementing recommendations from the MTR of the ASEAN Enabling Masterplan 2025 and in drafting the next regional disability-inclusive development framework of ASEAN. For notation, IFES and AGENDA have been longstanding strategic partners of SOMSWD in implementing the ASEAN Enabling Masterplan 2025 and its results framework. They have consistently ensured the participation of persons with disabilities and amplified their voices and effectively conveying their perspectives and aspirations in ASEAN decision making platforms, such as SOMSWD.

## **II. Needs and Objectives**

This project aims to advance disability rights across ASEAN by building upon existing efforts as it relates to the Enabling Masterplan and ASEAN Community Vision 2045. As a result, relevant ASBs and Entities, AMS and OPDs will increase knowledge, ability and engagement to strengthen disability inclusion in ASEAN's policy development and programming.

### **Project Objective**

This project has four intermediate outcomes that should result from the project outputs within the three-year period, as follows:

1. ASEAN Member States and ASEAN Sectoral Bodies and Entities have knowledge of the Enabling Masterplan and are enabled to move forward with the findings and recommendations arising from the MTR results and gaps.
2. ASEAN Member States, ASEAN Sectoral Bodies and Entities are integrating disability rights and collecting and using disability-inclusive data for evidence-based policy making and program development.
3. Persons with disabilities, OPDs, and ASEAN institutional stakeholders are meaningfully engaged in shaping a new ASEAN Enabling Masterplan that contributes to building resilient and inclusive ASEAN future. SOMSWD have incorporated lessons learned and recommendations from the implementation of the ASEAN Enabling Masterplan 2025 in the development of the next ASEAN Enabling Masterplan.

## **III. Outputs and Deliverables**

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

### **i. Inception Report**

The **Inception Report** which covers project approach, scope, methodology, detailed work plan, timeline, human resources and implementation arrangement, risk management for the following: (a) conducting the review of the ASEAN Enabling Masterplan 2025 to develop the accomplishment report and lessons learned from its implementation; (b) developing of new enabling masterplan post 2025; (c) socialisation of the accomplishment report and new Enabling Masterplan, and (d) capacity building. The inception report is expected to be submitted to ASEAN Secretariat (PEGD) and Aus4ASEAN Futures by the end of 1<sup>st</sup> month of the project.

## **ii. Development of the New ASEAN Enabling Masterplan**

To sustain current progress of disability inclusion in the region, ASEAN is continuing to develop a successor framework of the Enabling Masterplan. Under the leadership of SOMSWD, a Technical Working Group on Disability Rights will be established comprising of SOMSWD Focal Points and representatives from relevant ASBs, ADF and OPD experts. The New Enabling Masterplan is expected to be endorsed by SOMSWD and AMMSWD, and submitted to ASEAN Leaders for adoption during ASEAN Summits in 2026, through following process:

- **A Multi-stakeholder Dialogue (hybrid) on the New ASEAN Enabling Masterplan** will be conducted to ensure in-depth consultation with the regional disability community occurred since the inception stage and throughout the process. The dialogue will target policy makers, Technical Working Group, representatives of ASBs and OPDs to secure ownership and endorsement. It will synthesize lessons and identify priorities for the next ten years, to ensure alignment with the ASEAN Community Vision 2045 and Strategic Plans Post-2025. Against the backdrop of the new regional development framework, including its detailed sectoral strategies, this dialogue will provide opportunities for the ASBs and the representatives from the national OPDs to share their vision for achieving an optimal enabling environment for upholding disability rights in ASEAN in the next 10 years through a disability-inclusive development framework.
- **Regional Inter-sectoral Consultation (hybrid) on the New ASEAN Enabling Masterplan.** The Technical Working Group will use regional inter-sectoral consultations to present the zero draft of the Enabling Masterplan post-2025, solicit input and enhance support from OPDs, ASBs, AMS, and ASEAN Entities. Discussion will include effective mechanisms for stakeholders to provide further inputs to the new draft regional framework. Built on the multi-stakeholder dialogue, these consultations aim to strengthen ownership and realized meaningful participations of ASEAN stakeholders, especially OPDs, toward the evolving draft.
- **Validation Workshop (hybrid) on the Draft New ASEAN Enabling Masterplan** The draft of Next ASEAN Enabling framework which conceptualised through a consultative process will be presented by SOMSWD to relevant ASBs during hybrid validation workshop. This step is critical to seek further input and support of those who will be responsible for mainstreaming disability inclusion action points into sectoral workplans across pillars. Participants will have an opportunity to provide revisions and recommendations before it is finalized and submitted for review and endorsement by SOMSWD and AMMSWD.
- **Socialisation of the New ASEAN Enabling Masterplan (hybrid).** ASEAN will host a launch event inviting CPRs, ASBs, AMS and OPDs. This event, showcasing ASEAN leadership and regional OPD networks' support for the initiative. It aims to increase awareness and familiarity of ASEAN and all stakeholders on the New ASEAN Enabling Masterplan, strengthen the commitment for cooperation to the successful of its implementation.

## **iii. Development of the Accomplishment Report and Lessons Learned from the Implementation of the ASEAN Enabling Masterplan 2025**

The report will evaluate the effectiveness, impact, relevance, coherence, complementarity and interrelatedness of the Enabling Masterplan's Key Action Points using higher level (level 3) indicators of outputs and outcomes. The report will: analyse all available self-assessment reports from ASBs and ASEAN Member States; incorporate data from international data sources such as the Incheon Strategy, SDGs, and UN CRPD; and gather additional data (if needed) to triangulate findings. Such data will be gathered through key informant interviews (KIIs), focus group discussions (FGDs), and other similar approaches, when necessary. The final report of the ASEAN Enabling Masterplan 2025 will be endorsed by SOMSWD and AMMSWD and submitted to ASEAN Leaders for notation during the second ASEAN Summit in 2027. The development of the report will be informed by two regional workshops which will be strategically designed and organised with the processes of developing the new ASEAN Enabling Masterplan. These activities include,

- **Regional Consultative workshop (hybrid)**  
A regional consultative workshop will be organized to present the emerging findings based on the initial data gathered and analysis. This workshop will serve as a channel for multi-stakeholder collaboration on reporting and facilitating dialogue among SOMSWD, ASBs, consultants and OPDs for the process of developing the report. It will promote lessons learned and key success of the implementation of the Enabling Masterplan 2025, that can be move forward for the next plan.
- **Regional Validation Workshop (hybrid)**  
A validation workshop will be organized to present findings from the report; facilitate peer learning; and gather feedback from up to 60 participants from SOMSWD, relevant ASBs, ASEAN Entities and OPDs representatives. Participants will validate the accuracy and completeness of the information and identify priority actions, to help finalize report.
- **Launch/Socialisation Event for ETR accomplishment report (hybrid)**  
To increase the visibility of the report findings among policymakers, a launch event will be organized by bringing together ASBs, AMS, and OPDs representatives. Participants are expected to be actively involved in the development of the action plans, and disseminate and promote the report findings at the national level. The launch will be conducted after the notation of the report by the ASEAN Leaders during the ASEAN Summit in 2026.

#### **IV. Capacity Building**

- **Develop an Enabling Masterplan Handbook as a regional guide on integrating and monitoring disability inclusion**

The project will facilitate the development of the “Enabling Masterplan Handbook”, to guide the integration of disability rights into work plans. It will provide a framework to selecting and measuring relevant CRPD, SDG, Incheon Strategy, as well as tailored indicators to monitor key action points progress in the new ASEAN Enabling Masterplan using result-based management approach. The handbook will be developed through dialogues and consultative process, ensuring meaningful engagement of AMS, ASBs, entities across pillars, and OPDs. It will incorporate lessons learned and best practices identified through the MTR, and accomplishment

report and lessons learned. The handbook will be endorsed by SOMSWD and AMMSWD to ensure its adoption and implementation at regional and national levels.

It will also include examples of existing indicators available to Member States to enhance disability data collection, promote disability inclusion, and improve reporting across the region. which will be developed at the same time as the handbook. The handbook is expected to be a key preparatory resource for the eventual results-based monitoring and evaluation framework that SOMSWD develops to monitor the future ASEAN Enabling Masterplan's implementation.

The development of the handbook will follow a consultative approach, ensuring meaningful engagement with ASEAN Member States, relevant ASEAN Sectoral Bodies, and entities across all three ASEAN Community pillars, as well as other key stakeholders—especially OPDs. This will be achieved through regional platforms for dialogue and consultations.

- **Development of Three Sector-Specific Toolkits (ASCC, AEC, APSC)**

The development of toolkits aims to enhance knowledge and capacity building at regional and national levels on disability rights inclusion. SOMSWD, with the support of the Technical Working Group, would identify three priority sectors where tailor-fit disability inclusion tools are needed. The purpose is to strengthen capacities of select ASEAN Sectoral Bodies to integrate disability inclusion in sectoral work plans. The objective is to develop sector-specific capacities and regional guidance on disability inclusion. The outputs are sector-specific toolkits and the conduct of three (3) capacity building training workshops. It will be designed in collaboration and envisioned to be endorsed by SOMSWD alongside the responsible ASBs

- **Three trainings for each of ASEAN Sectoral Bodies (ASCC, AEC, APSC) (hybrid)**

This component focuses on building capacities of ASBs to integrate disability inclusion in selected priority areas. Priority areas will be identified based on discussions with the TWG by referring to: MTR findings, ASEAN Chair priorities, New ASEAN Vision 2045 documents, and the ASEAN-Australia Comprehensive Strategic Partnership, Plan of Action (2025-2029), among others.

One sectoral body from each pillar will be targeted for sector-specific capacity-building and application of the toolkit. Under the guidance of SOMSWD, and in consultation with relevant sectoral bodies, strategic entry points, including planned regional meetings and events, will be identified to anchor capacity support training workshops on disability inclusion. Each workshop will use the toolkit guiding document to inform discussions on challenges faced by respective sectoral bodies on integrating disability rights and required actions to address identified gaps. These trainings timing will be contingent on selection of ASBs with aims to be delivered back-to-back onto their planned meetings.

**V. Project Completion Report:** It should highlight completed activities, deliverables, and outputs, assess project implementation and management outcomes against its

objectives, capture learning from the project, and suggest follow-up activities. The Project Completion Report will be reviewed and endorsed by SOMSWD via ad-referendum.

#### IV. 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.

Output	Activities/Tasks	Person Working Day	Indicative Delivery Schedule												Responsible Entity	
			Year 1 2026				Year 2 2027				Year 3 2028					
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q 4		
1. Inception Report	Prepare for and conduct a virtual kick-off meeting with ASEC PEGD and Aus4ASEAN Futures	1														Implementing Agency (IA), in coordination with PEGD and A4AF
	Conduct key informant interviews (SOMSWD, ASEC, ADF, others)	20														IA, in coordination with PEGD and A4AF
	Develop and submit a draft inception report which include; table of contents, approach and methodology, as well as work plan on review report and Enabling Masterplan Post-2025 for initial reviews by ASEC and Aus4ASEAN Futures.	20														IA, in coordination with PEGD and A4AF
	Revise the draft of the inception report based on ASEC and Aus4ASEAN Futures input, for further circulation to SOMSWD.	5														IA



	<p>with AMS lead/co-leads, ASEC, and Aus4ASEAN Futures</p> <ul style="list-style-type: none"> <li>• Develop the dialogue and workshop materials for circulation to participants</li> <li>• Secure resource persons and manage the flow of the workshop in close coordination with AMS lead/co-leads, ASEC, and Aus4ASEAN Futures</li> </ul> <p>(design the programme; consult – through coordination meetings - with AMS lead/co-leads and ASEC; develop the workshop materials, secure resource persons; manage the workshop and utilise inclusive approaches; develop the draft outcome document/s such as highlights of the workshop with recommendations and next steps from the workshop)</p> <p><i>Back-to-back with the Regional Consultative Workshop on the development of the accomplishment report and lessons learned from the</i></p>														
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	<i>implementation of the ASEAN Enabling Masterplan 2018-2025</i>														
	Develop the draft outcome document/s, such as highlights of the workshop with recommendations and next steps from the event	10													IA
	<p><b>2.3 EMP Regional Inter-sectoral Consultation</b> - September 2026 (hybrid)(150 participants)(3.5 days)</p> <ul style="list-style-type: none"> <li>• Design and develop the regional inter-sectoral consultation program through consultation with AMS lead/co-leads, ASEC, and Aus4ASEAN Futures</li> <li>• Develop the program materials for circulation to participants</li> <li>• Secure resource persons and manage the flow of the workshop in close coordination with AMS lead/co-leads, ASEC, and Aus4ASEAN Futures</li> </ul> <p>(design the programme; consult – through coordination meetings - with AMS lead/co-leads and ASEC; develop</p>	15												IA in coordination with PEGD and A4AF	

	<p>the workshop materials, secure resource persons; manage the workshop and utilise inclusive approaches; develop the draft outcome document/s such as highlights of the workshop with recommendations and next steps from the workshop)</p> <p><i>Back-to-back with the Launch/socialization event on the development of the accomplishment report and lessons learned from the implementation of the ASEAN Enabling Masterplan 2018-2025</i></p>													
	<p>Develop the draft outcome document/s, such as highlights of the workshop with recommendations and next steps from the event</p>	10												IA
	<p><b>2.4 EMP Validation Workshop</b> – November 2026 (hybrid)(80 participants)(2.5 days)</p> <ul style="list-style-type: none"> <li>Design and develop the new Enabling Masterplan Validation Workshop program through consultation with AMS lead/co-</li> </ul>	15												IA in coordination with PEGD and A4AF

	leads, ASEC, and Aus4ASEAN Futures <ul style="list-style-type: none"> <li>• Develop the program materials for circulation to participants</li> <li>• Secure resource persons and manage the flow of the workshop in close coordination with AMS lead/co-leads, ASEC, and Aus4ASEAN Futures</li> </ul>													
	Develop the draft outcome document/s, such as highlights of the workshop with recommendations and next steps from the event	10												IA
	Revise and finalise the draft of the new EMP based on; EMP Multi-stakeholder Dialogue, EMP Regional inter-sectoral consultation, EMP validation workshop, and SOMSWD input.	30												IA in coordination with PEGD and A4AF
	<b>2.5 Socialization of the ASEAN Enabling Masterplan Post-2025</b> – April-May 2027 (hybrid)(150 participants)(2.5 days) <ul style="list-style-type: none"> <li>• Design and develop the Socialization of the ASEAN EMP Post 2025 program through consultation with AMS lead/co-</li> </ul>	15												IA in coordination with PEGD and A4AF

	<p>leads, ASEC, and Aus4ASEAN Futures</p> <ul style="list-style-type: none"> <li>• Develop the program materials for circulation to participants</li> <li>• Secure resource persons and manage the flow of the workshop in close coordination with AMS lead/co-leads, ASEC, and Aus4ASEAN Futures</li> </ul> <p>(design the programme; consult – through coordination meetings - with AMS lead/co-leads and ASEC; develop the workshop materials, secure resource persons; manage the workshop and utilise inclusive approaches; develop the draft outcome document/s such as highlights of the workshop with recommendations and next steps from the workshop).</p>														
	<p><b>2.6 Development of accessible versions of the ASEAN Enabling Masterplan Post-2025</b></p> <p>(Braille, video with sign language, audio file, others)</p>	60													IA in coordination with PEGD and A4AF

	(identification of consultants to translate the new Enabling Masterplan into accessible versions; contract management, overseeing quality of translated outputs, revision of draft translations after receiving inputs from SOMSWD, finalisation of the translated outputs)														
3. Development of the Accomplishment Report and Lessons Learned from the Implementation of the ASEAN Enabling Masterplan 2018-2025	<p>Build hypotheses, collect data, and undertake extensive desk research, review and analysis in close coordination with SOMSWD, ASEC PEGD, TWG, relevant ASBs and other stakeholders. This will also include attending TWG meetings, consultations – regional and national, to serve as resource persons.</p> <p>(attend TWG meetings, consultations – regional and national), serve as resource persons, conduct desk reviews, consult and coordinate with SOMSWD Chair and ASEC, develop the draft report, revise the draft based inputs from SOMSWD, TWG, and relevant ASBs)</p>	40												IA	

	Develop a concise draft report of ASEAN Enabling Masterplan 2018-2025 based on the agreed methodology, data collection, research, and series of consultations, for initial reviews by ASEC and Aus4ASEAN Futures.	20												IA in coordination with PEGD and A4AF
	Revise the draft report based on ASEC and Aus4ASEAN Futures input, for further circulation to SOMSWD.	5												IA
	<p><b>3.1 Regional Consultative Workshop</b> - last week of July 2026 (hybrid)(150 participants)(3.5 days)</p> <ul style="list-style-type: none"> <li>• Design and develop the workshop program through consultation with AMS lead/co-leads, ASEC, and Aus4ASEAN Futures</li> <li>• Develop the workshop materials for circulation to participants</li> <li>• Secure resource persons and manage the flow of the workshop in close coordination with AMS lead/co-leads, ASEC, and Aus4ASEAN Futures</li> </ul>	15												IA in coordination with PEGD and A4AF

	<p>(design the programme; consult – through coordination meetings - with AMS lead/co-leads ASEC and Aus4ASEAN Futures; develop the workshop materials; secure resource persons; manage the workshop and utilise inclusive approaches; develop the draft outcome document/s such as highlights of the workshop with recommendations and next steps from the workshop)</p> <p><i>Back-to-back with the EMP multi-stakeholder dialogue on the ASEAN Enabling Masterplan Post-2025</i></p>														
	<p>Develop the draft outcome document/s, such as highlights of the workshop with recommendations and next steps from the workshop</p>	5													IA
	<p><b>3.2 Regional Validation Workshop –</b>                  Last week of August 2026 (hybrid)(80 participants)(2.5 days)</p> <ul style="list-style-type: none"> <li>Design and develop the workshop program through consultation with AMS lead/co-</li> </ul>	15													IA in coordination with PEGD and A4AF

	<p>leads, ASEC, and Aus4ASEAN Futures</p> <ul style="list-style-type: none"> <li>• Develop the workshop materials for circulation to participants</li> <li>• Secure resource persons and manage the flow of the workshop in close coordination with AMS lead/co-leads, ASEC, and Aus4ASEAN Futures</li> </ul> <p>(design the programme; consult – through coordination meetings - with AMS lead/co-leads and ASEC; develop the workshop materials, secure resource persons; manage the workshop and utilise inclusive approaches; develop the draft outcome document/s such as highlights of the workshop with recommendations and next steps from the workshop)</p>													
	Develop the draft outcome document/s, such as highlights of the workshop with recommendations and next steps from the workshop	5												IA
	Revise and finalise the draft accomplishment report and lessons	15												IA

	<p>learned based on Regional Consultative workshop, Regional Validation workshop and SOMSWD input.</p>														
	<p><b>3.3 Launch/socialization event of draft Accomplishment Report and Lessons Learned from the Implementation of the ASEAN Enabling Masterplan – September 2026 (hybrid)(150 participants)(3.5 days)</b></p> <ul style="list-style-type: none"> <li>• Design and develop the Launch/socialization event and EMP regional inter-sectoral consultation program through consultation with AMS lead/co-leads, ASEC, and Aus4ASEAN Futures</li> <li>• Develop the event and workshop materials for circulation to participants</li> <li>• Secure resource persons and manage the flow of the workshop in close coordination with AMS lead/co-leads, ASEC, and Aus4ASEAN Futures</li> </ul> <p>(design the programme; consult – through coordination meetings - with</p>	15													<p>IA in coordination with PEGD and A4AF</p>

	<p>AMS lead/co-leads and ASEC; develop the workshop materials, secure resource persons; manage the workshop and utilise inclusive approaches; develop the draft outcome document/s such as highlights of the workshop with recommendations and next steps from the workshop)</p> <p><i>Back-to-back with the EMP regional inter-sectoral consultation ASEAN Enabling Masterplan Post-2025</i></p>														
	<p>Develop the draft outcome document/s, such as highlights of the workshop with recommendations and next steps from the event</p>	10													IA
4. Capacity building	<p><b>4.1 Develop an ASEAN Enabling Masterplan Handbook</b> as a regional guide on integrating and monitoring disability inclusion</p> <p>(draft the outline, consult the outline with AMS lead/co-leads ASEC, and Aus4ASEAN Futures, develop the draft handbook using the approved outline, revise the draft handbook incorporating</p>	30													IA in coordination with PEGD and A4AF

	inputs from SOMSWD, lay out and publication)													
	<p><b>4.2 Develop accessible versions of the handbook</b></p> <p>(Braille, video with sign language, audio file, others)</p> <p>(identification of consultants to translate the new Enabling Masterplan into accessible versions; contract management, overseeing quality of translated outputs, revision of draft translations after receiving inputs from SOMSWD, finalisation of the translated outputs)</p>	60												IA in coordination with PEGD and A4AF
	<p><b>1.4 Capacity building workshop on the EMP handbook - July 2027</b>                  (hybrid)(150 participants)(2.5 days)</p> <ul style="list-style-type: none"> <li>Design and develop the workshop program through consultation with AMS lead/co-leads, ASEC, and Aus4ASEAN Futures</li> </ul>	30												IA in coordination with PEGD and A4AF

	<ul style="list-style-type: none"> <li>• Develop the program materials for circulation to participants</li> <li>• Secure resource persons and manage the flow of the workshop in close coordination with AMS lead/co-leads, ASEC, and Aus4ASEAN Futures</li> </ul> <p>(design the training programme; design and administer pre and post training needs assessment, consult – through coordination meetings - with AMS lead/co-leads and ASEC; develop the training materials, secure resource persons; manage the training and utilise inclusive approaches; develop the draft outcome document/s such as the training activity report with recommendations and next steps from the training)</p>													
	Develop the draft outcome document/s, such as highlights of the workshop with recommendations and next steps from the event	10												IA
	<b>4.5 Development of three (3) sector-specific toolkits</b>	90												IA in coordination with PEGD and A4AF

	<p>(draft the outline, consult the outline with AMS lead/co-leads and ASEC, develop the draft handbook using the approved outline, conduct pre assessment, revise the draft handbook incorporating inputs from SOMSWD, lay out and publication)</p> <p>(30 days for each toolkit)</p>														
	<p><b>4.6 Three (3) Training workshops for ASEAN Sectoral Bodies – ASCC, AEC, APSC – April – December 2028</b>          (hybrid)(80 participants for each training workshop)(2.5 days)</p> <p>(design the training programme and conduct post training needs assessment; consult – through coordination meetings - with AMS lead/co-leads and ASEC; develop the training materials, secure resource persons; manage the workshop and utilise inclusive approaches; develop the draft outcome document/s such as training activity report with recommendations and next steps from the training)</p>	45													<p>IA in coordination with PEGD and A4AF</p>

	15 days per training													
	Develop the draft outcome document/s, such as highlights of each training for ASCC, AEC, and APSC, with post-training needs and recommendations and next steps  5 days per pillar	15												IA
5. Project Completion Report	<b>January – March 2029</b>  Development of the Project Completion with Consultation and endorsement of the project completion reports by ASEC PEGD, Aus4ASEAN Futures, and SOMSWD	10												IA in coordination with PEGD and A4AF

\* 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.

## V. Project Management

### **Senior Officials Meeting on Social Welfare and Development (SOMSWD)**

As the sponsoring body, SOMSWD will oversee the implementation of this project with the support of ASEC and the Technical Working Group to ensure the delivery of outputs, including coordination with organisations of persons with disabilities. The status of project progress will be reported during SOMSWD regular meetings and via ad-referendum sharing of meeting updates and information. In particular SOMSWD will be responsible for:

- Reviewing and endorsing the project proposal, including any revision or modification;
- Providing strategic and technical guidance throughout the project planning, implementation and monitoring;
- Reviewing and approving technical and project deliverables outlined in the Output and Deliverables section.

The SOMSWD will be consulted on project outputs for their consideration and endorsement. These include 1. Inception Report, 2. New ASEAN Enabling Masterplan, 3) Accomplishment Report and Lessons Learned from the Implementation of the ASEAN Enabling Masterplan 2018-2025, 4) Handbook on ASEAN Enabling Masterplan, and 5) Concept Notes and Program Designs for all regional events and activities.

### **Project Steering Committee (PSC)**

A Project Steering Committee (PSC) will be established comprising of representatives from SOMSWD on voluntary basis with ASEC support. The PSC shall be convened on agreed frequency of meetings and on need-based basis. The meetings at the regional level would be organised in back-to-back with the existing meetings of SOMSWD and the Network of Experts on Inclusive Entrepreneurship for ASEAN, with support from ASEAN partners, where possible. This will ensure the optimal use of resources and maximize in-person participation of representatives from AMS, ASBs, partners and stakeholders. Among others, the PSC will be expected to support the project through:

- Deliberate on project implementation status, issues and challenges.
- Undertake technical review and discussion on project outputs to be produced
- Provide recommendations to SOMSWD in ensuring effective implementation of the project

### **The ASEAN Secretariat**

The ASEC - Poverty Eradication and Gender Division (PEGD) will be responsible for:

- Take a role as a coordination focal point to facilitate engagement and collaboration between SOMSWD and ASBs, Aus4ASEAN Futures, Implementing Agency and other stakeholders.
- Facilitate the review and endorsement of the project proposal and outputs. As guided by the AMS, PEGD will coordinate with the implementing agency on the status of monitoring and reporting on the project implementation.
- Facilitate coordination with relevant ASBs, ASEAN Entities, Centres and Networks, Partners and stakeholders.
- Supervise the delivery of technical and project deliverables, as outlined in the output and deliverables section.
- Provide input and support for the recruitment and functioning of the two positions (1 Senior Project Officer and 1 Project Officer).

- Coordinating with ASEC relevant divisions to provide the incumbents with suitable office space and ensuring access to facilities and services for their functions at the ASEC premises – at no additional cost to Aus4ASEAN Futures.
- Oversee these incumbents’ work planning and performance, their safety and well-being, including adopting a zero-tolerance approach, as outlined in the Aus4ASEAN Future Cooperation Agreement, towards sexual exploitation, abuse, and harassment.
- Deliver activities such as regional consultations and workshops in close consultation and coordination with Aus4ASEAN Futures team – for optimal allocation of resources.

### **Implementing Agency**

The Implementing Agency will serve as SOMSWD’s key implementing partner and expected to:

- Working closely with ASEC-PEGD Division to implement the project, provide effective and strategic oversight to ensure efficiency, coordination and financial management throughout project period.
- Ensure participation of persons with disabilities and their organisations throughout project implementation under the guidance of SOMSWD
- Provide tailored technical assistance to SOMSWD, relevant ASBs and AMS as necessary, for the completion of deliverables
- Report periodically to ASEC and Aus4ASEAN Futures on the project progress.
- Escalate any issues timely to the ASEC and Aus4ASEAN Futures for needed actions.
- Support the PSC in coordination with ASEC.
- Convene periodic project meetings with ASEC, Aus4ASEAN Futures and joint coordination calls with SOMSWD, to ensure communication and responsiveness.
- Provide programmatic and administrative support for the project.
- Provide administrative and logistical support for project implementation activities, including event organisation, venue procurement, participant travel arrangements, and securing & coordination with resource persons for meeting documents, among other related tasks. Submit reports, as required based on target deliverables and milestones and in accordance with Aus4ASEAN Futures template, mechanism and procedure as well as in line with the Aus4ASEAN Futures guidelines and ASEC Administrative and Financial Rules and Procedures (AFARP).

**The Aus4ASEAN Futures Program Planning and Monitoring Support Unit (PPMSU)** will provide technical and overall project administration support to PEGD and the Implementing Agency where necessary. As such, PPMSU will:

- Work closely with PEGD, Implementing Agency, project personnel, and concerned stakeholders to administer the project and ensuring resource efficiency.
- Undertake additional quality assurance by providing input to project documents and deliverables as appropriate.
- Coordinate closely with PEGD, Implementing Partner and other stakeholders to deliver activities to ensure optimal allocation of resources.

## **VI. Scope of Services**

The consultancy will be undertaken over a **continuous effective period of 36 calendar months or three (3) years** with approximately **789 person working days** of various professional services. Work will need to commence immediately after contract signing.

## **VII. Qualifications**

In their proposal, bidders should demonstrate the following qualifications and expertise:

### **1. Evaluation and Strategic Planning Expertise**

- Proven experience in designing and conducting end-term or mid-term reviews, evaluations, or assessments of multi-year development frameworks, work plans, or strategic plans at regional or national levels, preferably those under and led by SOMSWD or relevant ASEAN Sectoral Bodies supporting disability rights.
- Demonstrated expertise in results-based management (RBM), theory of change, and formulation of results frameworks and monitoring & evaluation (M&E) of disability-inclusive plans.

### **2. Disability Inclusive Development, Social Welfare and Gender Equality**

- Strong technical expertise and proven track record in advancing disability rights and welfare, social welfare and development, and civil society and multi-stakeholders engagement.
- Demonstrated capacity to integrate gender equality, disability, and social inclusion (GEDSI) perspectives with intersectionality approach across assessment, policy design, and institutional strengthening processes.

### **3. Policy Research and Knowledge Generation**

- Experience conducting policy research, situation analyses, and evidence reviews to inform strategy or program development on disability inclusive development, mainstreaming rights of persons with disabilities, social welfare and development, and civil society participation.
- Proven ability to translate research findings into disability-friendly and actionable policy recommendations and cross-sectoral frameworks.

### **4. ASEAN and Regional Institutional Experience**

- Demonstrated deeper understanding of ASEAN's institutional architecture, processes, and coordination mechanisms within the three ASEAN Community pillars.
- Experience supporting ASEAN Sectoral Bodies, particularly SOMSWD, AICHR, ACWC, or related regional mechanisms on disability inclusion in ASEAN.
- Familiarity with ASEAN's partnership arrangements with ASEAN Partners and regional cooperation initiatives.

### **5. Stakeholder Engagement and Facilitation**

- Strong networking with organisations of persons with disabilities and regional and national organisations working on disability inclusive development agenda.
- Proven ability to facilitate participatory and inclusive consultation processes with organisations of persons with disabilities (OPDs), both OPDs operating regionally or nationally, as well as with multiple stakeholder groups, including government representatives, national human rights mechanism, civil society, research institutions and development partners.
- Demonstrated capacity to coordinate and conduct disability-friendly regional and national workshops in both in-person and hybrid modalities.

#### **6. Communication and Visibility**

- Experience developing accessible and disability-friendly communication strategies, public communication materials, and knowledge products and effectively disseminate complex policy concepts to diverse audiences, especially persons with disabilities.
- Strong capability in producing high-quality written outputs and audio-visual materials in line with institutional branding, visibility, and accessibility requirements.

#### **7. Project and Event Management**

- Proven experience managing complex, multi-country projects, and disability-friendly activities, including responsibility to organise technical and substantial delivery for all events under the project implementation.
- Demonstrated ability to ensure cost-efficient and compliant management of workshops, meetings, and consultations in accordance with donor and institutional guidelines.

#### **8. Monitoring, Evaluation, and Learning (MEL)**

- Experience in developing M&E systems and applying inclusive and participatory evaluation approaches to measure project effectiveness, outcomes, and lessons learned, preferably those under and led by SOMSWD, engaged relevant ASEAN Sectoral Bodies across sectors and organisations of persons with disabilities.
- Ability to integrate learning and adaptive management processes throughout project implementation.

#### **9. Team Composition and Qualifications**

##### **A well-balanced, multidisciplinary team that collectively brings expertise in:**

- Disability rights and social inclusion
- Social welfare and development
- Gender equality
- Civil society and stakeholder engagement
- Policy analysis and results-based management
- Disability data collection, research, evaluation, and M&E
- Strategic communication and knowledge management
- Workshop facilitation and event management
- ASEAN institutional and regional cooperation experience

## **VIII. Bidding**

Interested firms or organisations are invited to submit a proposal in response to these Terms of Reference. This proposal should be divided into three parts: **Due Diligence, Technical and Financial components; and submitted in three separate emails.**

- I. The **Due Diligence component** should present the following information:
- › 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
    - Organisation chart of the company and list of current staff
    - Scanned Copy of Company Legal Documents, including:
      - Business Name Registration (Trade Register) - issued by an appropriate government agency;
      - Valid business permit and other appropriate licenses;
      - Taxpayer identification number;
      - Latest audited financial statements; and
    - Authority of signatory
  - › Tenderer Declaration (see **Form C** of this document).
  - › The preferred bidder may be subject to due diligence checks, including:
    - Verification of legal status
    - Financial capacity assessment
    - Reference checks

Failure to satisfactorily complete due diligence may result in disqualification.

- II. 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 discussion on how measures will be taken to ensure the future sustainability of the outcomes of the project.
  - › Brief discussion of the firm past experience in undertaking similar work and brief summaries of all projects undertaken.
  - › Tenderers should use the Technical Proposal Format (see **Form D** 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 E** 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.**

III. The **Financial Proposal** should specifically include:

1. Cover Letter for Financial Proposal (see **Form F** annexed to this document). Each Financial Proposal must include a Cover Letter for Financial Proposal (see Form G annexed to this document), containing the password for accessing the Financial Proposal file.

*Note: inclusion of the password is a mandatory requirement for consideration in this tender.*

2. **Financial Proposal – Technical Component (Professional Fees)**

Tenderers must use the Financial Proposal Format provided in **Form G** annexed to this document, and ensure that it is password-protected.

The Financial Proposal should present:

- **Professional fees** of expert(s) and support staff for all technical tasks and deliverables.
- **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 (exclusive of event logistics).
- **Applicable taxes**, including value-added tax (VAT), goods and services tax (GST), Pajak Pertambahan Nilai (PPN), and income tax. The total quoted amount must be **inclusive of all applicable taxes**. Additional amounts not specified will not be included in the contract.
- **Currency:** All prices shall be quoted in **US dollars (USD)**.

**Validity and Language:**

- 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 three separate emails, attaching the respective cover letters and materials specified in Section IX above and other supporting documents to [tender@aus4aseanfutures.org](mailto:tender@aus4aseanfutures.org) and [aus4aseanfutures@asean.org](mailto:aus4aseanfutures@asean.org), no later than **5 July 2026 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 proposals:

- › Due Diligence\_ "*Advancing Disability Inclusion in ASEAN*"\_ Name of Vendor
- › Technical Proposal\_ "*Advancing Disability Inclusion in ASEAN*"\_ Name of Vendor
- › Financial Proposal\_ "*Advancing Disability Inclusion in ASEAN*"\_ 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](mailto:query@aus4aseanfutures.org) before **29 June 2026 at 23:59 Jakarta time (GMT+7)**. Please use the subject line: **"Query – Advancing Disability Inclusion in ASEAN."**

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. Evaluation Criteria**

Responses will be evaluated based on the bidder's demonstrated technical capability, relevant experience, methodological soundness, and overall value for money in delivering the assignment.

Technical responses will be evaluated against the following parameters:

### **Parameter 1: Organisational Experience and Capability**

This parameter assesses the bidder's institutional capability and relevant experience in delivering assignments of similar scope and complexity. Assessment will consider sectoral and thematic expertise, ASEAN and regional experience, organisational engagement with persons with disabilities across ASEAN, experience managing multi-country assignments, strategic planning and evaluation capability, communication and visibility experience, and organisational management capacity.

Assessment may include:

- Relevant sectoral and thematic expertise;
- ASEAN, regional, multi-country and cross-sectoral project experience;
- Strategic planning, evaluation, and policy advisory experience;
- Communication and visibility; and
- Organisational management capacity.

### **Parameter 2: Approach and Methodology**

This parameter assesses the bidder's understanding of the TOR and the quality, feasibility, and practicality of the proposed methodology and implementation approach. Assessment will consider the proposed analytical framework, stakeholder engagement and consultation approach, integration of GEDSI considerations where

relevant, implementation planning, risk management, quality assurance arrangements, and overall proposal quality.

Assessment may include:

- Understanding of the assignment objectives, implementation context using disability rights perspectives;
- Technical methodology, analytical approach, and cross-sectoral implementation planning;
- Stakeholder engagement and consultation strategy, including GEDSI integration and inclusive consultations, including with persons with disabilities
- Risk management and quality assurance; and
- Innovation, value-add, and overall proposal presentation.

### **Parameter 3: Personnel and Team Composition**

This parameter assesses the suitability, technical expertise, and regional experience of the proposed team. Assessment will consider the appropriateness of the team structure, qualifications and experience of key personnel, ASEAN and regional experience, and the proposed level of effort and personnel availability.

Assessment may include:

- Team composition, technical expertise, and relevant experience;
- ASEAN and regional experience of key personnel; and
- Availability, level of effort, and person-day allocation.

### **Financial Assessment – Value for Money**

Financial proposals will be assessed on the basis of value for money, taking into account the overall cost reasonableness, level of effort, resource allocation, and alignment between the financial proposal and the proposed technical approach.

## **XI. 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.
6. **Payment Terms:** Payments will be made based on agreed deliverables and milestones, as specified in the contract. No advance payments will be made unless otherwise agreed.
7. **Confidentiality:** All information provided in this RFP is confidential and must not be disclosed to third parties without prior written consent. Bidders must not use any information obtained through this process for purposes unrelated to this assignment.
8. **Disclaimer:** This RFP does not constitute a commitment to award a contract. The ASEAN Secretariat and Aus4ASEAN Futures reserves the right to:
  - Accept or reject any proposal
  - Annul the procurement process at any time
  - Request additional information from bidders
  - No costs incurred in the preparation of proposals will be reimbursed.

## **PROPOSAL FORMS**

- Form A. Cover Letter for Technical Proposal
- Form B. Tenderer Information
- Form C. Tenderer's Declaration and Compliance Checklist
- Form D. Technical Proposal (of up to 50 pages on an A4-sized page)
- Form E. Specified Personnel's Curriculum Vitae (of up to four pages for each CV)
- Form F. Cover Letter for Financial Proposal
- Form G. Financial Proposal – Technical Component (Professional Fees)  
(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 all emails of proposals.

No	Description	Checklist For IA	Checklist For A4AF
<b>1</b>	Proposals are submitted in three separate emails (softcopy)	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	Title of the tender shall be put in each email as follows: > Due Diligence_Title of Tender_Name of Vendor > Technical Proposal_Title of Tender_Name of Vendor > Financial Proposal_Title of Tender_Name of Vendor	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	<b>Due Diligence</b>		
	<b>Form A.</b> Cover Letter for Technical Proposal	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Form B.</b> Tenderer Information form and other supporting documents, including:	<input type="checkbox"/>	<input type="checkbox"/>
	• Company Profile	<input type="checkbox"/>	<input type="checkbox"/>
	• Organisation chart of the company and list of current staff	<input type="checkbox"/>	<input type="checkbox"/>
	• Scanned Copy of Company Legal Documents:		
	○ Business Name Registration (Trade Register)	<input type="checkbox"/>	<input type="checkbox"/>
	○ Valid Business Permit	<input type="checkbox"/>	<input type="checkbox"/>
	○ Tax Identification Number	<input type="checkbox"/>	<input type="checkbox"/>
	○ Latest audited financial statements (for the company)	<input type="checkbox"/>	<input type="checkbox"/>
	• Authority of signatory	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>Form C.</b> Tenderer's Declaration and Compliance Checklist	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	<b>Technical Proposal:</b>		
	> <b>Form D.</b> Technical Proposal (of up to 50 pages on an A4-sized page, including a list of references)	<input type="checkbox"/>	<input type="checkbox"/>
	> <b>Form E.</b> Specified Personnel's CV (with each CV up to four pages)	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	<b>Financial Proposal:</b>		
	> <b>Form F.</b> Cover Letter for Financial Proposal and password for the Financial Proposal	<input type="checkbox"/>	<input type="checkbox"/>
	> <b>Form G.</b> Financial Proposal – Technical Component (Professional Fees):		
	○ Bid Amount	<input type="checkbox"/>	<input type="checkbox"/>
	○ Payment Schedules	<input type="checkbox"/>	<input type="checkbox"/>

## **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**

<b>Tenderer's legal name</b>	
<b>In the case of a Joint Venture, Consortium, or Association - The legal name of each party</b>	
<b>Tenderer's type of organisation</b>	<i>(For example, sole trader / public limited company/ private company)</i>
<b>Tenderer's partner or affiliates</b>	<i>(For example, organisation have or is it expected to have any partners / affiliates / associates / other professional bodies)</i>
<b>Tenderer's Country of Registration, Constitution, or Incorporation</b>	
<b>Tenderer's Year of Registration, Constitution, or Incorporation</b>	
<b>Tenderer's legal address in the Country of Registration, Constitution, or Incorporation</b>	
<b>Registration no./Deed of organisation: (if applicable)</b>	
<b>Tenderer's authorised representative information:</b>	<b>Name:</b> <b>Address:</b> <b>Telephone:</b> <b>Email Address:</b>

Additionally, please attach the following documents:

- Company Profile
- Organisation chart of the company and list of current staff (including the list of management names and position)
- Scanned Copy of Company Legal Documents, including:

- Business Name Registration: Articles of Incorporation or Registration of the designated firm and information on its capital structure (Trade Register) - issued by an appropriate government agency
  - Valid business permit and other appropriate licenses;
  - Taxpayer identification number;
  - Latest audited financial statements
- Authority of signatory

**Form C: Tenderer’s Declaration**

The Tenderer, including its affiliates, subsidiaries, employees, subcontractors, and suppliers involved in this proposal, hereby declares and confirms the following:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	The Tenderer has read and understood the RFP requirements and confirms that it has the necessary capacity, capability, licences, personnel, and resources to deliver the assignment.
<input type="checkbox"/>	<input type="checkbox"/>	The organisation is financially sound, audited on a regular basis, and has not filed for bankruptcy, entered receivership proceedings, or failed to meet significant debt obligations that may materially affect its operations.
<input type="checkbox"/>	<input type="checkbox"/>	The organisation has been audited by an internationally recognised or accredited audit firm.
<input type="checkbox"/>	<input type="checkbox"/>	Neither the organisation, its affiliated entities, nor its principals have been convicted of fraud, corruption, bribery, misrepresentation, or professional misconduct, and are not subject to any criminal, administrative, regulatory, or legal proceedings that may materially affect the organisation’s ability to undertake the assignment.
<input type="checkbox"/>	<input type="checkbox"/>	The Tenderer confirms that it has not engaged in any improper, illegal, collusive, fraudulent, corrupt, or anti-competitive practices in relation to this procurement process.
<input type="checkbox"/>	<input type="checkbox"/>	The Tenderer confirms that no actual, potential, or perceived conflict of interest exists in relation to this proposal or the proposed contract, and agrees to disclose any such conflict should it arise.
<input type="checkbox"/>	<input type="checkbox"/>	The Tenderer confirms that neither the organisation nor any associated party is subject to sanctions, suspension, debarment, or blacklisting by the Australian Government, ASEAN entities, multilateral development banks, UN agencies, or other relevant authorities.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Child Protection and the Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH):</b>  The Tenderer confirms compliance with applicable DFAT policies, including <u>Child Protection</u> and <u>Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH)</u> , and agrees to adhere to these requirements throughout the assignment.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Proposal Validity Period:</b> The Tenderer confirms that the proposal, including pricing, remains valid for the period specified in the RFP.
<input type="checkbox"/>	<input type="checkbox"/>	The Tenderer acknowledges that the Procuring Organisation is not bound to accept any proposal received.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	The undersigned confirms that he/she is duly authorised to make this declaration on behalf of the Tenderer.

Authorised Signature

Name and Title of Signatory:

Date:

Name of Firm:

Address:

*(Stamp with the official stamp of the Tenderer)*

## Form D: 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, strength of event management support, networks, and financial capability to pay in advance, 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 provide details of three (3) clients or customers for whom the Tenderer has delivered similar services, including current and relevant contact information for each referee.*

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 <sup>1</sup>	Months												
		1	2	3	4	5	6	7	8	9	.....	n	TOTAL	
<b>D-1</b>	{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}													
<b>D-2</b>	{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
<b>Key Experts</b>											
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.											
<b>Sub Total</b>											
<b>Non-Key Experts</b>											
1.			Home								
			Field								
2.											
3.											
<b>Sub Total (days)</b>											
<b>Total (days)</b>											

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 E. Specified Personnel’s Curriculum Vitae

### CURRICULUM VITAE (CV)

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

**Education:**

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

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**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.*

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

**Membership in Professional Associations and Publications:**

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

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**Adequacy for the Assignment:**

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

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

**Certification:**

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

---

Name of Expert  
Date

Signature

---

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

Signature

## **Form F: 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 G: Financial Proposal – Technical Component (Professional Fees)

### 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	...				
<b>A</b>	<b>Total Professional Fees</b>				
#	Other Expenses (if applicable)	Description	Item Cost	# of items	Total Other Expenses
1	Name 1				
2	Name 2				
3	Name 3				
4	...				
<b>B</b>	<b>Total Other Expenses</b>				
	<b>GRAND TOTAL (A+B)</b>				

### II. Cost Breakdown by Deliverables

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

Tenderers may include the Payment Schedule in the Financial Proposal.

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