



REVISED TERMS OF REFERENCE

ASEAN Green Economy Framework Agreement (GEFA) Feasibility Study

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

Sustainability remains at the forefront of ASEAN's economic integration agenda, particularly in balancing the imperative to address climate change with the need to minimise barriers to cross-border trade, investment, and cooperation. The impacts of climate change are projected to be significant for ASEAN, including a potential GDP loss of up to 11% by 2100 if left unaddressed, as well as affecting approximately 87 million people living in flood-prone areas. Conversely, the pursuit of carbon neutrality, as articulated in the ASEAN Strategy for Carbon Neutrality, is expected to generate substantial economic benefits, including an additional USD 5.3 trillion in GDP, mobilisation of USD 6.7 trillion in investments, and the creation of 66 million jobs by 2050. Over the past three years, implementation of the Strategy has made steady progress, including strengthening regional circular economy supply chains, enabling regional power trading, and promoting the exchange of green best practices.

To further accelerate a sustainable and inclusive economic transition, ASEAN will need to intensify efforts to reduce barriers and restrictive measures in the trade of environmental goods and services, adopt coordinated and credible sustainable finance frameworks, and ensure targeted capacity-building and technical assistance. In this context, an ASEAN Green Economy Framework Agreement (GEFA), as proposed at the 26th AEC Council in October 2025, is envisaged to provide a stronger institutional foundation to advance the shared objectives of the ASEAN Strategy for Carbon Neutrality.

Accordingly, **the conduct of a Feasibility Study for the ASEAN GEFA** is both timely and necessary. The study will serve as an exploratory, inclusive, and flexible platform to enable ASEAN Member States (AMS) to deliberate on priority areas requiring accelerated intervention, taking into account national circumstances, levels of readiness, and evolving global developments. Importantly, the study is not intended to prescribe, pre-negotiate, or prejudge the outcomes of future GEFA negotiations.

The following proposed areas (non-exhaustive) could be covered in the study to identify how a GEFA can support ASEAN's green economy transition based on shared objectives identified by the Strategy and emerging issues. The study is intended to remain exploratory, inclusive and sufficiently flexible in scope, to allow Parties to further deliberate on priority areas based on national circumstances, levels of readiness, and evolving international development. These areas are not meant to prescribe, pre-negotiate nor prejudge the outcome of the GEFA negotiations. The

Study also does not preclude the consideration of additional issues beyond those listed below, subject to the mutual agreement between Parties:

Non-Physical Environmental Goods (NPEGs): With growing utilisation of instruments such as carbon credits, renewable energy certificates, and sustainable aviation fuel credits (SAFc), ASEAN stands to benefit from enhancing interoperability in rules and standards and seeking alignment with internationally recognised frameworks to enhance ASEAN's competitiveness in the global market. This would help reduce market fragmentation, strengthen cross-border recognition and trade, and improve financing flows, while providing greater certainty for businesses operating across the region. The Study shall also leverage synergies between existing initiatives and areas of work to be identified under the GEFA, including, among others, build upon the works from the High-Integrity ASEAN Carbon Initiative (HACI). Such efforts will elevate ASEAN carbon credit standards to be internationally recognised, transparent, and of high integrity, while laying a strong foundation for a credible, interoperable, and well-functioning ASEAN carbon market.

New Environmental Goods (NEG): The transition towards decarbonisation has led to the emergence of new environmental goods, such as sustainable aviation fuel (SAF). A coordinated regional approach would support the development of a stable ecosystem for biofuels supply, thereby facilitating wider adoption and trade.

Trade-related Climate Measures (TrCMs): As jurisdictions increasingly introduce measures such as the European Union's Carbon Border Adjustment Mechanism (CBAM), ASEAN must balance climate ambitions with trade and economic objectives. Developing coordinated regional responses would help maintain a conducive business environment and sustain global trade flows.

Sustainable Finance: Strengthening the adoption of coordinated regional frameworks, such as the ASEAN Taxonomy developed by the ASEAN Taxonomy Board (ATB) and the forthcoming mitigation co-benefit and Adaptation for Resilience (mARs) Guide by the ASEAN Capital Markets Forum (ACMF)—will be critical to mobilising both private and public capital for climate mitigation and resilience projects.

Eco-tech Cooperation: Economic and technical cooperation including capacity-building, technical assistance, essential to support the effective implementation of GEFA. The study will also assess readiness levels and capacity gaps across AMS, particularly among least developed countries, to ensure inclusive participation in the low-carbon transition.

While ASEAN recognises the importance of GEFA in advancing sustainable transition, AMS also acknowledge the challenges associated with its realisation. Differences in levels of development particularly for least developed AMS, institutional capacity, and regulatory readiness require careful consideration to ensure that all AMS can benefit equitably. In this regard, the Feasibility Study will play a critical role in assessing the varying levels of maturity across AMS and identifying a gradual, context-sensitive pathway towards a possible GEFA. Integral to this, the GEFA Feasibility Study will also take into account, among others, inclusivity, climate resilience, access to financing, business empowerment, human and institutional capacity development, flexibility in the application of green standards, market readiness, and an analysis of national capacities and strengths to support the effective implementation of GEFA.

This project will undertake a comprehensive assessment of ASEAN’s readiness and potential in advancing the green economy, providing the empirical foundation required for a possible GEFA. Relevant ASEAN Sectoral Bodies overseeing the identified priority areas will be closely consulted throughout the study, alongside the private sector, to ensure practical and well-informed outcomes.

b. Relationship to Other Activities

The proposed Feasibility Study of the GEFA contributes directly to the ASEAN Strategy for Carbon Neutrality, as it seeks to accelerate efforts to strengthen green value chain integration, ensure interoperable carbon markets, and facilitate credible and harmonised standards for the green economy, among others. More broadly, the Feasibility Study of the GEFA will help identify the concrete forms of regional cooperation and agreement required, thereby supporting the achievement of the long-term aspirations set out in ASEAN 2045: Our Shared Future and its accompanying Strategic Plans.

In particular, under the AEC Strategic Plan 2026–2030, one of the key Strategic Goals is to realise a Sustainable Community, whereby ASEAN is envisioned to mainstream climate-responsive elements and policies across all dimensions of economic development. In this regard, the GEFA Feasibility Study will be guided by this forward-looking framework, ensuring that its proposed commitments and elements contribute to the attainment of the ten Objectives under this Strategic Goal, namely: (a) building a supportive ecosystem to unlock green economy potential, enhance climate resilience, and accelerate the decarbonisation of regional supply chains; (b) intensifying a just and inclusive energy transition; (c) promoting the sustainable development of extractive industries; (d) advancing sustainable agriculture and forest management; (e) fostering sustainable and inclusive tourism; (f) mobilising sustainable finance and investment; (g) strengthening cooperation on the blue economy as a new engine of inclusive and sustainable growth; (h) enhancing awareness and capacity among ASEAN businesses, regulators, financial institutions, and policymakers to support the green transition; (i) ensuring energy security, affordability, and sustainability; and (j) advancing sustainable and smart mobility.

Furthermore, the advancement of sustainable finance under the GEFA is expected to indirectly support the implementation of the Framework for Circular Economy for the AEC and the ASEAN Blue Economy Framework, both of which require innovative financing solutions to catalyse new initiatives and priority areas.

c. Stakeholders and Beneficiaries

Types of beneficiaries	Details
Direct:	
1. ASEAN Member States, particularly the ASEAN Task Force on Carbon Neutrality (ATF-CN)	The Study will provide ASEAN with comprehensive analysis on their current sustainability-related regulations landscape, green economy readiness, gaps and opportunities to reduce fragmentation to effectively proceed for a possible GEFA. The Study will also provide a comparative analysis of the structure and substance of existing multilateral and bilateral agreements with green economy and sustainability regulations globally.
2. ASEAN Secretariat	This Study will also support AMS to develop their respective positions with regard to green economy/sustainability & trade, in

Types of beneficiaries	Details
	particular in preparation for the GEFA. The Study will be able to provide relevant sectoral bodies, notably but not limited to, the ATF-CN, with structured information about the state of play of green economy in ASEAN, the scope of area that needs to be covered by the GEFA, comparison of other similar Agreements adopted by other regions, as well as policy recommendations highlighting on what AMS need to maximize the benefit of GEFA. The Study will also provide support to the ASEAN Secretariat (ASEC) in delivering its mandate to facilitate the works of the ATFCN, particularly in scoping the potential GEFA. It will complement ASEC's current capacity through a solid reference on the green economy/sustainability landscape in ASEAN. The Study will also be able to support ASEC in identifying and communicating with various sectoral bodies that are responsible for different subjects covered in the GEFA.
Indirect 1.Relevant ASEAN sectoral bodies across all three community pillars (AEC, ASCC and APSC), including cross sector initiatives, such as ASEAN Connectivity 2.ASEAN private sector, academia, civil society, and broader stakeholders, including women, person with disabilities, and vulnerable communities	The Study will benefit ASEAN Sectoral Bodies by providing a comprehensive reference on the landscape of green economy in ASEAN, along with the inter-relations among those sectoral bodies, given the nature of green economy that cuts across different sectors. It will serve as a reference for Sectoral Bodies' work going forward to ensure that the possible undertaking of GEFA will be made based on empiric information. This Study will also be beneficial as a reference document for ASEAN sectoral bodies in their future works that are related with the green economy. These Sectoral Bodies include Senior Economic Officials Meeting (SEOM), Senior Officials Meeting on Energy (SOME), ASEAN Senior Officials Meeting on Minerals (ASOMM), Coordinating Committee on ASEAN Trade in Goods Agreement (CCA), the Senior Transport Officials Meeting (STOM), the Senior Officials Meeting on ASEAN Ministers on Agriculture and Forestry (SOM-AMAF), the ASEAN Coordinating Committee on Standards and Quality (ACCSQ), the ASEAN Trade Facilitation Joint Consultative Committee (ATF-JCC), the ASEAN Capital Markets Forum (ACMF), the ASEAN Senior Officials on Environment (ASOEN), Committee on Science, Technology, and Innovation (COSTI), the ASEAN Coordinating Committee on Micro, Small, and Medium Enterprises (ACCMSME), Senior Labour Officials Meeting (SLOM), ASEAN Working Group on Climate Change (AWGCC), ASEAN Coordinating Task Force on Blue Economy (ACTF-BE) among others. The Study will also examine how GEFA can broaden access to green goods and services for sustainable transition, including for women and vulnerable communities – which aligns with just transition initiatives under the ASEAN Strategy for Carbon Neutrality. By mapping existing gaps and barriers, the Study aims to ensure that GEFA's design is inclusive and that the benefits of the green economy transition are equitably distributed across ASEAN's diverse populations.

Types of beneficiaries	Details
	Additionally, the Study could serve as a valuable resource for academics and the private sector in comprehensively understanding ASEAN's green economy landscape, including its opportunities and challenges. Businesses stand to benefit directly, as GEFA is projected to foster a robust green economy environment and accelerate decarbonisation efforts across the region, creating greater opportunities for green businesses to grow and thrive. To this end, businesses and other relevant stakeholders will be consulted throughout the Study process, particularly through engagements with ASEAN-affiliated business councils, to obtain their perspectives on ASEAN's green economy, including on the needs of MSMEs and the importance of expanding access to green jobs for women, with a view to fostering a more inclusive business environment. Given the cross-cutting nature of the study, relevant sectoral bodies under AEC, ASCC, and Connectivity will be engaged, as appropriate, given the cross-cutting nature of the green economy. In addition, relevant stakeholders will include key ASEAN-related entities such as the ASEAN Taxonomy Board, the ASEAN Centre for Energy, the ASEAN Business Advisory Council (ASEAN-BAC), as well as joint business councils, private sector representatives, academia, civil society organisations and labour-related stakeholders relevant to the just transition, including those representing women and vulnerable communities, among others.

II. Needs and Objectives

The GEFA Feasibility Study aims to achieve a more coordinated, inclusive, and credible approach to advancing ASEAN's green economy, supporting informed regional discussions, decision-making, and the progressive development of the ASEAN GEFA.

The GEFA Feasibility Study will map out GEFA's complementarity and strategic positioning within ASEAN's existing sustainability frameworks, while identifying how GEFA can address the forward-looking needs of sustainable and inclusive growth. The Study will further be complemented by targeted knowledge-sharing and awareness raising activities, where appropriate, integrated into the consultation and stakeholder engagement process to support informed participation by ASEAN Member States (AMS) in the Feasibility Study. Following completion of the Study, socialisation activities will be conducted to disseminate and discuss the Study's findings and recommendations, support consideration of potential next steps for GEFA, and identify emerging capacity-building needs and potential follow-on areas.

Project Objectives

This Project has one intermediate outcome and two short-term outcomes should result from the project outputs within the duration of the project:

Intermediate Outcome:

Use of GEFA Feasibility Study and related engagement processes to inform AMS' discussions, consideration, and potential pathways for advancing GEFA

Short-Term Outcomes:

- Increased awareness and understanding and relevant stakeholders of ASEAN's green economy landscape, AMS readiness and priorities, and potential areas of cooperation under ASEAN GEFA.
- Priority regional and emerging national capacity-building needs, institutional gaps, and potential follow-on activities identified through the socialisation and dissemination sessions.

III. Outputs and Deliverables

The primary output of this project is a Feasibility Study on ASEAN GEFA, supported by six interrelated deliverables covering technical assessment, stakeholder engagement, and socialisation activities.

Deliverable 1: Inception Report. This Report sets the agreed scope of work, timeline, methodology, stakeholder engagement plan and deliverables, to be agreed by the ATF-CN and the consultant. Provides a brief review of literature and related sources on green economy agreements.

Deliverable 2: Mapping Study and Gap Analysis Report on the Establishment of the ASEAN GEFA. This report provides the diagnostic foundation for the Feasibility Study, including: the current green economy landscape across AMS; ASEAN's existing sustainability and decarbonisation initiatives and their readiness; analysis of the structure and substance of existing multilateral and bilateral agreements on green economy alongside ASEAN's existing agreements; and a preliminary assessment of AMS readiness through targeted consultations. Specifically, the Mapping Study and Gap Analysis may also consider mapping institutional, legal, financial, and technical gaps on green economy transition, including climate finance, renewable energy, sustainable agriculture, and capacity development, among others.

Deliverable 3: Scoping Study and Policy Recommendations Report on the Establishment of the ASEAN GEFA. Drawing on the draft diagnostic from Deliverable 2 – which runs in deliberate overlap to support an efficient timeline – this scoping study examines areas that could be included in GEFA to accelerate ASEAN's green transition. Includes indicative pillars, modules, and areas of cooperation, with recommended measures and milestones toward possible development of GEFA. Also includes policy recommendations to guide AMS on priority areas, including through a just and inclusive transition that considers MSMEs, women, persons with disabilities, and other vulnerable groups. The policy recommendations may also consider proposed phased implementation options, differentiated responsibilities, financing mechanisms, technology transfer, and technical assistance tailored to different capacity of ASEAN Member States.

Deliverable 4: Final Report on the GEFA Feasibility Study. Consolidates key findings, proposed GEFA elements, guiding principles, and a recommended pathway for AMS consideration of next steps. The Final Report should also provide practical and phased recommendations to support ASEAN's consideration of possible next steps,

including future discussions, sequencing approaches, and priority areas requiring further engagement and capacity-building support.

The Final Report will comprise:

- (i) a diagnostic and gap analysis section;
- (ii) a comparative and coherence analysis section;
- (iii) recommended GEFA design options, taking into account differentiated/tailored implementation pathways based on AMS' readiness on financing, institutional strengthening, and cooperation; and
- (iv) recommended pathways and options for AMS consideration of next steps, sequenced across near-, medium-, and longer-term horizons.

The final outputs will also include a presentation deck for use at the ATF-CN, AECC, and socialisation sessions, professionally designed communication materials, including an Executive Summary (standalone, 2–4 pages) of the Final Report, up to four (4) infographics and one to two (1-2) fact sheet summaries of key findings and recommendations, to support effective dissemination, stakeholder engagement, and broader awareness raising. All materials shall be provided in editable formats and final PDF.

Deliverable 5: Socialisation of the GEFA Feasibility Study Findings with AMS and Relevant Stakeholders. A series of socialisation sessions will be conducted with relevant stakeholders including ASEAN Sectoral Bodies, AMS representatives, private sector stakeholders, academia, local communities, and civil society organisations, women & youth organisations, among others, to:

- raise awareness and deepen understanding of the GEFA Feasibility Study findings and implications;
- facilitate informed discussions on potential pathways and areas of cooperation under GEFA;
- validate and refine key findings and recommendations, where appropriate;
- strengthen national ownership of GEFA implementation and;
- discuss and refine priority regional and emerging national capacity-building needs, technical assistance gaps, and potential follow-on areas for future ASEAN consideration.

These sessions may be conducted through a combination of in-person, hybrid, and/or virtual formats, as appropriate.

A consolidated summary report will be prepared following the socialisation and dissemination sessions, capturing key stakeholder feedback, refined perspectives on capacity-building and technical assistance needs, and potential follow-on areas for future ASEAN consideration.

Deliverable 6: Project Completion Report. This Report documents overall implementation progress, key activities undertaken, outputs delivered, outcomes achieved against project objectives, lessons learned, challenges encountered, and recommendations for future initiatives.

All deliverables and reports shall be prepared in accordance with the *Aus4ASEAN Futures Guidelines for Implementing Agency*, submitted in draft form to the ASEAN Secretariat with a copy to the Aus4ASEAN Futures PPMSU, and in final form following ASEAN approval. All deliverables must be suitable for publication, although the decision on publication lies with ASEAN.

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. The proposed timeline is indicative and may be refined to accommodate ASEAN Member States' review, assessment, and provision of inputs on project deliverables, while maintaining alignment with the overall project timeframe and key milestones.

* 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.

Output/ Deliverable	Activity/Task	Person Working Week	Duration in Calendar Weeks	Timeline in Months															Responsible Entity
				M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	
Deliverable 1: Inception Report	1.1 Development of the scope of work, overall approach to the work, detailed work plan, staffing arrangement, and agreed deliverables; and brief review of literature and related sources on green economy and sustainability-related agreements, frameworks and initiatives	4P x 2W = 8 PW	2 weeks																IA
	1.2. Review and approval by the ATF-CN																		IA

Output/ Deliverable	Activity/Task	Person Working Week	Duration in Calendar Weeks	Timeline in Months															Responsible Entity
				M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	
Deliverable 2: Mapping Study and Gap Analysis Report on the Establishment of the ASEAN GEFA	2.1. Analysis of structure and substance of existing multilateral, plurilateral and bilateral agreements on green economy, including those concluded by AMS with other countries, ASEAN's existing agreements, and agreements currently under negotiations	4P x 3W = 12 PW	3 weeks																IA ASEC
	2.2. Consultative session I with the ATF-CN, relevant Sectoral Bodies, private sectors, academia, CSOs, and relevant stakeholders (Virtual)	4P x 4W = 16 PW	2 weeks																IA ASEC ATF-CN
	2.3. Finalisation and acceptance of the Mapping and Gap Analysis Report by the ATF-CN	3P x 2W = 6PW	2 weeks																IA ASEC ATF-CN

Output/ Deliverable	Activity/Task	Person Working Week	Duration in Calendar Weeks	Timeline in Months															Responsible Entity
				M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	
Deliverable 3: Scoping Study and Policy Recommendations Report on the Establishment of the ASEAN GEFA	3.1. Preparation and finalisation of Interim Report. The report should include: (a) recommendations on the scoping study on the establishment of ASEAN GEFA; (b) policy recommendations to address the identified issues and maximize the benefit of GEFA in regional context; and (c) capacity-building recommendations for AMS to implement the policy recommendations.	4P x 3W = 12 PW	3 weeks																IA ASEC
	3.2. Consultative session II with the ATF-CN, relevant Sectoral Bodies, private sectors, academia, CSOs, and relevant stakeholders (in-person)	4P x 4W = 16 PW	2 weeks																IA ASEC ATF-CN

Output/ Deliverable	Activity/Task	Person Working Week	Duration in Calendar Weeks	Timeline in Months															Responsible Entity
				M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	
	3.3. Notation by the AECC and Endorsement of Draft Interim Report by the ATF-CN		4 weeks																IA ASEC ATF-CN
Deliverable 4: Final Report on GEFA Feasibility Study	4.1. Preparation of the Final Report based on AMS' feedback	6P x 3W = 18 PW	3 weeks																IA ASEC
	4.2 Validation Workshop will be conducted with AMS to review and validate the key findings and recommendations of the Study, and to support alignment on potential next steps for GEFA	6P x 2W = 12 PW																	IA ASEC

Output/ Deliverable	Activity/Task	Person Working Week	Duration in Calendar Weeks	Timeline in Months															Responsible Entity
				M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	
	4.3 Finalisation of the GEFA Feasibility Study report based on AMS' feedback. Production of professionally designed communication materials, such as infographics and fact sheets summaries of key findings and recommendations																		IA ASEC
	4.2. Endorsement of the Final Report on GEFA Feasibility Study by the ATF-CN		2 weeks																IA ASEC ATF-CN
	4.3. Notation of the Final Report on the GEFA Feasibility Study by the AECC		2 weeks																ASEC, ATF-CN IA

Output/ Deliverable	Activity/Task	Person Working Week	Duration in Calendar Weeks	Timeline in Months															Responsible Entity
				M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	
Deliverable 5: Socialisation of the GEFA Feasibility Study Findings with AMS and Relevant Stakeholders	5.1. Two (2) Hybrid Regional GEFA Socialisation Meetings: AMS/ASEAN Bodies Focused Meeting, and Broader Stakeholder Meeting Series of Virtual Thematic Sessions (e.g. technical, finance, inclusion/just transition, skills, future pathways, capacity building)	4P x 20 PW = 80 PW	45 weeks																IA ASEC
Deliverable 6: Project Completion Report	6.1. Project Completion Report	2P x 0.5 W = 1 PW	2 weeks																IA ASEC

V. Project Management

ASEAN Task Force on Carbon Neutrality (ATF-CN)

As the sponsoring body, ATF-CN will oversee the implementation of this project with the support of ASEC to ensure the delivery of outputs, including coordination with relevant stakeholders, including other relevant Sectoral Bodies, private industries, civil society organisations (CSOs), financiers, among others. The status of project progress will be reported during ATF-CN regular meetings and via ad-referendum sharing of meeting updates and information. In particular, ATF-CN 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 ATF-CN will be consulted on project outputs for their consideration and endorsement. These include 1) Inception Report, 2) Mapping Study and Gap Analysis Report on the Establishment of the ASEAN GEFA, 3) Scoping Study and Policy Recommendations Report on the Establishment of the ASEAN GEFA, 4) Final Report on the GEFA Feasibility Study, 5) Socialisation of the GEFA Feasibility Study Findings with AMS and Relevant Stakeholders, and 6) Project Completion Report.

The ASEAN Secretariat

The ASEC – Analysis and Monitoring on Finance and Socio-Economic Issues Division (AMFSED) will be responsible for:

- Take a role as a coordination focal point to facilitate engagement and collaboration between ATF-CN 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, AMFSED 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.
- 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 ATF-CN's key implementing partner and expected to:

- Working closely with AMFSED 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 ATF-CN.

- Provide tailored technical assistance to ATF-CN, 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 ATF-CN, 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 AMFSED and the Implementing Agency where necessary. As such, PPMSU will:

- Work closely with AMFSED, Implementing Agency, 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 AMFSED, 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 **17 calendar months** with an indicative level of effort of **905 person working days**, as reflected in work plan in Section IV. Work will need to commence immediately after contract signing.

VII. Qualifications

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

1. Institutional Capacity

The Consultant should demonstrate:

- Demonstrated ability to engage private sector stakeholders, business networks, and relevant industry actors, together with a proven track record in conducting economic, trade, and policy consultancy/research, particularly in areas related to:
 - Sustainable development and green economy
 - Climate policy and carbon neutrality
 - International trade and investment frameworks
 - Regional economic cooperation and integration
- Demonstrated experience in undertaking feasibility studies, policy diagnostics, and analytical reports, preferably for governments, regional organisations, or international development partners;

- Strong familiarity with ASEAN frameworks and processes, including knowledge of ASEAN economic cooperation mechanisms, sectoral bodies, and consensus-based decision-making (an advantage);
- Experience in managing multi-country or regional projects, including coordination with diverse stakeholders across different levels of development;
- Proven ability to deliver high-quality outputs under tight timelines, including managing parallel workstreams and integrating multidisciplinary inputs;
- Administrative and financial capacity to manage the assignment, including project management, quality assurance, and reporting systems.

2. Team Composition and Expertise

The Consultant shall propose a multidisciplinary team with complementary expertise. The team should include, at a minimum:

a. Team Leader

- Advanced degree (Master's or higher) in economics, public policy, international trade, environmental policy, or related fields;
- At least 10 years of professional experience in economic policy, regional integration, or sustainable development;
- Demonstrated experience in engaging private sector stakeholders, business associations and firms, particularly those involved in sustainable transition initiatives;
- Demonstrated experience in leading large-scale analytical studies or regional projects;
- Strong understanding of ASEAN economic cooperation and policy processes (preferred);
- Proven leadership, coordination, and stakeholder engagement skills;
- Excellent analytical, drafting, and presentation skills in English.

b. Trade Experts

- Advanced degree in economics, international trade, law, or related disciplines;
- At least 7–10 years of experience in trade policy, trade agreements, or regulatory analysis;
- Demonstrated expertise in:
 - Free Trade Agreements (FTAs) and economic cooperation frameworks
 - Trade-related climate measures (e.g., carbon border measures)
 - Environmental goods and services
 - Experience in ASEAN or regional trade contexts is highly desirable.

c. Sustainability Specialists

- Advanced degree in environmental economics, climate policy, sustainable finance, or related fields;
- At least 7–10 years of experience in sustainability-related policy and analysis;
- Proven track record in undertaking sustainability-related advisory work, including engagement with private sector stakeholders, business associations, and firms, particularly those involved in sustainable transition initiatives;
- Demonstrated expertise in:
 - Climate policy and carbon markets
 - Green finance and sustainable investment frameworks
 - Circular economy, blue economy, or low-carbon transitions
- Experience in integrating inclusivity considerations (e.g., MSMEs, gender, vulnerable groups) into sustainability analysis is an advantage.

d. Stakeholder Engagement Specialists

- Degree in public policy, social sciences, communications, or related fields;
- At least 5–7 years of experience in stakeholder consultation and facilitation;
- Proven experience in:
 - Designing and implementing consultation strategies
 - Facilitating multi-stakeholder dialogues and workshops
 - Conducting interviews, surveys, and participatory processes
- Experience working in ASEAN or multicultural settings is an advantage.

The scope of work expected to be undertaken by selected bidder(s) will include:

- Establishing a clear understanding of key terminologies and their scope, including green economy, sustainability and trade, and sustainable development.
- Conducting a landscape analysis of global and regional green economy trends and opportunities for ASEAN, including barriers related to sustainable finance, taxonomy harmonisation, carbon market interoperability, and green talent mobility.
- Undertaking a stocktake and gap analysis of ASEAN's existing sustainability frameworks, including the ASEAN Strategy for Carbon Neutrality, the Framework for Circular Economy for the AEC, the ASEAN Blue Economy Framework, *ASEAN 2045: Our Shared Future*, and relevant post-2025 sectoral plans.
- Conducting analysis of relevant multilateral and bilateral green economy agreements, including ongoing negotiations, to inform GEFA design options
- Mapping AMS' national laws, regulations, and policy frameworks related to the green economy and sustainable development.
- Identifying potential areas for use-case collaboration and flexible sustainability modules under GEFA.
- Assessing key issues, including AMS readiness and regulatory constraints.
- Evaluating key stakeholders' views on sustainable transition across AMS, as necessary, including relevant ASEAN sectoral bodies across all three Community Pillars (AEC, ASEAN Socio-Cultural Community (ASCC), and ASEAN Political-Security Community (APSC), as well as key stakeholders such as the private sector, academia, and civil society, including organisations representing micro, small, and medium enterprises (MSMEs) and vulnerable groups, to ensure that cross-cutting dimensions such as just transition, social inclusion, and community resilience are adequately reflected. Where appropriate, the analysis may incorporate indicative quantitative insights (e.g. surveys or structured feedback) to support benchmarking of stakeholders' awareness and perspectives.
- Support informed participation in the study and consultation process through targeted knowledge sharing and awareness-raising activities on selected green economy topics, as appropriate,
- Socialising the interim findings of the study with relevant Sectoral Bodies, as well as private sector stakeholders, business associations, civil society organisations, academia, and other relevant actors to validate findings, gather inputs and identify priority areas for capacity-building and future engagement.
- Providing recommendations on: (i) the potential structure, scope, and elements of GEFA, including potential pillars and modules, and AMS' readiness for deeper level of commitments, including approaches to phased

commitments and review mechanisms; (ii) an indicative workplan; (iii) policy actions to address current gaps; and (iv) capacity-building needs, including upskilling and reskilling, to support effective participation of AMS in future GEFA discussions and implementation. Recommendations should be sequenced across near-term (12–24 months), medium-term (2–4 years), and longer-term horizons to support phased AMS consideration of next steps.

VIII. Bidding

Interested firms or Joint Ventures/ Consortium/ Association (JVCA) are invited to submit a proposal in response to these Terms of Reference. This proposal should be divided into 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
- › 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).
- › 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/JVCA's past experience in undertaking similar work and brief summaries of all projects undertaken.

- › 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.

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

1. Cover Letter for Financial Proposal.
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 H** annexed to this document, and ensure that it is password protected.

This 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

and aus4aseanfutures@asean.org, no later than **25 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_ "ASEAN GEFA Feasibility Study"_ Name of Vendor
- › Technical Proposal_ "ASEAN GEFA Feasibility Study"_ Name of Vendor
- › Financial Proposal_ "ASEAN GEFA Feasibility Study"_ 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, no later than **15 July 2026 at 23:59 Jakarta time (GMT+7)**. Please use the subject line: **"Query – ASEAN GEFA Feasibility Study."**

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, experience managing multi-country assignments, strategic planning and evaluation capability, **policy advisory**, and organisational management capacity.

Assessment may include:

- Relevant sectoral and thematic expertise;
- ASEAN, regional, and multi-country project experience;
- Strategic planning, evaluation, and policy advisory experience;
- Organisational management capacity, **including project management structures, operational and financial system, and risk management.**

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 and implementation context;
- Technical methodology, analytical approach, and implementation planning;
- Stakeholder engagement and consultation strategy, including GEDSI integration and inclusive consultations;
- 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.	Joint Venture/ Consortium/ Association Information
Form D.	Tenderer's Declaration and Compliance Checklist
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 – 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
1	Proposals are submitted in three separate emails (softcopy)	☐	☐
2	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	☐	☐
3	Due Diligence		
	Form A. Cover Letter for Technical Proposal	☐	☐
	Form B. Tenderer Information form and other supporting documents, including:	☐	☐
	• Company Profile	☐	☐
	• Organisation chart of the company and list of current staff	☐	☐
	• Scanned Copy of Company Legal Documents:		
	o Business Name Registration (Trade Register)	☐	☐
	o Valid Business Permit	☐	☐
	o Tax Identification Number	☐	☐
	o Latest audited financial statements (for the company)	☐	☐
	• 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 and Compliance Checklist	☐	☐
4	Technical Proposal:		
	> 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)	☐	☐
5	Financial Proposal:		
	> Form G. Cover Letter for Financial Proposal and password for the Financial Proposal	☐	☐
	> Form H. Financial Proposal – Technical Component (Professional Fees):		
	o Bid Amount	☐	☐
	o Payment Schedules	☐	☐

Form A: Cover Letter for Technical Proposal

[On company letterhead]

[Location, Date]

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

Dear Sir/ Madam,

We, the undersigned, offer to provide the Services for *(Insert RFP Title)* dated *(Insert Date)*. We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sent in a separate password-protected file through electronic submission.

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

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

Yours sincerely,

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

Form B: Tenderer Information

Tenderer's legal name	
In the case of a Joint Venture, Consortium, or Association - The legal name of each party	
Tenderer's type of organisation	<i>(For example, sole trader / public limited company/ private company)</i>
Tenderer's partner or affiliates	<i>(For example, organisation have or is it expected to have any partners / affiliates / associates / other professional bodies)</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:

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

Name of Tenderer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
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This is to be completed and returned with your proposal if the proposal is submitted as a Joint Venture/ Consortium/ Association (JVCA).

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

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

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

The Tenderer, including its affiliates, subsidiaries, employees, JV/Consortium/Association (JVCA) members, subcontractors, and suppliers involved in this proposal, hereby declares and confirms the following:

Yes	No	
☐	☐	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.
☐	☐	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.
☐	☐	The organisation has been audited by an internationally recognised or accredited audit firm.
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	Child Protection and the Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH): 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.
☐	☐	Proposal Validity Period: The Tenderer confirms that the proposal, including pricing, remains valid for the period specified in the RFP.
☐	☐	The Tenderer acknowledges that the Procuring Organisation is not bound to accept any proposal received.

Yes	No	
☐	☐	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 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, 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 ¹	Months											
		1	2	3	4	5	6	7	8	9		n	TOTAL
D-1	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5) delivery of the final report to ASEAN through ASEC}												
D-2	{e.g., Deliverable #2:.....}												

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

VIII. Team Composition, Assignment, and Inputs

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

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

Form F. Specified Personnel's Curriculum Vitae

CURRICULUM VITAE (CV)

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

Education:

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

Employment record relevant to the assignment:

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

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbb, 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 authorized
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 – 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	...				
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	E.g. Approved Inception Report				
2	Deliverable 2					
3	Deliverable 3					
4	...					
	GRAND TOTAL					

Tenderers may include the Payment Schedule in the Financial Proposal.

III. Additional Notes (if any)