



ASEAN SECRETARIAT

Request for Proposal

**Seoul-Based Programme Consultant:
ASEAN-ROK Development Cooperation
Programme Management Team (AKPMT)**

PROPOSAL MUST BE RECEIVED BY
Tuesday, 9 November 2021

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: ASEAN-ROK Development Cooperation Programme
Management Team (AKPMT)
Date: 22 October 2021

1 EXECUTIVE SUMMARY

The Association of Southeast Asian Nations (ASEAN) is an intergovernmental body established in 1967 to promote collaboration and cooperation among member states, as well as advance the interests of the region as a whole.

In 1989, ASEAN and the Republic of Korea (ROK) established their sectoral dialogue partnership, which was followed by the launch of ASEAN-ROK Cooperation Fund (AKCF) in 1990 to further strengthen the ASEAN-ROK relations. AKCF has supported more than 400 projects agreed by both parties, including technology transfer, economic development, human resource development, and people-to-people exchanges.

The ASEAN-ROK Development Cooperation Programme Management Team (AKPMT) was established in 2016 to manage the activities under the AKCF based in Jakarta. Currently the AKPMT is hiring a consultant who will work with the AKPMT, ASEAN Secretariat and Ministry of Foreign Affairs (MOFA) ROK to be based in Seoul, ROK.

2 BACKGROUND AND CURRENT STATUS

Following the growth of the AKCF since 1989 to 2016, the AKPMT was established in 2016 to manage the activities under the AKCF. Since its establishment in 2016, AKPMT have been working with ASEAN Secretariat, potential partners and Ministry of Foreign Affairs of Korea to:

- Provide consultation of the future collaboration between ASEAN and ROK according to the demand and priority of ASEAN and the interest of Korea.
- Coordinate with the relevant partners and stakeholders for the formulation, implementation and reporting of the programme
- Monitor and evaluate of approved programmes
- Promote the AKCF to the relevant partners and public

Since 2016, the number of the proposals submitted for funding under AKCF has increased from both ASEAN and Korea. Therefore, AKPMT will focus on identifying channel for sharing the success of AKCF funded projects with ASEAN and ROK and support long term programme based proposals to ensure long term impact and the realization of the ASEAN blueprint. The AKPMT reports to the Joint Cooperation Committee (JCC) annually, the JCC comprised of ASEAN Member State (AMS), the government of ROK and the ASEAN Secretariat.

Considering the increased amount of the projects received for funding under AKCF, the consultant will coordinate and manage the programmes with the MOFA ROK, ASEAN Secretariat and AKPMT. The consultant will also be in charge of the programmes/proposals submitted by the ROK proponent and liaise with the AKPMT and ASEC for final approval for projects.

3 SCOPE OF WORK

The selected consultant will follow the overall direction provided by the AKPMT, ASEAN Secretariat and MOFA ROK. The consultant will work closely with and under the direct supervision of the AKPMT on the planning, design and programming the AKCF funded programme.

In terms of reporting, the consultant will report to the Team Leader of the AKPMT on monthly basis. The consultant is responsible to undertake the following assignments:

- a. To manage AKCF Programmes between MOFA ROK, relevant partners in ROK, and Jakarta-based AKPMT
- b. To prepare and attend relevant meetings and project activities in ROK and ASEAN when necessary
- c. To provide technical assistance to relevant stakeholders in design, implementation, and reporting of AKCF programmes/projects and activities aligned with the AKCF Manual and the ASEAN Secretariat's regulations and standard operating procedures (SOPs).
- d. To conduct monitoring and evaluation of programmes/projects for quality assurance. M&E can be conducted through field visit, participation in relevant meetings, or review of reports from proponents or implementing agencies.
- e. To maintain a consolidated a database of the overall progress of the AKCF programmes/projects implementation and the delivery of agreed outputs, especially in Korean to coordinate with MOFA ROK.
- f. To monitor and keep track of programme/project developments with the emphasis on ensuring their implementation, completion, and reporting requirements, including financial reports, as per AKCF manual and the ASEAN Secretariat's procedures and regulations.

3.1 PROJECT OVERVIEW

The objective of this project is to find a suitable consultant to assist the stakeholders in ASEAN and especially in ROK to formulate and implemented AKCF funded programmes. The consultant is expected to work with the AKPMT for 24 months. During the contract, the appointed consultant should deliver:

- Monthly report, the template of the report will be developed based on the scope of work of the consultant.
- Completion report to be submitted at the end of the project.

The consultant will be funded by the AKCF as part of the ASEAN-ROK Development Cooperation Programme Management (AKPMT) 2019-2025. The payment will be transferred to the consultant on monthly basis once the monthly report is received by the AKPMT. Should there be a business trip required for the consultant, his/her trip will be covered by the budget of the ASEAN-ROK Development Cooperation Programme Management (AKPMT) 2019-2025.

3.2 PROJECT REQUIREMENTS

The consultant should have the following qualifications:

- Korean national
- Advanced degree (Master's or equivalent degree), preferably in development studies or relevant policy area with at least five (5) years of relevant working experience. Or Bachelor's degree, preferably in development studies or relevant policy area with at least seven (7) years of relevant working experience.
- Proven ability in ODA (Official Development Assistance) programme/project formulation and management as well as financial and administrative management.
- Solid understanding of international and regional issues, knowledge of ASEAN programmes and activities. Knowledge of ASEAN-ROK strategic relations is an advantage.
- High-level interpersonal, negotiation and communication skills, including experience in a cross-cultural environment and international settings
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders
- Proven high-level analytical skills including the use of Microsoft Office applications, and ability to provide clear and concise reports.
- Excellent command of English and Korean, written and spoken.

4 RFP REQUIREMENTS PROCESS

4.1 PROPOSAL SUBMISSION INSTRUCTION

- a. All proposals must be submitted in English.
- b. **Vendors should not include any financial/cost data in the Technical Proposal, but only in the separate envelope titled Financial Proposal. Failure to adhere to this will lead to disqualification.**
- c. The proposal should be concisely presented and structured, and should explain in detail the Vendor's availability, experience and resources to provide the requested services.
- d. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
- e. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
- f. All communications with regard to this RFP shall be in writing and send to:

Procurement Unit
Administration and General Affairs Division
ASEAN Secretariat
Email : procurement@asean.org

4.2. CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals must be submitted not later than **Tuesday, 9 November 2021** by following options:

2.2.1 HARDCOPY

The Technical and Finance Proposals must be submitted separately in two different envelopes, in two sets i.e. original and a copy, to the following address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl Sisingamangaraja No.70A
Kebayoran Baru
Jakarta 12110
Indonesia

Compliance

In conformance to the ASEAN Secretariat's Financial Rules and Procedures (AFRP), the vendor shall submit Tender Bids in **two** sealed envelopes as follows:

1) First Envelope (Technical Proposal):

a. Technical Proposals (original and copy)

First Set, which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and Customer Reference; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

b. **Second Set**, which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2) Second Envelope (Financial Proposal):

Financial Proposal (original and copy) which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Price**

Any notices with respect to this RFP should also be mailed to the above contact and address.

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

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

2.2.2 SOFTCOPY

The Technical and Financial proposals shall be sent separately to the following email address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
Email: procurement@asean.org

Compliance

The softcopy of Technical and Financial proposals must be sent **separately** protected by a **different password** for each proposal in encrypted format at PDF/ZIP file.

1. Technical Proposals;

a. **First set;** which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and Customer Reference; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

b. **Second Set;** which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2. Financial Proposal:

Financial Proposal which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Price**

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

3. Do not mention the password in body email.

4. Inform the password only when the Procurement staff contact you to request it.

4.3. RFP TERMS & CONDITIONS

4.3.1. Bid Expiration Date

*Received tender proposals shall be valid until **31 December 2021***

4.3.2. Implementation/Delivery Schedule

For e.g. 'as stated in Annex A – Term of Reference'

4.3.3 Pre-Bid Meeting

No Prebid Meeting is required.

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

Appendix 1
Company General Information
*To be submitted together in the **Technical Proposal***

Company LEGAL Name:			
Division or Subsidiary (if applicable):			
Company Address:			
City:			
Province / State:			
Country:			
Postal Code:			
Telephone:			
Business Name Registration:			
Tax Registration Number:			
Valid Business Permit:			
Company Contact:		Telephone no.:	
Title / Position:		Fax no.:	
E-Mail:			
Indicate number of years involved in similar business			
Are you a subsidiary of a financial institution? *If Yes, Please indicate your Holding Company			

Appendix 1a.
Customer Reference
*To be submitted together in the **Technical Proposal***

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project Title	

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	remarks
1	Duration of work delivery	The consultant shall provide a continuous service for 24 months as stated in the RFP.	Consultant to describe the duration
2	Relevant Technical Skill	Proven experience in conducting the works required in the scope of works especially on a programme management skill.	Consultant to comply

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	Monthly salary against deliverables/outputs	USD	

APPENDIX 4
Checklist for the Completeness of Documents Submitted

The checklist must be used to ensure that you have provided all documentations for the tender.
The checklist must be signed and included in both envelopes of your proposals.

I. General Requirements

No.	Description	Checklist
1	Proposals shall be prepared in English	
2	Proposals are submitted in two different envelopes	
3	The envelope must be sealed and labeled accordingly. i. Technical Proposal ii. Financial Proposal	
4	Title of the tender shall be put on each envelopes	

II. Technical Proposal

No.	Description	Checklist
1	Technical Specifications of the service refer to the proposal	
2	All required information have been addressed accordingly	
3	Schedule of delivery	
4	Manpower/consultant requirement	
5	List of vendor's equipment (if any)	
6	Customer Reference Customer testimonials on the similar project	
7	Company profile	
8	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number	
9	One original signed copy	
10	One copy of technical proposal duplicate	
11.	Latest audited financial statement	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
4	Authority of signatory	
5	One original signed copy	
6	One copy of Financial Proposal Duplicate	

APPENDIX 5
Template for the Proposal Envelope
First Envelope – Technical Proposal

**Company Name &
Address**

Technical Proposal - Title of the Tender

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Second Envelope – Financial Proposal

**Company Name &
Address**

Financial Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**