



ASEAN SECRETARIAT

Request for Proposal

**Advisor (Disaster Management) for ASCC
Research and Development Platforms
-Retender- Ext**

**PROPOSAL MUST BE RECEIVED BY
Wednesday, 10 November 2021**

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: ASCC Monitoring Division
Date: 22 October 2021

1 EXECUTIVE SUMMARY

The ASEAN Leaders' Vision Statement on *A Cohesive and Responsive ASEAN* on 26 June 2020 called for concerted efforts to identify emerging challenges and opportunities to better formulate initiatives to ensure ASEAN is better positioned for the new Normal, and as we work toward developing the ASEAN Community Vision Post 2025, while taking into account ASEAN's COVID-19 exit strategy. The ASEAN Chairman's Statement of the 36th ASEAN Summit in June 2020 likewise emphasised the need to look beyond the progress and achievements, and to assess the changes on the strategic landscape of ASEAN community building efforts and identify emerging issues that need to be taken into considerations towards 2025 and beyond.

A robust repository of information and research through proposed ASCC Research and Development Platform is expected to enable the ASEAN Socio-Cultural Community to develop and implement holistic solutions will be required against the backdrop of the fast-changing and emerging challenges — such as public health emergencies, climate change, disaster management — confronting the region. These challenges also lend greater urgency to intensify collaborative research, and embrace a greater diversity of perspectives and ideas, so that decision makers can fully understand the fault lines and underlying causes of socio-economic problems, and develop the relevant solutions.

The ASCC Research and Development Platform (Disaster Management) is a newly developed project aimed at addressing the concerns raised at the above-mentioned high-level regional fora. The outputs of this ASCC Research and Development Platform will contribute meaningfully to more informed decisions that ASCC sectoral bodies could take in developing and implementing initiatives.

For this purpose, the ASEAN Secretariat invites the applications from individuals or companies/firms registered in the ASEAN region (Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Viet Nam) to undertake the assignment of **Advisor (Disaster Management)** for the Project on ASCC Research and Development Platforms.

2 BACKGROUND AND CURRENT STATUS

The ASCC Research and Development Platform (Disaster Management) is a newly developed project. The project aims to put in place an effective research and development framework for ASCC Sectoral Bodies that would produce deliverables in the form of (i) quarterly trend reports, (ii) bi-monthly policy briefs, and (iii) events such as webinars and forums, to inform policy-making as well as explore solutions. Through the ASCC Research and Development Platform, the project seeks to hire a high-calibre disaster management expert advisor for ASEAN who will guide and be involved in the development of the above-mentioned series of research outputs and forums.

The Disaster Management Advisor is also expected to share expertise and experience in the key areas prioritised by the sector/s under the purview of the Environment Division and provide advice through coaching or mentoring of this division and other ASCC divisions to achieve the outputs of the ASCC Research and Development Platforms. With the assistance of writers and/or event participants of the respective platform deliverables, the Advisor is also expected to be involved closely in the production process (e.g., identification of area expertise to contribute the deliverables, strategic direction and review of submitted work, etc.) of the deliverables.

3 SCOPE OF WORK

The detailed Scope of Work, including Project Overview and Project Requirements can be referred to the **Annex A (Terms of Reference of Advisors (Disaster Management) for the ASCC Research and Development Platforms)**.

3.1 PROJECT OVERVIEW

The project aims to put in place an effective research and development framework for ASCC Sectoral Bodies that would produce concrete deliverables in the form of quarterly trend reports and bi-monthly policy briefs to inform policy-making decisions at the respective fora.

The advisor shall report directly to the Deputy Secretary-General of ASEAN for the ASEAN Socio-Cultural Community Department. The advisor shall be responsible to:

1. Work directly with the ASCC Monitoring Division (coordination division) and the Disaster Management and Humanitarian Assistance Division, in consultation and cooperation with other ASCC and AEC divisions, to deliver the expected outputs;
2. Work alongside other advisors and/or contributors from the ASCC Research and Development Platforms;
3. To be involved with sectoral body (SB), ACDM, and their respective working groups (WGs), centers, and task force such as AWGRAE, AWGPR, AWGPM, TMWGM, AWGKIM, AHA Center, COP to AADMER etc on the topic;
4. Participate with partners in promoting the three (3) expected outputs.

The funding for the advisory project shall be obtained from the Japan-ASEAN Integration Fund (JAIF). Advisor service funds will be released based on the following schedule:

No.	Upon Submission to the ASEAN Secretariat of the following work	Latest date of submission	Amount
1.	One online forum report (1 st), two quarterly trend reports and three bi-monthly policy briefs	The 3 rd bi-monthly policy briefs	40%
2.	One online forum report (2 nd), two quarterly trend reports and three bi-monthly policy briefs	The 3 rd bi-monthly policy briefs	40%
3.	Final Report	60 days after the acceptance of the Draft Report by the ASEAN Secretariat	20%

The location of the assignment will be in the country of the specialist. All meetings will be held virtually for the following:

1. Initiation Meeting with ASEAN Secretariat;
2. Consultation with ASCC Sectoral Divisions;

3. Two (2) online forums; and
4. Dissemination of trend reports and policy briefs.

3.2 PROJECT REQUIREMENTS

The project will deliver the following outputs:

Outputs	Indicators (to measure the achievements)	Means of Verification
1. Organise and conduct Online Forums for effective sharing of knowledge, case studies and best-practices.	• Successful conduct of two (2) online forums. • Facilitation of moderators during the Forums to create an enabling environment of active and fruitful discussion. • Active deliberations during the various respective panel discussions. • Production of the Synthesis Report to summarise the discussions at the online forum.	• Participation list accounting for senior officials from each of the 10 AMS at each online forum respective to the relevant ASCC Sectoral Body. • Participation of subject matter expert speakers with relevant experience and globally recognised to share their professional views on the topics of the day. • Submission of the Synthesis Report following the conduct of each online forum.
2. Assist and guide the Platform to produce Trend Reports which are targeted at assessing current trends within the sector in ASEAN.	• Successful production of four (4) quarterly trend reports. • The identification of at least 4 current issues/trends that would warrant the attention of the ASCC Sectoral Body by the end of the project.	• Circulation of the trend reports to the respective ASCC Sectoral Bodies. • The summary table of each Trend Report, including highlights of key issues and findings of each report.
3. Assist and guide the Platform to produce Policy Briefs which serve as “think-	• Successful production of six (6) bi-monthly policy briefs. • The identification of at least 6 strategic challenges that would	• Circulation of the policy briefs to the respective ASCC Sectoral Bodies.

Outputs	Indicators (to measure the achievements)	Means of Verification
pieces“ for the ASCC Sectoral Bodies information and consideration	warrant the attention of the ASCC Sectoral Body by the end of the project.	A summary table of completed Policy Briefs, including highlights of the strategic challenges and policy recommendations of each document.
Main activities: 1. Output 1 - Organise seminar, workshop, symposium and forum, among others to allow all the stakeholders to share knowledge, experience and best practices. - The platform will comprise of relevant thematic sessions with the participation of all relevant stakeholders including but not limited to policy-makers at the senior officials level from the respective administrations of the 10 ASEAN Member States responsible for the respective ASCC Sectoral Bodies, subject matter experts and thought leaders from all professional backgrounds (e.g. high-ranking diplomats, researchers, heads/advisors of institutions, etc.), and policy practitioners to inform policy decisions from the ground perspective. - The External Advisors will be expected to provide strategic advice on the outlook of the sector and the choice of thematic sessions to be featured at the Platforms. The line ASCC Divisions will support the conduct of the online forums in coordination with ASCC AMD. - Following the conclusion of each online forum, the ASCC AMD will produce a Synthesis Report, summarising the salient discussion points and policy recommendations arising out of the panel discussions. The Synthesis Report will also include reflections and recommendations by the External Advisor on the key issues discussed. 2. Output 2 - The platform will produce a quarterly trend report, focusing on major issues or current trends and gaps, within the short-to-medium term, and offer the Sectoral Bodies a different perspective on the outlook of the sector. The trend report will assess and monitor the current issues pertaining to the respective sectors to call for the attention of and inform the respective ASCC Sectoral Bodies of critical developments in ASEAN. The report will range from 20 to 30 pages. - The External Advisor is expected to provide strategic guidance, particularly on among others, identifying the crucial needs for the sector and recommendations on the thematic focus areas, as well as in contributing to the development of the trend reports. The line ASCC Divisions will provide inputs to the trend reports and advice vis-a-vis the priorities of the respective ASCC Sectoral Bodies, where relevant, as well as facilitating in the dissemination of the reports and communication with the Sectoral Bodies.		

Outputs	Indicators (to measure the achievements)	Means of Verification
3. Output 3 i. The platform will produce bi-monthly policy briefs on issues of significance towards the implementation of the ASEAN Vision 2025, ASEAN Socio-Cultural Community Blueprint 2025 and the sectoral work plans, respective to the work of the ASCC Sectoral Body. The policy briefs, serving as “think-pieces“, will introduce fresh perspectives on strategic long-term challenges and offer an additional layer of system thinking and analysis that complements and enhances the work of the Sectoral Body. Specifically, the policy briefs will identify strategic challenges either currently faced or anticipated, provide a critical assessment on the outlook, and offer policy recommendations for the information and consideration of the respective ASCC Sectoral Body. The policy briefs will range between 4 to 6 pages. ii. The External Advisor is expected to provide strategic guidance, particularly on among others, identifying the strategic focus for the policy briefs and policy recommendations, as well as in contributing to the development of the policy briefs. The line ASCC Divisions will provide inputs to the policy briefs and advice vis-a-vis the priorities of the respective ASCC Sectoral Bodies, where relevant, as well as facilitating in the dissemination of the policy briefs and communication with the Sectoral Bodies.		

The proposed indicative timeline of the project is specified as follows and can be subject to further discussion with the reporting parties:

No.	Activities	Indicative Timeline
1.	Initiation Meeting with ASEAN Secretariat	November - December 2021
2.	1 st Online Forum	February 2022
3.	2 nd Online Forum	June 2022
4.	Quarterly Trend Reports	December 2021 - October 2022
5.	Bi-Monthly Policy Briefs	December 2021 – October 2022
6.	Completion of final report	October 2022

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 submitted 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 **Wednesday, 10 November 2021** (extension) by following options:

2.2.1 HARDCOPY

Submit in two separate enveloped indicating Technical and Financial Proposals in each envelope 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**.

2.2.2 **SOFTCOPY**

All proposals shall be sent 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

The Pre-bid meeting is to be held on :

Date : Monday, 1 November 2021

Time : 10.00am -12.00 noon, Jakarta Time

Link : <https://meet.google.com/fgw-fidh-fkt>

Participant's confirmation to the pre-bid meeting and questions can be shared via email to: procurement@asean.org beforehand.

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 and Email Address	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name and Email Address	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name and Email Address	
Project Title	

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	remarks
1	e.g Duration of Implementation	e.g 2 years	Vendor to describe the duration
2	e.g PROJECT APPROACH, MANAGEMENT AND CONSTRUCTION	e.g.in consultation with ASEC	Vendor to comply
3			
4			

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	e.g. Development Cost, Implementation Cost, Travel Cost		

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 statements	

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**