

SPECIFICATION FORM

Title of publication: **Joint Study on Urbanisation, People Mobility and Inclusive Development across Urban-Rural Continuum in ASEAN**

Expected date of completion: **April 2022**

Closing date for submission of quotation:.....(by Admin)

Scope of work / deliverable	1) To design and prepare layout of the Final Report on Joint Study on Urbanisation, People Mobility and Inclusive Development across Urban-Rural Continuum in ASEAN 2) To design and prepare layout of six Policy Briefs on Joint Study on Urbanisation, People Mobility and Inclusive Development across Urban-Rural Continuum in ASEAN 3) Final product: copy of E-Publication of the Final Report and the six Policy Briefs
Specification:	
1. Final Report on Joint Study on Urbanisation, People Mobility and Inclusive Development across Urban-Rural Continuum in ASEAN • Number of Pages: around 250 pages, A4 (original draft before layout) Note: Quotation proposed by Vendor covers the cost for total pages within the range of 240-270 pages in original draft before layout • Layout and design to be approved by the ASEAN Secretariat	
2. Policy Briefs on Joint Study on Urbanisation, People Mobility and Inclusive Development across Urban-Rural Continuum in ASEAN (indicatively there will be six separate policy briefs generated from the final study) • Number of Pages for each Policy Brief: around 6 pages, A4 (original draft before layout) Note: Quotation proposed by Vendor covers the cost for total pages within the range of 4-7 pages (in original draft before layout) for each Policy Brief • Layout and design to be approved by the ASEAN Secretariat	
Quotation Validity	Up to 4 months
Note	• The Vendor should possess extensive experience and creative design and layout of a report • Please sign this Specification Form and attach to your quotation • Quotation to be submitted in IDR

CONDITIONS:

1. The final E-Publications shall be submitted upon approval by the ASEAN Secretariat in the form of:

- a) High-res PDF, and

b) Standard PDF (<5 MB)

2. Terms of payment will be in two stages: 50% upon approval and delivery of E-Pub of the Final Report; 50% upon approval and delivery of E-Pub of the Policy Brief.



Chusana Han
User : Poverty Eradication and Gender Division
Date: 7 February 2022

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(Supplier)
Date :