



ASEAN SECRETARIAT

Request for Proposal

Advisor (Future of Education) for ASCC Research and Development Platforms

PROPOSAL MUST BE RECEIVED BY
Monday, 18 July 2022

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by:	ASCC Monitoring Division
Date:	June 2022

1 EXECUTIVE SUMMARY

Against the backdrop of the fast-changing landscape of Fourth Industrial Revolution (4IR) and the onset of COVID-19, it is pivotal for ASEAN to consider adopting a more systematic and coordinated approach in harnessing research and development (R&D) to respond more proactively to emerging challenges in a forward-looking manner.

The ASCC Research and Development Platform (Future of Education) is one of the two platforms that would inform and support ASCC sectoral bodies to develop more targeted and impactful evidence-based policies and initiatives to better anticipate emerging trends and gaps in education in the region. The platform is expected to produce three Flagship Reports, six Policy Briefs and three Forums (via online platforms). These outputs are expected to assist in identifying programmes and activities that can be translated into or integrated with the ASEAN Senior Officials Meeting on Education (SOM-ED)'s regional long-term and short-term planning documents. It would also assist SOM-ED in aligning its activities towards the ASCC 2025 Blueprint's end-term implementation as well as to the development of post-2025 visions and plans, strategically and operationally.

Through the ASCC Research and Development Platform, the project seeks to engage a high-calibre education expert advisor for ASEAN who will guide, contribute, and be involved in the development of the above-mentioned series of research outputs and forums. The advisor is also expected to share expertise and experience in the key areas prioritised by the sector/s under the purview of the Education, Youth and Sports Division (EYSD) and provide advice through coaching or mentoring of this division and other ASCC divisions. The Advisor is also expected to contribute to the written/event deliverables, as well as to be involved closely in the production process (including identification of area expertise to contribute to the deliverables, strategic direction and review of submitted work, etc.) of the deliverables.

For this purpose, the ASEAN Secretariat invites applications from ASEAN and Republic of Korea (ROK) nationals to undertake the assignment of Advisor (Future of Education) as part of the ASCC Research and Development Platforms Project. ROK nationals with strong knowledge and experience in ASEAN affairs are strongly encouraged to apply.

2 BACKGROUND AND CURRENT STATUS

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 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 envisaged R&D platforms bode well with ROK's New Southern Policy (NSP) Plus which put emphasis on the people, i.e., health, human capital and education and place these concerns at the centre of proposed pandemic recovery efforts. Given ASEAN's diversity, the R&D platform will leverage on the ROK's willingness to share and adapt its successful practices to meet the needs of its ASEAN partners. This would also ensure a seamless continuity of matching regional-level support with in-country requirements.

The project proposal of ASCC Research and Development Platforms: Future of Education Platform was endorsed ad-referendum by Senior Officials Meeting on Education (SOM-ED) on 29 July 2021, Senior Officials Committee for ASCC (SOCA) on 13 September 2021, and Committee of Permanent Representatives to ASEAN (CPR) on 17 January 2022. The proposal is being supported by the ASEAN-ROK Cooperation Fund (AKCF). In the implementation, the Future of Education Platform will be mainly under the purview and guidance of SOM-ED.

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 (Future of Education) 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 (a) 3 flagship reports; (b) 6 policy briefs; and (c) online/hybrid (modality to be confirmed) forums to inform policy-making decisions.

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 Education, Youth and Sports Division, in consultation and cooperation with other ASCC and AEC divisions, to deliver the expected outputs
2. To organize and conduct the three forums, produce the 3 flagship reports, and 6 policy briefs in consultation with AMD and EYSD
3. To coordinate and consult implementing partners, which are but not limited to:
 - a. Education sectoral body (SOM-ED)
 - b. ROK (Ministry of Education, ROK Mission to ASEAN and AKPMT)
 - c. Pool of experts (relevant entities associated with ASEAN, academic institutions/Think Tanks from ASEAN and ROK, relevant international organisations and other ASEAN partners, and private sector)
4. Participate with partners in promoting all expected outputs.

The funding for the advisory project shall be obtained from the AKCF. 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/hybrid forum synthesis report (1 st), one flagship report, and two policy briefs	The 1 st flagship report and 1 st and 2 nd policy briefs, upon concurrence of ASEAN Secretariat, Mission of ROK to ASEAN and the ASEAN-ROK Programme Management Team (AKPMT)	30%
2.	One online/hybrid forum synthesis	The 2 nd flagship	30%

	report (2 nd), one flagship report and two policy briefs	report and 3 rd and 4 th policy briefs, upon concurrence of ASEAN Secretariat, Mission of ROK to ASEAN and AKPMT	
3.	One online/hybrid forum synthesis report (3 rd), one flagship report, and two policy briefs	The 3 rd flagship report and 5 th and 6 th policy briefs, upon concurrence of ASEAN Secretariat, Mission of ROK to ASEAN and AKPMT	40%

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

1. Initiation Meeting with ASEAN Secretariat to discuss detailed work plan;
2. Consultation with relevant ASCC Sectoral Divisions;
3. Three (3) 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/Hybrid Forums for effective sharing of knowledge, case studies and best-practices.	• Successful conduct of three (3) online/hybrid forums. • Facilitation of 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 summarising the discussions at the 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

Outputs	Indicators (to measure the achievements)	Means of Verification
		following the conduct of each online forum.
2. Produce the Platform’ Flagship Reports which are targeted at assessing current trends within the sector in ASEAN.	• Successful development/production of three (3) flagship reports reports. • The identification of at least 3 current issues/trends that would warrant the attention of the SOM-ED by the end of the project.	• Circulation of the 3 flagship 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. Produce the Platform’s Policy Briefs which serve as “think-pieces” for the ASCC Sectoral Bodies information and consideration	• Successful development/production of six (6) policy briefs. • The identification of at least 6 strategic challenges that would warrant the attention of SOM-ED by the end of the project. •	• Circulation of the 6 policy briefs to the respective ASCC Sectoral Bodies. • 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 online/hybrid forums, 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 and the Project Officer will support the conduct of the forums in coordination with ASCC AMD. - Following the conclusion of each online forum, the Advisor 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		

Outputs	Indicators (to measure the achievements)	Means of Verification
the External Advisor on the key issues discussed.		
2. Output 2		
i.	The platform will produce 3 flagship reports, 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 flagship 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.	
ii.	The External Advisor is expected to produce the reports and 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 and writing (including review of the work of other contributors) 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.	
3. Output 3		
i.	The platform will produce 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 produce the 6 policy briefs and 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 and writing (including review of the work of other contributors) 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
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1.	Initiation Meeting with ASEAN Secretariat	July/August 2022
2.	1 st Online/Hybrid Forum	July/August 2022
3.	2 nd Online/Hybrid Forum	January/February 2022
4.	3 rd Online Forum	May/June 2023
5.	3 Flagship Reports	May 2022 – May 2023
6.	6 Policy Briefs	May 2022 – May 2023

The expert should be ASEAN or Republic of Korea (ROK) nationals, who ideally satisfy the following criteria:

- a. Advanced degree in the relevant area of expertise for ASEAN education sector with at least 15 years of experience in the specific field of expertise at the global or regional levels. *(Please provide evidence of academic qualifications)*
- b. Extensive body of recognised research work, publications, or consultancy work utilised by international or regional institutions or national governments. *(Please provide list of experience/work/research/publication)*
- c. Demonstrable experience and good understanding of the specific social development concerns or issues, either cross-cutting or not, in reference to the specific identified needs of the ASCC division. *(Please provide list of experience/work/research/publication)*
- d. Demonstrated leadership role in his/her field of expertise at regional or global levels. *(Please provide list of leadership experience)*
- e. Demonstrable experience of advising on his/her expertise relevant to social development matters. *(Please provide list of working experience)*
- f. Extensive experience working with development management teams/organisations at national, regional or international levels/national governments in a senior management position, and experience in public policy development and negotiation. *(Please provide list of working experience)*
- g. Currently having an active role in his/her field of expertise at the regional or international levels. *(Please provide information on current active role)*
- h. Ability to work harmoniously in a team environment and with diverse groups of individuals in cross-cultural environment and international settings. *(Please provide list of working experience)*
- i. Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings. *(Please provide list of working experience)*
- j. Demonstrated commitment to collaborative work practices. *(Please provide list of working experience)*
- k. Proven skills in problem solving in a complex organisational environment and in work planning. *(Please provide list of working experience)*
- l. Demonstrated ability to work harmoniously in a team environment and with diverse groups of individuals in cross-cultural environment and international settings. *(Please provide list of working experience)*

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 shall be submitted in two separate envelopes indicating Technical and Financial Proposals in each envelope and submitted no later than **Monday, 18 July 2022** to the following address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
JI 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 for international bidders and IDR for local bidders**.

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

4.3. RFP TERMS & CONDITIONS

4.3.1. Bid Expiration Date

Received tender proposals shall be valid until 30 September 2022.

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 : **Thursday, 7 July 2022**

Time : **10 AM – 12 PM Jakarta Time**

Link : <https://meet.google.com/irx-tkxx-dcn>

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

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 Implementation	12 months	Vendor to describe the duration
2	Outputs of project	1. Produce three Flagship Reports which are targeted at assessing current trends within the sector in ASEAN. 2. Produce three Policy Briefs which serve as “think-pieces” for the ASCC Sectoral Bodies information and consideration, 3. Organise and conduct three Online Forums for effective sharing of knowledge, case studies and best-practices.	Vendor to comply by providing a technical proposal describing items in Appendix 4 of this RFP including information on the methodology to deliver these expected outputs and how each output would address the topic and provide inputs to ASEAN policy makers in preparing for the future of work.
3	Qualification criteria	1. Advanced degree in the relevant area of expertise for ASEAN education sector with at least 15 years of experience in the specific field of expertise at the global or regional levels. 2. Extensive body of recognised research work, publications, or consultancy work utilised by international or regional institutions or national governments. 3. Demonstrable experience and good understanding of the specific social development concerns or issues, either cross-cutting or not, in reference to the specific identified needs of the ASCC division. 4. Demonstrated leadership role in his/her field of expertise at regional or global levels. 5. Demonstrable experience of advising on his/her expertise relevant to social development matters.	Vendor to comply and provide evidence, such as: (a) CV (highlighting educational degree and fields, fieldwork and/or research on subject matters covered by this project, and collaborative and advisory work at national, regional or international level on subject matters covered by this project); (b) at least 2 samples or more of published research work on subject matters covered by this project, and (c) other documents deemed necessary.

		6. Extensive experience working with development management teams/organisations at national, regional or international levels/national governments in a senior management position, and experience in public policy development and negotiation. 7. Currently having an active role in his/her field of expertise at the regional or international levels. 8. Ability to work harmoniously in a team environment and with diverse groups of individuals in cross-cultural environment and international settings. 9. Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings. 10. Demonstrated commitment to collaborative work practices. 11. Proven skills in problem solving in a complex organisational environment and in work planning. 12. Demonstrated ability to work harmoniously in a team environment and with diverse groups of individuals in cross-cultural environment and international settings.	
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APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	Consultancy fee (payment in tranches as stated in section 3.1 of RFP)	12 months	

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	
12	Authority of signatory	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
4	One original signed copy	
5	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**