



ASEAN SECRETARIAT

Request for Proposal

**International Consultant for the
Development of ASEAN Disaster Risk
Communication Framework (ADRCF)**

PROPOSAL MUST BE RECEIVED BY
Wednesday, 24 May 2023

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by : Disaster Management & Humanitarian Assistance
Division
Date : May 2023

1 EXECUTIVE SUMMARY

The ASEAN Vision 2025 on Disaster Management charts the strategic direction that ASEAN needs to embark on up to 2025, and identifies key areas to move the implementation of AADMER forward to a people-centred, people-oriented, financially sustainable, and networked approach by 2025. One of the three components is on institutionalisation and communication. Effective communication will allow ASEAN to communicate its importance and achievements to government agencies beyond the National Disaster Management Organisations, ASEAN's external partners, and ultimately the overall ASEAN communities.

The ASEAN Disaster Risk Communication Framework (ADRCF) seeks to develop a comprehensive regional strategy on disaster risk communication to enhance disaster resilience building in ASEAN, with specific objectives including (i) enhance disaster risk communication in ASEAN; (ii) strengthen timely information exchange and effective coordination between relevant ASEAN Sectoral Bodies, Centres and Entities, and between ASEAN and external partners; and (iii) promote ASEAN's risk communication strategy, best practices and experiences to international partners and observers, as a global leader in disaster management.

This initiative is part of the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) Work Programme 2021-2025, Priority Programme on Risk Assessment and Monitoring, Outcome 1.3.1. on Risk communication and public dissemination platforms improved, and Output 1.3.1.1 which calls for a development of Disaster Risk Communication Master Plan. This initiative aims to bring the ASEAN Committee on Disaster Management's work closer to the general public through risk communication outputs focusing on developing a regional communication framework for strengthening information dissemination, and localising information materials on disaster risk.

The estimated duration of the project is eight (8) months, and it will be implemented under the guidance of the ASEAN Committee on Disaster Management (ACDM) Working Group on Prevention and Mitigation (WG P&M) and ACDM, with support from the ASEAN Secretariat. The development of the ADRCF will be carried out through a participatory process with extensive stakeholder consultations to discuss the formulation of the Framework with relevant ASEAN sectoral bodies, centres, entities and other relevant organisations. The ASEAN Disaster Risk Communication is expected to be finalised in 2023.

2 BACKGROUND AND CURRENT STATUS

Southeast Asia is one of the most at-risk regions in the world. ASEAN Member States are exposed to a variety of hazards including floods, storms, typhoons, droughts, earthquake, landslide. The region was affected by at least 3,500 disaster events between 2012-2022, including large-scale disasters such as the Sulawesi Earthquake and Tsunami in Indonesia (2018), fires in Myanmar (2018), Typhoon Damrey in Philippine and Vietnam (2017) and Typhoon Haiyan in Philippine (2013).

The disasters combined with COVID-19 pandemic have highlighted risk communication as a crucial element in disaster risk management from policy development to practice as it enhances public awareness on disaster risks and increase public safety. Key components of disaster risk communication include: promote awareness raising, knowledge sharing and bridges the science and policy interface at multiple levels; provide regular updates or key activities which promotes inclusivity, knowledge sharing and disseminate information on early warning, disaster risk assessment, response, recovery and achievements.

The AADMER Work Programme 2021-2025, Priority Programme 1 on Risk Assessment and Monitoring, Outcome 1.3.1. on Risk communication and public dissemination platforms improved, Output 1.3.1.1 calls for a development of Disaster Risk Communication Master Plan. The ASEAN-China Work Plan on Disaster Management 2021-2025, adopted by the ASEAN Ministerial Meeting on Disaster Management Plus China in October 2021. identifies the Development of disaster information sharing mechanism to share risk monitoring and early warning data and risk assessment information as an agreed area of collaboration.

The ASEAN Disaster Communication Framework is expected to help expedite the disaster management process, inform the public what ASEAN is doing for the disaster-affected population. Position ASEAN as the pioneer in this area enhance ASEAN's visibility in Asia and its coordination with external partners, and The ASEAN Communication Master Plan II 2018-2025 (ACMP II) provides a framework to communicate messages about the organisation, development and vision of ASEAN and the ASEAN Community to key audiences.

The project proposal on ASEAN Disaster Risk Communication Framework (ADRCF) seeks to develop a comprehensive regional strategy on disaster risk communication to enhance disaster resilience building in ASEAN. The Objective is expected to be achieved through the following Outcomes: (i) to enhance disaster risk communication to ensure that ASEAN local communities are better aware of disaster risks and prepared for disasters in emergencies; (ii) to strengthen timely information exchange and effective coordination between relevant ASEAN Sectoral Bodies, Centres and Entities, and between ASEAN and external partners, including China; and (iii) to promote ASEAN's risk communication strategy, best practices and experiences to international partners and observers, as a global leader in disaster management.

3 SCOPE OF WORK

The Terms of Reference (TOR) of the consultant for the development of ASEAN Disaster Risk Communication Framework (ADRCF) is attached as Annex A.

3.1 PROJECT OVERVIEW

The purpose of the assignment is to produce a publication tentatively titled “ASEAN Disaster Risk Communication Framework” that provide a comprehensive regional strategy on disaster risk communication to enhance disaster resilience building in ASEAN. The ADRCF is expected to contribute to (i) enhance disaster risk communication in ASEAN; (ii) strengthen timely information exchange and effective coordination between relevant ASEAN Sectoral Bodies, Centres and Entities, and between ASEAN and external partners; and (iii) promote ASEAN’s disaster risk communication strategy, best practices and experiences to international partners and observers, as a global leader in disaster management.

The project is expected to achieve the following Outputs.

1. Key topics, areas and relevant stakeholders including ASEAN Sectoral Bodies, Centres and Entities and their roles and responsibilities in disaster risk communication as well as the technical expertise and processes required to deliver disaster risk communication from the other ASEAN Sectoral Bodies, Centre and Entities identified.
2. Recommendations that the ACDM could consider towards enhancing the synergies of the relevant ASEAN Sectoral Bodies, Centres and Entities towards strengthening disaster risk communication.
3. Ensuring the publication complements the ASEAN Vision 2025 on Disaster Management and AADMER Work Programme 2021-2025.
4. Ensuring the publication communicates and signifies the commitment of ASEAN to disaster resilience.

The Report is expected to be finalized and endorsed by the ACDM through ad-referendum by December 2023.

3.2 PROJECT REQUIREMENTS

The assignment for the team of consultants will involve several activities in close coordination with the ASEAN Secretariat and Disaster Management expert/s dispatched under ASEAN-China Cooperation Fund (ACCF) as stipulated below:

- a) Conduct desk study and key informants’ interview to collect and compile roles of relevant ASEAN sectoral bodies, ASEAN Centres, other ASEAN stakeholders and representatives on collaboration opportunities and capacity in disaster risk communication, which includes but not limited to the following:
 - Identify key topics, areas and relevant stakeholders including ASEAN Sectoral Bodies, Centres. and Entities with potential for disaster risk communication, which could be

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found at relevant ASEAN publications such as *ASEAN Mapping Exercise to Promote Synergy with Other Relevant Sectoral Bodies, ASEAN Centres, and Entities Associated with ASEAN on Disaster Management*, etc, particularly, the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) which facilitates cooperation and coordination of disaster management amongst ASEAN Member States.

- Outline their roles and responsibilities in disaster risk communication.
 - Identify technical expertise and processes required to deliver disaster risk communication from the other ASEAN Sectoral Bodies, ASEAN Centre and Entities associated with ASEAN.
 - Identify areas that require accelerated efforts and provides key recommendations moving forward.
- b) Organise consultation including 2 consultative workshops to brainstorm with participants from ACDM, relevant ASEAN Sectoral Bodies, ASEAN Centres, other ASEAN stakeholders and representatives.
- c) Conceptualising and finalising the “ASEAN Disaster Risk Communication Framework” which include, among others, recommendations that the ACDM could consider towards enhancing the synergies of the relevant ASEAN Sectoral Bodies, ASEAN Centres and Entities associated with ASEAN, towards strengthening disaster risk communication.

The Consultant will be expected to deliver the following:

- a) **Deliverable 1 - Inception Report:** The consultant should produce an Inception Report within 7 days after the contract is signed. The report should provide a clear picture of how the Consultant / Firm intends to implement the assignment and achieve expected tasks based on the understanding of the TOR. The Inception Report should also include a work plan with timelines for all the tasks that the Consultant / Institution will undertake during the assignment given the implementation period of the engagement.
- b) **Deliverable 2 – Documentation of comments received from written and consultation process:** Consultant to synthesize results from the consultation process which includes but not limited to conducting of two regional consultative workshops as well as key informants’ interview.
- Consultative workshops are expected to be online and attended by about 25-30 participants including representatives from relevant entities.
 - Key topics, areas and relevant stakeholders including ASEAN Sectoral Bodies, Centres and Entities and their roles and responsibilities in disaster risk communication as well as the technical expertise and processes required to deliver disaster risk communication from the other ASEAN Sectoral Bodies, Centre and Entities identified.
 - Recommendations that the ACDM could consider towards enhancing the synergies of the relevant ASEAN Sectoral Bodies, Centres and Entities towards strengthening disaster risk communication.

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- c) **Deliverable 3 – Drafting of the ADRCF:** The Consultant is expected to submit draft reports which incorporates all inputs/comments from the consultations ensuring the publication complements the ASEAN Vision 2025 on Disaster Management and AADMER Work Programme 2021-2025.
- d) **Deliverable 4 - Final ADRCF:** which demonstrates a comprehensive regional strategy on disaster risk communication to enhance disaster resilience building in ASEAN.

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 no later than **Wednesday, 24 May 2023** by following options:

4.2.1. Hardcopy (PREFERABLE)

Submit in two separate envelopes 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

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

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 (original and copy):

- 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; track record which includes testimonials from past and present clients on projects similar to the project at hand; capability to undertake the project;

2) Second Envelope – Financial Proposal (original and copy):

Financial Proposal which shall consist among others, the bid amount; detailed estimates including a summary sheet indicating the unit prices of construction materials; payments schedule; etc; duly filled Appendix 3 – Specifications and Price Breakdown.

4.2.2. 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; track record which includes testimonials from past and present clients on projects similar to the project at hand; capability to undertake the project;

2. Financial Proposal

Financial Proposal which shall consist among others, the bid amount; detailed estimates including a summary sheet indicating the unit prices of construction materials; payments schedule; etc; duly filled Appendix 3 – Specifications and Price Breakdown.

3. Do not mention the password in body email.

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

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 in 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 August 2023***

4.3.2. Implementation/Delivery Schedule

As stated in Annex A – Term of Reference

4.3.3. Pre-Bid Meeting

The Pre-bid meeting is to be held virtually on:

Date : **Wednesday, 17 May 2023**

Time : **10.00am – 12.00pm Jakarta Time (GMT+7)**

Google Link : <https://meet.google.com/vhz-cqch-xdy>

Participant's confirmation to the pre-bid meeting and questions can be share 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	
Project Title	

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

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

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	Remarks
1	Qualifications of the Technical Staff/Team Members.	Proven track record of experience in conducting research, study and analysis in disaster risk management, previous experience as knowledge partner of the ASEAN would be an advantage Language: Excellent command of English, both spoken and written.	Vendor to comply and provide evidence
2	Qualifications of the Team Leader:	A Master degree in Disaster Management or International Development or Public Policy Communication or relevant fields, Doctoral Degree in related field would be an advantage. Understanding of development results and results-based management concepts, disaster risk communication at regional and national level. Familiarity with the ASEAN and its regional framework/mechanisms in disaster management, especially on the ASEAN Agreement on Disaster Management and Emergency Response (AADMER), and ASEAN context. Sound knowledge of disaster risk management, risk reduction programs and practices. Experience in supporting and coordinating operational activities such as surveys, focus groups, workshop with stakeholders, government consultations, dissemination events with track records of working with ASEAN stakeholders.	Vendor to comply and provide evidence

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Quantity (person)	Price /day (USD for International Vendor or IDR for Local Vendor)	Quantity (day)	Total (USD for International Vendor or IDR for Local Vendor)
1	Team Leader	1			
2	Technical Staff	2			

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	
7	Company profile	
8	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number Customer testimonials on the similar project	
9	Authority of signatory	
10	One original signed copy	
11	One copy of technical proposal duplicate	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
6	Latest audited financial statements	
7	One original signed copy	
8	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**