



ASEAN SECRETARIAT

Request for Proposal

Mid-Term Review of the Implementation of AADMER Work Programme 2021-2025

PROPOSAL MUST BE RECEIVED BY
Wednesday, 24 May 2023 (Extended)

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by : Disaster Management and Humanitarian Assistance
Division
Date : 26 April 2023

1 EXECUTIVE SUMMARY

The Mid-Term Review of the AADMER Work Programme (AWP) 2021-2025 will track the progress in the implementation of AWP 2021-2025 and measure the effectiveness of the activities in achieving the outputs, the efficiency in the utilisation of the inputs/resources in achieving the outputs, the relevance and appropriateness of the approach/strategy/design of activities as well as the sustainability of the outputs or outcomes achieved at the mid-point of the implementation of AWP 2021-2025. It will also provide recommendations, as necessary, for adjustments in the outputs, outcomes, the M&E framework, and other relevant provisions of AWP 2021-2025, taking into current progress and changing regional contexts.

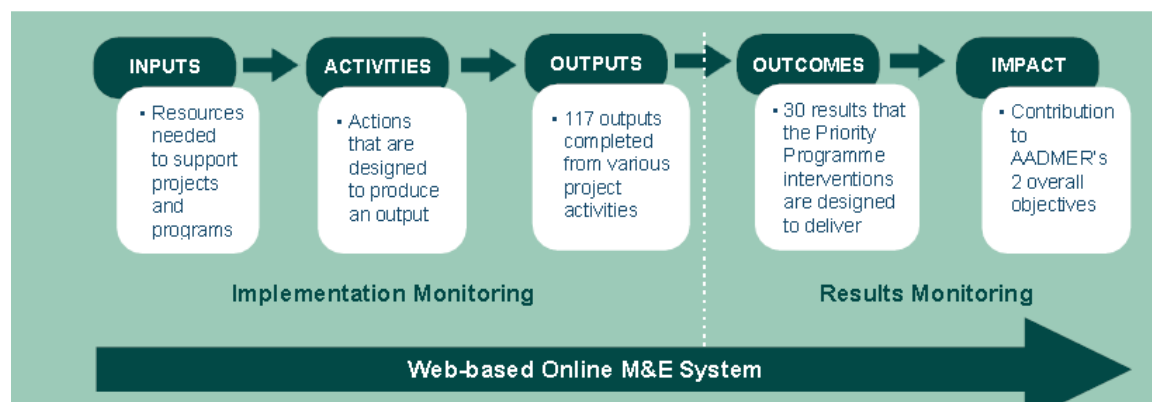
The Mid-Term Review is part of the implementation of the M&E Framework of AWP 2021-2025. The key deliverable of the activity will be a Report of the Mid-Term Review of AWP 2021-2025, including update of the KPIs of outcomes and impacts and recommendations for subsequent implementation. The Report is expected to be finalised and endorsed by the 43rd ACDM Meeting and submitted for notation by the 11th AMMDM in October 2023.

The Mid-Term Review will be managed by the ASEAN Secretariat and conducted in close consultation with all three ACDM Working Groups, namely ACDM Working Prevention and Mitigation, ACDM Working Group on Preparedness, Response and Recovery and ACDM Working Group on Global Leadership. This project is funded by Japan-ASEAN Integration Fund (JAIF).

2 BACKGROUND AND CURRENT STATUS

To further strengthen ASEAN's capacity in managing disaster and building disaster resilience in the region, since January 2021, ASEAN has been implementing the AADMER Work Programme (AWP) 2021-2025. The AWP 2021-2025 aims to achieve two overall objectives, namely: 1) Reduce disaster losses and 2) Strengthen joint disaster management and humanitarian response in the region, through 5 Priority Programmes (PPs) namely: (i) PP1: Risk Monitoring and Analysis; (ii) PP2: Prevention and Mitigation; (iii) PP3: Preparedness and Response; (iv) PP4: Resilient Recovery; and (v) PP5: Global Leadership. The five priority programmes are comprised of 30 outcomes and 117 outputs.

The AWP 2021-2025 has set the Monitoring and Evaluation (M&E) framework, which include five elements/steps of monitoring, namely: (i) Input - the financial, human and material resources used for development intervention; (ii) Activity - actions taken or work performed through which inputs such as funding and other types of resources are mobilised in order to produce specific project outputs; (iii) Output - the products, capital goods and services which resulted from a project; (iv) Outcome - the likely or achieved short-term and medium-term effects of the priority programme; and (v) Impact - actual or intended changes in human development as measured by people's well-being, improvements in people's lives.



Two major components of monitoring were identified, namely: (i) Implementation Monitoring, which covers the first three out of five steps, refers to implementation monitoring that is concerned with the operational tracking of the actual implementation of the agreed outputs under the 5 Priority Programmes, and (ii) Results Monitoring, which covers the last two out of five steps in the M&E process focusing on the attainment of intended results. For monitoring impact and outcomes, the M&E Framework has determined 43 Key Performance Indicators (KPIs).

To ease the conduct of the monitoring processes of the implementation of AWP 2021-2025, the web-based M&E system was created, <https://mneawp.asean.org/>, as a secured online platform that covers both the monitoring of implementation and tracking of progress towards results. It encompasses the five-step M&E process from implementation monitoring that focuses on inputs (resources) and activities (procedures), to results monitoring that tracks how outputs contribute to outcomes and ultimately lead to achievement of intended impacts.

In 2023, the AWP 2021-2025 will enter the mid-point of its implementation. The M&E Framework has mandated ASEAN to conduct a Mid-Term Review of the AWP 2021-2025 in 2023. To ensure that ASEAN is moving on the right track towards achieving the overall objectives, outcomes and impacts of AWP 2021-2025, there is a need for ASEAN to track the progress of the AWP 2021-2025 so far and to assess the effectiveness of the activities in achieving the outputs, the efficiency in the utilisation of the inputs/resources in achieving the outputs, the relevance and appropriateness of the approach/strategy/design of activities as well as the sustainability of the outputs or outcomes. The mid-term review will also provide recommendations, as necessary, for adjustments in the outputs, outcomes, the M&E framework, and other relevant provisions of AWP 2021-2025, taking into current progress and changing regional contexts.

3 SCOPE OF WORK

The Terms of Reference (TOR) for the institution to carry out the project is attached (Annex A).

3.1 PROJECT OVERVIEW

The project will conduct a Mid-Term Review of the implementation of AADMER Work Programme 2021-2025, to achieve the following objectives:

1. To comprehensively assess the progress in achieving the outputs of AWP 2021-2025 and also identify unexpected outputs, if any, at the mid-point of the implementation AWP 2021-2025. In this regard, qualitative measurement of the progress will be a crucial part of the assessment.
2. To evaluate the effectiveness of the activities in achieving the outputs, and the overall efficiency in the utilisation of the inputs/resources in achieving the outputs, relevance and appropriateness of the approach/strategy/design of activities as well as assessment on the sustainability of the outputs or outcomes.
3. To assess the impacts of the implementation of AWP 2021-2025 by measuring the status of 43 Key Performance Indicators and determine the extent to which the implemented activities or achieved outputs have contributed to the KPIs.
4. To provide recommendations, as necessary, for adjustments in the outputs, outcomes, the M&E framework, and other relevant provisions of AWP 2021-2025, taking into current progress and changing regional contexts.

The project will produce a Report of the Mid-Term Review of AWP 2021-2025, including update of the KPIs of outcomes and impacts and recommendations for subsequent implementation.

The Report is expected to be finalised and endorsed by the 43rd ACDM Meeting and submitted for notation by the 11th AMMDM in October 2023.

3.2 PROJECT REQUIREMENTS

The assignment for the team of consultants will involve several activities in close coordination with the ASEAN Secretariat and close consultation with all three ACDM Working Groups, namely ACDM Working Prevention and Mitigation, ACDM Working Group on Preparedness, Response and Recovery and ACDM Working Group on Global Leadership. The activities include:

- a. Preparing the design of the Mid-Term Review of AWP 2021-2025, which will be part of Inception Report.
- b. Data collection and data analysis through:
 - Desk/literature review of relevant ASEAN documents;
 - Key informant interviews with the ASEAN Secretariat, AHA Centre, ASEAN partners/friends who have supported the implementation of AWP, ACDM and other relevant stakeholders.

- Consultative meetings with the ACDM Working Groups, ASEAN Secretariat, AHA Centre, and ASEAN partners/friends who have supported the implementation of AWP, and other relevant stakeholders.
- c. Workshop to present the findings/draft report to ACDM.
- d. Report drafting and finalisation.

The Consultant will be expected to deliver the following:

1. **Inception Report** – the consultant should produce an Inception Report within 7 days after the contract is signed. The report should include the design of the Mid-Term Review of AWP 2021-2025. 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. The inception report will be consulted with the ACDM Working Groups for review.
2. **First draft of the MTR Report** based on desk/literature review of relevant ASEAN documents; and key informant interviews with the ASEAN Secretariat, AHA Centre, ASEAN partners/friends who have supported the implementation of AWP, ACDM and other relevant stakeholders; and **Concept Note/Information Paper, Agenda and Programme for the Consultative Meeting** with the ACDM Working Groups, ASEAN Secretariat, AHA Centre, and ASEAN partners/friends who have supported the implementation of AWP, and other relevant stakeholders.
3. **Second draft of MTR Report** based on the above-mentioned consultative meeting; and **Concept Note/Information Paper, Agenda and Programme for the Workshop** to present the findings/draft report to ACDM.
4. **Final MTR Report** – Submission of the Final Report of MTR that fulfils the objectives of the MTR for endorsement of ACDM and presenting the Final Report to ACDM during the 43rd ACDM Meeting in October 2023.

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

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; 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 bidder 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 : **Friday, 12 May 2023**

Time : **09.30 – 11.30 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	Experience and Technical Skills	Proven track record of at least 5 years' experience in conducting evaluations for development projects/programmes, including those in disaster management.	Vendor to comply and provide evidence (company profile, CV of team leader and team members)
		Strong skills in teamwork, facilitation/training, strategic thinking, verbal communication, and writing.	Vendor to comply and provide evidence
		Language: Excellent command of English, both spoken and written.	Vendor to comply and provide evidence
		Previous experience/involvement in the development/review/monitoring/evaluation of AADMER Work Programmes would be an advantage.	Vendor to comply and provide evidence
2	Qualifications of the Team Leader	At least Master degree in Disaster Management, International Development, Public Policies or relevant fields. Doctoral degree/Phd will be an added value.	Vendor to comply and provide evidence
		Good understanding of development results and results-based management concepts;	Vendor to comply and provide evidence
		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 its work programmes;	Vendor to comply and provide evidence
		Sound knowledge of disaster management, risk reduction programs and practices;	Vendor to comply and provide evidence
		Experience in conducting or managing evaluations of development projects/programmes, including those in disaster management	Vendor to comply and provide evidence
		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
		Excellent command of English, both written and spoken, with strong drafting and presentation skills, as well as strong performance of analytical skills and critical thinking.	Vendor to comply and provide evidence

APPENDIX 3
Price Schedule
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	e.g. Consultancy Cost, Team Leader Cost, Team Members Cost, etc.		
	Grand total		

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	One original signed copy	
10	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	Authority of signatory	
8	One original signed copy	
9	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**