



ASEAN SECRETARIAT

Request for Proposal

Development of the ASEAN Socio-Cultural Community Database for Monitoring and Evaluation (ADME) System

**PROPOSAL MUST BE RECEIVED BY
Thursday, 27 July 2023**

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by : ASCC Monitoring Division
Date : June 2023

1 EXECUTIVE SUMMARY

Previous studies/reports of the ASEAN Socio-Cultural Community (ASCC) Blueprint 2025 highlighted the issues of data availability and capacity for data collection, and recommendations were made to improve the data collection and management system at both national and regional levels. The recommendations led to the development of the *ASEAN Socio-Cultural Community Database for Monitoring and Evaluation (ADME) System*.

In addition to ensuring a robust and effective monitoring and evaluation system for the implementation of the ASCC Blueprint, the availability of good data is also expected to benefit evidence-based research, analysis, and decision making. The proposed ADME system is a follow-up of the mock-up/prototype system that has been developed under the previous project in 2021. Thus, the Data Management Specialist will also need to review all the existing work that has been undertaken to fully understand and capture the data needs of the ADME system.

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 **Data Management Specialist** for this project.

2 BACKGROUND AND CURRENT STATUS

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress, and prosperity in the region. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the ASEAN Leaders during their 27th Summit in November 2015, calling the ASEAN Community to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Socio-Cultural Community (ASCC) pillar focuses on improving the quality of life of its people and seeks to promote ASEAN's human potential gained from the political stability and economic prosperity experienced by the region over the past 50 years. The ASEAN Socio-Cultural Community (ASCC) Blueprint 2025, which was adopted on November 2015, envisions an inclusive, sustainable, resilient, and dynamic ASEAN community that engages and benefits its peoples. The Blueprint 2025 also serves as the strategy and planning mechanism of the ASCC in developing and strengthening coherent policy frameworks and institutions to advance human development, social justice and rights, social protection and welfare, environmental sustainability and ASEAN awareness, and to narrow the development gap.

The Mid-Term Review of the ASCC Blueprint 2025 highlighted recommendations to further improve the monitoring and evaluation, particularly on data collection and management, system for the Blueprint, both at the national and regional levels. This reinforced the need to developed proper databases for record keeping, easy retrieval of programme information, and improve data collection and measurement of the socio-cultural indicators to effectively assess the Blueprint 2025 (and beyond) implementation progress and achievement of its Key Result Areas (KRAs) and targets.

Thus, this led to the development of ASEAN Socio-Cultural Community Database for Monitoring and Evaluation (ADME) System to (1) provide timely and reliable data for monitoring progress and assessing the outcomes of the ASCC Blueprint 2025; (2) strengthen the statistical capacity of ASCC Sectoral Bodies (SBs) and their monitoring and evaluation (M&E) officers to collect, compile, process, analyse, and use data to measure the progress made by their respective programmes; and (3) increase cross-pillar, cross-sectoral, and AMS coordination to improve the availability of quality data for ASEAN's socio-cultural indicators.

An initial project to develop the ADME System was implemented in 2021 and covered the development of the ADME framework and the creation of database management systems to cover the Blueprint's 32 KPIs, existing socio-cultural indicators, administrative-records-based official statistical indicators, metadata, and enabling mechanisms. This engagement resulted to the development of a mock-up / prototype system and Guidelines on Implementing the ASCC Database Management System.

3. SCOPE OF WORK

The detailed Scope of Work can be referred to Annex A (Terms of Reference (TOR) for the ADME Data Management Specialist)

3.1 PROJECT OVERVIEW

The main objective of the project is to further improve the collection and measurement of the socio-cultural indicators that will enable ASEAN Member States to perform a more comprehensive and regular monitoring and assessment of the ASCC Blueprint 2025 (and beyond) implementation progress. The resulting database system will also support the overall ASEAN social statistical development and its associated evidence-based research and analysis.

The Project is expected to deliver the following outputs:

1. An ADME protocol which includes data management including data collection/compilation, organizing and cleaning, standardization and validation, analysis, data storage, dissemination and publication. The protocol should also include processes in ensuring data availability and quality, and user access protocols.
2. A comprehensive and secure web-based database system of ASCC with corresponding dashboard consistent with Blueprint indicators and socio-cultural indicators relevant to the ASCC.

The vendor will be working closely with the ASCC Monitoring Division under the ASCC Analysis and Monitoring Directorate. The outputs are expected to be finalized and fully implemented by December 2023, with system maintenance, operationalization and knowledge transfer from January – December 2024.

3.1.1. Funding and Payment Scheme

The funding for this engagement shall be obtained from the ASEAN Development Fund. The funds will be released based on the following:

No.	Upon submission to the ASEAN Secretariat and acceptance by the ASEAN Secretariat of the following works	Latest date of submission of deliverables	Amount
1.	Inception Report & its presentation at the 1 st Regional Workshop	The draft inception report should be ready for review by ASEAN Member States at least 2 weeks prior to the 1 st Regional Workshop, and the final version to be presented at the said Workshop	30%
2.	Full implementation of ADME	The project outputs (including findings of consultations with sectoral divisions) should be ready for review by ASEAN Member States at least 2 weeks prior to the 2 nd Regional Workshop, followed by full implementation of the ADME system (i.e., item no. 6 of table of activities in section 3.2, p. 5.)	40%
3.	Final Report upon completion of operationalisation, including knowledge transfer	The final report should be submitted 15 days after the completion of all activities (i.e., item no. 7 of table of activities in section 3.2, p. 5.)	30%

3.1.2. Project Location

The meetings and coordination between the ASCC Monitoring Division and the vendor will take place mostly virtually through video conferencing and when necessary at the ASEAN Secretariat in Jakarta. The vendor is also expected to be accessible through WhatsApp and email for easier communication and coordination.

3.1.3 Intellectual Property Rights and Data Privacy

All outputs produced under this contract shall be the exclusive property of ASEAN.

The Service Provider agrees to protect the privacy and confidentiality of all organizational files and records, including usernames and passwords, which are made available or turned over by ASEAN to the Service Provider.

All communication (email, SMS, Whatsapp) containing confidential information shall not be shared by the Service Provider and shall be deleted or disposed upon project completion.

3.2 PROJECT REQUIREMENTS

This assignment will involve several activities in close coordination with the ASEAN Secretariat and the ASCC Monitoring Division. The proposed indicative timeline of the project is specified as follows:

No.	Activities	Indicative Timeline
1.	Initiation Meeting with ASEAN Secretariat	July 2023
2.	Development of inception report, including consultation with relevant sectoral divisions	Q3 2023
3.	1 st Regional Workshop to discuss the inception report	Q3 2023
4.	Development of project outputs, including consultation with relevant sectoral divisions	Q3 – Q4 2023
5.	2 nd Regional Workshop to discuss the project results	Q1 2024
6.	Full implementation of ADME System (data collection/compilation, cleaning, standardisation, analysis, updating, dissemination and publication).	Q1 2024
7.	System maintenance and operationalisation, including knowledge transfer	Q1 – December 2024

The ADME Data Management Specialist can be an individual team or a team representing a firm. The Team Leader and Developer should satisfy the following criteria:

Team Leader – Please provide CV and other evidence to satisfy the following:

- Bachelor degree in Computer Science or Information Technology or Informatics, or Systems or Software Engineering or a related field.
- Managerial or supervisory experience on system development or database development or the development of monitoring and evaluation systems in national/international projects.
- Experience of working with donor-funded projects, either national or international, as a team leader in a relevant field is considered a plus.
- Good command of spoken and written English.
- Cultural sensitivity to deal appropriately with interlocutors in ASEAN Member States.
- Must be based in an ASEAN Member State.

Developer - Please provide CV and other evidence to satisfy the following:

- a. Bachelor degree in Computer Science or Information Technology or Informatics, or Systems or Software Engineering or a related field
- b. Experience on system development or database development or developing monitoring and evaluation systems in national/international projects
- c. Experience of working with donor-funded projects, either national or international, in developing databases especially web-based database in a relevant field is considered a plus.
- d. Must be based in an ASEAN Member State.

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. 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 **Thursday, 27 July 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
JI 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.

All documents not submitted in English shall not be considered and quoted price in the softcopy submission shall be in **US Dollar for international bidders and IDR for local bidders.**

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

Subject of the Email:

- **Technical Proposal_Title of Tender_Name of Vendor**
- **Financial Proposal_Title of Tender_Name of Vendor**

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 September 2023***

4.3.2. **Implementation/Delivery Schedule**

Please refer to Annex A: Terms of Reference for the ADME Data Management Specialist

4.3.3 **Pre-Bid Meeting**

The Pre-bid meeting is to be held as follows:

Date	: Monday, 10 July 2023
Time	: 3pm onwards
Link	: https://meet.google.com/saf-gobv-nub

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/Individual General Information

*To be submitted together in the **Technical Proposal***

Individual/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

Sample			
No	Description	ASEC Requirements	remarks
1	Duration of Implementation	18 months	Vendor to describe the duration
2	Outputs of project	1. An ADME protocol which includes data management including data collection/compilation, organizing and cleaning, standardization and validation, analysis, data storage, dissemination and publication. The protocol should also include processes in ensuring data availability and quality, and user access protocols. 2. A comprehensive and secure web-based database system of ASCC with corresponding dashboard consistent with Blueprint indicators and socio-cultural indicators relevant to the ASCC.	Vendor to comply by providing a <u>technical proposal describing how to deliver the outputs following specifications identified in Annex A (TOR)</u>
3	Qualification criteria	Team Leader g. Bachelor degree in Computer Science or Information Technology or Informatics, or Systems or Software Engineering or a related field. h. Managerial or supervisory experience on system development or database development or the development of monitoring and evaluation systems in national/international projects. i. Experience of working with donor-funded projects, either national or international, as a team leader in a relevant field is considered a plus. j. Good command of spoken and written English. k. Cultural sensitivity to deal appropriately with interlocutors in ASEAN Member States. l. Must be based in an ASEAN Member State. Developer e. Bachelor degree in Computer Science or Information Technology	Vendor to comply and provide evidence: (a) CV (highlighting educational degree and fields, data management/database establishment experience at national, regional or international level on the output and technical specifications covered by this project; (b) at least 2 samples or more of previous work in systems development or web-based database development and (c) other documents deemed necessary.

		or Informatics, or Systems or Software Engineering or a related field f. Experience on system development or database development or developing monitoring and evaluation systems in national/international projects g. Experience of working with donor-funded projects, either national or international, in developing databases especially web-based database in a relevant field is considered a plus. h. Must be based in an ASEAN Member State.	
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APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Price per Unit (IDR for local bidder and USD for international bidder)	Unit	TOTAL
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 and should be submitted in the Technical Proposal.

I. General Requirements

No.	Description	Checklist
1	Proposals shall be prepared in English	
2	Proposals are submitted in two different envelopes (hardcopy)	
3	The envelope must be sealed and labeled accordingly. i. Technical Proposal ii. Financial Proposal	
4	Proposals are submitted in two different emails protected by different passwords. (softcopy)	
5	Title of the tender shall be put in each email as follows: - Technical Proposal_Title of Tender_Name of Vendor - Financial Proposal_Title of Tender_Name of Vendor	

II. Technical Proposal

No.	Description	Checklist
1	Technical Specifications of the service refer to the proposal	
2	All required information has 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	Latest audited financial statements	
11	One original signed copy	
12	One copy of technical proposal duplicate	

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**