



ASEAN SECRETARIAT

Request for Proposal

**Provision on Training Course on Diplomatic
and Regional Cooperation for Attachment
Programme**

PROPOSAL MUST BE RECEIVED BY
Monday, 31 July 2023

DELIVER/MAIL PROPOSAL TO:
ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by : Initiative for ASEAN Integration and Narrowing the
Development Gap (IAI&NDG) Division
Date : July 2023

1 EXECUTIVE SUMMARY

The IAI Attachment Programme at the ASEAN Secretariat for Junior Diplomats of Cambodia, Lao PDR, Myanmar and Viet Nam (17th Batch) and the 6th Batch: Attachment of Officers from Cambodia, Lao PDR, Myanmar, and Viet Nam for AEC and ASCC Involvement at the ASEAN Secretariat commenced on 2 February 2023. The programme aims to provide government officers from the relevant ministries of CLMV with the opportunity to enhance understanding on regional cooperation as well as experience the work of ASEAN and the ASEAN Secretariat through a one-year attachment at various divisions of the ASEAN Secretariat. A common activity of the programme for all 12 Attachment Officers (AOs)' is the participation in a two-week training course on diplomacy and regional cooperation organised by a regional institution in any of the ASEAN-6 countries (Brunei Darussalam, Indonesia, Malaysia, Singapore, Philippines or Thailand).

The training will cover topics under the three ASEAN Community pillars, including regional and international issues, elements of diplomacy, etiquette and communication skills e.g. presentation and negotiation skills. The training is to be delivered through lectures and other suitable methods of training such as case study discussions, group presentations, as well as study visits to relevant government institutions. The use of interactive methods of training including the use of digital tools are highly encouraged.

Besides the preparation and delivery of the course content, the training provider will be responsible for organising and conducting scheduled activities for the 12 participants as part of the training course, as well as providing the following facilities/arrangements:

- Training room facility to accommodate 12 - 15 participants with standard equipment (one screen, one beamer, one computer, flipcharts, and internet access).
- Course materials covering topics on regional & international issues, elements of diplomacy, etiquette, and communication skills;
- Daily meals for 12 participants, including breakfast, lunch and dinner;
- Single accommodation for 12 participants at least a deluxe room or equivalent;
- Airport transfer for 12 participants (airport-hotel-airport);
- Any transportation required during the training (**if the hotel and training venue are not in the same location**), and transportation for at least 2 site visits during the training programme for 12 participants.

2 BACKGROUND AND CURRENT STATUS

The CLMV countries joined ASEAN about 30 years after the regional grouping was established. Viet Nam was admitted as a member in 1995, followed by Lao PDR and Myanmar in 1997, while Cambodia joined in 1999. The Initiative for ASEAN Integration (IAI) was launched in 2000 to promote effective cooperation and mutual assistance to narrow the development gap among AMS and between ASEAN and the rest of the world, devoting special efforts and resources to assist CLMV countries to meet ASEAN-wide targets and commitments towards realising the goals of the ASEAN Community.

While Cambodia, Lao PDR, Myanmar and Viet Nam were ranked 144th, 137th, 147th and 117th respectively based on the latest Human Development Index in 2020¹, the other AMS were ranked higher, and therefore, this programme will help to provide assistance to the officials from CLMV to enhance their capacity and support the development of their human resource capabilities which will enable them to participate in regional initiatives and fulfil regional commitments at the same level as other AMS.

It is important for CLMV government officers to understand the overall spectrum of regional integration, including development of national policies which align with ASEAN commitments, so that they can effectively implement regional commitments and participate in the regional integration process.

It is also important for the CLMV officials to actively participate in various discussions at the regional meetings, particularly on issues that will have significant impact on their domestic policies. There are specific issues faced by CLMV such as lack of institutional capacity which stems primarily from the scarcity of qualified human resources, limited access to information and communication technology (ICT), and lack of training and capacity building support to enhance the diplomatic skills and technical capacity of the government officials. As such, additional exposure to CLMV officials in areas of regional cooperation and current issues is critical to ensure their full understanding of the issues and the possible subsequent impact on their domestic policies.

The attachment programme is a human capacity development programme which aims to improve the capacity and institutional knowledge of CLMV officials on ASEAN issues and initiatives, thus accelerating regional integration. It is mandated under Enabling Action II of the IAI Work Plan IV (2021 – 2025): Capacity building for government officials to share best practices in administration, public policy, governance and regulatory development.

¹ United Nations Development Programme, “2020 Human Development Report: Table 1: Human Development Index and its Components” <http://hdr.undp.org/en/composite/HDI>

3 SCOPE OF WORK

The appointed training provider will follow the overall direction provided by the ASEAN Secretariat and will work closely with and under the direct supervision of the Head of IAI&NDG Division on the provision of training course on diplomatic and regional cooperation for twelve (12) participants by undertaking the following assignments:

- a) Preparing and delivering the course content;
- b) Organising and conducting the scheduled activities (e.g. visits to relevant government / related institutions to learn from their best practices);
- c) Providing the following facilities/arrangements:
 - Training room facility to accommodate 12 - 15 participants with standard equipment (one screen, one beamer, one computer, flipcharts, and internet access);
 - Course materials covering topics on regional & international issues, elements of diplomacy, etiquette, and communication skills;
 - Daily meals for 12 participants, including breakfast, lunch and dinner;
 - Single accommodation for 12 participants at least a deluxe room or equivalent,
 - Airport transfer for 12 participants (airport-hotel-airport);
 - Any transportation required during the training (**if the hotel and training venue are not in the same location**), and transportation for at least 2 site visits during the training programme for 12 participants.

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

3.1 PROJECT OVERVIEW

The objective of the training is to enhance knowledge and understanding of the AOs on ASEAN regional cooperation and integration, exposure to international current issues and to equip them with effective communication skills.

The appointed training provider shall deliver:

- a) Programme and list of speakers and/or lecturers for the two-week training course.
- b) Delivery of training course.
- c) Evaluation of participants (pre-and post-test).
- d) Completion report.

INDICATIVE WORK SCHEDULE

No	Deliverables	Activity	Month 1				Month 2				Month 3				Month 4			
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Deliverable 1: Programme and list of speakers and/or lecturers of the two-week training course	Finalise the programme and list of speakers and/or lecturers																
2		Milestone 1 payment: Two (2) weeks after the issuance of written approval by ASEAN																
3	Deliverable 2:	• Logistical and administrative																

Training Course on Diplomatic and Regional Cooperation for Attachment Officers

No	Deliverables	Activity	Month 1				Month 2				Month 3				Month 4			
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
	Delivery of training course	arrangements for the participation of 12 AOs in the training course (i.e. training room facility, course material, meals, accommodation, airport transfer, and local transport). • Delivery of course for duration of two weeks which includes regional and international issues, elements of diplomacy, etiquette and communication skills e.g. presentation and negotiation skills; and • Site visit to one or two government institutions which could serve as best practice or model in the region.																
4	Deliverable 3: Completion report	Submission of completion report which include: • List of participants; • Overall evaluation; • Evaluation of participants (pre- and post-test); • Written assignments; • Final programme; • List of speakers; and • Financial Report.																
5		Milestone 2 payment: Two (2) weeks after the issuance of written approval by ASEAN																

3.2 PROJECT REQUIREMENTS

The list below are the compulsory requirements for the bidders:

Item	Criteria
1. Logistics arrangements	1.1 Training room facility to accommodate 12 - 15 participants with standard equipment (one screen, one beamer, one computer, flipcharts, and internet access).
	1.2 Course material covering topics on regional & international issues, elements of diplomacy, etiquette, and communication skills.
	1.3 Daily meals for 12 participants, including breakfast, lunch, and dinner.
	1.4 Single accommodation for 12 participants, at least a deluxe room or equivalent.
	1.5 Airport transfer for 12 participants (airport-hotel-airport)
	1.6 Any transportation required during the training, (if the hotel and training venue are not in the same location) , and transportation for at least 2 site visits during the training programme for 12 participants.
2. Course content	2.1 Regional & international issues
	2.2 Elements of diplomacy
	2.3 Etiquette
	2.4 Communication skills e.g. presentation and negotiation skills
	2.5 Site visit to one or two government institutions that could serve as best practice or model in the region

3.3. QUALIFICATIONS

- 3.2.1 Provide proven track record and experience in conducting and organising training on ASEAN issues, diplomacy, etiquette and communication skills;
- 3.2.2 Provide evidence of training delivery method: digital tools used, variety of training methods (e.g. lecture-style, group discussion, quizzes, site visit to the relevant fields etc);
- 3.2.3 Provide Curriculum Vitae (CV) of speakers/presenters which highlighted knowledge and experience related to ASEAN at regional and international level relevant to CLMV countries;
- 3.2.4 Provide work plan to deliver the assigned tasks and all the expected deliverables within a continuous period of four (4) calendar months and the training course to be conducted by 30 November 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

1.2. CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals must be submitted no later than **Monday, 31 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.

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 November 2023***

4.3.2. Implementation/Delivery Schedule

As stated in Annex A – Term of Reference

4.3.3. Pre-Bid Meeting

A pre-bid meeting **is not required**. Should the vendors have queries can be share via email to: procurement@asean.org.

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	
Project Title	

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

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

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	Remarks
1	Qualification	1.1 Provide proven track record and experience in conducting and organising training on ASEAN issues, diplomacy, etiquette and communication skills	Vendor to comply and provide record
		1.2 Provide evidence of training delivery method: digital tools used, variety of training methods (e.g. lecture-style, group discussion, quizzes, site visit to the relevant fields etc)	Vendor to comply and provide evidence
		1.3. Provide Curriculum Vitae (CV) of speakers/presenters which highlighted knowledge and experience related to ASEAN at regional and international level relevant to CLMV countries	Vendor to comply and provide evidence
		1.4 Provide work plan to deliver the assigned tasks and all the expected deliverables within a continuous period of four (4) calendar months and the training course to be conducted by 30 November 2023.	Vendor to describe the duration

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Quantity	Price /unit (USD for International Vendor or IDR for Local Vendor)	Total (USD for International Vendor or IDR for Local Vendor)
1	Training room facility to accommodate 12 - 15 participants with standard equipment (one screen, one beamer, one computer, flipcharts, and internet access).	1 training room		
2	Speakers fee and/or Course material covering topics on regional & international issues, elements of diplomacy, etiquette, and communication skills	1 lumpsum		
3	Daily meals for 12 participants, including breakfast, lunch and dinner for the entire training period (11 days).	(3 meals x 12 pax x 11 days) = 396 pax		
4	Single accommodation for 12 participants (at least a deluxe room or equivalent) for the entire training period (10 nights)	(12 pax x 10 nights) = 120 nights		
5	Transportation for airport transfer for 12 participants (airport – hotel – airport)	1 bus / minivan for 2 round trips		
6	Any transportation required during the training (if the hotel and training venue are not in the same location) , and transportation for at least 2 site visits during the training programme for 12 training participants.	1 bus / minivan for transportation from hotel-training venue (if the hotel and training venue are not in the same location), and for at least 2 trips for site visit,		
			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	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**