



ASEAN SECRETARIAT

Request for Proposal

National Consultant(s) for the Phase I: Intra-ASEAN Scholarship Program (IASP) for ASEAN Nationals

PROPOSAL MUST BE RECEIVED BY
Wednesday, 1 November 2023

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: Education, Youth and Sports Division
Date: October 2023

1. EXECUTIVE SUMMARY

The Phase I: Intra-ASEAN Scholarship Program for ASEAN Nationals is a Project supported by the ASEAN Development Fund and endorsed by the ASEAN Senior Officials Meeting on Education (SOM-ED). It aims to conduct a comprehensive mapping of scholarships in ASEAN Member States and use the findings as (i) inputs to the regional discussions on ASEAN Branded Scholarships and a Common Space in Southeast Asian Higher Education and (ii) basis for designing the Phases 2 and 3 of the Intra-ASEAN Scholarship Programme. Phase I is part of the bigger Intra-ASEAN Scholarship Program (IASP), a long-term regional program planned to be implemented in 3 phases between 2022-2030.

The ASEAN Secretariat through the Education Youth and Sports Division will serve as the implementing agency of Phase I Project, under the guidance of SOM-ED to deliver the following:

1. Comprehensive Mapping of scholarships in ASEAN
 - 1.1 Regional Synthesis Report on Scholarships in ASEAN
 - 1.2 10 National Reports on Scholarships (10 ASEAN Member States)
2. Operations Manual/Guidelines on the Implementation of the Intra-ASEAN Scholarship Program (IASP) for ASEAN Nationals
3. Regional reports/white papers on
 - 3.1 common space in Southeast Asian Higher Education
 - 3.2 ASEAN Branded Scholarships
4. Project proposal on the implementation of phase 2 and phase 3 of the Intra-ASEAN Scholarship Program for ASEAN Nationals
5. Two (2) National Validation Workshops and 1 Regional Consultation Workshop to validate National Reports and Regional Synthesis Report on scholarships in ASEAN
6. Two (2) ASEAN Working Group on Higher Education Mobility 2025 (AWGHEM) Meetings

For this purpose, the Education, Youth and Sports Division (EYSD) of the ASEAN Secretariat in Jakarta, Indonesia, invites applications from ASEAN nationals to For this purpose, the Education, Youth and Sports Division (EYSD) of the ASEAN Secretariat in Jakarta, Indonesia, invites applications from ASEAN nationals¹ to undertake the assignment as national consultant(s) as part of the Phase I: Intra-ASEAN Scholarship Program for ASEAN Nationals.

¹ Firm and individual are welcome to apply for the role.

2. BACKGROUND

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. ASEAN comprises ten (10) countries in Southeast Asia. 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, 2015. The ASEAN 2025 calls for the ASEAN Community in forging ahead together, and to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The work of the ASEAN education sector is guided by the ASEAN Work Plan on Education, which constitutes five-year priorities and programmes. For the 2021-2025 term, the Work Plan has five (5) priority areas namely: (i) ASEAN awareness (ii) early childhood education, basic education and OOSCY; (iii) higher education; (iv) TVET and (v) coordination, monitoring and evaluation.

Higher education as one of key priorities in ASEAN Workplan on Education 2021-2025, includes a specific priority output to “sustain and strengthen ASEAN capacity in higher education harmonization through strategies, mechanism and scholarship provision”. One of the activities under this output is the “establishment of an ASEAN-Branded Scholarship scheme for all ASEAN Member States”. In 2021, the ASEAN Working Group on Higher Education Mobility 2025 (AWGHEM)² was established to among others guide the development of a cohesive roadmap to realise and implement the ASEAN Higher Education Space for greater people to people connectivity and knowledge transfer across ASEAN in the framework of the ASEAN Workplan on Education 2021-2025, including the design, ownership and operationalisation of an ASEAN Branded Scholarship by 2025. While scholarships are widespread across the region, much remain to be studied and done to further improve its delivery and fully reap its benefits for students and for societies.

In this regard, the initial phase (Phase I) of the Intra-ASEAN Scholarship Program will be implemented to conduct a comprehensive mapping of scholarships in the region in order to contribute to regional discussions on ASEAN Branded Scholarships and a Common Space in Southeast Asian Higher Education. The results of the mapping and the Phase I project will serve as basis in designing and developing the next phases (Phases 2 and 3) of the IASP for ASEAN Nationals.

The project proposal on Phase I: Intra-ASEAN Scholarship Program (IASP) for ASEAN Nationals was endorsed ad-referendum by Senior Officials Meeting on Education (SOM-ED) on 22 August 2022, and Committee on Permanent Representatives to ASEAN (CPR) on 12 September 2022. The Phase Project is being supported by the ASEAN Development Fund.

² The Working Group is also expected to contribute to the realization of the Outcome 3 of the ASEAN Work Plan on Education 2021-2025 on the **enhanced regional capacity in higher education as part of lifelong learning provision, including the harmonization of ASEAN higher education**, through its support in achieving Output 3.1: *Strengthened role of Higher Education Institutions (HEIs) in lifelong learning through the provision of flexible, innovative, multi-disciplinary, cross-border education and research collaboration* and Output 3.2: *Sustained and strengthened ASEAN capacity in higher education harmonization through strategies, mechanism and scholarship provision*.

3. SCOPE OF WORK

*The detailed Scope of Work, including the Project Overview and Project Requirements can be referred to the **Annex A** (Terms of Reference (TOR) National Consultant for the Phase I Project: Intra-ASEAN Scholarship Program for ASEAN Nationals).*

3.1 PROJECT OVERVIEW

The Project aims to conduct a comprehensive mapping of scholarships in ASEAN that would produce concrete deliverables in the form of (i) Regional Synthesis Report on Scholarships in ASEAN; (ii) 10 national reports on scholarships (10 ASEAN Member States); (iii) Operations Manual/Guidelines on the implementation of the Intra-ASEAN Scholarship Program for ASEAN Nationals; (iv) Regional reports/white papers on common space in Southeast Asian Higher Education and ASEAN Branded Scholarships; (v) project proposal on the implementation of phases 2 and 3 of Intra-ASEAN scholarship program for ASEAN Nationals; (vi) 2 National Validation Workshops; (vii) 1 Regional Consultation Workshop and; (viii) 2 ASEAN Working Group on Higher Education Mobility 2025 (AWGHEM) Meetings.

The ASEAN Secretariat through the Education, Youth and Sports Divisions (EYSD) will be in charge of the overall implementation of the Project, including administering any financial requirements throughout the project timeframe in accordance with the ASEAN Financial and Administrative Rules and Procedures (AFARP).

The National Consultant(s) will work directly with the Regional Consultant of IASP Phase 1 and education team of the Education, Youth and Sports Division of the ASEAN Secretariat and will report directly to the Head of Education, Youth, and Sport Division of ASEAN Secretariat.

The National Consultant(s), in delivering required outputs, will closely coordinate with the ASEAN Secretariat, regional Consultant and report any progress through the Education, Youth and Sports Division. The consultancy will lead to the successful completion of work in 10 AMS, with each National Consultant being responsible for the following:

- 1.1 Conduct a comprehensive data collection process in each ASEAN Member State including the following activities and deliverables:
 - 1.1.1 Provide feedback on survey instrument, interview schedule, and other research tools. Translation of survey tools, instruments and research tools into local language if necessary.
 - 1.1.2 Lead the conduct of online surveys (coordinating the number of surveys with the regional consultant) in each AMS among representatives of ASEAN bodies, higher education ministries, higher education institutions, and mobility coordinating institutions, among others. The consultant shall collect the consent forms, compile the responses in a tabular format, and glean patterns in the data.

- 1.1.3 Lead the conduct of 15 semi-structured interviews with policy makers, ministries, representatives from participating institutions. The consultant shall collect the consent form, record and transcribe the interviews for analysis.
- 1.2 Analyze data collected and lead the development of national reports of each AMS based on the instruction and outline provided by the regional consultant.
- 1.3 Participate in coordination meetings with the regional consultant and project team, and assist in the national and regional validation workshop when required.

The location of the assignment will be in the country of the national consultant(s). All research/survey/mapping will be done on-line, while the following meetings/workshops will be held in-person or hybrid.

The ASEAN Senior Officials Meeting on Education (SOM-ED), comprising Education Ministries from across the ASEAN Member States, will oversee the overall implementation of this project as the endorsing body of the project.

3.2 PROJECT REQUIREMENTS

The Project will deliver various outputs, and **the highlighted column will be the area of contribution for the respective national consultant(s)** involved. Please refer to the TOR (Terms of Reference) of the national consultant for specific outputs of the consultancy.

Outputs	Indicators (to measure the achievements)	Means of Verification
1. Conduct of comprehensive mapping of scholarships in ASEAN	• Successful conduct of mapping of scholarships in all 10 ASEAN Member States, through survey, FGDs and on-line research • Research tools and instruments developed • Production of the synthesis report based on analysis of data gathered, and national reports developed by national consultants	• Participation list accounting for the mapping/FGDs done • Submission of the draft Regional Synthesis Report
2. 10 National Reports on Scholarships in ASEAN Member States	• Outline of national reports developed by the regional consultant • 10 national consultants hired	• Circulation of the 10 national reports to each AMS for inputs

Outputs	Indicators (to measure the achievements)	Means of Verification
	• Successful development of 10 national reports by the national consultants • The regional consultant (i) reviewed and provided inputs to the 10 national reports and (ii) synthesized findings for inclusion to the regional synthesis report.	• Updated regional synthesis report • Key findings synthesized and included in the regional synthesis report. National Reports included as Annex of the Regional Synthesis Reports.
3. 2 National Validation Workshops (2 countries, AMS)	• Successful conduct of 2 workshops • Facilitation of the workshop • Summary of discussions of the national workshops prepared	• Participants' list • Participation of experts and relevant stakeholders • Submission of the summary of discussion of the workshop • Submission of updated national reports
4. Regional Consultation Workshop to present and validate the findings Regional Synthesis Report	• Successful conduct of regional consultation workshop • Active deliberation during discussions • Summary of discussions of the workshop prepared	• Participants' list • Participation of experts and relevant stakeholders • Submission of the summary of discussion of the workshop • Submission of updated regional synthesis report
5. Operations Manual/Guidelines on the Implementation of Intra-ASEAN Scholarship Program for ASEAN Nationals	• Successful development/production of the Manual/Guidelines	• Circulation of the guidelines to SOM-ED

Outputs	Indicators (to measure the achievements)	Means of Verification
6. Two (2) ASEAN Working Group on Higher Education Mobility 2025 (AWGHEM) Meetings	• Successful conduct of the meetings • Active deliberations during the meetings • Summary records of the two meetings prepared	• Participants' list • Summary record of the two meetings • Way forward and guidance from AWGHEM members
7. Regional reports/white papers on (1) common space in Southeast Asian Higher Education and (2) ASEAN Branded Scholarships	• Successful development/production of the regional reports/white papers	• Circulation of the reports to SOM-ED
8. Project proposal on Phase 2 and Phase 3 of Intra-ASEAN Scholarship Program (IASP) for ASEAN Nationals	• Successful development of the project proposal on Phase 2 and Phase 3 by the end of the Project • Identification of potential source of funding	• Circulation of the proposal to SOM-ED

4. RFP REQUIREMENTS PROCESS

4.1 PROPOSAL SUBMISSION INSTRUCTION

- a. All proposals must be submitted in English.
- d. **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.**
- e. 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.
- f. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
- g. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
- h. 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 must be submitted not later than Wednesday, **1 November 2023** by the following options:

4.2.1. HARDCOPY (Preferable)

Submit in two separate enveloped 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

Compliance

In conformance with 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; country of focus of the consultant; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and List of Clients; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

Second Set, which shall consist, among others, the company profile; business name registration issued by an 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 – **Financial Proposal Requirements**

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 softcopy submission shall be in US Dollar for international bidder and IDR for local bidder.

2.2.1 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 List of Clients; 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 an appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2. Financial Proposal:

Financial Proposal which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Price**

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

3. Do not mention the password in the body email.

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

4.3. RFP TERMS & CONDITIONS

4.3.1. Bid Expiration Date

*Received tender proposals shall be valid until **31 December 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 on:

Date : Tuesday, 24 October 2023

Time : 15:00hrs

Link : <https://meet.google.com/pek-gmfv-uqe>

Participant's confirmation to the pre-bid meeting and questions can be shared 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	Duration of Implementation	3 months	Vendor to describe the duration
2	Qualification criteria	a. Advanced degree in education with experience in higher education at the global, regional, or national levels. b. Extensive body of recognised research work, publications, or consultancy work utilized by international or regional institutions or national governments c. Extensive professional experience within the respective ASEAN Member State for which the consultant is applying, ensuring a deep understanding of that specific country's local context, educational systems, and insights d. Demonstrated leadership role in his/her field of expertise at national or regional level e. Extensive experience working with development management teams/organisations at national, regional or international levels f. Currently having an active role in his/her field of expertise at the national or regional level	Vendor to comply and provide evidence, such as: i. CV(s) (highlighting educational degree and fields, fieldwork and/or research on subject matters covered by this project, and consultancy work at national, regional or international level on subject matters covered by this project); ii. Provide 2 best samples of published research work on subject matters covered by this project.

		g. Ability to work harmoniously in as team environment and with diverse groups of individuals in cross-cultural environment and international setting h. Demonstrated excellent interpersonal skills, including experience in cross-cultural environment and international settings i. Demonstrated commitment to collaborative work practices j. Proven skills in problem solving in a complex organizational environment and in work planning k. Excellent command of written and spoken English	
--	--	--	--

APPENDIX 3
Price Schedule
To be submitted in the Financial Proposal

No.	Description	QTY	Unit Cost (USD/IDR)	Total Cost (USD/IDR)
1	Consultancy Fee	Lumpsum		

APPENDIX 4

Checklist for the Completeness of Documents Submitted

The checklist must be used to ensure that you have provided all documentation 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 envelope	

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	One original signed copy	
10	One copy of technical proposal duplicate	
11	Authority of signatory	
12	Latest audited financial statements	

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**