



ASEAN SECRETARIAT

Request for Proposal

**Consultant Service
for Support Implementation Extension Period of the
Project for Human Resources Development in Food-
related Areas through Partnership with Universities
in ASEAN Region (HRD Project) – Phase 3**

**PROPOSAL MUST BE RECEIVED BY
Tuesday, 14 May 2024**

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: ASEAN MAFF HRD Project Phase 3 under FAFD
Date: April 2024

1 EXECUTIVE SUMMARY

As part of Japan's ASEAN Cooperation and a way forward for human resources development on building an advanced value chain, the Project for Human Resources Development in Food-related areas through Partnership with Universities in the ASEAN Region (HRD Project) was established on 1st September 2014. This initiative primarily focuses on empowering the young generation, particularly university students as well as various stakeholders including government officials, experts from agriculture and food-related companies, agricultural cooperatives, agricultural community enterprises, farmer organizations, and testing laboratories that need new knowledge, practical know-how, and skills. The HRD Project successfully completed its first phase on 31 December 2017, followed by its 2nd phase on 31 December 2020. Initially, Phase 3 commenced on 1 January 2021 and is scheduled to conclude in December 2023, however, activities of the Project was largely affected by the pandemic by COVID-19, some of the in-person events were not completed. Therefore, based on the mutual understanding between FAFD and MAFF Japan to achieve the greatest outcome of the Project within the existing Project document and the Project Implementation Plan for the 2022 Japanese Fiscal Year (Project Year, January to December 2023) without additional financial input, both parties agreed to extend Phase 3 through Request Letter of No Cost Extension by FAFD ASEC dated 22 December (Ref. No.: AECD/SDD/FAFD/LET/2023/225) and approved by MAFF Japan through with approval letter dated 27 December 2023 (Ref. No.: YUKOKU3589).

During the extension period, particular emphasis will be placed on promoting the development of the Seed and Crop Value Chain within the Food Value Chain framework, and increasing communication between the Japanese food and agriculture industry and ASEAN universities, governments and other stakeholders to strengthen the Food Value Chain in ASEAN. To effectively manage the additional workload associated with certain activities during the extension period, the Project will need to engage a consultant who could provide essential support services. This consultant will play a pivotal role in facilitating various tasks, including sourcing notable experts for lectures, seminars, and workshops.

2 BACKGROUND AND CURRENT STATUS

The Project for Human Resources Development on Food-related Areas through Partnership with Universities in ASEAN Region (HRD Project) was established as part of Japan-ASEAN Cooperation to promote the cooperation on the Food Value Chain which covered the connection from farmers to consumers through a collaboration between public-private sectors. The Project aims to directly contribute to Human Resources Development in ASEAN by enhancing knowledge and skills relevant and necessary for the comprehensive development of the food-related industry. Commencing on 1st October 2014, The HRD Project successfully completed its first phase on 31 December 2017, followed by its 2nd phase on 31 December 2020.

The successful implementation of HRD Project Phase 1 and Phase 2 have been considered to give positive outcomes and contributions to the development of the Food Value Chain, particularly in terms of Human Resources Development. In response to the positive feedback from the Member States, MAFF Japan promotes the establishment of HRD Project Phase 3. Phase 3 commenced on 1 January 2021, with a primary focus on providing the young generation, particularly university students as well as other stakeholders including government officials, experts from food-related companies, agricultural cooperatives, agricultural community enterprises, farmer organisation, and testing laboratories that need new knowledge, practical know-how, and essentials skills.

The objective of the project is to develop human resources in food-related areas at universities and related local entities and organizations including food-related government agencies in the ASEAN region, and thus contribute to;

- 1. Enhancement/Improvement of a system for human resource development on the Food Value Chain in the region through training and programs by experts in related fields,*
- 2. Development of Human Resources for enhancing food security, and awareness of agricultural and food-related regulations and standards of Japan and ASEAN including approaches to sustainable agriculture.*
- 3. Build a network among the young generation, compositional organizations for strengthening FVC such as Agricultural Cooperatives, agricultural community enterprises, and farmer organizations through proper involvement in programs.*

These objectives are of relevance to the following sections in the ASEAN Economic Community Blueprint 2025 especially; C5. Food, Agriculture, and Forestry (FAF); Through education and research collaboration for the young generation, the project will develop human resources to promote deeper integration of the FAF sector in the region and the world as illustrated in C5. The project will also support the implementation of a strategic plan for ASEAN cooperation in food, agriculture, and forestry, SP-FAF (2016-2025). The project also notes the following relevance; E. A Global ASEAN: Providing opportunities for collaborating research and education with outside experts, to the young generation of AMS will cultivate and enhance common knowledge and understanding, thereby developing a more strategic and coherent approach toward external economic relations as illustrated in the section of 'A Global ASEAN', A2. Trade in Services; The project will enhance better understanding of and participation in global supply networks as in A2, and enhance technical cooperation in the services sector for human resource development (HRD) as in (vi) and thereby contribute to the integration of service sector, and to the following sections in the ASEAN Socio-Cultural Community Blueprint; B3. Equitable Access for all; the project will promote AMS harmonization in the area of food safety, as articulated in the strategic measures of B2, by providing

actual knowledge on food and agricultural standards to young generation. Currently, the Project is managed under the Food Agriculture and Forestry Division supervision at ASEAN Secretariat.

HRD Project Phase 3 was scheduled to conclude on 31 December 2023, however, activities of the Project were largely affected by the pandemic by COVID-19, some of the in-person events were not completed. For furthering collaboration and deepening the partnership between Japan and ASEAN under the Project activities as well as ensuring fruitful outcomes of the Project, Phase 3 has been extended up to 31 December 2024.

This extension will provide various kinds of activity including a research survey and workshop addressing crucial topics within the Food Value Chain (FVC) including seed and crop value chain, sustainable FVC development through agricultural technologies, as well as environmental conservation and productivity improvement in agriculture and food industries. These activities will serve as a platform for related stakeholders of the Project both from AMSs and Japan to discuss the current issues on those topics as well as discuss the strategic way forward for further improvement and development through partnership and collaboration between universities, government, and private entities. Recognizing the need for additional support in managing the workload, particularly in coordinating with Japanese-related stakeholders and logistics arrangements, therefore, hiring a consultant is deemed crucial for the successful implementation of the extended Phase 3.

3 SCOPE OF WORK

The selected consultant will be responsible for organising research surveys and workshops with particular topics of seed and crop value chains, and sustainable FVC development through agricultural technologies, environmental conservation, and productivity improvement in the agriculture and food industries. The selected consultant also will be responsible for conducting an impact assessment of the effectiveness of the Project. *The Terms of Reference (TOR) for the consultant to carry out the project is attached (Annex A).*

3.1 PROJECT OVERVIEW

This section provides a summary overview of:

- *project goods; Consultant Service*
- *objectives;*
The Project intends to provide various kinds of activity including a research survey and workshop addressing crucial topics within the Food Value Chain including seed and crop value chain, sustainable FVC development through agricultural technologies, as well as environmental conservation and productivity improvement in agriculture and food industries. These activities will serve as a platform for related stakeholders of the Project both from AMSs and Japan to discuss the current issues on those topics as well as discuss the strategic way forward for further improvement and development through partnership and collaboration between universities, government, and private entities. Specifically, the Project assigns the following activities to the consultant:
 1. Research survey and Workshop on “Seed and crop value chain”
 2. Workshop on “Sustainable FVC Development through Agricultural Technologies: Government – Industry-University Partnership in ASEAN and Japan”
 3. Workshop for environmental conservation and productivity improvement in the agriculture and food industries in Japan
 4. Impact assessment
- *scope (for example, of service to be delivered);*
The selected consultant will be responsible for undertaking the following activities, in close consultation with the Project Coordinator of the extension of HRD Project Phase 3:

3.1.1. Research Survey and Workshop “Seed and crop value chain”

The Workshop on “Seed and crop value chain” will be held as a forum for a “Protection of plant varieties for enhancing value”. This workshop aims to present the findings of “Survey of production, distribution and sales of crop varieties cultivated in AMS”, featuring keynote addresses from Farm organisations, Universities, and Government representatives. The agenda includes discussions on future program plans, and enhancing strategies for the program's effectiveness

Activities

Stage 1: Drafting a research survey activity for “Seed and crop value chain” in AMS and a program of two-day workshops in AMS.

Stage 2: Arranging logistic matters and coordinating the research survey, in consultation with the Project Coordinator and MAFF Japan.

Stage 3: Preparing the workshop venue and the documents by compiling necessary information from stakeholders. This includes compiling all registration forms, presentation material, and other relevant documents for the survey and workshops.

Stage 4: Implementing the research survey and workshop.

Stage 5: Provide research survey and workshop records, activity reports and the financial report for the Project.

3.1.2. Workshop on “Sustainable FVC Development through Agricultural Technologies: Government-Industry-University Partnership in ASEAN and Japan”

The workshop will be held to provide an opportunity for the ASEAN stakeholders to understand and disseminate agricultural technologies for FVC Development in the ASEAN region. This event will highlight the significance of the Government-Industry-University Partnership in both ASEAN and Japan.

Activities:

Stage 1: Preparing programme(s) of a two-day event which includes a one-day workshop and a one-day field trip related with scaling up Food Value Chain Technologies Issues. This includes coordinating with Japan National Agriculture and Food Research Organisation (NARO) on the details content and material of the workshop as well as the respective expert/resource person.

Stage 2: Coordinating participants list as well as the speakers of the workshop in collaboration with the Project, and proceeding further with logistics and transportation

Stage 3: Preparing the workshop venue and compiling all documents pertaining to the program implementation including presentation material, participant list etc.

Stage 4: Implementing the workshop and field trip

Stage 5: Provide completion and financial report and submit it to the Project

3.1.3. Workshop for Environmental conservation and productivity improvement in the agriculture and food industries in Japan

The workshop in Japan will be held to provide an opportunity for the ASEAN stakeholders to experience and gain a better understanding of Japan's advanced cutting-edge technology of FVC.

Activities

Stage 1: Preparing program(s) of a two-day workshop related to scaling up Food Value Chain Technologies Issues. This includes coordinating with Japan National Agriculture and Food Research Organisation (NARO) on the details content and material of the workshop as well as the respective expert/resource person.

Stage 2: Coordinating participants list as well as the speakers of the workshop in collaboration with the Project, and proceed further with logistics and transportation

Stage 3: Preparing the workshop venue and compiling all documents pertaining to the program implementation including workshop presentation and material, participant list, etc.

Stage 4: Implementing the workshop

Stage 5: Provide completion and financial report and submit it to the Project

3.1.4. Impact assessment

Conducting the impact assessment of Project Human Resources Development in Food – related areas through Partnership with Universities in ASEAN Region (HRD Project) – Phase 1 to 3. This assessment aims to evaluate the Project's effectiveness and its impact on ASEAN Member States.

Activities

Stage 1: Drafting an impact assessment in AMS.

Stage 2: Arranging logistic matters and coordinating impact assessment, in consultation with the Project Coordinator and MAFF Japan.

Stage 3: Preparing the documents by compiling necessary information from stakeholders. This includes compiling all assessment records such as forms, and other relevant documents for the assessment.

Stage 4: Implementing the impact assessment.

Stage 5: Provide report and financial report for the Project.

3.2 INDICATIVE WORK SCHEDULE

No	Output	Program	Activity	Schedule	
				Stage	Time
1	Research Survey and Workshop	Seed and Crop Value Chain	Stage 1: Drafting a research survey activity for “Seed and crop value chain” in AMS and a program of two-day workshops in AMS.	Stage 1	1 st week of June
			Stage 2: Arranging logistic matters and coordinating the research survey, in consultation with the Project Coordinator and MAFF Japan	Stage 2	1 st week of July
			Stage 3: Preparing the workshop venue and the documents by compiling necessary information from stakeholders. This includes compiling all registration forms, presentation material, and other relevant documents for the survey and workshops.	Stage 3	1 st week of August
			Stage 4: Implementing the research survey and workshop.	Stage 4	1 st week of September to 4 th week of October
			Stage 5: Provide research survey and workshop records, activity reports, and financial reports for the Project	Stage 5	1 st week of November
2	Workshop	Sustainable FVC Development through Agriculture Technologies	Stage 1: Preparing program(s) of a two-day event which includes a one-day workshop related to scaling up Food Value Chain Technologies Issues. This includes coordinating with Japan National Agriculture and Food Research Organisation (NARO) on the details content and material of the workshop as well as the respective expert/resource person.	Stage 1	3 rd week of June
			Stage 2: Coordinating participants list as well as the speakers of the workshop in collaboration with the Project, and proceeding further with logistics and transportation	Stage 2	4 rd week of June
			Stage 3: Preparing the workshop venue and compiling all documents pertaining to the program implementation including presentation material, participant list etc.		2 nd week of July
			Stage 4: Implementing the workshop and field trip	Stage 3	2 nd week of August

			Stage 5: Provide completion and financial report and submit it to the Project	Stage 4	3 rd week of August
3	Workshop	Environmental conservation and productivity improvement in agriculture and food industries in Japan	Stage 1: Preparing program(s) of a two-day workshop related to scaling up Food Value Chain Technologies Issues. This includes coordinating with Japan National Agriculture and Food Research Organisation (NARO) on the details content and material of the workshop as well as the respective expert/resource person.	Stage 1	2 nd week of August
			Stage 2: Coordinating participants list as well as the speakers of the workshop in collaboration with the Project, and proceed further with logistics and transportation	Stage 2	4 th week of August
			Stage 3: Preparing the workshop venue and compiling all documents pertaining to the program implementation including workshop presentation and material, participant list, etc.	Stage 3	2 nd week of October
			Stage 4: Implementing the workshop	Stage 4	1 st week of November
			Stage 5: Provide completion and financial report and submit it to the Project	Stage 5	2 nd week of November
4	Evaluation	Impact Assessment	Stage 1: Drafting an impact assessment in AMS.	Stage 1	1 st week of June
			Stage 2: Arranging logistic matters and coordinating impact assessment, in consultation with the Project Coordinator and MAFF Japan.	Stage 2	1 st week of July
			Stage 3: Preparing the documents by compiling necessary information from stakeholders. This includes compiling all assessment records such as forms, and other relevant documents for the assessment.	Stage 3	2 nd week of July
			Stage 4: Implementing the impact assessment.	Stage 4	1 st week of August to 1 st week of Sept
			Stage 5: Provide report and financial report for the Project.	Stage 5	2 nd week of September

Note: The schedule is tentative. The consultant should communicate closely with the Project to finalise the schedule.

3.3 Qualification (Please refer to Appendix 2).

Taking into consideration the scope of work and required activities, applicants shall meet the following criteria:

1. Demonstrated experience and expertise in dispatching experts in agriculture and food-related sectors to support a lecture, seminar, and or workshop. Thus, an extensive network with Japanese food and agricultural companies and agricultural co-operatives is required (please provide evidence)
2. Demonstrated experiences in conducting research and or surveys on agriculture or food-related issues (Please provide evidence)
3. Demonstrated experience and expertise in organizing international workshops and/or other public events with participants from Japan and ASEAN member states. (Please provide evidence)
4. Native-level ability of the Japanese language to communicate and coordinate with Japanese agricultural and food industries and other respective parties. (Japanese nationality provides a passport and non-Japanese Nationality provides JLPT Level 1). (Please provide evidence)
5. Ability to lead collaborative works for participants.
6. High Communication skills to closely coordinate with the Project, private companies, NARO Japan, ASEAN and MAFF Japan on project management and issues.

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.
- 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 **Tuesday, 14 May 2024** by following options:

4.2.1. HARDCOPY (Preferably)

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 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):**

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; 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 (whichever relevant), 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;

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 – **Price**

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 the quoted price in the hardcopy submission shall be in ***US Dollar for international bidder and IDR for local bidder.***

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

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.

Subject of the Email:

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

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 (whichever relevant), 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;

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 the quoted price in the hardcopy submission shall be in ***US Dollar for international bidder and IDR for local bidder.***

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

4. **Inform the password only when the procurement staff contact you to do so.**

4.3. **RFP TERMS & CONDITIONS**

4.3.1. **Bid Expiration Date**

*Received tender proposals shall be valid until **(31 August 2024)***

4.3.2. **Implementation/Delivery Schedule**

For e.g. 'as stated in Annex A – Term of Reference'

4.3.3. **Pre-Bid Meeting.**

No pre-bid meeting is required

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	
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	Demonstrated experience and expertise in dispatching experts in agriculture and food-related sectors to support a lecture, seminar, and or workshop. Thus, an extensive network with Japanese food and agricultural companies and agricultural co-operatives are required	Please provide evidence
2	Qualification	Demonstrated experiences in conducting research and or surveys on agriculture or food-related issues	Please provide evidence
3	Qualification	Demonstrated experience and expertise in organizing international workshops and/or other public events with participants from Japan and ASEAN member states	Please provide evidence
4	Qualification	Native-level ability of the Japanese language to communicate and coordinate with Japanese agricultural and food industries and other respective parties.	Please provide evidence (Japanese nationality provides a passport and non-Japanese Nationality provides JLPT Level 1)
5	Qualification	Ability to lead collaborative works for participants.	Vendor to comply
6	Qualification	High Communication skills to closely coordinate with the Project, private companies, NARO Japan, ASEAN and MAFF Japan on project management and issues.	Vendor to comply

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Unit	Price
1	e.g. Development Cost, Implementation Cost, Travel Cost	Lumpsum	Lumpsum

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 labelled accordingly (hardcopy) 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 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	
4	Authority of signatory	
5	One original signed copy	
6	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, 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**