



ASEAN SECRETARIAT

Request for Proposal

CONSULTANT FOR THE ASEAN SOCIO-CULTURAL COMMUNITY (ASCC) RESEARCH AND DEVELOPMENT PLATFORM ON FUTURE OF WORK

PROPOSAL MUST BE RECEIVED BY
Wednesday, 15 May 2024

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: ASCC Analysis Division
Date: April 2024

1 EXECUTIVE SUMMARY

The ASEAN Leaders' Vision Statement on *A Cohesive and Responsive ASEAN* on 26 June 2020 called for concerted efforts to identify emerging challenges and opportunities to better formulate initiatives to ensure ASEAN is better positioned for the new Normal, and as we work toward developing the ASEAN Community Vision Post 2025, while taking into account ASEAN's COVID-19 exit strategy. The ASEAN Chairman's Statement of the 36th ASEAN Summit in June 2020 likewise emphasized the need to look beyond the progress and achievements, and to assess the changes on the strategic landscape of ASEAN community-building efforts and identify emerging issues that need to be taken into consideration towards 2025 and beyond.

A robust repository of information and research through proposed ASCC Research and Development Platform is expected to enable the ASEAN Socio-Cultural Community to develop and implement holistic solutions will be required against the backdrop of the fast-changing and emerging challenges confronting the region. These challenges also lend greater urgency to intensify collaborative research, and embrace a greater diversity of perspectives and ideas, so that decision makers can fully understand the fault lines and underlying causes of socio-economic problems, and develop the relevant solutions.

The ASCC Research and Development Platform on Future of Work is a newly developed project aimed at addressing the concerns raised at the above-mentioned high-level regional fora. The outputs of this ASCC Research and Development Platform will contribute meaningfully to more informed decisions that ASCC sectoral bodies could take in developing and implementing initiatives. The specific researches will be anchored in respective post-2020 work plans of ASEAN Senior Labour Officials Meeting (SLOM).

For this purpose, the ASEAN Secretariat invites applications from competent institutions/individuals from **ASEAN Member States** to undertake the assignment of **Consultant for the ASCC Research and Development Platform on Future of Work**.

2 BACKGROUND AND CURRENT STATUS

Against the backdrop of the fast-changing landscape of Fourth Industrial Revolution (4IR) and the onset of COVID-19, it is pivotal for us to consider adopting a more systematic and coordinated approach in our research and development (R&D) so that we can respond more proactively to emerging challenges in a forward-looking manner. These challenges lend greater urgency to intensify collaborative research needed to address the socio-cultural challenges we are facing today. Emerging challenges also demand us to embrace a greater diversity of perspectives and ideas if we are to fully understand the fault lines and the underlying causes of these wicked problems that confront us today.

It is therefore timely and important that we start to build a robust repository of information and research that can help us to develop and implement holistic solutions. Through the ASCC R&D Platforms that we envisage, we are seeking to: i) develop a robust body of research output, ii) identify and develop a pool of experts who are better sensitised to our regional context. In addition, the envisaged forums (via webinars) will be an important tool for us not only to undertake peer reviews of the body of research works, but also level up expertise of those involved on these platforms.

ASCC is pursuing policy support initiatives that would inform and support ASCC Sectoral Bodies to develop more targeted and impactful evidence-based policies and initiatives to better anticipate emerging trends and gaps. Hence, the ASCC R&D platforms are envisaged to develop a robust body of research outputs especially in the areas of future of work.

To put in place an effective research and development framework, it is proposed that the ASCC Analysis and Division (AAD) will co-lead with the Labour and Civil Sector Division (LCSD) of the ASEAN Secretariat to support the following ASEAN Future of Work Platform and expected to produce two Flagship Reports, four Policy Briefs and two Online Forums. This significant output of the said platforms will contribute meaningfully to more informed decisions that ASCC sectoral bodies could take in developing and implementing initiatives in the education and labour sectors. The outputs of the R&D platforms will help identify programmes and activities that can be translated and integrated with AMS sectoral bodies national long-term and short-term planning documents to ensure funding.

Lastly, the proposed initiative will further substantiate collaboration between ASEAN and Republic of Korea (ROK) to advance ASCC's R&D and policy implementation. The proposed collaboration will also enable more extensive engagements with the ROK's line ministries, leading academic institutions and think tanks.

3 SCOPE OF WORK

The Consultant will be responsible in deliver the following outputs of the ASCC Research and Development Platform on the Future of Work while strictly following the project timeline:

a. Produce the Platform's two (2) Flagship Reports which are targeted at assessing current trends within the sector in ASEAN

The Consultant will produce two (2) flagship reports, focusing on major issues or current trends and gaps, within the short-to-medium term, and offer the Senior Labour Officials Meeting (SLOM) a different perspective on the outlook of the labour sector. The flagship report will assess and monitor the current issues pertaining to the respective sectors to call for the attention of and inform the respective ASCC Sectoral Bodies of critical developments in ASEAN. The reports will focus on major issues or current trends and gaps, within the short-to-medium term, and offer SLOM a different perspective on the outlook of the sector. Each report will assess and monitor the current issues pertaining to the sector to call for the attention of and inform SLOM of critical developments in ASEAN. The report will range around 10,000 – 12,000 words (excluding annexes and references).

b. Produce the Platform's four (4) Policy Briefs which serve as “think- pieces” for the ASCC Sectoral Bodies information and consideration

The Consultant will produce four (4) policy briefs on issues of significance towards the implementation of the ASEAN Vision 2025, ASEAN Socio-Cultural Community Blueprint 2025 and the sectoral work plans, respective to the work of SLOM. The policy briefs, serving as “think-pieces”, will introduce fresh perspectives on strategic long-term challenges and offer an additional layer of system thinking and analysis that complements and enhances the work of the SLOM. The Consultant is expected to be involved closely in the direction and production process of these reports. Topics of the policy briefs should be aligned to the findings and analysis of the flagship reports to ensure consistency of outputs. The policy brief will range around 3,000 – 5,000 words (excluding annexes and references).

c. Organize and conduct Online Forums for effective sharing of knowledge, case studies and best- practices

The Consultant, with the support of the project officer and ASEAN Secretariat, will organise two (2) online events to provide a forum for stakeholders to share knowledge, experience and best practices on the platform topic. The platform will comprise of relevant thematic sessions with the participation of stakeholders including but not limited to policy-makers from the relevant ASCC Sectors, subject matter experts and thought leaders from all professional backgrounds, and policy practitioners to inform policy decisions from the ground perspective. The Consultant will prepare substantive aspects of the forums including the preparation and finalisation of the concept note and agenda, presentations, and synthesis report, and act as a resource person/moderator for the forums. The Consultant shall also identify and contact relevant resource persons for the forums which may include key informant interviewers for the flagship reports.

The indicative topics to be covered in the deliverables are available in **Annex A. Substantive Requirement**.

3.1. PROJECT OVERVIEW

The project aims to put in place an effective research and development framework for ASCC Sectoral Bodies that would produce deliverables in the form of (i) two flagship reports, (ii) four policy briefs, and (iii) two online forums.

Consultant for the ASEAN Socio-Cultural Community (ASCC) Research and Development Platform on Future of Work

For implementing the ASCC Research and Development Platform on Future of Work, the project seeks to hire a team of expert Consultant who will assist in the development of the aforementioned series of research outputs.

The Consultant is expected to have extensive expertise and network in the key areas prioritised by the sector/s under the purview of the Labour and Civil Service Division (LCSD), particularly in labour and employment sector in the region.

The Consultant shall report directly to the ASCC Analysis Division and work closely with the ASCC Analysis Division as the lead division and the Labour and Civil Service Division (LCSD) of the ASEAN Secretariat as the supporting division for this project.

3.1.1. Duration of Service

The Consultant will be engaged in the main activities as indicated which will take place from 1 July to 31 December 2024 (6 months). The proposed indicative timeline of the project, which can be further discussed with the reporting parties, is specified below:

No.	Activities	Indicative Timeline
1.	First drafts submission of the Flagship Report and Policy Briefs of Topic 2	August 2024
2.	Online Forum of Topic 2	September 2024
3.	Revised drafts submission of the Flagship Report and Policy Briefs of Topic 2	September 2024
4.	Target of endorsement of the revised drafts of Topic 2 by the ASEAN Secretariat and ASEAN	October 2024
5.	First drafts submission of the Flagship Report and Policy Briefs of Topic 3	October 2024
6.	Online Forum of Topic 3	November 2024
7.	Revised drafts submission of the Flagship Report and Policy Briefs of Topic 3	November 2024
8.	Target of endorsement of the revised drafts of Topic 3 by the ASEAN Secretariat and ASEAN	December 2024
9.	Project Closing	December 2024

3.1.2 Funding and Payment Scheme

The funding for the Consultancy project shall be obtained from the ASEAN-Korea Cooperation Fund. Consultant service funds will be released based on the following schedule:

No.	Upon Submission to the ASEAN Secretariat of the following work	Payment Schedule	Amount
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1.	Concept note and agenda for the online forum, conduct of online forum and synthesis report for Topic 2	Upon approval of the ASEAN Secretariat of the submitted concept note and agenda prior to the online forum, completion of the online forum, and synthesis report after the online forum for Topic 2	10%
2.	Flagship report, first and second policy briefs for Topic 2	Upon approval of the ASEAN Secretariat of submitted one flagship report and two policy briefs for Topic 2	40%
3.	Concept note and agenda for the online forum, conduct of online forum and synthesis report for Topic 3	Upon approval of the ASEAN Secretariat of the submitted concept note and agenda prior to the online forum, completion of the online forum, and synthesis report after the online forum for Topic 3	10%
4.	Flagship report, and third and fourth policy briefs for Topic 3	Upon approval of the ASEAN Secretariat of the submitted flagship report and two policy briefs for Topic 3	40%

3.1.3 Location

The location of the assignment will be in the country of the specialist. All meetings will be held virtually through video conferencing platform. The vendor is also expected to be easily reachable through WhatsApp and e-mail for easier communication and coordination. Coordination meetings with consultant and ASEAN Secretariat may be convened when deemed necessary.

As internal review mechanism, the ASEAN Secretariat through the ASCC Analysis Division and LCSD will provide inputs to the draft flagship reports and policy briefs and provide advice vis-a-vis the priorities of SLOM, where relevant, as well as facilitating in the dissemination of the reports and communications with SLOM and Senior Officials Committee for the ASEAN Socio-Cultural Community (SOCA). All outputs will be extensively reviewed by ASEAN Secretariat and ASCC Sectoral Bodies through feedback and ad-referendum consultations. The outputs also may be shared with the Mission of ROK to ASEAN and the AKPMT for possible additional feedback before finalization and publication.

3.2. PROJECT REQUIREMENTS

The prospective bidder is required to submit the following:

- Technical Proposal

Interested candidates including consulting firms and individual consultants are invited to submit an application package in English including the following documents and requirements.

1. Provide institution/company profile that highlights the background of the company or cover letter with summary of relevant experience for individual applicants;
2. Provide Curriculum Vitae (CV) for all personnel to be involved in the project that highlights the following criteria:
 - Ten (10) years of experience in consulting/advisory services with regional or international organisations. The consultant shall demonstrate extensive body of recognised research work, publications, or consultancy work utilised by international or regional institutions or national governments; Demonstrable experience and good understanding of the specific social development concerns or issues, either cross-cutting or not, in reference to the specific identified needs of the ASCC division;
 - Ten (10) years of research and fieldwork experience on labour, employment including workers with disabilities and women, human resources development, productivity, development, public policy, or other relevant fields related to the topics of flagship report and policy briefs. Expertise on ASEAN or Southeast Asian region is preferred.
 - Provide a dedicated team working on this project to manage and implement the various deliverables; with the team leader have advanced degree (Master's degree, preferably PhD) in development sector or other relevant area of expertise pertaining to labour and employment in the ASEAN region.
 - Have previous experience in providing consultancy or advisory services for ASEAN projects and initiatives, experience in working with ASCC context is preferred.
3. Provide verifiable portfolio of previous consultancy/publications that are consistent in quality to the ToR, including a client list with three of current or past clients that can be used for reference checking. Sample of related research publications should be submitted.
4. Provide clear methodology and research framework for the whole project which clearly outlines objectives and project approach, including but not limited to the methodology used to data collection.
5. Provide detailed timeline of the activities with proposed deliverables within the stipulated timeframe.

4 RFP REQUIREMENTS PROCESS

4.1 PROPOSAL SUBMISSION INSTRUCTION

- a. All proposals must be submitted in English.
- b. **Vendors should not include any financial/cost data in the Technical Proposal, but only in the separate envelope titled Financial Proposal. Failure to adhere to this will lead to disqualification.**
- c. The proposal should be concisely presented and structured, and should explain in detail the Vendor's availability, experience and resources to provide the requested services.
- d. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
- e. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
- f. All communications with regard to this RFP shall be in writing and send to:

Procurement Unit
Administration and General Affairs Division
ASEAN Secretariat
Email : procurement@asean.org

4.2. CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals must be submitted not later than **Wednesday, 15 May 2024** as per following direction:

4.2.1. HARDCOPY (preferable)

The Technical and Finance Proposals must be submitted separately in two different envelopes, in two sets i.e. original and a copy, 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 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.

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

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

4.2.2. SOFTCOPY

The Technical and Financial proposals shall be sent separately to the following email address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
Email: procurement@asean.org

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;

- i. **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;
- ii. **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;

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 bidders and IDR for local bidders**.

3. Do not mention the password in body email.

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

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

As stated in Annex A – Term of Reference

4.3.3 Pre-Bid Meeting

No prebid meeting is required.

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	July – December 2024 (6 months)	Vendor to describe the duration
2	Outputs of project	1. Produce two Flagship Reports which are targeted at assessing current trends within the sector in ASEAN including submission of the data collected during the data collection process. 2. Produce two Policy Briefs which serve as “think-pieces” for the ASCC Sectoral Bodies information and consideration, including submission of the data collected during the data collection process. 3. Organise and conduct two Online Forums for effective sharing of knowledge, case studies and best-practices.	Vendor to comply by providing a technical proposal describing items in Appendix 4 of this RFP including information on the methodology to deliver these expected outputs and how each output would address the topic and provide inputs to ASEAN policy makers in preparing for the future of work
3	Qualification criteria	Interested institutions are invited to submit an application package in English including the following documents and requirements. 1) Provide institution/company profile that highlights the background of the company or cover letter with summary of relevant experience for individuals applicant; 2) Provide Curriculum Vitae (CV) for all personnel to be involved in the project that highlights the following criteria: • Ten (10) years of experience in consulting/advisory services with regional or international organisations. The consultant shall demonstrated extensive body of recognised research work, publications, or consultancy work utilised by international or regional institutions or national governments; Demonstrable experience and good understanding of the specific	Vendor to comply and provide evidence

		social development concerns or issues, either cross-cutting or not, in reference to the specific identified needs of the ASCC division; • Ten (10) years of research and fieldwork experience on expertise on labour, employment including workers with disabilities and women, human resources development, productivity, development, public policy, or other relevant fields related to the topics of flagship report and policy briefs. Expertise on ASEAN or Southeast Asian region is preferred. • Provide a dedicated team working on this project to manage and implement the various deliverables; with the team leader have advanced degree (Master's degree, preferably PhD) in development sector or other relevant area of expertise pertaining to labour and employment in the ASEAN region. • Have previous experience in providing consultancy or advisory services for ASEAN projects and initiatives, experience in working with ASCC context is preferred. 3) Provide verifiable portfolio of previous consultancy/publications that are consistent in quality to the ToR, including a client list with three of current or past clients that can be used for reference checking. Sample of related research publications should be submitted. 4) Provide clear methodology and research framework for the whole project which clearly outlines objectives and project approach, including but not limited to the methodology used to data collection. 5) Provide detailed timeline of the activities with proposed deliverables within the stipulated timeframe.	
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APPENDIX 3
Price
To be submitted in the Financial Proposal

Sample

No.	Description	Unit	Price
1	Consultancy fee (payment in tranches as stated in section 3.1.2 of RFP)	6 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 emails	
3	The email must be protected by different passwords for the following: i. Technical Proposal ii. Financial Proposal	
4	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 have been addressed accordingly	
3	Schedule of delivery	
4	Manpower/consultant requirement	
5	List of vendor's equipment (if any)	
6	Customer Reference Customer testimonials on the similar project	
7	Company profile	
8	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number	
9.	Authority of signatory	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount (excluding value added tax)	
3	Payment schedule	

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**