



ASEAN SECRETARIAT

Terms of Reference

INTEGRATION OF ARC LEGAL DATABASE WITH TREATY DATABASE

Prepared by : Information Resources Management Division (IRMD)
Date : 29 April 2024

1 BACKGROUND AND CURRENT STATUS

The Association of Southeast Asian Nations (ASEAN), comprises of ten Member States, namely: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Thailand, Singapore and Viet Nam, was established in 1967 by the five founding Members.

The ASEAN Secretariat (ASEC) was set up in February 1976 by the Foreign Ministers of ASEAN. The basic function of ASEC is to provide support for greater efficiency and coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities.

Strengthening ASEC is one of the key elements in implementing and realizing the ASEAN Community Vision 2025. Community Affairs Directorate (CMAD), comprises Community Relations Division (CRD) and Information Resources Management Division (IRMD), in collaboration with Treaty Division of the Legal Services and Agreements Directorate (LSAD) would like to strengthen their current facilities to enhance their services. The collaboration is aimed to deliver a maximum result in providing ASEAN related information and to provide a one-stop ASEAN information portal to ASEC staff, ASEAN Member States officials, ASEAN Community, ASEAN Dialogue Partners, External Partners and beyond.

ASEAN Website (<https://asean.org>), maintains by CRD, is the main portal of ASEAN. ASEAN Legal Instruments Database (Treaty Database), maintains by Treaty Division, is a database that records all legal instruments entered into among ASEAN Member States as well as those that were concluded between ASEAN or ASEAN Member States and External Parties. ASEC Resource Centre (ARC) Database, maintains by IRMD, is a database that maintains ASEC Library and Archives collections, including ASEAN Legal Instruments. ARC Database has been integrated with the ASEAN Website.

To provide easy access and seamless collaboration, Treaty Division and IRMD have been decided to merge the two Legal databases into one single Legal database and integrate it with the ASEAN Website. In relation to this, ASEC would like to engage a vendor which will work with the IRMD, CRD (ASEC Webmaster) and Treaty Division (ASEC Team), to merge the functions of the ARC Legal Database and the Treaty Database.

The project, essentially, aims to integrate, merge and migrate all of the needed functions and design layouts of the two Legal Databases, to improve or add new fields as needed, to further refine the access rights and search functions, to implement the Digital Right Management (DRM) system, to migrate and merge the data. In addition, the project also aims to enhance and modify the Project Agreement Database, to enhance the overall ARC Database functions, such as the functions of ARC Articles, Speeches, and Statements databases, as well as to strengthen overall the ASEAN Website's security.

For this purpose, ASEC invites applications from prospective vendors to undertake the assignment of **Integration of ARC Legal Database with Treaty Database** project and to work closely with ASEC Team in developing the system.

2 SCOPE OF WORK

The selected vendor is required to demonstrate knowledge and skills warranting that they will be able to implement this project successfully according to the intended timeline.

The selected vendor should provide a clear methodology and approach in carrying out this assignment. They will be responsible for accurately fulfilling the described tasks in a timely and professional manner and to provide regular updates to the ASEC team throughout the period of the consultancy.

The selected vendor shall make progress reports on the assigned task to ASEC Team as follows:

1. An Inception Report which includes clear methodology, detailed work plan, and proposed conceptual module, due in the 2nd week following the commencement date;
2. Monthly Progress Reports;
3. A Final Report which contains clear documentation of all technical data, source files, user manuals, etc., due in 2 weeks upon project completion.

And also, to deliver the following:

1. A more secure and reliable system to protect network security and ensure confidential collection are well protected and can only be accessed by authorised personnel;
2. Full integration with the ASEAN Website - the new system shall provide a seamless and secure access to the new Legal Database and facilitate easy data searching from all platforms (the ASEAN Website and respective database);
3. Full data migration from the current Legal databases to the new Database;
4. A more user-friendly experience when searching and exploring the Database; all pages will provide the same look and feel, reliable, fast and convenient retrieval system;
5. A comprehensive and systematic user guideline and technical support guideline;
6. Necessary trainings to be provided to the users and the administrators;
7. Provide immediate support during the implementation and warranty period.

The selected vendor is expected to complete the project within 12 (twelve) months. However, the selected vendor may indicate a different schedule/duration with reasonable justification.

The contract for this assignment will be issued by the ASEC. The selected vendor shall report and work closely with ASEC Team. The ownership of the system and its documentation shall rest with ASEC. The concept and design of the system shall be the intellectual property of ASEC.

Indicative Timeline

No.	Indicative Activities	Estimated Duration
1	Strategy and Assessment	
1.1	Conduct a needs assessment/analysis exercise	2 weeks
1.2	Conduct assessment on existing Treaty Database, ARC Database and ASEAN Website	

1.3	Submit an inception report, comprised of a clear methodology, detailed work plan, timeline, and proposed conceptual model, as well as staffing and management plans for each activity for ASEC's approval	
1.4	Provide briefing and clarification	
2	Design, Development and Implementation	
2.1	Develop the system	8 months
2.2	Provide briefing and clarification	
2.3	Perform testing, data migration, data integration	
2.4	Develop Training Plan and conduct training	
2.5	Conduct UAT	
2.6	Conduct Pilot Trial	
3	Operate and Review	
3.1	Deploy and Configure the system	2,5 months
3.2	System Go-Live	
3.3	Submit a final report and related documents of the entire project	

2.1 PROJECT OVERVIEW

The broad outputs of selected vendor will encompass the following:

1. The platform shall be developed using a trusted, supported, high security solution that is readily available in the market.
2. Integrate and merge the data and the functions of the Treaty Database with ARC Legal Database. The integration can be done by enhancing the current ARC Legal Database or developing a new database as needed. The new database should be integrated with the ASEAN Website and ARC Database;
3. Create Analytics Dashboard; consist of: Number of Agreements, Annexes, Instruments of Ratification, Instrument of Acceptance, Instruments of Approval, Instruments of Accession, and Notification, numbers of Legal Instruments or Agreements that are In Force, Not in Force, terminated, superseded, and repealed based on its category under the ASEAN Political Security Community, ASEAN Economic Community, ASEAN Socio-Cultural

Integration of ARC Legal Database with Treaty Database

Community, dialogue partners, sectoral dialogue partners, international organisation and other countries, development partners, others;

4. Add/Create Administrator access with the ability to add new data (e.g. New country and organisations), delete, categorise, edit contents, and upload documents, etc.;
5. Ability to export information on certain pages from the database;
6. Enhance ARC Database search function for faster results;
7. Enhance and modify the Project Agreement Database;
8. Enhance ARC Articles, Speeches, and Statements databases, such as refining the structures and/or creating new structures, as well as modifying other functions as needed;
9. Implement Digital Right Management (DRM) system;
10. Enhance Classification functions;
11. Enhance Reporting functions;
12. Enhance the ASEAN Website's security;
13. Provide pre-Project Finalisation, which comprises:
 - a) Testing & Debugging (Positive testing, Random testing, Internal testing, Acceptance testing, Debugging, Fixing);
 - b) Conduct of Pilot Trial before full-scale implementation to identify issues and knowledge gaps, fine tune to iron out any mismatch requirement issues;
 - c) User Acceptance Test;
 - d) Maintenance and performance tuning;
 - e) Provision of adequate training to the users and administrators for daily operations;
 - f) Ensure proper hand-over of deliverables with complete report and documentation, including back-end user manual and administrator guidelines;
14. Provide Warranty, Maintenance and Coverage of Licensing fee:
 - a) Provide a 12-month warranty period, to ensure that necessary revisions will be made to meet the criteria described in this TOR;
 - b) Provide support in updating, patching, debugging, or otherwise correcting any problem on the database environment during the warranty period to guarantee a smooth running of the database's operations.
 - c) An additional a 12-month maintenance and monitoring system period **at no cost to ASEC** after the expiry of the warranty period in the above point a), covering:
 - i. Maintenance, debugging or otherwise correcting any problem on the web database environment; and

- ii. Ad-hoc technical support. In case of emergency, the expected response shall be within 3 hours.
- d) Provide a 36-month licensing fee, if any, which shall include all necessary software, plug-ins and user licenses, if needed, for smooth running of the website/database.

2.2 PROJECT REQUIREMENTS

Any interested companies/firms are invited to submit a proposal in the English language which shall include the following requirements and documents:

- a. A reputable company/firm with extensive experience in developing library database/archive database/document management system/content management system database (please provide the relevant documents);
- b. Has excellent knowledge of recent trends in library databases/document management systems, especially Wordpress database (please provide the relevant documents);
- c. For overseas bidder, it is mandatory to have a representative office in Jakarta (please provide the relevant documents);
- d. Please also provide relevant documents for the following:

1. Technical

- a. Provide a clear methodology, work plan, and proposed conceptual module, including pre-project finalisation process;
- b. Provide relevant samples (in videos, PowerPoints slides, web links, working portals, or other formats.) of similar projects that have been previously made;
- c. Provide a dedicated team for this project, composed of at least:
 - i. Project manager;
 - ii. Lead developer;
 - iii. Full Stack Developer(s);
 - iv. UI/UX Designer(s);
 - v. Trainer(s).
- d. All personnel assigned should provide a Curriculum Vitae (CV) that highlights his/her educational background, specialty and experience (Mandatory to have experience in Wordpress database and integration with other system);
- e. Provide Support during Warranty and Maintenance period as well as Coverage of Licensing fee in accordance with the point 14 above.

2. Financial

A detailed financial proposal indicating the costs (IDR for local bidders and USD for international bidders) is required for undertaking the assignment.
