



ASEAN SECRETARIAT

Request for Proposal

Development of AADMER Work Program 2026-2030

**PROPOSAL MUST BE RECEIVED BY:
Monday, 18 November 2024**

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

Prepared by : Disaster Management and Humanitarian Assistance
Division
Date : 18 October 2024

1 EXECUTIVE SUMMARY

Since the signing of the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) in 2005 and its entry into force in 2009, ASEAN has made significant progress in strengthening disaster management in the region. However, the increasingly complex and uncertain disaster risk landscape necessitates ASEAN to continue to strengthen disaster resilience in the region. As the current AADMER Work Programme will come to an end by 2025, a new edition of the Work Programme needs to be developed.

The ASEAN Secretariat, under the guidance of the ASEAN Committee on Disaster Management (ACDM), is implementing a project on “Development of AADMER Work Programme 2026-2030”. This project aims to develop AADMER Work Programme 2026-2030 which will guide ASEAN in further enhancing disaster management in the region and strengthen its endeavours to be a global leader in disaster management. The Project is funded by Japan-ASEAN Integration Fund (JAIF).

The key deliverable of the project is the AADMER Work Programme 2026-2030 (in soft and printed copies), which is expected to be adopted by the ASEAN Ministers in-charge of Disaster Management prior to its launching on the sidelines of the 13th Meeting of the ASEAN Ministerial Meeting on Disaster Management (AMMDM) tentatively in October/November 2025. Additional supporting and publication materials to be developed include a short video, and infographics for social media.

A consultant team will be recruited to support the development of the documents and materials. The engagement period of the Consultant Team will be from 1 December 2024 to 31 December 2025.

2 BACKGROUND AND CURRENT STATUS

The ASEAN Agreement on Disaster Management and Emergency Response (AADMER), a legally binding regional agreement, was signed on 26 July 2005 and entered into force on 24 December 2009 to guide the regional cooperation in the field of disaster management and emergency response. Since the AADMER's entry into force in 2009, three AADMER Work Programmes (AWP) have been developed by the ASEAN Committee on Disaster Management (ACDM), namely the AADMER Work Programmes 2010-2015, 2016-2020, and 2021-2025, which is currently on going. These documents are guided by the vision set by the AADMER to "build a region of disaster-resilient nations, mutually assisting and complementing one another, sharing a common bond in minimising adverse effects of disasters in pursuit of safer communities and sustainable development". Moreover, the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) has been established and operationalised since 2011 as the main operational engine for the implementation of AADMER.

The implementation of the AADMER Work Programmes has led to significant improvements in ASEAN's capacity to monitor, prevent, mitigate, prepare and response to disasters. A number of tools have been developed and managed by the AHA Centre, including ASEAN Disaster Information Network (ADINet), Emergency Operating Centre (EOC), Disaster Monitoring and Response System (DMRS), the Disaster Emergency Logistics System for ASEAN (DELSA) and ASEAN-Emergency Response and Assessment Team (ASEAN-ERAT). A number of strategic documents, regional guidelines and frameworks have also been adopted and applied, such as ASEAN Declaration on ONE ASEAN, ONE RESPONSE: ASEAN Responding to Disasters as One in the Region and Outside the Region, ASEAN Vision 2025 on Disaster Management, Bandar Seri Begawan Declaration on the Strategic and Holistic Initiative to Link ASEAN Responses to Emergencies and Disasters (ASEAN SHIELD), ASEAN Leaders' Declaration on Sustainable Resilience, ASEAN's Standards Operating Procedures for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP), ASEAN Joint Disaster Response Plan, ASEAN Framework on Anticipatory Action in Disaster Management, and ASEAN Regional Action Plan on Protection, Gender and Inclusion in Disaster Management.

Localization continued to be enhanced through the strengthening of the capacity of ASEAN Member States in disaster management via a number of programmes, including AHA Centre Executive (ACE) Programme, AHA Centre Executive Leadership in Emergency and Disaster Management for ASEAN Programme (ACE LEDMP), Disaster Risk Management Capacity Building for AMS (D-CAB) Programme, and the annual Senior Executive Programme on Disaster Management (SEPDM).

Cross sectoral collaboration, synergy and a whole-of-ASEAN approach have been further promoted through, among others, the works of Technical Working Group on Civil Military Coordination, Technical Working Group on Protection, Gender and Inclusion, and the rejuvenation of the Joint Task Force to Promote Synergy with Other Relevant ASEAN Bodies on Humanitarian Assistance and Disaster Relief (JTF HADR) to the ASEAN Disaster Resilience Platform in 2021, consisting of 13 ASEAN Sectoral Bodies from three pillars of ASEAN Community, and the AHA Centre.

In line with the ASEAN Vision 2025 on Disaster Management, ASEAN's global leadership in disaster management continued to be showcased through the conduct of the ASEAN Strategic Policy Dialogue on Disaster Management (SPDDM), ASEAN Interregional Dialogue on Disaster Resilience, and ASEAN Disaster Resilience Forum. ASEAN Member States have co-hosted major international and regional events on disaster management events, such as Global Platform for Disaster Risk Reduction (GPDRR), Asia Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR). ASEAN also actively participated in these events.

However, despite ASEAN's continuous efforts in enhancing disaster management in the region, disaster risk landscape is increasingly complex and uncertain. The experience of COVID-19 pandemic, combined with the persistent reality of climate change has reshaped and expanded disaster riskscape in the region. Climate change increases the frequency and intensity of disasters which reverses hard-won development gains by decades. The Asia Pacific Disaster Report 2023 projects that under a scenario of 2°C warming, the economic losses due to disasters could reach nearly \$1 trillion or 3.1 per cent of the regional GDP in Asia Pacific, including Southeast Asia. In the ASEAN region, the climate-related risk is complicated by rapid urbanisation, economic disparity, zoonotic disease risks, possible natural hazard-triggered technological accidents, and transboundary disasters, among others. This increasingly complex risk landscape has provided challenges in further building a disaster resilient ASEAN Community.

To address these challenges, ASEAN should continue to strengthen disaster resilience in the region. As the current AADMER Work Programme will come to an end by 2025, a new edition of the Work Programme needs to be developed.

3 SCOPE OF WORK

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

3.1 PROJECT OVERVIEW

The purpose of the Consultancy is to develop AADMER Work Programme (AWP) 2026-2030. The AADMER Work Programme 2026-2030 is expected to be adopted by the ASEAN Ministers in-charge of Disaster Management prior to the launching on the sidelines of the 13th AMMDM Meeting to be held in October/November 2025.

The outputs of the project are as follows:

Outputs (direct project results)	Indicators (to measure project achievements)	Sources/Mean of Verification
Final document of AADMER Work Programme 2026-2030.	Final document of AWP 2026-2030 is submitted and adopted by AMMDM.	Meeting minutes/statement of AMMDM. Presentation files of final version of AWP 2026-2030
	Detailed work plan for the development of the AADMER Work Programme 2026-2030 is available by December 2024	Inception Report.
	Data collection process is conducted, including consultation with ACDM working groups, ACDM, ASEAN Secretariat, AHA Centre, relevant ASEAN Sectoral Bodies/Centres/Entities, partners, and other relevant stakeholders by March 2025.	Report/presentation files of progress to the ACDM Task Force/ACDM Working Groups/ACDM
Publication materials of AWP 2026-2030	Drafting process is conducted, which also include consultative meetings with ACDM working groups, ACDM, ASEAN Secretariat, AHA Centre, relevant ASEAN Sectoral Bodies/Centres/Entities, partners and other relevant stakeholders by October 2025.	Report/presentation files of progress to the ACDM Task Force/ACDM Working Groups/ACDM
	One short video is available and used for launching of AWP 2026-2030 by September 2025.	The short video and its use during the launching.
	Three infographic materials are produced for publication in social media by September 2025.	The infographic materials produced for social media.
	Soft copy and printed version of AWP 2026-2030 is available to be	Soft copy and printed version of AWP 2026-2030

	disseminated to AMS and ASEAN external partners by December 2025.	
Main Activities: The development of AADMER Work Programme 2026-2030 by the Consultant Team will include the following activities: 1. Prepare the detailed work plan for the development of the AADMER Work Programme 2026-2030, which will be part of Inception Report. 2. Conduct data collection, including: - Desk review/literature review of relevant documents. - Key informant interviews/focus group discussions with each of AMS NDMOs, ASEAN Secretariat, AHA Centre, relevant ASEAN Sectoral Bodies/Centres/Entities, external partners and other relevant stakeholders. - Focus group discussions/consultative meetings with ACDM working groups, ACDM, ASEAN Secretariat, AHA Centre, relevant ASEAN Sectoral Bodies/Centres/Entities, external partners and other relevant stakeholders. This data collection will include: - Assessing the whole progress of 20 years of the implementation of AADMER and its three Work Programmes in strengthening disaster management in the region, including the review of the Key Performance Indicators of the implementation of AADMER Work Programme 2021-2025, lessons from 13 years of AHA Centre's operation, and identify results, best practices, lessons learned, gaps and challenges to be taken into consideration in the AADMER Work Programme 2026-2030. - Identifying relevant elements from the current ASEAN Vision 2025 and ASEAN Socio-Cultural Community (ASCC) Blueprint 2025, the upcoming ASEAN Community's Post-2025 Vision and ASCC Post-2025 Strategic Plan which are being developed, ASEAN strategic guiding documents on disaster management as well as regional and global disaster management frameworks or related frameworks, to be incorporated into the AADMER Work Programme 2026-2030. - Identifying relevant aspects from the recent, dynamic, and evolving disaster risk landscapes in the region, to be addressed in the AADMER Work Programme 2026-2030. 3. Draft the AADMER Work Programme 2026-2030, which will include consultative meetings with ACDM working groups, ACDM, ASEAN Secretariat, AHA Centre, relevant ASEAN Sectoral Bodies/Centres/Entities, partners and other relevant stakeholders. This drafting process will include identifying components and developing the content of the AADMER Work Programme 2026-2030, including priority programmes, expected outcomes, outputs, indicative work plan, implementation arrangements, resources, and monitoring and evaluation framework. 4. Develop a short video for launching of the AADMER Work Programme 2026-2030. 5. Develop three infographic materials for social media. 6. Design and format the AADMER Work Programme 2026-2030. 7. Produced printed version of the AADMER Work Programme 2026-2030 (150 copies). The Consultant Team shall also be participating in the project evaluation that will be organised at the end of project implementation.		

3.2 PROJECT REQUIREMENTS

Institutional Arrangement

The Consultant Team will work under the guidance and supervision of the Disaster Management and Humanitarian Assistance Division (DMHAD) of the ASEAN Secretariat and the ACDM Task Force for the Development of AADMER Work Programme 2026-2030, which consists of representatives from ACDM Focal Points.

The Consultant Team is expected to update and consult with the ACDM Task Force on the progress in the development of AADMER Work Programme 2026-2030 during the regular meetings of the Task Force.

The Consultant Team will also be working closely with a Project Officer of DMHAD who will provide technical and administrative support for the implementation of the project.

Funding and Logistics Arrangements

The project is funded by the Japan-ASEAN Integration Fund (JAIF).

The Consultant Team shall be based in Jakarta. Key informant interviews/focused group discussions are expected to be conducted in person.

While most of interviews/focused groups discussions/consultations with ASEAN Member States or partners outside Indonesia will be conduct online, onsite consultative meetings will be convened back-to-back or during the following meetings:

1. 46th Meeting of ACDM, tentatively in May/June 2025 in Cambodia (1 day meeting).
2. Meeting of ACDM Working Group on Prevention and Mitigation (time and country are TBC, 1 day meeting).
3. Meeting of ACDM Working Group on Preparedness and Response, (time and country are TBC, 1 day meeting).
4. Meeting of ACDM Working Group on Global Leadership (time and country are TBC, 1 day meeting).
5. 47th Meeting of ACDM/13th Meeting of ASEAN Ministerial Meeting on Disaster Management (AMMDM) and launching events, tentatively in October/November 2025 in Cambodia (3 days meeting).

The travel arrangement for max. three (3) persons of the Consultant Team shall be covered by the Consultant Team itself. Therefore, travel costs for the Consultant Team to attend the above-mentioned consultative meetings should be included in the finance proposal.

The Consultant Team should also count the cost for developing a short video for launching of the AADMER Work Programme 2026-2030, producing three infographic materials for social media, designing and formatting the AADMER Work Programme 2026-2030, and producing of 150 copies of printed version of the AADMER Work Programme 2026-2030 in the finance proposal. The expected qualifications for the printed version are as follows:

SPECIFICATIONS	COVER	CONTENT
3.2.1 SIZE	A4 size: Folded: 21 x 29.7 cm Open: 42 x 29.7 cm	Consists of: Texts, tables, graphics, charts
3.2.2 COLOR	4/0	4/4
3.2.3 TYPE OF PAPER	Hardcover (Hardboard 3mm covered with Art Carton 190gr)	BC Paper 150gr
NUMBER OF PAGE	TBC	
NUMBER OF COPY	150 printed copies	
NUMBER OF HARD DUMMY	Up to 3 x hard dummies	
BINDING	Perfect binding (Stiches + Hot Glue)	
FINISHING	Laminate Doff 1/0 (single side) on Cover	

I Duration of Assignment

The engagement period for the Consultant Team is from 1 December 2024 to 31 December 2025.

3.3. VENDOR'S QUALIFICATION

The Consultant Team shall ideally be able to satisfy the following qualifications:

- A. Qualifications of institution:
 - Proven track record of at least 3 years' experience in developing work programme/programme design/strategic documents, including those in disaster management. (**Note:** Mandatory to provide the best sample of relevant previous works, list of relevant works, list of projects in the last 3 years).
 - Demonstrated clear and comprehensive plan for addressing the project requirements and deliverables, including a systematic and well-defined approach for each task, a realistic timeline, and a clear description of the methodology and approach to be used to deliver all projects outputs (**Note:** Mandatory to provide clear proposed methodology, approach and timeline to deliver all outputs).
 - Demonstrate the ability to allocate personnel and resources to implement and meet the project requirements and deliverables (**Note:** Mandatory to provide leadership team and organization structure of the institution, along with the number and specific skills of the proposed team members).
- B. Qualifications of the Consultant Team:

The Lead Consultant or Team Leader should hold:

- Master's degree with 15 years of experience or a Doctoral degree/PhD with 10 years of experience in Disaster Management, Climate Change, International Development, Public Policy, or other relevant fields.
- Sound knowledge of disaster management, risk reduction programs and practices and good understanding of results-based management concepts.
- Familiarity with the ASEAN and its regional framework/mechanisms in disaster management, especially on the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) and its work programmes.
- Track record of work experience in the ASEAN region in developing regional or national work programme, work plan development, including those in disaster management.
- Experience in supporting and coordinating operational activities such as surveys, focus groups, workshop with ASEAN stakeholders, government consultations, dissemination events.
- Excellent command of English, both written and spoken, with strong drafting and presentation skills, as well as strong performance of analytical skills and critical thinking.

(Note: Mandatory to provide CV and all samples/proof or listing with summary/abstract of previous works undertaken with relevant organisations/institutions).

The members of the Consultant should hold:

- At least Master's degree in Disaster Management, International Development, Public Policies or relevant fields, or bachelor degree with more than 5 years' work experience in development field.
- Sound knowledge of disaster management, risk reduction programs and practices and good understanding of results-based management concepts.
- Experience in supporting and coordinating operational activities such as surveys, focus groups, workshop with stakeholders, government consultations, dissemination events with track records of working with ASEAN stakeholders.
- Excellent command of English, both written and spoken, with strong drafting and presentation skills, as well as strong performance of analytical skills and critical thinking.
- Familiarity with the ASEAN and its regional framework/mechanisms in disaster management, especially on the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) and its work programmes, is preferred.
- A minimum of three specialists with relevant skillsets (prevention and mitigation, preparedness and response, recovery, training and capacity building, gender and social inclusion, and other skills) and specific allocation of roles/tasks for each team member is required.

(Note: Mandatory to provide CV and all samples/proof or listing with summary/abstract of previous works undertaken with relevant organisations/institutions with relevance to the roles assigned described).

4 RFP REQUIREMENTS AND 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 **Monday, 18 November 2024** by following options:

4.2.1 Hardcopy

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
Jl Sisingamangaraja No.70A
Kebayoran Baru
Jakarta 12110
Indonesia

Compliance

In conformance to the ASEAN Secretariat's Financial and Administrative Rules and Procedures (AFARP), 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; 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 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;**

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;

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 Dollars for international bidders and IDR for local bidders**.

3. Do not mention the passwords in the body of the 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 January 2025**

4.3.2. Implementation/Delivery Schedule

As stated in Annex A – Term of Reference (TOR)

4.3.3 Pre-Bid Meeting

The Pre-bid meeting is to be held virtually as follows:

Date : Friday, 1 November 2024,
Time : 10.00am-11.00am – Jakarta time
Link : <https://meet.google.com/myx-qdmv-wcp>

Participant's confirmation to the pre-bid meeting and questions can be share via email to: procurement@asean.org beforehand.

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

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
	Institution		
1	Proven track record of at least 3 years' experience in developing work programme/programme design/strategic documents, including those in disaster management.	Best sample of relevant previous works, list of relevant works, list of projects in the last 3 years.	Vendor to submit
2	Demonstrated clear and comprehensive plan for addressing the project requirements and deliverables, including a systematic and well-defined approach for each task, a realistic timeline, and a clear description of the methodology and approach to be used to deliver all project outputs.	Proposed methodology, approach, and timeline to deliver all outputs.	Vendor to submit
3	Demonstrate the ability to allocate personnel and resources to implement and meet the project requirements and deliverables.	Leadership team and organisation structure of the Consultant Team, along with the number and specific skills of the proposed team members.	Vendor to submit
	Lead Consultant or Team Leader		
4	Master's degree with 15 years of experience or a Doctoral degree/PhD with 10 years of experience in Disaster Management, Climate Change, International Development, Public Policy, or other relevant fields.	CV	Vendor to submit
5	Sound knowledge of disaster management, risk reduction programs and practices and good understanding of results-based management concepts.	Samples/proof or listing with summary/abstract of previous works undertaken with relevant organisations/institutions	Vendor to submit

6	Familiarity with the ASEAN and its regional framework/mechanisms in disaster management, especially on the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) and its work programmes.	Samples/proof or listing with summary/abstract of previous works undertaken with relevant organisations/institutions	Vendor to submit
7	Track record of work experience in the ASEAN region in developing regional or national work programme, work plan development, including those in disaster management.	Samples/proof or listing with summary/abstract of previous works undertaken with relevant organisations/institutions	Vendor to submit
8	Experience in supporting and coordinating operational activities such as surveys, focus groups, workshop with ASEAN stakeholders, government consultations, dissemination events.	Samples/proof or listing with summary/abstract of previous works undertaken with relevant organisations/institutions	Vendor to submit
9	Excellent command of English, both written and spoken, with strong drafting and presentation skills, as well as strong performance of analytical skills and critical thinking.		Vendor to comply
	Members of Consultant Team		
10	At least Master's degree in Disaster Management, International Development, Public Policies or relevant fields, or bachelor degree with more than 5 years' work experience in development field.	CV	Vendor to submit
11	Sound knowledge of disaster management, risk reduction programs and practices and good understanding of results-based management concept.	Samples/proof or listing with summary/abstract of previous works undertaken with relevant organisations/institutions with relevance to the roles assigned described	Vendor to submit

12	Experience in supporting and coordinating operational activities such as surveys, focus groups, workshop with stakeholders, government consultations, dissemination events with track records of working with ASEAN stakeholders	Samples/proof or listing with summary/abstract of previous works undertaken with relevant organisations/institutions with relevance to the roles assigned described	Vendor to submit
13	Excellent command of English, both written and spoken, with strong drafting and presentation skills, as well as strong performance of analytical skills and critical thinking		Vendor to submit
14	Familiarity with the ASEAN and its regional framework/mechanisms in disaster management, especially on the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) and its work programmes, is preferred.	Samples/proof or listing with summary/abstract of previous works undertaken with relevant organisations/institutions with relevance to the roles assigned described	Vendor to submit
15	A minimum of three specialists with relevant skillsets (prevention and mitigation, preparedness and response, recovery, training and capacity building, gender and social inclusion, and other skills) and specific allocation of roles/tasks for each team member is required	Organisation structure of the Consultant Team, along with the number and specific skills/specialisation of the proposed team members Samples/proof or listing with summary/abstract of previous works undertaken with relevant organisations/institutions with relevance to the roles assigned described.	Vendor to submit

APPENDIX 3
Price Schedule
To be submitted in the Financial Proposal

No.	Description	Quantity	Price /day (USD for International Vendor or IDR for Local Vendor)	Total (USD for International Vendor or IDR for Local Vendor)
1	Consultant Team Fee, which also includes: travelling costs (max 3 persons) to 3 meetings of ACDM Working Groups, 46th ACDM Meeting and 47th ACDM Meeting/13th AMMDM, and launching events; development of short video for launching; developing 3 infographics; designing and formatting; and printing for 150 copies in accordance with the specification requested.	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 (hardcopy)	
3	The envelope must be sealed and labeled accordingly. i. Technical Proposal ii. Financial Proposal	
4	Proposals are submitted in two different emails protected by different passwords. (softcopy)	
5	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 has been addressed accordingly	
3	Schedule of delivery	
4	Manpower/consultant requirement	
5	List of vendor's equipment (if any)	
6	Customer Reference (on 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	
10	Latest audited financial statements	
11	One original signed copy	
12	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	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**