

TERMS OF REFERENCE

Support for the Development and Implementation of Post-2025 ASEAN Strategic Plan on Environment (ASPEN)

The ASEAN Secretariat and the Australian Government, through the Australia for ASEAN Futures Initiative, invite applications from firms, organisations, or joint venture/consortium/association (JCVA) for the above-referenced project. All proposals will be assessed based on their technical quality and value for money.

I. Background

ASEAN cooperation on environment has grown tremendously over the last ten years, guided by the Action Plans of seven Working Groups under the ASEAN Senior Officials on Environment (ASOEN). These efforts have been aligned with the ASEAN Socio-Cultural Community (ASCC) Blueprint 2025, contributing to significant advancements in environment management, policy development, and regional collaboration.

Acknowledging the importance of long-term planning, ASEAN Leaders adopted the Ha Noi Declaration on the ASEAN Community Post-2025 Vision at the 37th ASEAN Summit on 12 November 2020. This declaration set the stage for the development of the ASEAN Community's Post-2025 Vision and attendant document(s), which are expected to be endorsed by the 46th ASEAN Summit in May 2025.

The 34th Meeting of the ASEAN Senior Officials on Environment (ASOEN) underscored the significance of the Post-2025 ASEAN Strategic Plan (ASPEN). This plan will not only guide the future direction of ASEAN's environmental cooperation but will also ensure that ASEAN remains responsive to emerging global environmental challenges and priorities. Central to this strategic direction is the integration of inclusive approaches that reflect the contributions and needs of all sectors of society. By embedding principles of gender equality, disability, and social inclusion into ASPEN, ASEAN aims to address environmental challenges in a manner that fosters social equity and resilience across all ASEAN Member States (AMS).

This inclusive approach will enable ASEAN to more effectively tackle cross-sectoral challenges, such as climate change, biodiversity loss, and environmental degradation, ensuring that the solution benefit a wider array of stakeholders and enhance regional cohesion and reliance.

As ASEAN prepares its Post-2025 agenda, it is crucial for ASOEN to prepare for the development of its Post-2025 sectoral work plan. This plan must consider the latest developments, trends and priorities to ensure that it remains relevant and effective. The goal is to have this work plan adopted and launched by AMME by the end of 2025.

Under the current Action Plan, the Environment sector has seen an expanding ASEAN institutional mechanism with creation of new bodies, centres, and regular meetings, the adoption and implementation of new action plans/strategies, and an

increasing number of multi-year large-scale projects / programmes with Dialogue Partners / partner organisations. Dialogue partners and partner organisations have also shown unprecedented interest to cooperate with ASEAN on environmental issues, especially in emerging issues such as marine plastic debris, circular economy, blue economy, nature-based solutions, and air pollution.

Given the rapidly evolving environmental landscape and the increasing complexity of global environmental challenges, the development of the Post-2025 ASPEN is critical. The strategic plan will serve as a blueprint for ASEAN's environmental efforts, ensuring that the region remains a leader in sustainable development and environmental stewardship.

To achieve these objectives, this project will:

- 1) **Conduct a comprehensive review** of the ASOEN Working Group Action Plans/Frameworks, other relevant action plans, declarations, and institutional arrangements of ASOEN and its Working Groups (e.g. Leaders Statements, TORs and organisational charts of relevant sectoral body(ies)). The review will include:
 - a. Detailed analysis of global developments, emerging trends, cross-sectoral issues, and AMS' priorities in the environment sector, with a particular attention to how these developments impact inclusive, resilient, and sustainable growth and development – including how marginalized and vulnerable groups are affected by environmental issues and strategies. This analysis will ensure that environmental strategies do not inadvertently exclude those who are most affected by environmental challenges.
 - b. Mapping of ASOEN's roles in addressing cross-sectoral issues and initiatives, ensuring inclusion considerations are integrated into the analysis. This mapping will highlight how ASOEN can enhance coordination across relevant sectors and promote inclusive environmental policies and programmes, ensuring that the benefits of environmental protection and sustainability are equitably shared across all groups in society.
 - c. Stakeholder consultation, including perspectives from representatives of underrepresented groups and communities as well as other relevant sectors. The stakeholder consultation may include Key Informant Interviews and/or Focus Group Discussions.
 - d. Recommendations on the way forward, including (i) key elements and priorities for future work plan, (ii) streamlined institutional arrangements for ASOEN and its working groups to better achieve ASOEN's objectives (such as addressing cross-cutting issues like sustainable consumption and production (SCP) through an inclusive lens), and (iii) strategies for ASEON to enhance coordination across relevant sectors and promote inclusive environmental policies and programmes.
 - e. Highlights of achievements and success factors, challenges and lessons learned, gaps, and opportunities.
- 2) **Develop the Post-2025 ASPEN and its monitoring and evaluation framework (including its layout and publication)**, incorporating the findings from the review ensuring that future environmental strategies are inclusive, equitable, and aligned with the region's strategic priorities.
- 3) **Devise a communication strategy, including a public outreach strategy, and conduct socialisation activities to promote the Post-2025 ASPEN**, ensuring that outreach efforts are accessible and inclusive of diverse sectors and groups, including women, men, persons with disabilities, and marginalised communities.

This will ensure that the plan's objectives and benefits are widely understood and embraced. The public outreach strategy will be integrated into and implemented in synchronization with the Communications Plan outlined the Outputs and Deliverables section.

- 4) **Provide project staff arrangements to enhance coordination and logistical support.** This includes one project officer to assist the ASEAN Secretariat in coordinating the project implementation, as well as planning and support for the implementation of the other Aus4ASEAN Futures-supported projects on the environment.

Note: This Project also relates to an ongoing project supported by Aus4ASEAN Futures, namely Building a Climate Resilient Future: A Needs Assessment and Framework for the ASEAN Centre for Climate Change (ACCC).

Relationship to Other Activities

Given the inherently cross-sectoral nature of environmental challenges, the Project will align with a range of ongoing and previous initiatives, both within the environment and across other sectors in ASEAN, as well as globally. This alignment ensures that the Project builds on existing efforts, leverages synergies, and contributes to broader regional and international goals.

ASEAN-wide Initiatives:

- 1) **ASEAN Community Blueprints 2025 (and Strategic Plans 2045?):** The Project supports the environmental and sustainable development objectives outlined in the Blueprints, ensuring alignment with ASEAN's overarching vision for an integrated, resilient, and sustainable community.
- 2) **ASEAN Comprehensive Recovery Framework (ACRF):** By promoting environmental sustainability and resilience, the Project contributes to ASEAN's post-pandemic recovery efforts, as outlined in the ACRF, emphasizing green growth and sustainable development pathways.
- 3) **ASEAN Agreement on Disaster Management and Emergency Response (AADMER) 2025:** This project will support AADMER by incorporating disaster risk reduction and resilience into environmental strategies, addressing climate change impacts and enhancing disaster resilience in the region.
- 4) **ASEAN Gender Mainstreaming and Strategic Framework 2025:** This project will prioritize gender-responsive environmental policies, address unique challenges that climate change and environmental degradation pose to women, and promote sustainable development outcomes that are equitable and inclusive for all genders.
- 5) **ASEAN Declaration on Disability-Inclusive Development and Partnership for a Resilient ASEAN Community:** This project will ensure that environmental strategies are accessible and beneficial to persons with disabilities.

Environment Sector-Specific Initiatives:

- 1) **ASOEN Working Group Action Plans:** The Project builds on key environmental action plans, such as the Regional Action Plan on Combating Marine Debris in AMS (RAP), reinforcing ASEAN's commitments to addressing critical environmental challenges.
- 2) **ASEAN Biodiversity Plan (ABP) and ASEAN Climate Change Strategic Action Plan (ACCSAP):** The ongoing development of these plans directly informs the Project, ensuring it complements biodiversity conservation and climate resilience strategies.

- 3) **ASEAN-Partners strategies and action plans:** The project aligns with collaborative frameworks, such as the ASEAN-MRC Cooperation Framework, Framework of ASEAN-China Environmental Strategy, Japan's Strategic Programme for ASEAN Environment and Climate (SPACE), ASEAN-US Environment and Climate Work Plan to ensure a coherent approach in addressing environmental issues.
- 4) **ASEAN Centres:** The Project will coordinate closely with the ASEAN Centres like the ASEAN Centre for Biodiversity (ACB) and the forthcoming ASEAN Centre for Climate Change (ACCC), contributing to the development of regional capacities and institutional frameworks.
- 5) **Key Reference Documents:** Foundational documents such as the Sixth ASEAN State of Environment Report, the ASEAN Natural Capital Report, ASEAN State of Climate Change Report, ASEAN Climate Finance Strategy, ASEAN Urban Resilience Guidelines, and the Gap Analysis on Circular Economy for Plastics, and ASEAN Declaration on Plastics Circularity, provide critical insights and benchmarks that guide the Project's strategic

Cross-Sectoral Linkages:

- 1) **Circular Economy and Carbon Neutrality Strategies:** Initiatives like the Framework of Circular Economy in ASEAN Economic Community (AEC), the ASEAN Strategy for Carbon Neutrality, and the ASEAN Blue Economy Framework are essential for promoting sustainable economic practices, which the Project supports by integrating environmental concerns into broader economic frameworks.
- 2) **One Health Declaration and ASEAN One-Health Joint Plan of Action:** The project aligns with health and environmental interconnections, supporting ASEAN's One Health approach to enhance human, animal, and environmental health.
- 3) **Work Plans of Relevant Sectors:** The Project will engage with sector-specific work plans in agriculture, forestry, energy, transport, and ASEAN connectivity to ensure cohesive action across sectors.
- 4) **Relevant ASEAN Centres:** The project will also work with other relevant ASEAN Centres such as ASEAN Centre for Energy (ACE), ASEAN Coordinating Centre for Humanitarian Assistance on Disaster Management (AHA Centre), ASEAN Centre for Sustainable Development Studies and Dialogue (ACSDSD) among others.

Global Developments: The Project is also informed by the latest global environmental agreements and frameworks, ensuring ASEAN commitments are consistent with international efforts.

- 1) **United Nations Framework Convention on Climate Change (UNFCCC) and Paris Agreement:** The Project supports ASEAN's contributions to global climate action under the Paris Agreement, promoting mitigation and adaptation measures.
- 2) **Convention on Biological Diversity (CBD) and the Kunming-Montreal Global Biodiversity Framework (KMGBF):** The Project aligns with the global biodiversity targets set by the CBD, ensuring regional biodiversity conservation efforts are strengthened.
- 3) **The Basel, Rotterdam, and Stockholm (BRS) Conventions:** The BRS on hazardous chemicals and waste provide additional frameworks that the Project supports, especially concerning environmental health and pollution.
- 4) **Intergovernmental Negotiating Committee (INC) on Plastic Pollution:** The Project's work on reducing plastic pollution is informed by the ongoing negotiation for an international legally binding instrument (ILBI) on plastic pollution.

Stakeholders and Beneficiaries

The Project's stakeholders and beneficiaries are:

1. AMS:

- **Government Ministries and Agencies:** National bodies responsible for implementing environmental, climate, and sustainability policies, benefitting from the strategic guidance of the Post-2025 ASPEN.
- **ASOEN and Its Working Group:** Key players in shaping regional environmental policies and institutional arrangements, ensuring alignment with national and regional goals and priorities.

2. ASEAN Secretariat:

- **Environment Division:** Supporting the project by providing policy advice and ensuring alignment with regional priorities and global frameworks. As a key beneficiary, the ED will gain strategic direction, enhanced coordination mechanism, and increased policy influence through the development of the Post-2025 ASPEN. To further strengthen its capacity, the project will provide dedicated staff support to enhance coordination and logistical functions. These measures aim to build the Division's capacity for effective project implementation and regional environmental governance
- **Other Divisions:** Engaging with cross-sectoral priorities to integrate environmental objectives across sectors, ensuring a holistic approach to sustainability.

3. ASEAN Centres:

- **ASEAN Centre for Biodiversity (ACB), ASEAN Centre for Climate Change (ACCC):** Providing technical expertise, research and capacity-building support to guide environmental and climate policies under ASPEN.
- **Other ASEAN Centres** (e.g. ASEAN Centre for Energy, ASEAN Coordinating Centre for Humanitarian Assistance on Disaster Management (AHA Centre): Contributing sector-specific insights on energy, disaster resilience and sustainable development.

4. Think Tanks and Research Institutions:

- **Academic and Policy Research Institutions:** Participating primarily through stakeholder consultations, providing evidence-based insights and data that support informed decision-making and innovative approaches for the Post-2025 ASPEN.
- **ASEAN and Regional Think Tanks:** Contributing expert feedback during consultations, offering perspectives on environmental governance, sustainable development, and regional integration to inform policy discussions and capacity-building needs.

5. Private Sector and Business Associations:

- **Private Sector Entities and Business Associations:** Play a role in the implementation of sustainable business practices and benefit from the ASPEN's emphasis on a greener economy. Engaging the private sector will foster public-private partnerships for advancing environmental initiatives.
- **Micro, Small, and Medium Enterprises (MSMEs):** Benefit from the promotion of sustainable practices and resilience building, aligning business practices with regional environmental goals.

6. Civil Society Organisations (CSOs) and NGOs:

- **Environmental Advocacy Groups:** Offering grassroots perspectives on environmental challenges, helping shape inclusive and effective policies.
- **Gender, Disability, and Vulnerability Advocacy Groups:** Ensuring that the project incorporates the voice of underrepresented groups, focusing on equitable and inclusive environmental solutions.

7. Dialogue and Development Partners: Participating in stakeholders consultation processes, Dialogue Partners provide insights and feedback on the first draft of Post-2025 ASPEN. Their involvement strengthens regional collaboration, ensures alignment with international environmental standards, and identifies potential support areas for ASEAN's sustainable development efforts.

8. ASEAN as a Whole: Benefiting from strengthened regional environmental governance and improved sustainable development across all member states. By adopting a gender equality, disability equity, social inclusion, and climate-sensitive approach, the strategic plan will ensure that all communities, particularly women, persons with disabilities, and marginalized populations, are included in ASEAN's environmental efforts. This will contribute to greater environmental resilience, social cohesion, and sustainable economic growth across the region.

Effective review, planning, and monitoring of ASOEN's work will enable AMS to stay informed on the progress on the progress of ASEAN cooperation on environment, identify capacity and resource gaps, and generate critical information for resource mobilisation.

ASEAN stakeholders at large:

The effective implementation of the Post-2025 ASPEN will benefit a wide range of ASEAN stakeholders, including private sectors, MSMEs, and consumers. The project will also benefit ASEAN external partners, informing them of initiatives and programmes where they can provide support or collaborate. By involving stakeholders in the process, the project will allow them to provide inputs on ASEAN's environmental protection efforts, and ensuring their expectations are considered, particularly in the planning process.

II. Needs and Objectives

The goal of the Project is to support environmental cooperation for sustainable development in the ASEAN region through a robust, inclusive, and visionary Post-2025 ASPEN. The project will specifically contribute to ensuring that the Post-2025 ASPEN responds to AMS' priorities, taking into account the assessment of the existing ASOEN Working Group Action Plans, the regional COVID-19 recovery efforts, and emerging issues and priorities in the region.

The expected outcome of this project is that ASOEN make better-informed decisions in the planning of its sectoral work plan for the next ten years to more effectively advance a strong, inclusive and visionary ASEAN cooperation on environment.

III. Outputs and Deliverables

The following is the envisaged list of deliverables under this Project:

- i. **Inception Report** covers approach, scope, review and evaluation questions, methodology, work plan, timeline, stakeholder engagement and consultation plan, and implementation arrangements of the project
- ii. **Comprehensive Assessment Report** on ASOEN Working Group Action Plans/Frameworks and Institutional Arrangements:
 - a. Findings from the review of the ASOEN Working Group Action Plans and other relevant action plans, including institutional arrangements of ASOEN and its working groups. The report will highlight achievements and success factors in ASEAN's environmental efforts, challenges and lessons learned from the implementation of current and previous plans, gaps, and opportunities for improvement in institutional and policy approaches and implementation.
 - b. Detailed analysis of global developments, emerging trends relevant to the environment sector, with particular attention to their impact on inclusive, resilient, and sustainable growth and development – including how marginalised and vulnerable groups are affected by environmental issues and strategies.
 - c. Mapping of ASOEN's roles in addressing cross-sectoral issues and initiatives, ensuring more effective coordination with relevant sectors and inclusion considerations are integrated into the analysis.
 - d. Consultation report capturing stakeholder perspectives, particularly from representatives of underrepresented groups and communities as well as from other relevant sectors.
 - e. Recommendations outlining (i) key elements and priorities for future work plans, (ii) improved institutional arrangements of ASOEN and its working groups to achieve ASOEN's objectives (e.g. how cross-cutting issues such as SCP could be addressed), and (iii) strategies for inclusive environmental outcomes.
- iii. **Preliminary/Interim and Final Draft Post-2025 ASPEN**, consisting of the following:
 - a. Draft Post-2025 ASPEN Document: A well-structured outline and chapters that will define:
 - Vision, goals, strategic framework for ASEAN's environmental sustainability efforts
 - A comprehensive set of implementation strategies, objectives, and actions, including timelines for key milestones.
 - Institutional and implementation arrangements outlining the framework for leadership, coordination, resource requirements and mobilisation plans to effectively execute the strategy.
 - A robust communication plan aimed at actively engaging stakeholders, fostering cross-sector collaboration, and building broad-based support. The plan will ensure that all relevant parties – across sectors and at all levels – are well informed, involved and able to contribute meaningfully to the Post-2025 ASPEN's objectives.
 - b. **Draft Monitoring and Evaluation Framework:**
 - A comprehensive M&E Framework that aligns with the broader ASEAN Post-2025 M&E Framework, ensuring consistency with regional and global standards.

- Adaptation to national contexts, considering the capability and circumstances of each AMS to effectively implement and track proposed indicators.
 - Mechanisms to monitor the progress of national environmental policies and strategies aligned with the Post-2025 ASPEN, including the latter's inclusive and equitable provision.
- c. **Final Draft Post-2025 ASPEN and M&E Framework** (including its layout and publication)
- A finalised version of the Post-2025 ASPEN that incorporates feedback and reflects inclusive and equitable environmental strategies, aligned with ASEAN's regional priorities and goals for sustainable development.
 - A final M&E Framework designed to track and measure the implementation progress, ensuring the effective delivery of environmental outcomes and fostering accountability across all levels of governance.
- iv. **Inputs/Support to Communication Strategy and Products**, consisting of necessary inputs/information and coordination with the selected Communications agency to support the preparation of Communication / Public Outreach Strategy, the launch/dissemination event, advocacy efforts and communication products, outlining the benefits of the Post-2025 ASPEN. The communication products may include a promotional video series, presentation decks, infographics, placemat documents, media and social media content, briefings and reports, and other tailored content to promote the achievements of the existing Action Plans and the Post-2025 ASPEN.
- v. **Project Completion Report**, which would highlight completed activities and outputs, assess project implementation and management, capture learning from the Project, and provide ideas for follow-on projects, if any.

IV. Deliverables and Activities

The Consultant is expected to lead the organisation and facilitation of consultation meetings throughout the implementation of the Project. It is envisaged that the implementation of the Project will include the following activities:

- 1) Desk research and review
- 2) Stakeholder consultations
- 3) Report drafting / formulation
- 4) Inputs/Support to Communication Strategy and Products

Stakeholder consultations could be conducted in more than one phase and various forms, including interface, interviews, focus group discussions, or review of relevant strategies and activities of AMS. The list of stakeholders to be consulted would need to be agreed upon and finalised in the inception phase.

It is envisaged that there will also be at least three major in-person consultations: (i) during desk research and data collection prior to the drafting of the draft Post-2025 ASPEN, to present interim findings of comprehensive review and draft outline of Post-2025 ASPEN, (ii) during the drafting of Post-2025 ASPEN, and (iii) upon delivery of the near-Final Draft Report, which include a regional workshop and stakeholder engagements to consult the stakeholders on the findings and draft Post-

2025 ASPEN. Consultant may also present the updates of the drafting of the Post-2025 ASPEN at ASOEN Working Group Meetings to solicit inputs from WGs.

The First Consultation Meeting will establish foundational insights for the Post-2025 ASPEN. Key objectives include: (i) shaping the direction and structure of the Post-2025 ASPEN; (ii) gathering diverse inputs to identify priority, challenges, and opportunities within the Environment sector; and (iii) defining ASPEN's scope, strategic priorities, and outline to ensure responsiveness to pressing environmental needs while aligning with ASEAN's long-term vision for sustainability and inclusivity.

Expected participants include ASOEN national focal points; Chairs of subsidiary thematic Working Groups on ASEAN Environmental cooperation; representatives from ASEAN Centre for Biodiversity (ACB), ASEAN Specialised Meteorological Centre (ASMC), ASEAN Centre for Climate Change (ACCC), ASEAN Coordinating Centre for Transboundary Haze Pollution (ACC THPC), and ASEAN Centre for Energy (ACE); and ASEAN Centre for Sustainable Development Studies and Dialogue (ACSDSD); Chairs of relevant ASEAN Sectoral Bodies across all ASEAN Community Pillars; and ASEAN Secretariat Desk Officers involved in developing ASEAN Post-2025 Strategic Plans.

The Second Consultation Meeting and Stakeholders Consultation will be held back-to-back to streamline the feedback process and enhance collaboration among stakeholders. This arrangement will facilitate dynamic discussions, allowing feedback gathered during the Stakeholders Consultation to directly inform the refinements discussed in the Second Consultation Meeting.

- **Second Consultation Meeting:** This meeting will focus on refining the Post-2025 ASPEN based on the inputs gathered from initial stakeholder consultations. Key discussions will validate and finalize ASPEN's strategic priorities, objectives, and implementation timelines, ensuring that the plan aligns with ASEAN Member States' goals and integrates cross-cutting priorities such as gender, social inclusion, and environmental sustainability.
- **Stakeholders Consultation:** Serving as a key platform for soliciting diverse input on the first draft of Post-2025 ASPEN, this consultation invites perspectives from a broad range of stakeholders, including Dialogue and Development Partners, civil society groups, private sector/business association and ASEAN representatives. Feedback from this session will focus on refining objectives, identifying potential gaps, and enhancing inclusivity and sustainability measures within the draft plan.

The Third Consultation Meeting will focus on finalising and refining the interim draft of the Post-2025 ASPEN and its M&E Framework. Building on inputs gathered from previous consultations and stakeholder engagements, the meeting aims to address outstanding issues, ensure alignment with ASEAN's priorities, and integrate considerations such as gender equality, disability, and social inclusion. The session will serve as the final platform for in-depth review and consensus-building among ASEAN Member States and relevant stakeholders before the documents are submitted for further approval processes.

Additionally, the Consultant will prepare the Terms of Reference (TOR) and specifications for the production of communication products. This will include necessary inputs/information and coordination with the selected Communications agency to support the preparation of the Communication / Public Outreach Strategy, the launch/dissemination event, advocacy efforts, and communication products that

outline the benefits of the Post-2025 ASPEN. The communication products may include a promotional video series, presentation decks, infographics, placemat documents, media and social media content, briefings and reports, and other tailored content to promote the achievements of the existing Action Plans and the Post-2025 ASPEN.

No	Deliverables	Target Completion Date
1	Inception Report	June 2025
2	Desk Review and Stakeholder Consultation	June 2025
3	1 st Consultation Meeting (in-person)	June 2025
4	Comprehensive Assessment Report, Preliminary Draft Post-2025 ASPEN & M&E Framework	July 2025
5	2 nd Consultation Meeting and Stakeholders Consultation (in-person)	Sep 2025
6	Interim Draft Post-2025 ASPEN, M&E Framework, and Communication Strategy	Sep 2025
7	3 rd Consultation Meeting (in-person)	Oct 2025
8	Final Draft Post-2025 ASPEN, M&E Framework, Communication Strategy and Products	Oct 2025
9	Endorsement by ASOEN	Nov 2025
10	Layout & Publication Design	Nov 2025
11	Endorsement and launch by AMME	Dec 2025
12	Inputs/Coordination to Public Outreach	Dec 2025 - April 2026
13	Project Completion Report	May 2026

The progress of outputs and deliverables will be reported and consulted with the ASOEN from time to time, and the timeline may be updated accordingly.

The following outputs and activities will need to be undertaken to achieve the outputs and deliverables presented above. The bidder should provide details on its approach to each activity in its bid and is free to recommend additional activities.

Output/ Deliverable	Activity/ Task	Person Working Days	Timeline												Responsible Entity
			M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	
Inception Report	- Kick Off Meeting - Develop and Submit the Inception Report	10 days													Consultant
	Revised Inception Report based on inputs from AMS/ASEC	5 days													Consultant (in coordination with ASEC)
Comprehensive Assessment Report, Consultation Meeting Report, and Preliminary Post-2025 ASPEN & M&E Framework	Desk Research and Review	20 days													Consultant (in coordination with ASEC and AMS)
	Stakeholder Consultations (online interviews, surveys, etc)	30 days													
	Prepare the initial draft of Comprehensive Assessment Report, Consultation Meeting Report, and Preliminary Post-2025 ASPEN & M&E Framework based on desk research and review	20 days													
	1st Consultation Meeting on (i) Interim Findings of Desk Research , and (ii) Proposed ASPEN Outline / Chapters Summaries/Overviews, incorporating preliminary inputs from ASEC)	5 days													Consultant (in coordination with ASEC)
	Revision of Preliminary draft of Comprehensive Assessment Report (based on inputs from 1 st Meeting), Consultation Meeting Report , and Preliminary Draft of Post 2025 ASPEN & M&E Framework, for the 2nd Consultation Meeting and Stakeholder Consultation	15 days													
	Presentation Updates and Consultation with WGs	5 days													

Output/ Deliverable	Activity/ Task	Person Working Days	Timeline												Responsible Entity
			M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	
Interim Post-2025 ASPEN & M&E Framework	2nd Consultation Meeting and Stakeholders Consultation on Revised Draft Post-2025 ASPEN & M&E Framework and Communication Strategy	5 days													Consultant (in coordination with ASEC & AMS)
	Produce the Interim ASPEN and M&E Framework, and Communication Strategy incorporating input from 2nd Consultation Meeting and Stakeholders Consultation	10 days													Consultant (in coordination with ASEC and AMS)
	Intersessional ASOEN consultation	N/A													ASEC
Final Draft Post-2025 ASPEN & M&E Framework	3rd Consultation Meeting on Interim Post-2025 ASPEN, M&E Framework and Communication Strategy	5 days													Consultant (in coordination with ASEC and AMS)
	Revised Interim Post-2025 ASPEN, M&E Framework, and Communication Strategy	5 days													Consultant (in coordination with ASEC and AMS)
	Intersessional ASOEN consultation	N/A													Consultant (in coordination with ASEC and AMS)
	Final Draft ASPEN and M&E Framework (including proofreading/peer review)	5 days													
	ASOEN Meeting and endorsement	N/A													ASEC in coordination with AMS
	Draft publication layout	5 days													Consultant
	Publication version finalised	5 days													Consultant (in coordination with ASEC and AMS)
	AMME endorsement and launching (TBC)	1 day													Consultant

Output/ Deliverable	Activity/ Task	Person Working Days	Timeline												Responsible Entity
			M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	
Communication Strategy and Products	Draft Communication Strategy and Products	30 days													Consultant (in coordination with ASEC and AMS)
	Consultation on the 1 st draft with ASEC and Aus4ASEAN Futures														
	Finalisation of draft Communication Strategy and Products														
	Dissemination / socialisation														Consultant (in coordination with ASEC and AMS)
Project Completion Report	Project Completion Report	5 days													Consultant (in coordination with ASEC)

* The number of person work days is intended to indicate the amount of relative effort required to deliver the corresponding outputs/deliverables. The calculation assumes of five (5) person days per week. The actual time will be agreed upon in negotiation with the successful bidder.

Project Management

The project will be funded through the Aus4ASEAN Futures program and managed by the Environment Division of the ASEAN Secretariat, with the support from a Project Officer. The contractor should be responsible for achieving the outputs and deliverables, including preparing and organising the scheduled activities, in close consultation and collaboration with the host country(s) and the ASEAN Secretariat (Environment Division and the Project Officer).

All reporting will be prepared and submitted based on Australia for ASEAN Futures (Aus4ASEAN Futures) Guidelines for Contractors as mentioned in **Section III (Output)** above.

V. Scope of Services

The consultancy will be undertaken over a **continuous effective period of 12 calendar months** with approximately **186 person working days** of various professional services. Work will need to commence immediately after contract signing.

VI. Qualifications

In its proposal, the bidder should demonstrate:

- **Environmental Expertise & Policy Acumen:** Proven in-depth knowledge of environmental challenges, sustainable development, and policy frameworks. Experience working on environmental initiatives, especially within ASEAN, is highly desirable.
- **Strategic Planning & Policy Development:** Proven experience in developing policy frameworks, strategic plans, action plans, and monitoring and evaluation (M&E) frameworks in the field of environmental sustainability, sustainable development, or climate action.
- **Stakeholder Engagement & Collaborative Facilitation:** Expertise in conducting policy research, stakeholder consultations, and analysis of global and regional environmental trends. Demonstrated ability to engage a broad range of stakeholders, including government agencies, civil society, and private sector actors.
- **ASEAN Expertise:** Strong knowledge of ASEAN's institutional framework, particularly the ASEAN Senior Officials on Environment (ASOEN) and its working groups.
- **Monitoring, Evaluation & Impact Assessment:** Expertise in developing and implementing robust monitoring and evaluation systems tailored to environmental projects. This includes the ability to define key indicators, track progress, and assess the impact of policy initiatives.
- **Communication & Documentation Skills:** Excellent written and oral communication skills are essential. Proven experience in developing communication strategies and public outreach activities, including the creation of advocacy materials and knowledge products.
- **Innovation & Digital Integration:** Experience in leveraging digital tools and innovative practices to support environmental planning and public engagement. Familiarity with data analytics or digital platforms that enhance transparency and project tracking is an added advantage.

- **Commitment to Inclusivity:** A demonstrated commitment to mainstreaming gender equality, social inclusion, and climate resilience in project design and implementation. Bidders should provide evidence of integrating these elements into past projects.
- **Team Composition:** A multidisciplinary team with expertise in environment, strategic planning, public policy, research, monitoring and evaluation, and communication.

VII. Bidding

Interested firms or Joint Ventures/ Consortium/ Association (JVCA) are invited to submit a proposal in response to these Terms of Reference. This proposal should be divided into two parts: **Technical** and **Financial components**; and submitted in two separate emails.

The **Technical component** should present the following information:

- › A brief statement indicating the tenderer's understanding of the needs of the project.
- › A brief analysis of key issues.
- › A methodological discussion of how the tenderer proposes to address those needs including assessment of key issues, analytical strategies that will underlie the project, specific techniques to be utilised, and practical discussion of possible limitations in carrying out the project.
- › A detailed work plan that specifies activities to be undertaken, expected outputs and deliverables, resources to be utilised and timing.
- › Staffing and management plan.
- › A suggestion on how measures will be taken to ensure the future sustainability of the outcomes of the project.
- › Brief discussion of the firm/JVCA's past experience in undertaking similar work and brief summaries of all projects undertaken.
- › Cover Letter for Technical Proposal (see **Form A** annexed to this document).
- › Tenderer Information and Completed Tenderer Registration Form (see **Form B** of this document), including a set of the following documents: company profile; business name registration issued by an appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; and latest audited financial statements.
- › Joint Venture/Consortium/Association Information (only if the proposal is submitted as such) – see **Form C** of this document.
- › Tenderer Declaration (see **Form D** of this document).
- › Tenderers should use the Technical Proposal Format (see **Form E** annexed to this document). Examples of previous work and a list of referees should be included in the Technical Proposal.
- › CVs of all proposed experts (see **Form F** of this document).

The Technical Proposal shall not include any price or financial information. A technical proposal containing material with financial information may be declared non-responsive.

The **Financial Proposal** should specifically include:

1. Cover Letter for Financial Proposal (see **Form G** annexed to this document) including the password for accessing the Financial Proposal. Please note that this is a mandatory requirement for consideration in this tender,
2. Professional fees of expert(s).
3. Management and/or operational fees (if any), which include all costs incurred by the person/entity/company for internal coordination, communication, travel, and any other associated project management costs.
4. Applicable taxes such as value-added tax (VAT), good and services tax (GST), Pajak Pertambahan Nilai (PPN), and income tax. The total amount quoted in the financial component must include all applicable taxes. Additional amounts not specified in the financial component will not be included in the contract. See Section XI point 5 for an additional note on tax liability.
5. Tenderers should use the Financial Proposal Format (see Form H of this document). Please ensure that the Financial Proposal is password-protected and include the password in your submission.

The quoted price in the Financial Proposal shall only be in US dollars.

Activity costs for experts and participants, such as reimbursable expenses for airfare, other travel costs, and daily subsistence allowance for workshops, meetings, and all other agreed activities, do not need to be included in the Financial Component. These items will be discussed with the preferred contractor during the finalisation of the scope of services. Costs will be based on prevailing ASEC rates.

The proposal should be valid for at least one hundred eighty (180) days starting on the closing date of this tender announcement.

All documents submitted shall be in English. Otherwise, it will not be considered.

VIII. Submission of Bid

Tenderers shall send their Technical Proposal and Financial Proposal via two separate emails, attaching the respective cover letters and materials specified in Section VIII above and other supporting documents to tender@aus4aseanfutures.org and aus4aseanfutures@asean.org, no later than **18 May 2025 at 23:59 Jakarta time (GMT +7)**. Large documents (>5MB) can be submitted in parts through several emails. **Late and/or incomplete submissions will be disqualified.**

Tenderers shall use the following email subjects when separately submitting their technical and financial proposals:

- › Technical Proposal_"Post 2025 ASPEN"_Name of Vendor
- › Financial Proposal_" Post 2025 ASPEN"_Name of Vendor

For Frequently Asked Questions (FAQ), please visit
<https://www.aus4aseanfutures.org/tender-frequently-asked-question/>.

Any queries on the TOR should be sent by email to query@aus4aseanfutures.org before **9 May 2025 at 23:59 Jakarta time (GMT+7)**. Please use the subject line: **"Query: Post 2025 ASPEN "**

Response to received queries will be published at Aus4ASEAN Futures' website (<https://www.aus4aseanfutures.org>). No individual responses or replies will be provided for queries. Please check the page regularly for updates.

IX. Additional Notes on Terms and Conditions of the Project

1. Any future studies/reports/analysis in any form of intellectual property rights (including but not limited to patents, copyright, and any related rights) submitted by the Contractor to ASEAN arising out of or in connection to the services performed by the Contractor to ASEAN shall belong to ASEC under the name of **ASEAN** only.
2. Successful tenderers shall agree to be bound and sign the Special Services Agreement (SSA) with all requirements under the terms and conditions provided therein, including but not limited to the Australia for ASEAN Futures Guidelines for the Contractors attached to the SSA.
3. SSA can only be signed with the registered tenderers as stated in Form A (see Annex). It is not possible for other entities or subsidiaries of the registered tenderers to sign the SSA on behalf of the registered tenderer.
4. Tenderers shall not initiate or engage in any work under this project before the SSA is duly signed.
5. As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim, or any tax liability that may be imposed by any law in relation to any amount payable by the ASEAN Secretariat. This means that the ASEAN Secretariat has no tax identification, is tax-exempt (including withholding tax) and is a non-tax withholding entity. ASEAN Secretariat will provide proof of tax-exemption status to the contractor, as needed.

PROPOSAL FORMS

Form A. Cover Letter for Technical Proposal
Form B. Tenderer Information
Form C. Joint Venture/ Consortium/ Association Information
Form D. Tenderer's Declaration
Form E. Technical Proposal (of up to 50 pages on an A4-sized page)
Form F. Specified Personnel's Curriculum Vitae (of up to four pages for each CV)
Form G. Cover Letter for Financial Proposal
Form H. Financial Proposal (password-protected)

PROPOSAL CHECKLIST FOR THE COMPLETENESS OF DOCUMENTS SUBMITTED

Checklists must be used to ensure that all tender documentation has been provided. Checklists must be included in both emails of proposals.

Technical Proposal

No	Description	Checklist
1	Proposals are submitted in two separate emails (softcopy)	
2	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	
3	Technical Proposal:	
	> Form A. Cover Letter for Technical Proposal	
	> Form B. Tenderer Information and other supporting documents, such as:	
	○ Scanned Copy of Company Legal Documents (if applicable), i.e. ▪ Business Name Registration (Trade Register) ▪ Valid Business Permit ▪ Tax Identification Number ▪ Latest audited financial statements (for the company) – if applicable	
	> Company Profile	
	> Authority of signatory	
	> Form C. Joint Venture/ Consortium/ Association Information (if applicable) <i>*In the case of Joint Venture (JV), the letter of intent to form a legally enforceable JV, including a draft agreement or JV agreement (see Form C)</i>	
	> Form D. Tenderer's Declaration	
	> Form E. Technical Proposal (of up to 50 pages on an A4-sized page, including a list of references)	
	> Form F. Specified Personnel's CV (with each CV up to four pages)	
4	Financial Proposal:	
	> Form G. Cover Letter for Financial Proposal and password for the Financial Proposal	
	> Form H. Financial Proposal:	
	○ Bid Amount ○ Payment Schedules	

Form A: Cover Letter for Technical Proposal

[On company letterhead]

[Location, Date]

To:
Procurement Team
Australia for ASEAN Futures Initiative
ASEAN Secretariat
Jl. Sisingamangaraja 70a, Jakarta Selatan
Indonesia 12110

Dear Sir/ Madam,

We, the undersigned, offer to provide the Services for *(Insert RFP Title)* dated *(Insert Date)*. We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sent in a separate password-protected file through electronic submission.

Our proposal shall be valid and remain binding upon us for the period of time specified in the RFP Documents and subject to the modifications resulting from Contract negotiations. We acknowledge and accept your right to inspect and audit all records relating to our proposal irrespective of whether we enter into a contract with ASEAN as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature
Name and Title of Signatory:
Date:
Name of Firm:
Address:
(Stamp with the official stamp of the Tenderer)

Form B: Tenderer Information

Tenderer's legal name	
In the case of a Joint Venture, Consortium, or Association - The legal name of each party	
Tenderer's type of organisation	<i>(For example, sole trader / public limited company/ private company)</i>
Tenderer's Country of Registration, Constitution, or Incorporation	
Tenderer's Year of Registration, Constitution, or Incorporation	
Tenderer's legal address in the Country of Registration, Constitution, or Incorporation	
Registration no./Deed of organisation: (if applicable)	
Tenderer's authorised representative information:	Name: Address: Telephone: Email Address:
Organisation chart	Attach the organisation chart to this form as an option.
List of management names and position	

Please attach:

- › Articles of Incorporation or Registration of the designated firm and information on its capital structure (Trade Register).
- › In the case of a Joint Venture (JV), the letter of intent to form a legally enforceable JV, including a draft agreement or JV agreement (see Form C).
- › Organisation chart of the company and list of current staff
- › Latest audited financial statements (if applicable)

Form C: Joint Venture/ Consortium/ Association Information (if applicable)

Name of Tenderer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
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This is to be completed and returned with your proposal if the proposal is submitted as a Joint Venture/ Consortium/ Association (JVCA).

No	Name of Partner and contact information (address, telephone numbers, fax numbers, email address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

Name of leading partner (With authority to bind the JVCA during the RFP process and, in the event a Contract is awarded, during contract execution)	Click or tap here to enter text.
---	----------------------------------

We have attached a copy of the below-referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a JVCAOR ☐ JVCA agreement.

We hereby confirm that if the contract is awarded, all parties of the JVCA shall be jointly and severally liable to _____ for the fulfilment of the provisions of the contract.

Name of partner: _____ Signature _____ Date: _____	Name of partner: _____ Signature _____ Date: _____
Name of partner: _____ Signature _____ Date: _____	Name of partner: _____ Signature _____ Date: _____

Form D: Tenderer's Declaration

Name of Tenderer	Click or tap here to enter text.	Date	Click or tap to enter a date.
-------------------------	----------------------------------	-------------	-------------------------------

On behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association (JVCA) members or subcontractors or suppliers for any part of the contract.

Yes	No	
☐	☐	Requirements and Terms and Conditions: I/We have read and fully understand the RFP. I/We confirm that the Tenderer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
☐	☐	Ethics: In submitting this proposal, I/we warrant that the Tenderer has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of ASEAN Entities, ASEAN Secretariat, Aus4ASEAN Futures (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
☐	☐	I/We confirm to not engage in proscribed practices, or any other unethical practice, with the ASEAN Secretariat or any other party and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ASEAN Secretariat and the Australian Government.
☐	☐	Child Protection and the Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH): I/We confirm that we have read DFAT policies on child protection http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default and will adhere to them.
☐	☐	Conflict of interest: I/We warrant that the Tenderer has no actual, potential or perceived conflict of Interest in submitting this proposal or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process, the Tenderer will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	Collusive Tendering: I/We declare that our firm, its affiliates or subsidiaries or employees, including any JVCA members or subcontractors or suppliers for any part of the contract, have no knowledge of the technical or financial tender of any other tenderer when they submit their tender. We also declare that we have not and will not

Yes	No	
		disclose any of the details of our tender submission to any other person or organisation prior to the closing date for the RFP.
☐	☐	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JVCA members or subcontractors or suppliers for any part of the contract not on any list of sanctioned parties issued by any Australian Government institution, World Bank, ASEAN Development Bank, UN agencies, European Union and others, and not blacklisted by any local/ international organisation, Government/ semi-government department, NGO or any other company/ organisation.
☐	☐	I/We do not employ, or anticipate employing, any person(s) who is, or has been convicted for an offence concerning professional conduct or guilty of grave professional misconduct (proven by any means which the contracting authorities can justify) or have been convicted of an offence of, or relating to bribery of a public official, nor are they subject to any proceedings which could lead to such a conviction.
☐	☐	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
☐	☐	Proposal Validity Period: I/We confirm that this proposal, including the price, remains open for acceptance for the proposal validity period.
☐	☐	I/We understand and recognise that you are not bound to accept any proposal you receive.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

Authorised Signature
 Name and Title of Signatory:
 Date:
 Name of Firm:
 Address:
 (Stamp with the official stamp of the Tenderer)

Form E: Technical Proposal

Consultant's general information - to be submitted together in the Technical Proposal

Name of Assignment

Tenderer's Organisation or Person

Address

Contact Person and Title/Position

Email

Telephone

Mobile Phone

Business Name Registration

Tax Registration Number

Indicate the number of years involved in similar business/work

Date

I. Consultant's Organisation and Experience

1.1. Organisational capability

Outline general organisational capability that is likely to affect the performance of the TOR, such as size of the organisation, in-house expertise, strength of project management support, networks, etc.

1.2. Relevant experience

Include a description of past and present experiences and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts in which the organisation may have participated. Detail any specialised knowledge that may be applied to the performance of the TOR. Include experience working with the ASEAN Member States and/or the ASEAN Secretariat.

1.3. Quality assurance procedures

Describe the potential risks for the performance of the TOR that may impact the achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes and policies, e.g., ISO.

1.4. Extent to which the work will be subcontracted.

Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the roles, responsibilities, reporting lines, and accountability.

1.5. Customer/Previous Work Reference

Please list references of three (3) clients/ customers for whom the Tenderer has provided similar service.

Customer/Previous Work Details	
Company name	
Company address	
Telephone number	
Contact person and Position/Title	
Email address	
Project title and brief description	

Customer/Previous Work Details	
Company name	
Company address	
Telephone number	
Contact person and Position/Title	
Email address	
Project title and brief description	

Customer/Previous Work Details	
Company name	
Company address	
Telephone number	
Contact person and Position/Title	
Email address	
Project title and brief description	

II. Comments and/or Suggestions on the Terms of Reference

Please feel free to present and justify any modifications to the Terms of Reference your firm/organisation would like to propose in order to perform the assignment more effectively. If there are such suggestions, they should be incorporated into your proposal.

III. Description of Approach and Methodology

Provide a description of the organisation's approach, methodology, and timeline for how the organisation will achieve the TOR, including:

- › The assessment criteria the Assessment will use, the questions the Assessment should answer, and how the criteria and questions relate. These will include any additional issues identified by the assessor with regard to those mentioned in the ToR.
- › For each criterion, methods of collecting data/information and specific sources of data.
- › If appropriate to the Assessment, the proposed criteria for sampling and rational, and the proposed sample.
- › Describe in detail the ways data will be collected, including instruments.

IV. Work Plan

A work plan for data collection, analysis, reporting, and their milestones. **The timelines mentioned in the ToR may be confirmed.** Please detail the proposed quality assurance method, including who will do the quality assurance for the products of the Assessment and which instrument will be linked (e.g., Assessment proposal, inception report, data collected and analysed, draft report). It should also include a description of how comments and corrections received from main stakeholders will be handled. Please provide a brief description of each team member and a statement of how team members complement each other to meet the knowledge and skills needs of the assignment.

V. Quality Assurance

Please detail the proposed quality assurance method, including who will do the quality assurance for the products of the Assessment and which instrument will be linked (e.g., Assessment proposal, inception report, data collected and analysed, draft report). It should also include a description of how comments and corrections received from main stakeholders will be handled.

VI. Team Composition and Task Assignments

Please provide a brief description of each team member and a statement of how team members complement each other to meet the knowledge and skills needs of the assignment. Additionally, please provide the information requested in the table below.

VII. Work Schedule and Planning

No	Deliverables ¹	Months											
		1	2	3	4	5	6	7	8	9		n	TOTAL
D-1	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5) delivery of the final report to ASEAN through ASEC}												
D-2	{e.g., Deliverable #2:.....}												

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as ASEAN's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
2. The duration of activities shall be indicated in the form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

VIII. Team Composition, Assignment, and Inputs

No.	Name	Expert's input in person weeks for each deliverable							Total time-input (in person week)		
		Position		D1	D2	D3	D4	D5	Home	Field	Total
Key Experts											
1.	Mr/Ms. Example	Team Leader	Home	2.0 w	0.5 w	1.0 w	1.0 w	0.5 w	5 weeks	7 weeks	12 weeks
			Field	3.0 w	1.0 w	1.0 w	1.0 w	1.0 w			
2.											
3.											
Sub Total											
Non-Key Experts											
1.			Home								
			Field								
2.											
3.											
Sub Total (days)											
Total (days)											

- For Key Experts, the input should be indicated individually for the same positions as required.
- Weeks are counted from the start of the assignment/mobilisation. One (1) week equals five (5) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- "Home" means work in an office in the expert's country of residence.
"Field" work means work carried out in any other country outside the expert's country of residence.

Form F. Specified Personnel's Curriculum Vitae

CURRICULUM VITAE (CV)

Position Title	{e.g., TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education:

List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained

Employment record relevant to the assignment:

Starting with the present position, list in reverse order. Please provide dates, the name of the employing organization, the titles of positions held, the types of activities performed, the location of the assignment, and the contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts: <i>List all deliverables/tasks in which the Expert will be involved</i>	Reference to Prior Work/Assignments that Best Illustrate Capability to Handle the Assigned Tasks

Expert's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by ASEAN.

Name of Expert
Date

Signature

Name of authorized
Date
Representative of the Consultant
(the same who signs the Proposal)

Signature

Form G: Cover Letter for Financial Proposal [On company letterhead]

[Location, Date]

To:
Procurement Team
Australia for ASEAN Futures Initiative
ASEAN Secretariat
Jl. Sisingamangaraja 70a, Jakarta Selatan
Indonesia 12110

Dear Sir/ Madam,

We, the undersigned, offer to provide the Services for *(Insert RFP Title)* dated *(Insert Date)*. We are hereby submitting our proposal, which includes a Technical Proposal sent in a separate file, and this Financial Proposal through electronic submission. The password for this financial proposal (****)

Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*.

Our proposal shall be valid and remain binding upon us for the period of time specified in the RFP Documents and subject to the modifications resulting from Contract negotiations. We confirm that the amount stated above is inclusive of GST/ VAT and other applicable taxes. We acknowledge and accept your right to inspect and audit all records relating to our proposal irrespective of whether we enter into a contract with ASEAN as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature
Name and Title of Signatory:
Date:
Name of Firm:
Address:
(Stamp with an official stamp of the Tenderer)

Form H: Financial Proposal

I. Cost Breakdown by Professional Fee

#	Team Member	Role in project	Daily Rate	# of days	Total professional fees
1	Name 1				
2	Name 2				
3	Name 3				
4	...				
A	Total Professional Fees				
#	Other Expenses (if applicable)	Description	Item Cost	# of items	Total Other Expenses
1	Name 1				
2	Name 2				
3	Name 3				
4	...				
B	Total Other Expenses				
	GRAND TOTAL (A+B)				

II. Cost Breakdown by Deliverables

#	Deliverable	Description	# of days	Total professional Fees	Total Other Expenses	Total Cost
1	Deliverable 1					
2	Deliverable 2					
3	Deliverable 3					
4	...					
	GRAND TOTAL					

Tenderers may include the Payment Schedule in the Financial Proposal.

III. Additional Notes (if any)