TERMS OF REFERENCE

Development of the ASEAN Blue Economy Implementation Plan (2026–2030) - Deadline Extended

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

a. Project Context

The ASEAN Leaders adopted the ASEAN Blue Economy Framework (ABEF) at the 43rd ASEAN Summit on 6 September 2023, which aims to guide ASEAN's blue economy initiatives while encouraging regional integration and cooperation and strengthening the capacity of ASEAN Member States (AMS) to maximise the sustainable use of aquatic spaces. The Framework serves as the reference document for ASEAN. It aims to advance the blue economy as a new engine of economic growth for the region, in line with international law, including the 1982 United Nations Convention on the Law of the Sea (UNCLOS).

As a cross-cutting concept that involves many different sectors, the blue economy requires collaboration and coordination to ensure that activities are sustainable and mutually reinforcing. The implementation of the ASEAN Blue Economy Framework would enable resource optimisation and drive economic growth in the short and long term across the ASEAN Economic Community (AEC), enabling ASEAN's environmental, social, and development goals to be achieved simultaneously.

Against this background, the ASEAN Blue Economy Implementation Plan (2026-2030) shall be developed as a strategic roadmap for AMS to harness the potential of the blue economy across a range of key sectors, with a view to synergise and build upon existing regional plans and initiatives, including the ASEAN Strategy for Carbon Neutrality, Framework for Circular Economy for the AEC, and where applicable, national plans and initiatives to promote blue economy. The Implementation Plan shall consider the varying levels of development within AMS to enable the right support to promote blue economy development as a region while, at the same time, ensuring the application of the three principles of value creation, inclusivity, and sustainability to guide the implementation.

To produce the Implementation Plan, this Project should undertake a comprehensive study, primarily focusing on building upon existing initiatives under the ASEAN Economic Community Pillar and considering possible initiatives under the ASEAN Political-Security and the ASEAN Social-Cultural Pillars. Among other required activities will include desk-based research, in-depth consultations with individual AMS, virtual consultation and validation workshops, and a regional socialisation workshop.

To maximise the potential benefits of the blue economy for all AMS, the Implementation Plan should encompass economic opportunities arising not only from seas and oceans but also from inland waterways and freshwater resources.

To ensure that the study provides a comprehensive overview of impacts on ASEAN, the study will integrate robust gender equality and inclusion perspectives and analysis. These social impacts are highly relevant to the priority sectors that will be addressed under the study, particularly coastal tourism, sustainable fisheries and aquaculture, nature-based solutions from the ocean, and maritime transport and logistics. ASEAN Gender Outlook Report (2021) captured that women make up about 50 per cent of the work labour in the marine industry. Regardless of their significant contribution, women in the marine industry encountered gender-based barriers: limited access to resources, services, technologies, finance, infrastructure, education, information, training, decision-making, leadership and decent employment. The ASEAN Gender Outlook (2024) further highlights that women have limited agency in decision-making within the marine sector, particularly in small-scale fisheries. This condition affects their ability to contribute to efforts aimed at reducing marine degradation and preserving both the marine environment and community livelihoods in the region. Their livelihoods in ASEAN Member States depend on the ocean. Protecting it should be an integral part of regional priority, with women at the forefront of decision-making.

Pursuant to the above and recognising the critical role that the blue economy is expected to play in fostering sustainable economic growth, marine resource utilisation, and environmental conservation in the region, ASEAN Secretariat will work with the Implementing Agency to develop, present, and refine the ASEAN Blue Economy Implementation Plan for review and endorsement by the ASEAN Coordinating Task Force on Blue Economy (ACTF-BE) and subsequent adoption by the ASEAN Coordinating Council (ACC).

b. Relationship to Other Activities

Although there are some existing works done at the sectoral level pertaining to the blue economy development (please see: ASEAN Blue Economy Stocktaking Exercise Document), official ASEAN cooperation on the Blue Economy is nascent, as there is currently no dedicated Strategic Plan or Sectoral Body to guide Member States on this matter. As a result, all current work on the blue economy at the regional level is fragmented and lacks a cohesive, overarching vision or objective. In this regard, the Implementation Plan would be a new initiative under the ACTF-BE as its sponsoring body.

Despite being a new document, the ASEAN Blue Economy Implementation Plan shall synergise and build upon existing regional plans and sustainability initiatives, including the ASEAN Strategy for Carbon Neutrality, Framework for Circular Economy for the AEC and, where applicable, national plans and initiatives to promote the blue economy.

In addition, the Implementation Plan should be aligned with and reinforce initiatives in the (i) relevant AEC sectoral work plans (2025-2030), (ii) AEC post-2025 Strategic Plan, and (iii) ASEAN Community 2045 Vision, as well as other cross-cutting initiatives, where relevant, (iv) ASEAN Gender Strategic Framework 2021-2025 and (v) ASEAN Enabling Masterplan 2025.

2. Stakeholders and Beneficiaries

The ASEAN Blue Economy Implementation Plan aims to uncover and highlight the untapped economic opportunities for all ASEAN Member States in the blue economy space.

In this regard, AMS and ASEAN sectoral body stakeholders, including government institutions, the private sector, civil society, and academia, from the following sectors/areas would benefit from the development of this Implementation Plan:

(i) Fisheries and aquaculture;
(ii) Maritime transport and logistics;
(iii) Tourism;
(iv) Energy;
(v) Minerals & mining;
(vi) Nature-based solutions;
(vii) Marine and freshwater-based research and education;
(viii) Marine bioprospecting;
(ix) Aquatic data analytics;
(x) Sustainable finance;
(xi) Poverty Alleviation;
(xii) Women and community empowerment; and
(xiii) Any other relevant sectors.

II. Needs and Objectives

The objective of this consultancy is to develop a comprehensive ASEAN Blue Economy Implementation Plan (2026–2030) that supports AMS in unlocking the full potential of the blue economy as a driver of sustainable development, inclusive growth, and regional cooperation. The Implementation Plan will aim to:

- Promote sustainable marine resource management.
- Enhance inclusive economic growth opportunities from newly identified blue economy sources.
- Improve regional maritime connectivity and trade.
- Build resilience to climate change and environmental risks.
- Alleviate poverty on the coast and improve the welfare of coastal communities.

The consultancy will deliver a practical, forward-looking implementation plan to help translate the ASEAN Blue Economy Vision into action by outlining short-, medium-, and long-term strategies to mainstream sustainability, inclusivity, and resilience into national and regional blue economy initiatives.

The Implementation Plan is expected to:
- Foster greater awareness and policy alignment across ASEAN;
- Facilitate regional and national institutional strengthening;
- Identify priority blue economy sectors such as sustainable fisheries, maritime transport, coastal tourism, ocean energy, offshore minerals, and nature-based solutions; and
- Encourage stronger cooperation with Dialogue Partners and international stakeholders.

Different economic circumstances and legal regulation frameworks of each participating country should be considered and taken into account as well as the varying levels of development among ASEAN Member States.

The **ASEAN Blue Economy Implementation Plan (2026–2030)** should include, but is not limited to, the following:

1. Clearly defined strategic goals for the ASEAN Blue Economy, including (i) sustainable and inclusive growth, (ii) resilient economy, and (iii) resource efficiency.

2. A robust framework that integrates core ASEAN Blue Economy principles (ecological sustainability, social inclusivity, and long-term economic benefits) into actionable strategies for ASEAN and provides a sector-specific approach to applying the ASEAN Blue Economy principles in key industries, including 1) sustainable fisheries and aquaculture, 2) maritime transport and logistics, 3) coastal tourism, 4) renewable ocean energy, 5) offshore minerals and mining, and 6) nature -based solutions from the ocean.

3. Guiding principles for ASEAN Blue Economy development, including (i) promote ASEAN economic integration, (ii) encourage ASEAN-wide coordination on knowledge sharing and technology transfer, and (iii) recognise the unique circumstances of each AMS, while supporting long-term growth prospects of both ocean-related and water-related sectors in the region.

4. Strategic priorities and game changers for ASEAN Blue Economy, including (i) enhanced role of innovation, digitalisation, and emerging/green technologies, (ii) efficient use of energy and other resources, (iii) capacity building initiatives, (iv) alignment with global best practices and instruments governing blue economy development.

5. Identifying quick wins and no-regret policy recommendations with a view to supporting the transition of ASEAN towards realising the potential of the blue economy as the new engine of regional economic growth.

6. Identifying key enablers to support the implementation of the ASEAN Blue Economy, including (i) partnerships and collaboration, (ii) feasible financing mechanisms such as green transition/blue carbon finance (iii) AMS readiness in terms of legal frameworks, governance capacity, and investment needs, (iv) awareness and competence among stakeholders involved in ocean-related and water-related sectors, and (v) involvement of vulnerable groups such as women and coastal communities.

7. Implementation roadmap that phases key actions and clearly defined milestones for prioritised initiatives, along with a systematic mechanism to monitor and track the implementation progress.

8. Proposing governance structure aimed at empowering ASEAN for effective implementation.

Coverage

In addition to the key areas identified above, the Consultant should also conduct the following activities:

1. **Assessment of Current Context**: Conduct an analysis of existing Blue Economy initiatives. Identify gaps, challenges and opportunities using the latest available data to better understand the status of the ASEAN Blue Economy, including mapping out the existing initiatives in the region and their economic and social impacts. This assessment may also consider reviewing the indicative pilot activities, as indicated in the ABEF, and key initiatives/ best practices at the national level, for relevance and feasibility.

2. **Stakeholder Engagement:** Conduct engagement programmes with key stakeholders from each AMS to bridge gaps identified during the drafting of the Implementation Plan, for example, with relevant government agencies, external partners, private sector, civil society, and regional organisations. To ensure a comprehensive and inclusive approach, active engagement with industry players, financial institutions, and local communities should be prioritised. Additionally, mechanisms should be established to effectively engage with external partners to bolster the efforts of the ASEAN Coordinating Task Force on Blue Economy (ACTF-BE), leveraging the ASEAN Blue Economy Forum as the overarching platform for collaborative activities. This engagement is designed to foster synergy and maximise resources for the successful implementation of blue economy initiatives throughout the region.

3. **Review and Finalisation**: Facilitate review sessions with key stakeholders related to the blue economy initiative to gather feedback on the early drafts and, thereafter, finalise the implementation plan by incorporating relevant feedback.

4. **Alignment**: Ensure the draft Implementation Plan is in line with initiatives in the post-2025 AEC strategic plan and ASEAN Community 2045 vision.

III. Output and Deliverables

The primary output of this project will be the **ASEAN Blue Economy Implementation Plan (2026–2030)**, which will outline a comprehensive, actionable roadmap for the region's sustainable blue economy development.

The following key deliverables are critical milestones in this project:

i. **Inception Report**: It outlines the implementing agency's confirmed understanding of the assignment, proposed methodology and approach, detailed work plan and timeline, stakeholder mapping and engagement strategy, risk management, and quality assurance and coordination measures. It should also include relevant annexes (e.g., List of stakeholders, draft data collection tools or templates, and other supporting documentation and references). The Report serves to align expectations and confirm the practical roadmap for delivering agreed outputs and outcomes. Desk research and stakeholder consultation will commence once the Inception Report is approved by ACTF-BE.

ii. **Interim Report on the ASEAN Blue Economy Implementation Plan**: It should present preliminary findings based on extensive desk research, along with initial recommendations aligned with key requirements and thematic areas—mentioned in the above Needs and Objectives—proposed for inclusion in the Implementation Plan.

iii. **Stakeholder Consultation Report**: This report should summarise key discussions, insights, and feedback gathered from stakeholder consultation and validation activities on the Interim Report (Deliverable 2), serving to inform the refinement and finalisation of the ASEAN Blue Economy Implementation Plan.

iv. **Final Report on the ASEAN Blue Economy Implementation Plan**: This is the final draft of the ASEAN Blue Economy Implementation Plan (2026–2030), incorporating inputs from stakeholder consultations (Deliverable 3). The report will be submitted for review and endorsement by the ASEAN Coordinating Task Force on Blue Economy (ACTF-BE), and subsequently for adoption by the ASEAN Coordinating Council (ACC).

v. **Communication Products**:

   a. **Professionally Designed ASEAN Blue Economy Implementation Plan**: A user-friendly, well-formatted version of the Implementation Plan ready for dissemination—ensuring readability and accessibility for all stakeholders.

   b. **Animated Explainer Video (2–3 minutes)**: This video will convey the key objectives and benefits of the ASEAN Blue Economy Implementation Plan for key stakeholders, including government, the private sector, and local communities. It will be shared across multiple platforms to maximise outreach, ensuring high visibility and clear communication of the initiative's value.

vi. **Regional Socialisation Report**: The Report should capture discussions and insights from a regional socialisation workshop that would seek to raise awareness and understanding of the ASEAN Blue Economy Implementation Plan among relevant stakeholders and beneficiaries. They include government agencies, the private sector, civil society organisations, academia and think tanks, and other professional and underrepresented groups across the ASEAN region. The regional socialisation workshop report will also include data analysis that demonstrates the extent workshop participants have increased their awareness and understanding of blue economy concepts, principles, and economic opportunities, and implementation challenges.

vii. **Project Completion Report**: It should summarise completed activities, deliverables, and outputs, assess the project's performance against its stated goals, highlight key achievements, challenges encountered, and the lessons learned during the project lifecycle. Additionally, the report will offer actionable recommendations for follow-up actions, sustainability measures, and potential areas for further engagement or development, along with relevant annexes and supporting documentation to ensure comprehensive project closure.

In addition, the Implementing Agency will be required to render monthly **Project Progress Reports**, as well as ad-hoc updates as required from time to time. The reports should provide a summation of activities undertaken, a result matrix and key progress pointers, issues that have arisen, corrective measures, planned actions, and consultations with stakeholders.

IV. Deliverables and Activities

The following deliverables and activities are to be undertaken during this assignment. Bidders should provide details on its approach to each activity in its bid and are encouraged to suggest adjustments or additional activities that can demonstrate value for money, effectiveness and efficiency.

No	Deliverables	Activities/ Tasks	Person Working Days	Duration in calendar weeks	Timeline in Month												Responsible Entity
					M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	
1	**Inception Report**[1]	Prepare for and conduct a virtual kick-off meeting with ASEC and Aus4ASEAN Futures.	3	1													Consultant (in consultation with SDD and Aus4ASEAN Futures)
		Develop and submit a draft inception report for initial reviews by ASEC and Aus4ASEAN Futures.	8	2													
		Revise the draft of the inception report for feedback and approval by the ACTF-BE.	2	1													
		Finalise the inception report incorporating any input from the ACTF-BE.	2	1		■											
	Approval of the Inception Report by ASEAN (10 Working Days)																
2	**Interim Report on the ASEAN Blue Economy Implementation Plan**	Build hypotheses, collect data, and undertake extensive desk research and analysis.	53	6													Consultant (in close consultation with SDD)
		Develop a concise draft of the interim report (e.g.,	10	2													

[1] SDD will conduct an initial consultation at the ACTF-BE Meeting to seek their views and guidance for inclusions in the inception report.

No	Deliverables	Activities/ Tasks	Person Working Days	Duration in calendar weeks	Timeline in Month												Responsible Entity
					M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	
		Summary of Findings and Recommendations).															
		Present the draft interim report to the ACTF-BE for feedback and approval.	2	1													
		Finalise the interim report incorporating any relevant input from the ACTF-BE.	5	1			■										
	Approval of the Interim Report on the ASEAN Blue Economy Implementation Plan by ASEAN (10 Working Days)																
3	**Stakeholder Consultation Report**	Prepare for and conduct virtual consultations with relevant AMS and ASEC stakeholders on the interim report.	37	10													Consultant (in close coordination with SDD)
		Develop and submit a draft stakeholder consultation report for validation by ACTF-BE and stakeholders consulted.	15	2													
		Finalise the stakeholder consultation report incorporating any relevant input from the ACTF-BE.	3	1			■										

No	Deliverables	Activities/ Tasks	Person Working Days	Duration in calendar weeks	Timeline in Month												Responsible Entity
					M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	
	Approval of the Stakeholder Consultation Report by ASEAN (10 Working Days)																
4	**Final Report on the ASEAN Blue Economy Implementation Plan**	Render a draft final report of the ASEAN Blue Economy Implementation Plan (2026-2030) incorporating relevant input and insights from all stakeholder consultations.	25	2													Consultant (in consultation with SDD)
		Finalise the final report incorporating any relevant input from the ACTF-BE.	5	1													
		The ACTF-BE endorses the Implementation Plan	—	4					■								
		The ACC adopts the Implementation Plan	—	4						■							
	Approval of the Final Report on the ASEAN Blue Economy Implementation Plan by ASEAN (10 Working Days)																
5	**Communication Products for the Adopted ASEAN Blue Economy Implementation Plan (2026–2030)**	Develop concepts for these communications products, namely the publication design and an explainer video for the adopted ASEAN Blue Economy Implementation Plan (2026–2030)	2	2													

No	Deliverables	Activities/ Tasks	Person Working Days	Duration in calendar weeks	Timeline in Month												Responsible Entity
					M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	
		Render drafts of these communication products incorporating inputs from ACTF-BE, ASEC, and Aus4ASEAN Futures	15	4													
		Finalise these communication products for ACTF-BE's approval	3	3									■				
	Approval of the Communications Products for the Adopted ASEAN Blue Economy Implementation Plan (2026–2030) by ASEAN (10 Working Days)																
6	**Regional Socialisation Workshop Report**	Plan for and conduct a hybrid or virtual regional socialisation workshop with relevant ASEAN stakeholders.	10	8													Consultant (in coordination with SDD)
		Prepare a draft regional socialisation workshop report (capturing discussions and insights from the socialisation workshop) for feedback by the ACTF-BE.	3	1													
		Finalise the regional socialisation workshop report incorporating any	2	1									■				

No	Deliverables	Activities/ Tasks	Person Working Days	Duration in calendar weeks	Timeline in Month												Responsible Entity
					M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	
		relevant input from ACTF-BE.															
	Approval of the Regional Socialisation Workshop Report by ASEAN (10 Working Days)																
7	**Project Completion Report**	Prepare and submit a draft project completion Report for review by ASEC and Aus4ASEAN Futures.	2	1													Consultant (in consultation with SDD and Aus4ASEAN Futures)
		Revise the draft project completion report for feedback and approval by the ACTF-BE.	2	1													
		Finalise the project completion report incorporating any relevant input from the ACTF-BE.	1	1											■		
	Approval of the Project Completion Report by ASEAN (10 Working Days)																

Notes: ■ Approved deliverable. The number of person working days is intended to indicate the amount of relative effort required to deliver the corresponding deliverables or activities. The calculation assumes five (5) person days per week. The actual time will be agreed upon in negotiation with the successful bidder.

V. Project Management and Implementation Arrangements

The Implementing Agency will work closely with the Sectoral Development Directorate (SDD) of the ASEAN Secretariat in close coordination with Aus4ASEAN Futures Program Planning and Management Support Unit (PPMSU).

The **ASEAN Coordinating Task Force on Blue Economy (ACTF-BE)** will provide overall strategic guidance throughout the project implementation. It will review and approval all project deliverables and outputs, ensuring alignment with ASEAN priorities and the Blue Economy agenda.

The **Sectoral Development Directorate (SDD)** will lead the technical and managerial aspects of project implementation. It will:

- Provide day-to-day technical supervision and coordination.
- Ensure quality assurance of outputs and deliverables.
- Report progress and outcomes to the ACTF-BE.
- Coordinate with other relevant ASEAN sectoral bodies for input, endorsement, or alignment as necessary.

Aus4ASEAN Futures PPMSU will provide overall project administration and financial oversight. It will

- Manage and disburse project funds to ensure they are used economically, ethically, efficiently, and effectively.
- Provide additional quality assurance by reviewing and offering inputs to key project documents and deliverables as appropriate.
- Facilitate coordination with the ASEAN Secretariat and Implementing Agency, where required, to ensure timely delivery and resource optimisation.

VI. Scope of Services

The consultancy will be undertaken over a **continuous effective period of twelve (12) calendar months** with approximately **210 person working days** of various professional services. Work will need to commence immediately after contract signing between the ASEAN/ ASEAN Secretariat and the selected Implementing Agency.

No	Deliverables	Person Working Days
1	Inception Report	15
2	Interim Report on the ASEAN Blue Economy Implementation Plan	70
3	Stakeholder Consultation Report	55
4	Final Report on the ASEAN Blue Economy Implementation Plan	30
5	Communication products for the Adopted ASEAN Blue Economy Implementation Plan	20
6	Regional Socialisation Workshop Report	15
7	Project Completion Report	5
Total		**210**

VII. Qualifications

Bidders are expected to demonstrate the below criterion explicitly:

- **Organisational Experience and Track Record**: A solid record of successfully delivering similar projects on blue economy policy, work planning, and implementation, preferably in Southeast Asia and for regional programs or organisations. Familiarity with and proven experience in developing and implementing ASEAN regional frameworks on sustainable development will be an asset.

- **Technical Expertise and Sector Knowledge**: Proven technical depth in blue economy sectors such as sustainable fisheries, maritime transport, coastal tourism, renewable ocean energy, and nature-based solutions. This expertise should be grounded in practical, applied experience informed by relevant policy and frameworks in these areas.

- **Stakeholder Engagement and Regional Cooperation**: Proven ability to engage diverse stakeholders—across government, private sector, civil society, academia, and development partners—and facilitate inclusive, cross-sectoral policy dialogue at regional and national levels. Demonstrated experience in using strategic communication tools and multimedia products to enhance visibility, outreach, and impact. Familiarity with ASEAN priorities and regional cooperation frameworks, including demonstrated experience in coordinating with multiple and diverse stakeholders within ASEAN and across various sectors, is high desirable.

- **Strong Networks and Partnerships**: Demonstrated access to established multi-sectoral networks and partnerships within ASEAN and the wider region that can be mobilised to enhance consultation, knowledge exchange, and resource coordination throughout the project.

- **Research, Monitoring, Evaluation, and Learning (MEL) Capabilities**: Strong capability in designing and implementing robust data collection and analysis systems for a comprehensive sectoral, stakeholder, and policy analysis of ASEAN's blue economy. The team should have strong analytical skills and proficiency in data analysis and interpretation to support evidence-based implementation planning, adaptive management, and implementation plan results tracking. Ability to generate actionable insights to inform strategic and operational decisions is vital.

- **Integration of Cross-Cutting Priorities**: Demonstrated ability to effectively integrate cross-cutting issues, including sustainability, climate action, gender equality and inclusion, across the project's technical outputs, stakeholder engagement, and performance management to ensure sustainable and inclusive outcomes.

- **Team Composition and Expertise**: A multidisciplinary team of highly competent professionals with strong credentials in relevant technical, delivery, stakeholder coordination, and project management. Prior experience working with the ASEAN Secretariat and/or DFAT-funded regional initiatives will be considered an asset. The team should reflect the necessary balance of skills, regional understanding, proficiency and commitment to effectively integrating gender equality and diversity to deliver high-quality and timely results.

VIII. Bidding

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

The <u>**Technical component**</u> 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).

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

The <u>**Financial Proposal**</u> 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.

IX. 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 **26 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_"ASEAN Blue Economy"_Name of Vendor
- Financial Proposal_"ASEAN Blue Economy"_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 21 **May 2025 at 23:59 Jakarta time (GMT +7)**. Please use the subject line: **"Query: Blue Economy"**

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.

X. 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 Implementing Agency to ASEAN arising out of or in connection to the services performed by the Implementing Agency 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 Implementing Agency 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:	
	o 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) **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)*	
	> **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:	
	o Bid Amount	
	o 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	*(For example, sole trader / public limited company/ private company)*
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.

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:** l/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**: l/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. <u>Organisational capability</u>

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. <u>Relevant experience</u>

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 <u>in the form of a bar chart</u>.
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)			

1. For Key Experts, the input should be indicated individually for the same positions as required.
2. 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.
3. "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 specialised education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained

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

Period	Employing organisation 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: *List all deliverables/tasks in which the Expert will be involved*	**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 Signature
Date

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

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)