



ASEAN SECRETARIAT

Request for Proposal

Provision of Training Course on Diplomatic and Regional Cooperation for Attachment Programme 2025

PROPOSAL MUST BE RECEIVED BY
Friday, 23 May 2025

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by : IAI & NDG Division
Date : May 2025

1 EXECUTIVE SUMMARY

The IAI Attachment Programme for Cambodia, Lao PDR, Myanmar and Viet Nam (CLMV) and Timor-Leste Officers at the ASEAN Secretariat (2024/2025) commenced on 26 February 2025. This one-year programme aims to enhance the competency, capacity, and confidence of participating CLMV and Timor-Leste officers in managing ASEAN-related matters within their respective home ministries through direct exposure and practical experience at the ASEAN Secretariat. As part of the programme, the 15 Attachment Officers (AOs) will participate in a two-week training course on diplomacy and regional cooperation, organised by a leading regional institution in one of the ASEAN-6 countries (Brunei Darussalam, Indonesia, Malaysia, the Philippines, Singapore, or Thailand). This training is designed to further strengthen their understanding of ASEAN's working mechanisms, regional cooperation frameworks, and diplomatic practices.

The training will cover topics under the three ASEAN Community pillars, including regional and international issues, elements of diplomacy, etiquette and communication skills e.g. presentation and negotiation skills. The training is to be delivered through lectures and other suitable methods of training such as case study discussions, group presentations, as well as study visits to relevant government institutions. The use of interactive methods of training including the use of digital tools are highly encouraged.

Besides the preparation and delivery of the course content, the training provider will be responsible for organising and conducting scheduled activities for the 15 participants outside Jakarta as part of the training course, as well as providing the following facilities/arrangements:

- Training room facilities to accommodate 15 participants with standard equipment (one screen, one beamer, one computer, flipcharts, and internet access).;
- Course materials covering topics on regional & international issues, elements of diplomacy, etiquette, and communication skills;
- Daily meals for 15 participants during the training sessions, including breakfast, lunch, and dinner ;
- Single accommodation for 15 participants at least a deluxe room or equivalent;
- Airport transfer for 15 participants (airport-hotel-airport); and
- Any transportation required during the training (**if the hotel and training venue are not in the same location**), and transportation for at least 2 site visits during the training programme for 15 participants.

2 BACKGROUND AND CURRENT STATUS

The CLMV countries joined ASEAN about 30 years after the regional grouping was established. Viet Nam was admitted as a member in 1995, followed by Lao PDR and Myanmar in 1997, while Cambodia joined in 1999. The Initiative for ASEAN Integration (IAI) was launched in 2000 to promote effective cooperation and mutual assistance to narrow the development gap among AMS and between ASEAN and the rest of the world, devoting special efforts and resources to assist CLMV countries to meet ASEAN-wide targets and commitments towards realising the goals of the ASEAN Community.

In 2011, ASEAN Leaders also welcomed Timor-Leste's formal application to join the organisation and tasked the ASEAN Coordinating Council (ACC), including through the establishment of an ASEAN Coordinating Council Working Group (ACCWG), to discuss all relevant aspects related to the application as well as its implications to ASEAN. Twelve years have passed since Timor-Leste's application to join ASEAN, and its application for membership remains a pertinent topic across all three ASEAN Community pillars. At the 40th and 41st ASEAN Summits on 11 November 2022, a decision was taken by the ASEAN Leaders, upon the recommendation of the 31st ACC, to admit in-principle Timor-Leste as the 11th member of ASEAN, granting an observer status to Timor-Leste, and allowing its participation in all ASEAN meetings. This decision is an integral part of the ASEAN Leaders' Statement on the Application of Timor-Leste for ASEAN Membership, which, among others, also states that all ASEAN Member States and external partners shall support Timor-Leste to achieve the milestones that shall be set out towards full membership through capacity-building assistance.

Looking at the status of human resource development, while Cambodia, Lao PDR, Myanmar, Viet Nam, were ranked 146th, 140th, 149th, and 115th, respectively based on the latest Human Development Index Report 2021-2022¹, most of the other AMS were ranked higher, and therefore, this programme will help to enhance the capacity of CLMV officials and support the development of their human resource capabilities which will enable them to participate in regional initiatives, and fulfil regional commitments at the same level as other AMS.

As a prospective member of ASEAN, the quality of Timor-Leste's human resources also still falls behind that of other ASEAN countries, ranked 140th (same ranking as Lao PDR) in the Human Development Index Report 2021-2022.

It is important for CLMV and Timor-Leste government officers to understand the overall spectrum of regional integration, including development of national policies which align with the ASEAN commitments, so that they can effectively implement regional commitments and participate in the regional integration process.

¹ United Nations Development Programme, "Human Development Report 2021/2022: Table 1: Human Development Index and its Components" https://hdr.undp.org/system/files/documents/global-report-document/hdr2021-22pdf_1.pdf

It is also important for the CLMV and Timor-Leste officials to actively participate in various discussions at the regional meetings, particularly on issues that will have significant impact on their domestic policies. CLMV and Timor-Leste also face different problems such as lack of institutional capacity which stems primarily from the scarcity of qualified human resources, limited access to information and communication technology (ICT), and lack of training and capacity building support to enhance the diplomatic skills and technical capacity of the government officials, due to the varying degrees of their development level. As such, CLMV and Timor-Leste officials' participation in regional meetings are critical to ensure their full understanding of the issues and the possible impact on their domestic policies.

The attachment programme is a human capacity development programme which aims to improve the capacity and institutional knowledge of CLMV and Timor-Leste officials on ASEAN issues and initiatives, thus accelerating regional integration. It is mandated under Enabling Action II of the IAI Work Plan IV (2021 – 2025): Capacity building for government officials to share best practices in administration, public policy, governance and regulatory development.

3 SCOPE OF WORK

The appointed training provider will follow the overall direction provided by the ASEAN Secretariat and will work closely with and under the direct supervision of the Head of IAI&NDG Division on the provision of training course on diplomatic and regional cooperation for fifteen (15) participants outside Jakarta by undertaking the following assignments:

- a) Preparing and delivering the course content;
- b) Organising and conducting the scheduled activities (e.g. visits to relevant government institutions to learn from their best practices);
- c) Providing the following facilities/arrangements:
 - Training room facilities to accommodate 15 participants with standard equipment (one screen, one beamer, one computer, flipcharts, and internet access).;
 - Course materials covering topics on regional & international issues, elements of diplomacy, etiquette, and communication skills;
 - Daily meals for 15 participants during the training sessions, including breakfast, lunch, and dinner ;
 - Single accommodation for 15 participants at least a deluxe room or equivalent;
 - Airport transfer for 15 participants (airport-hotel-airport); and
 - Any transportation required during the training (**if the hotel and training venue are not in the same location**), and transportation for at least 2 site visits during the training programme for 15 participants.

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

3.1 PROJECT OVERVIEW

The objective of the training is to enhance knowledge and understanding of the AOs on ASEAN regional cooperation and integration, exposure to international current issues and to equip them with effective communication skills.

The appointed training provider shall deliver:

- a) Programme and list of speakers and/or lecturers for the two-week training course.
- b) Delivery of training course.
- c) Evaluation of participants.
- d) Completion report.

No	Deliverables	Activity	Month 1				Month 2				Month 3				Month 4			
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Deliverable 1: Programme and list of speakers and/or lecturers of the two-week training course	Finalise the programme and list of speakers and/or lecturers																
2		Milestone 1 payment: Two (2) weeks after the issuance of written																

Provision of Training Course on Diplomatic and Regional Cooperation for Attachment Programme 2025

No	Deliverables	Activity	Month 1				Month 2				Month 3				Month 4			
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
		approval by ASEAN																
3	Deliverable 2: Delivery of training course	- Logistical and administrative arrangements for the participation of 15 AOs in the training course (i.e. training room facility, course material, meals, accommodation, airport transfer, and local transport). - Delivery of course for duration of two weeks which includes regional and international issues, elements of diplomacy, etiquette and communication skills e.g. presentation and negotiation skills; and - Site visit to one or two government institutions which could serve as best practice or model in the region.																
4	Deliverable 3: Completion report	Submission of completion report which include: - List of participants; - Overall evaluation; - Written assignments; - Final programme; - List of speakers; and - Financial Report.																
5		Milestone 2 payment: Two (2) weeks after the issuance of written approval by ASEAN																

3.2 PROJECT REQUIREMENTS

The list below are the compulsory requirements for the bidders:

Item	Criteria
1. General	1.1 Proposal is to be in English
2. Logistics arrangements	2.1 Training room facility to accommodate 15 participants with standard equipment (one screen, one beamer, one computer, flipcharts, and internet access).
	2.2 Course material covering topics on regional & international issues, elements of diplomacy, etiquette, and communication skills
	2.3 Daily Meals for 15 participants during the training sessions, including breakfast, lunch, and dinner
	2.4 Single accommodation for 15 participants at least a deluxe room or equivalent
	2.5 Airport transfer for 15 participants (Airport-hotel-airport)

	2.6 Any transportation required during the training (if the hotel and training venue are not in the same location), and transportation for at least 2 site visits during the training programme for 15 participants
3. Course content	3.1 Regional & international issues
	3.2 Elements of diplomacy
	3.3 Etiquette
	3.4 Communication skills e.g. presentation and negotiation skills
	3.5 Site visit to one or two government institutions that could serve as best practice or model in the region

3.3 VENDOR'S QUALIFICATION

To ensure the successful delivery of the Training Course on Diplomatic and Regional Cooperation under the Attachment Programme 2025, the selected vendor is expected to meet a set of essential qualifications as the following:

3.3.1 Provide proven track record and experience in conducting and organising training on ASEAN issues, diplomacy, etiquette and communication skills;

3.3.2 Provide evidence of training delivery method: digital tools used, variety of training methods (e.g. lecture-style, group discussion, quizzes, site visit to the relevant fields etc);

3.3.3 Provide Curriculum Vitae (CV) of speakers/presenters which highlighted knowledge and experience related to ASEAN at regional and international level relevant to CLMV countries and Timor-Leste;

3.3.4 Provide work plan to deliver the assigned tasks and all the expected deliverables within a continuous period of four (4) calendar months and the training course to be conducted by 31 October 2025.

4 RFP REQUIREMENTS PROCESS

4.1 PROPOSAL SUBMISSION INSTRUCTION

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

Procurement Unit

Administration and General Affairs Division

ASEAN Secretariat

Email : procurement@asean.org

4.2. CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals must be submitted no later than **Friday, 23 May 2025** by following options:

4.2.1. Hardcopy (PREFERABLE)

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

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
JI Sisingamangaraja No.70A
Kebayoran Baru
Jakarta 12110
Indonesia

Compliance

In conformance to the ASEAN Secretariat's Financial and Administrative Rules and Procedures (AFARP), the vendor shall submit Tender Bids in **two** sealed envelopes as follows:

1) **First Envelope (Technical Proposal):**

a. **Technical Proposals (original and copy)**

First Set, which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and Customer Reference; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

b. **Second Set**, which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2) **Second Envelope (Financial Proposal):**

Financial Proposal (original and copy) which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Price**

Any notices with respect to this RFP should also be mailed to the above contact and address.

All documents not submitted in English shall not be considered and quoted price in the hardcopy submission shall be in ***US Dollar for international bidders and IDR for local bidders***.

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

4.2.2. **Softcopy**

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

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

Subject of the Email:

- **Technical Proposal_ Title of Tender_ Name of Vendor**
- **Financial Proposal_ Title of Tender_ Name of Vendor**
-

Compliance

The softcopy of Technical and Financial proposals must be sent **separately** protected by a **different password** for each proposal in encrypted format at PDF/ZIP file.

1. **Technical Proposals;**

a. **First set**; which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and Customer Reference; Appendix 2 – Technical Requirement and Completed Compliance Checklist as per Appendix 4;

b. **Second Set**; which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2. **Financial Proposal:**

Financial Proposal which shall consist of among others the bid amount; payments schedule; etc; duly filled Appendix 3 – **Price**.

All documents not submitted in English shall not be considered and quoted price in the softcopy submission shall be in **US Dollar for international bidders and IDR for local bidders**.

3. **Do not mention the password in body email.**

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

4.3. **RFP TERMS & CONDITIONS**

4.3.1. **Bid Expiration Date**

Received tender proposals shall be valid until **31 October 2025**.

4.3.2. **Implementation/Delivery Schedule**

As stated in Annex A – Term of Reference

4.3.3. **Pre-Bid Meeting**

No pre-bid meeting is required. Should the vendors have queries can be share via email to: procurement@asean.org.

Appendix 1
 Company General Information
*To be submitted together in the **Technical Proposal***

Company LEGAL Name:			
Division or Subsidiary (if applicable):			
Company Address:			
City:			
Province / State:			
Country:			
Postal Code:			
Telephone:			
Business Name Registration:			
Tax Registration Number:			
Valid Business Permit:			
Company Contact:		Telephone no.:	
Title / Position:		Fax no.:	
E-Mail:			
Indicate number of years involved in similar business			
Are you a subsidiary of a financial institution? *If Yes, Please indicate your Holding Company			

Appendix 1a.
Customer Reference
*To be submitted together in the **Technical Proposal***

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project Title	

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	Remarks
1	Qualification	1.1 Provide a proven track record and experience in conducting and organising training on ASEAN issues, diplomacy, etiquette and communication skills	Vendor to comply and provide record
		1.2 Provide evidence of training delivery method: digital tools used, variety of training methods (e.g. lecture-style, group discussion, quizzes, site visit to the relevant fields etc)	Vendor to comply and provide evidence
		1.3. Provide Curriculum Vitae (CV) of speakers/presenters which highlighted knowledge and experience related to ASEAN at regional and international level relevant to CLMV countries and Timor Leste.	Vendor to comply and provide evidence
		1.4 Provide work plan to deliver the assigned tasks and all the expected deliverables within a continuous period of four (4) calendar months and the training course to be conducted by 31 October 2025.	Vendor to comply and provide record

Please see the TOR/RFP under vendor qualification.

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Quantity	Price /day (USD for International Vendor or IDR for Local Vendor)	Total (USD for International Vendor or IDR for Local Vendor)
1	Provision of Training Course on Diplomatic and Regional Cooperation for Attachment Programme 2025	1 time / lumpsum		

APPENDIX 4
Checklist for the Completeness of Documents Submitted

The checklist must be used to ensure that you have provided all documentations for the tender.
The checklist must be signed and included in both envelopes of your proposals.

I. General Requirements

No.	Description	Checklist
1	Proposals shall be prepared in English	
2	Proposals are submitted in two different envelopes (hardcopy)	
3	The envelope must be sealed and labeled accordingly. i. Technical Proposal ii. Financial Proposal	
4	Proposals are submitted in two different emails protected by different passwords. (softcopy)	
5	Title of the tender shall be put in each email as follows: - Technical Proposal_Title of Tender_Name of Vendor - Financial Proposal_Title of Tender_Name of Vendor	

II. Technical Proposal

No.	Description	Checklist
1	Technical Specifications of the service refer to the proposal	
2	All required information have been addressed accordingly	
3	Schedule of delivery	
4	Manpower/consultant requirement	
5	List of vendor's equipment (if any)	
6	Customer Reference (on similar project)	
7	Company profile	
8	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number	
9	Authority of signatory	
10	Latest audited financial statements	
11	One original signed copy	
12	One copy of technical proposal duplicate	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
4	One original signed copy	
5	One copy of Financial Proposal Duplicate	

APPENDIX 5
Template for the Proposal Envelope
First Envelope – Technical Proposal

**Company Name &
Address**

Technical Proposal - Title of the Tender

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Second Envelope – Financial Proposal

**Company Name &
Address**

Financial Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**