

**Consultant for the End-Term Consultant for the End-Term Review of the
ASEAN Work Plans and Visioning Service of the Post-2025 ASEAN
Cooperation on Youth and on Sports**

**CONSOLIDATED CONSULTANT QUESTIONS ON
REQUEST FOR PROPOSAL AND TERMS OF REFERENCE**

ASEAN Work Plan on Youth 2021-2025: Request for Proposal

Page	Section/Paragraph	Comment	ASEAN Secretariat Clarification
3	2 BACKGROUND AND CURRENT STATUS	This is no longer the case since the said Vision and Strategic Plan documents have already been released at the 46th ASEAN Summit in May 2025.	The document Kuala Lumpur Declaration on ASEAN 2045: Our Shared Future and the ASEAN Community Vision 2045 was recently adopted and superseded the ASEAN Post 2025 Vision. ACV 2045 and its Strategic Plan will be the main reference documents. At the point of RFP, this was not adopted yet.
4	PROJECT OVERVIEW	See page 2 first paragraph where “values” is included.	
4		This is the only place in this RFP as well as the TOR documents where this particular required deliverable item is mentioned. Two questions:- What does this toolkit entail or need to define the detailed contents? If it is indeed essential then it should appear also in the TOR.	We have standardized the RFP to remove the toolkit in the RFP and to align with the TOR. Submission of toolkit as part of the proposal is fine but not a requirement.
4	TIMELINE	Suggest having ASEC and SOMY/+3 in this column for items 1 to 7, 9 and 10 as well since it would invariably involve consultation with these bodies in the process of implementing the stated activities. The heading Stakeholder Consultations and Revisions in the TOR (top section of page 2) indicated “Plus Three Countries” involvement in this exercise.	Timeline can be adjusted based on the proponent’s design, except for the conduct of one workshop September for youth back-to-back with one workshop for sports. Each workshop will have an end-term review report finalization and the drafting of the next work plan. The third week of September has been fixed for the workshop with host Member State and the ongoing procurement of workshop

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			venue and accommodation. Lastly, part of the criteria is the timing of the output delivery, which should be 4 to 6 months.
4		See marginal comment with reference to the same table on pages 3 and 4 of the TOR	See response above
6		Propose moving this Activity to October instead as September is fully tied up with 4 activities already (items 3 to 6).	See response above
6		Since this activity is scheduled for November which is the last activity in this exercise - should therefore re-arrange the last three activities in chronological order.	See response above
6		Meaning graphic design?	Confirming that this is typo and not included.
6		There are three somewhat different wordings on the description for the contents of the Inception Report. The other two can be found on page 8 (first bullet under the heading "Possible KPIs for the Consultant) of this document and the another in the TOR (top of the third page in the first item - Roman numeral I) . Perhaps some consistency adjustments may be advisable.	The KPIs of the consultant are indicative and to guide the proposal development of the proposal. The intent of the inclusivity primarily pertains to designing the ETR and the visioning exercise, i.e. equal participation of respondents or interviewees to ensure that marginalized voices such as young women and youth with disabilities are heard and considered.
6		Please elaborate who are these "other stakeholders"?	The stakeholders and partners could be further clarified and agreed upon with the SOMS/SOMY during the inception phase. Indicative stakeholders and partners are as follows: ASEAN Member States, Education Youth and Sports Division and other ASEAN Secretariat Divisions (for cross-sectoral issues), SOMY/SOMS and other relevant sectoral bodies (for cross sectoral issues), Dialogue, Sectoral and Development Partners, ASEAN Entities, Entities associated

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			with ASEAN, multilateral and international organisations, youth/sports civil society organization who have been invited to the open sessions of SOMS/SOMY.
7		Is this the same as the M&E framework mentioned twice in the top of page 2 of the TOR.	Yes, and to any new/revision of ASCC M&E framework available including M&E of respective sectoral work plans, at the time of the project implementation.
8		How many and at what intervals? Since this exercise is only five months suggest submit only maximum two progress reports plus the final Completion Report - first one detailing the activities up to the completion of data collection and initial consultations stage and the second detailing the results of the two workshops	The progress reporting will be based on the payment schedule as agreed in the Service Contract with the winning vendor.
8	Possible KPIs for the Consultant:	See marginal comment on page 6 of this document and third page of the TOR.	No marginal comment received by end user.
8		Curious as to why are these two categories of people are included here - are there not other ASEAN sectoral bodies/entities overseeing them or is it referring to youths who are female and disabled?	The intent of the inclusivity primarily pertains to designing the ETR and the visioning exercise, i.e. equal participation of respondents or interviewees to ensure that marginalized voices such as young women and youth with disabilities are heard and considered.
8	PROJECT REQUIREMENTS	See marginal comments on page 14 of this document and page 2 of the TOR	No marginal comment received by end user.
14	APPENDIX 2	Just an observation that there are two other places with somewhat variations of these qualification requirements for the consultant as appear in page 8 of the RFP under section 3.2 Project Requirements and also in page 2 of the TOR in the section just before the paragraph which begins with the sentence "The ETR Report will	Observation is appreciated. The indicative ETR Report will consist of assessments and recommendations as outlined in page 2 of the TOR. The outline of the ETR report will be discussed at the inception stage.

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		consist of ...". Perhaps come consistency adjustments would be advisable.	

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1	Desk Review and Analysis:	Please enumerate what these are	Bidders have flexibility to propose desk review and analysis as part of the technical proposal. Data collection are mainly online/virtual.
1		Again please identify who these partners are.	The stakeholders and partners could be further clarified and agreed upon with the SOMS/SOMY during the inception phase. Indicative stakeholders and partners are as follows: ASEAN Member States, Education Youth and Sports Division and other ASEAN Secretariat Divisions (for cross-sectoral issues), SOMY/SOMS and other relevant sectoral bodies (for cross sectoral issues), Dialogue, Sectoral and Development Partners, ASEAN Entities, Entities associated with ASEAN, multilateral and international organisations, youth/sports civil society organization who have been invited to the open sessions of SOMS/SOMY.
2		Need to identify these	
2	Synthesis and Drafting of Work Plans:	See marginal comment on page 7 of this document.	No marginal comment received by end user.
2	Stakeholder Consultation and Revisions:	See marginal comment on page 4 in RFP document.	No marginal comment received by end user.
2		Ditto above	No marginal comment received by end user.
2	IV. Project Delivery	July would probably be more realistic since the closing date is already 23 June	July is the intended start month or the earliest date possible after signing the contract.
2		As mentioned in the RFP document there are two other sections in that document which have somewhat different wording from this paragraph pertaining to the requirements for the consultant. These appear in pages 8 and 14 of the RFP. Maybe some consistency adjustments maybe advisable.	Timeline can be adjusted based on the proponent's design, except for the conduct of one workshop September for youth back-to-back with one workshop for sports. Each workshop will have an end-term review report finalization and the drafting of the next work plan. The third week of September has been fixed for the workshop with

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			host Member State and the ongoing procurement of workshop venue and accommodation. Lastly, part of the criteria is the timing of the output delivery, which should be 4 to 6 months.
3		As mentioned in the marginal comments on pages 6 and 8 in the RFP document there are variations in the wordings describing the Inception Report. Perhaps some consistency adjustments may be advisable.	The main elements of the Inception Report include final work plan for the ETR and visioning exercise in consultation with ASEC and SOMS/SOMY. Proponent could provide detailed methodology/approach, risk assessment, etc. if deemed necessary.
3		The information contained in this table should be identical to the one that appears on pages 4 to 6 in the RFP - i.e. both should be consistent with one another.	May refer to the RFP.

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3	BACKGROUND AND CURRENT STATUS	Should this be substituted with the Kuala Lumpur Declaration on ASEAN 2045: Our Shared Future; and the ASEAN Community Vision 2045?	The document Kuala Lumpur Declaration on ASEAN 2045: Our Shared Future and the ASEAN Community Vision 2045 was recently adopted and superseded the ASEAN Post 2025 Vision. ACV 2045 and its Strategic Plan will be the main reference documents. At the point of RFP, this was not adopted yet.
4	Project Objective:	As mentioned above, should this reference the Kuala Lumpur Declaration on ASEAN 2045: Our Shared Future and ASEAN Community Vision 2045?	The document Kuala Lumpur Declaration on ASEAN 2045: Our Shared Future and the ASEAN Community Vision 2045 was recently adopted and superseded the ASEAN Post 2025 Vision. ACV 2045 and its Strategic Plan will be the main reference documents. At the point of RFP, this was not adopted yet.
4	Timeline:	Assume this means ASEC/EYSD will interface and coordinate Consultant's consultations with SOMS	EYSD will interface with ASEAN sectoral bodies concern.
4		Should the previous comments on how ASEC will be the interface and facility to interact with SOMS be the operative understanding?	See response above
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5		Please provide a description of the term "Graphic".	Confirming that this is typo and not included.
5		There are three somewhat different wordings on the description for the contents of the Inception Report. The other two can be found on page 8 (first bullet under the heading "Possible KPIs for the Consultant) of this document and the another in the TOR (top of the third page in the first item - Roman numeral I) . Perhaps some	The main elements of the Inception Report include final work plan for the ETR and visioning exercise in consultation with ASEC and SOMS/SOMY. Proponent could provide detailed methodology/approach, risk assessment, etc. if deemed necessary.

		consistency adjustments may be advisable.	
5		Please elaborate who are these “other stakeholders”.	The stakeholders and partners could be further clarified and agreed upon with the SOMS/SOMY during the inception phase. Indicative stakeholders and partners are as follows: ASEAN Member States, Education Youth and Sports Division and other ASEAN Secretariat Divisions (for cross-sectoral issues), SOMY/SOMS and other relevant sectoral bodies (for cross sectoral issues), Dialogue, Sectoral and Development Partners, ASEAN Entities, Entities associated with ASEAN, multilateral and international organisations, youth/sports civil society organization who have been invited to the open sessions of SOMS/SOMY.

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1	Desk Review and Analysis:	An illustrative if not exhaustive list of such frameworks would be useful.	In addition to the Kuala Lumpur Declaration on ASEAN 2045: Our Shared Future and the ASEAN Community Vision 2045, the TOR mentioned ASEAN references which are available in the ASEAN website, such as the ASEAN Work Plan on Sports 2021-2025, ASEAN Work Plan on Youth 2021-2025. There are also relevant ASEAN Declaration pertaining to sports and youth in the ASEAN website. ASEC will be able to provide more documents during the inception.
1	Desk Review and Analysis:	It is assumed these are those partners that listed in the Sectoral Work Plan	The stakeholders and partners could be further clarified and agreed upon with the SOMS/SOMY during the inception phase. Indicative stakeholders and partners are as follows: ASEAN Member States, Education Youth and Sports Division and other ASEAN Secretariat Divisions (for cross-sectoral issues), SOMY/SOMS and other relevant sectoral bodies (for cross sectoral issues), Dialogue, Sectoral and Development Partners, ASEAN Entities, Entities associated with ASEAN, multilateral and international organisations, youth/sports civil society organization who have been invited to the open sessions of SOMS/SOMY.
1	Synthesis and Drafting of Work Plans:	An indicative list should be noted here or available during Inception phase	It will be discussed during inception stage.
2	IV. Project Delivery	July would probably be more realistic since the closing date for the RFP is 23 June.	July is the intended start month or the earliest date possible after signing the

			contract.
2	IV. Project Delivery	As mentioned in the RFP document there are two other sections in that document which have somewhat different wording from this paragraph pertaining to the requirements for the consultant. These appear in pages 8 and 14 of the RFP. Maybe some consistency adjustments maybe advisable.	The KPIs of the consultant are indicative and to guide the proposal development of the proposal.
3	IV. Project Delivery	The information contained in this table should be identical to the one that appears on pages 4 to 6 in the RFP - i.e. both should be consistent with one another.	May refer to the RFP