

Some Information to share based on Question and Answer:

1. Question: Is the assignment open to regional consulting firms (based in Singapore), or restricted to individual consultants?
 - Answer: Assignment is for an individual consultant. We have no objection for regional firm based in ASEAN to submit a consultancy team.
2. Question: The TOR notes support for one expert to attend both workshops. Would it be acceptable for Verian to field two team members, with the second fully self-funded? For confirmation: the **accommodation, airfare, transport and meals** of the first expert will be covered by ASEC, as stated in the TOR.
 - Answer: The workshop will be organised by the ASEAN Secretariat with budget allocation for accommodation, airfare, airport transfer and meals for the engaged consultant and one additional expert (to be identified).
3. Question: Are both workshops (ETR and Work Plan development) intended to be **in-person (physical, in Indonesia)** and **1 day each (on separate trips)**, as outlined in the activity timeline?
 - Answer: There will only be one in-person workshop for 2 days tentatively in Kuala Lumpur, Malaysia, with 1 day allocated for the finalisation of the ETR and the second day for the drafting the ASEAN Work Plan on Youth 2026-2030 (day 2) involving the sectoral focal points and the ASEAN Secretariat.
4. Question: Are other **stakeholder consultations** expected to be **conducted online**, or should we anticipate any additional in-country engagements beyond the workshops?
 - Beyond the physical workshop, all national and regional consultations will be done online individually or through virtual meetings/FGDs.
5. Question: The TOR mentions “quantitative and qualitative” data collection—can you confirm whether a **survey** is expected, or if the emphasis is on desk review and qualitative consultations?
 - Consultant may design online surveys as part of the data collection.
6. Question: Is there an **indicative budget range (in USD)** we should consider when preparing our proposal?
 - Unfortunately, the budget cannot be disclosed.
7. Question: Would it be acceptable to submit the proposal in **softcopy only**, given that we are based in Singapore?
 - Question: Yes, she can send the proposals in softcopy, protected by different passwords for technical and financial proposals. This has been mentioned in the RFP.

8. Q: Can I submit a proposal as an individual/independent consultant (not as a registered company). Are they considered for this project? And if the process is different as an individual consultant let me know how I can proceed to submit the proposal.

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