

**THE ASEAN SECRETARIAT**  
Labour and Civil Service Division (LCSD)

## **TERMS OF REFERENCE (TOR)**

### **HOTEL VENUE AND FULL-DAY MEETING PACKAGE**

**The 2nd Workshop on the Development of the Monitoring and Evaluation (M&E)  
Framework of the ASEAN Labour Ministers' Work Programme (ALM WP)**

**2026–2030**

*23-24 July 2026 | Bali, Indonesia*

Implementation Period: July-August 2026

| <b>PROJECT DETAILS</b> |                                                                                                                           |
|------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Project Title</b>   | Full-Day Meeting Package for the 2nd Workshop on the Development of the M&E Framework of the ALM Work Programme 2026–2030 |
| <b>Event Dates</b>     | 23-24 July 2026 (2 full days)   Set-up: 22 July 2026                                                                      |
| <b>Location</b>        | Bali, Indonesia, with preference of Nusa Dua area                                                                         |
| <b>Participants</b>    | 42 pax (senior labour officials from ASEAN Member States, ASEAN Secretariat officials, and invited experts)               |
| <b>Project Code</b>    | SCD/LAB/25/002/REG                                                                                                        |
| <b>Co-Hosts</b>        | Ministry of Manpower of Singapore (SLOM Chair) and Ministry of Manpower of Indonesia                                      |
| <b>Prepared by</b>     | Labour and Civil Service Division (LCSD) of ASEAN Secretariat   Date: 17 June 2026                                        |

## **1. INTRODUCTION**

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The 2nd Workshop on the Development of the Monitoring and Evaluation (M&E) Framework of the ASEAN Labour Ministers' Work Programme (ALM WP) 2026–2030 (hereinafter "the Workshop") is scheduled to be held on 23-24 July 2026 in Nusa Dua, Bali, Indonesia. The Workshop is co-hosted by the Ministry of Manpower of Singapore, in its capacity as the ASEAN Senior Labour Officials Meeting (SLOM) Chair, and the Ministry of Manpower of the Republic of Indonesia, with the support of the ASEAN Secretariat.

The Workshop forms a key deliverable under the project "Development of the ASEAN Labour Ministers' Work Programme 2026–2030". At the 21st SLOM held in October 2025 in Cambodia, ASEAN Member States agreed to develop the M&E Framework of the ALM WP 2026–2030, to be endorsed by SLOM and the ASEAN Labour Ministers Meeting (ALMM) in time for the 49th ASEAN Summit in 2026. The Workshop will serve as the platform to finalise this M&E Framework, align it with the ASCC Strategic Plan, and build the capacity of AMS in project development using the ASEAN project proposal template.

In this regard, the ASEAN Secretariat, through the Labour and Civil Service Division (LCSD), is seeking a qualified hotel Bali, Indonesia to provide the full-day meeting package and accommodation for the Workshop.

## 2. DURATION AND DATES OF ASSIGNMENT

The hotel is required to provide services for the following period:

| Date         | Activity                                                                                                                                                                                            | Responsibility                                            |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 22 July 2026 | Hotel room set-up, Audio-Visual/ Information Technology Support Team equipment testing, on-site Audio-Visual/ Information Technology technical support, registration desk, and flag poles placement | Hotel / Audio-Visual/ Information Technology Support Team |
| 23 July 2026 | Day 1: Full-day meeting (plenary), 2x coffee breaks, 1x lunch, full Audio-Visual and Information Technology Support Team, and videoconference support                                               | Hotel / ASEAN Secretariat                                 |
| 24 July 2026 | Day 2: Full-day meeting (plenary), 2x coffee breaks, 1x lunch, full Audio-Visual and Information Technology Support Team, and wrap-up                                                               | Hotel / ASEAN Secretariat                                 |

## 3. SCOPE OF WORK

The selected hotel shall provide the following services and facilities for the full duration of the Workshop, in accordance with the Specification Form attached:

### 3.1 Meeting Package

| No. | Item                 | Specification                                                                                                                                                                           |
|-----|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Meeting Dates        | 23-24 July 2026 (2 full days); Set-up on 22 July 2026                                                                                                                                   |
| 2   | Number of Rooms      | 42 pax                                                                                                                                                                                  |
| 3   | Hotel Classification | 5-star                                                                                                                                                                                  |
| 4   | Location             | Bali, Indonesia, with preference of Nusa Dua area                                                                                                                                       |
| 5   | Catering             | 2x coffee breaks and 1x lunch per day; bottled or glass water in the conference room at all times                                                                                       |
| 6   | Meeting Room         | Minimum 60 sqm; plenary setup; comfortably accommodating at least 7 banquet roundtables (max. 6 chairs per roundtable)                                                                  |
| 7   | Accommodation        | Minimum requirement of 42 standards rooms for 3 nights (check-in on 22 July 2026 and check-out on 25 July 2026) (subject to availability, hotel may propose another type of hotel room) |

### 3.2 Audio-Visual, IT, and Hybrid/Videoconference Facilities

The hotel shall provide and ensure the following AV, IT, and hybrid/videoconference facilities for the Workshop:

- Complementary standard audio-visual equipment with good sound insulation, proper lighting, and air conditioning;
- Complimentary use of LCD projector and/or LED screen smartboard (indispensable);
- Free Wi-Fi minimum of 20 Mbps, stable for hybrid/videoconference connection (indispensable);
- Availability of ethernet connection in the meeting room (indispensable);
- Availability of virtual conferencing facilities and equipment;
- Sound system with full room coverage and good acoustic, including a minimum of 4 complementary wireless microphones;
- Stage set-up: platform (if applicable); frame or LED compatible; basic stage lighting;
- Dedicated Audio-Visual and Information Technology Support Team on-site for troubleshooting and set-up of audio-visual and videoconference facilities on 22–24 July 2026; and
- Dedicated photographer to document the Meeting proceedings on 23-24 July 2026.

### 3.3 Logistics, Branding, and Materials

The hotel shall also provide the following logistics, branding, and participant materials:

- Complementary provision of 12 standing flag poles (ASEAN + 11 ASEAN Member States) and 1 registration desk placed outside the conference room;
- Spacious stage inside the conference room for speakers and display of 12 large-sized room flags;
- Spacious area outside the conference room for coffee breaks accommodating at least 42 people, with a secretariat table in front of the entrance to the conference room; and
- Complementary materials for participants: notepads, pens, flipcharts with markers, and name tents (if available).

### 3.4 Hotel Amenities and General Requirements

- Accessible to restaurants, convenience store, banks, and pharmacies around the hotel;
- 24-hour security around the hotel premises; and
- Availability of paid airport transfer service by hotel (to be available on request).

## 4. EXPECTED DELIVERABLES

| No. | Deliverable                                                                                                                                         | Timeline                                          |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| 1   | Full-day meeting room with all required Audio-Visual/ Information Technology/ Video Conference equipment and facilities ready for set-up inspection | By 22 July 2026                                   |
| 2   | 12 standing flag poles, registration desk, stage, and participant materials set up and ready                                                        | By 22 July 2026                                   |
| 3   | Provision of 42 accommodation rooms for 3 nights                                                                                                    | Check-in: 22 July 2026<br>Check-out: 25 July 2026 |
| 4   | Dedicated on-site Audio-Visual and Information Technology Support Team throughout set-up and Workshop days                                          | 22–24 July 2026                                   |
| 5   | Catering services (2x coffee breaks + 1x lunch) for 42 pax on each day of the Workshop                                                              | 23–24 July 2026                                   |

|   |                                                                      |                              |
|---|----------------------------------------------------------------------|------------------------------|
| 6 | Invoice and payment documentation submitted to the ASEAN Secretariat | Within 7 days after Workshop |
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## 5. ADMINISTRATIVE ARRANGEMENTS

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The selected hotel shall:

- Be guided by and report to the Labour and Civil Service Division (LCSD), Human Development Directorate, ASEAN Secretariat, and work in close coordination with the relevant desk officers of LCSD throughout the assignment;
- Be contracted by the ASEAN Secretariat. Payments for services rendered will be made directly by the ASEAN Secretariat upon certification of satisfactory performance, completion, and acceptance of the required documents by the Assistant Director/Head of LCSD, consistent with this TOR;

## 6. MINIMUM QUALIFICATIONS AND ELIGIBILITY CRITERIA

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To be considered, the hotel must meet the following minimum qualifications:

- 5-star hotel classification in Bali, Indonesia, with preference of Nusa Dua area;
- Demonstrated prior experience in hosting high-level international meetings, preferably ASEAN or United Nations;
- Capacity to accommodate a minimum of 42 participants in a plenary conference setting;
- Availability of the conference room and accommodation for the required dates (22-24 July 2026 for conference room, 22 July for room check-in, and 25 July 2026 for room check-out);
- **The selected hotel must guarantee and hold the required number of rooms as specified in the Terms of Reference (TOR) and Request for Proposal (RFP) for the full duration of the event dates. No rooms shall be released or made available to other parties without prior written consent from the ASEAN Secretariat;**
- Stable hybrid/Video Conference-capable infrastructure with dedicated audio-visual and information technology support; and
- Valid business registration, business permit, and tax identification number (if any).

## 7. SUBMISSION OF QUOTATION

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Interested hotels are invited to submit their quotation together with requested supporting document. Please submit your proposal to:

**Procurement Unit, Administration and General Affairs Division**

The ASEAN Secretariat | Jl. Sisingamangaraja 70A, Kebayoran Baru, Jakarta 12110, Indonesia

Email: [procurement@asean.org](mailto:procurement@asean.org)

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*Accommodation and Full-Day Meeting Package, 23-24 July 2026, Bali, Indonesia*

*Prepared by: Labour and Civil Service Division (LCSD), ASEAN Secretariat | 17 June 2026*