



ASEAN SECRETARIAT

Request for Proposal

Information Technology (IT) Consultancy for System Solution Requirements, Technical Documentation and Development Oversight for the Digital AEC Monitoring, Evaluation, Accountability and Learning (MEAL) System

PROPOSAL MUST BE RECEIVED BY
Wednesday, 16 September 2026

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared By: **Monitoring Surveillance & Coordination Division**
Date: **September 2026**

1. EXECUTIVE SUMMARY

At the 46th ASEAN Summit on 26 May 2025 in Kuala Lumpur, ASEAN Leaders adopted the ASEAN Community Vision 2045 and the AEC Strategic Plan 2026–2030, charting an ambitious course toward a highly competitive, innovative, and people-centred ASEAN economy. The AEC Strategic Plan 2026–2030 encompasses six strategic goals, 47 objectives, and over 100 strategic measures, all requiring a robust results-based system to track implementation progress and generate evidence for decision-making.

In response, the ASEAN Secretariat (ASEC) through the Monitoring, Surveillance and Coordination Division (MSCD) of the ASEAN Integration Monitoring Directorate (AIMD) is implementing the Digital AEC Monitoring, Evaluation, Accountability and Learning (MEAL) System Project.

The project will deliver four core outputs including a fully functional Digital AEC MEAL Platform enabling near real time monitoring, data collection, analysis dashboards and results reporting aligned to the AEC Strategic Plan 2026–2030 results framework.

ASEC requires a dedicated IT Consultancy to provide specialized IT advisory and technical documentation services to produce the complete set of system requirements documents and technical specifications that the IT development vendor will need to design, build, test, and deploy the Digital AEC MEAL Platform.

The Consultancy's scope covers two sequential phases: (1) the pre-development phase — translating the project's policy objectives, M&E requirements, and operational context into precise, vendor-ready technical documentation; and (2) the development oversight phase — monitoring the IT development vendor's delivery of the Digital AEC MEAL Platform against the technical specifications produced in Phase 1 and advising MSCD on technical conformance throughout the development period.

For this purpose, ASEC is seeking a vendor who is able to provide services and to work closely with MSCD in implementing the AEC Digital MEAL System Project.

2. SCOPE OF WORK

The selected vendor should provide a clear methodology and approach in carrying out this assignment. They will be responsible for accurately fulfilling the described tasks in a timely and professional manner and to provide regular updates to the ASEC team throughout the period of the consultancy.

The selected vendor shall work closely with MSCD shall carry out the following tasks. All outputs from this consultancy will be used directly by the IT development vendor and by MSCD in managing the development process.

The primary output of this consultancy is the **complete technical documentation package** that MSCD will use to conduct the tender process for the IT developer firm. The vendor shall produce:

RFP Technical Annex / Technical Specifications

A structured technical specifications document for inclusion in the Request for Proposal, covering:

- a. Scope of software development required (referencing the BRD and SRS);
- b. Technical requirements and standards that the development vendor must comply with;
- c. Expected technical deliverables and acceptance standards;
- d. Technical evaluation criteria for vendor proposals;
- e. Service Level Agreement (SLA) requirements; and
- f. Reference to the phased development approach (development, testing, piloting, full rollout) as outlined in the Project Proposal

User Acceptance Testing (UAT) Criteria

A preliminary UAT framework including:

- a. Test scenarios for all functional requirements defined in the BRD and SRS;
- b. Acceptance criteria linked to each functional requirement;
- c. Testing protocols for the pilot phase (with 2–3 Sectoral Bodies and AMS, as specified in the Project Proposal); and
- d. Defect classification and resolution procedures.

Data Migration Plan

An approach and guidelines document for migrating existing M&E data from the current ASEAN monitoring database and any legacy spreadsheet-based reporting systems into the new MEAL platform, including:

- Inventory of existing data sources and their formats;
- Data mapping from legacy fields to new system data structures;
- Data cleansing and quality assurance procedures; and
- Migration sequencing and rollback procedures.

Implementation Roadmap

A phased implementation plan aligned with the project timeline and the Project Proposal's phased development approach, covering:

- a. Phase 1 – Development: Timeline for building the back-end, front-end, database, logframe integration, newsletter microsite, and API connections;
- b. Phase 2 – Internal Testing and QA: Schedule for quality assurance, system testing, and bug fixing;
- c. Phase 3 – Pilot with 2–3 Sectoral Bodies and AMS: Timeline, scope, and data collection for the pilot phase;
- d. Phase 4 – Refinement: Period for incorporating pilot feedback and finalizing the platform; and
- e. Phase 5 – Full-Scale Rollout: Timeline and resource plan for deploying the platform to all 11 AMS and 27+ Sectoral Bodies.

Likewise, the vendor will also produce the following:

Inception and Planning – upon contract signing the vendor shall:

- a. Review all relevant project documents, including the approved AEC MEAL System Project Proposal (CPR-approved, December 2025), the AEC Strategic Plan 2026–2030 results framework (6 goals, 47 objectives, 100+ strategic measures), findings from the AEC Blueprint 2025 Mid-Term and End-Term Reviews, the Enhanced AEC M&E Framework, and any prior M&E system documentation from the ASEAN Secretariat;
- b. Develop a detailed Inception Report outlining the Consultant's understanding of the assignment, proposed methodology, stakeholder engagement plan, document production schedule, and any risks or dependencies that may affect delivery; and
- c. Confirm and align the scope of the documentation package with MSCD prior to commencing fieldwork.

Needs Assessment and Stakeholder Consultation – the vendor shall conduct structured stakeholder consultations to map current M&E workflows, data flows, and system requirements across identified user groups.

The Needs Assessment shall capture:

- Current data submission workflows and the pain points in existing M&E reporting processes;
- The data types, formats, and frequencies required for monitoring all 100+ strategic measures under the AEC Strategic Plan 2026–2030;
- User roles and their specific data access, submission, and reporting needs, differentiated by: ASEAN Secretariat administrators, AMS focal points, Sectoral Body representatives, senior management, and external stakeholders;

- Integration points with existing ASEAN digital systems, including ASEANStats, sectoral databases, document repositories, and official ASEAN social media channels;
- Data security, confidentiality, and sovereignty requirements, including role-based access controls and government data governance standards applicable to ASEAN institutions;
- Digital literacy levels across AMS and Sectoral Bodies, to inform system usability and offline-compatibility requirements; and
- Specific functional needs for the AEC Digital Newsletter microsite, including content types, editorial workflows, tagging, archiving, and social media cross-posting requirements.

Business Requirements Document (BRD) – the vendor shall produce a comprehensive Business Requirements Document that translates the findings from the Needs Assessment and Stakeholder Consultation into structured requirements for the MEAL platform. The BRD shall cover, at minimum:

- a. Executive Overview and System Purpose
- b. Functional Requirements – the BRD shall detail functional requirements for each of the system components, which correspond directly to the project outputs described in the approved Project Proposal:
 - AEC-wide Logframe Management Module
 - Data Collection and Submission Module
 - Dashboard and Visualization Module
 - Automated Reporting Module
 - AEC Digital Newsletter Microsite
 - User and Access Management Module
 - Notifications and Alerts Module
 - API and System Integration Module
 - Data Quality and Validation Module
- C. Non-Functional Requirements
 - Performance: System response time, uptime targets, and scalability to accommodate 11 AMS, 27+ Sectoral Bodies, and 300+ trained users;
 - Security: Data encryption standards, user authentication requirements, and compliance with ASEAN institutional data governance policies;
 - Accessibility and Usability: Compatibility with varying levels of digital connectivity and digital literacy across AMS; offline-capable data submission where feasible; multilingual interface considerations;
 - Interoperability: Open standards and modular architecture to ensure compatibility with existing ASEAN systems and ease of future upgrades (as required by the Project Proposal sustainability provisions); and
 - Maintainability: System documentation standards to support post-project transfer of ownership and maintenance to the ASEAN Secretariat.
- c. Data Requirements
 - Data dictionary covering all indicator data fields, definitions, units, data sources, and reporting frequencies for the 100+ strategic measures;

- Data models illustrating relationships between strategic goals, objectives, strategic measures, indicators, and submitted data;
 - Data ownership and governance matrix defining who owns, validates, and approves data at each level;
 - Data retention policies and archiving standards; and
 - Data harmonisation protocols and standardised reporting templates aligned to the logframe structure (as specified in Key Activities 2B of the Project Proposal).
- d. Integration Requirements
- Detailed mapping of all required interfaces with external systems (ASEANStats, sectoral databases, document repositories, ASEAN social media channels);
 - Proposed data exchange protocols and API specifications for each integration; and
 - Identification of any data migration needs from the current ASEAN monitoring database or legacy spreadsheet-based systems.
- e. User Role Matrix - The BRD shall include a complete user role matrix covering all identified user types (ASEAN Secretariat administrator, AMS focal point, Sectoral Body representative, senior management viewer, external/public user, system administrator) with their respective permissions, data access levels, and system interaction workflows.

System Requirements Specification (SRS) – the vendor shall translate the BRD into a System Requirements Specification written in technical language for the IT development vendor. The SRS shall include:

- a. Detailed module-level functional specifications for each system module identified in Section 3.3.2, including input/output specifications, validation rules, and business logic;
- b. Use case narratives and use case diagrams for all key system workflows at minimum: AMS data submission, Sectoral Body progress reporting, ASEAN Secretariat data review and validation, automated report generation, Digital Newsletter content publication, and user account management;
- c. Data flow diagrams (DFDs) illustrating how data moves through the system from submission to validation, aggregation, visualization, and reporting;
- d. Entity-relationship diagrams (ERDs) covering the complete database schema, including all logframe entities, indicator tables, user tables, submission records, and content management tables;
- e. Reporting specifications including all standard and ad hoc report formats, with template mockups;
- f. API specifications for all integration points, including endpoint definitions, authentication methods, and data exchange formats; and
- g. System and module-level architecture diagrams illustrating component interactions, data flows, and integration layers.

- h. Security and access control specifications, including roles, permissions, audit trails, authentication, encryption and administrative controls.
- i. Testing traceability matrix linking requirements to acceptance criteria.

Technology Assessment and Architecture Recommendation - the vendor shall evaluate potential technology approaches for the MEAL platform and produce a written recommendation covering:

- a. Assessment of build-versus-configure-versus-adapt options, including: custom web application development, adaptation of open-source M&E platforms (e.g., DHIS2, DevResults, or similar), or integration of existing ASEAN digital infrastructure;
- b. Recommended technology stack (front-end framework, back-end framework, database management system, cloud hosting environment), with justification based on ASEAN's institutional requirements, the 36-month project timeline, and long-term sustainability;
- c. Prepare system architecture diagram showing all platform components, integration points, API connections, and data flows;
- d. Recommend deployment model recommendation (cloud-hosted, on-premise, or hybrid), specifically addressing ASEAN data sovereignty requirements and the need for accessibility across the 11 ASEAN Member States;
- e. Specify infrastructure requirements including server specifications, storage needs, bandwidth considerations, and cybersecurity systems (as referenced in Activity A under Output 1 of the Project Proposal); and
- f. Determine licensing considerations and estimated infrastructure costs.
- g. Recommend Service Level Agreement (SLA) requirements, including system availability, incident response and resolution times, maintenance windows, backup and disaster recovery requirements, warranty support and post-implementation.

UI/UX Wireframes and Mock-ups - the vendor shall produce low-to-medium fidelity wireframes for all key user screens and workflows, ensuring coverage of each user role. Wireframes must cover at minimum:

- a. AMS Focal Point Portal: Dashboard, data submission form, submission history, indicator tracking view;
- b. Sectoral Body Representative Portal: Dashboard, progress reporting form, document upload, submission status tracking;
- c. ASEAN Secretariat Administrator View: Data validation queue, user management, system configuration, AEC logframe management, report generation;
- d. Senior Management and HLTF-EI Dashboard: High-level summary view of progress against all 6 strategic goals and 47 objectives;
- e. AEC Digital Newsletter Microsite (public-facing): Homepage, article/content pages, search and filter by strategic goal/sector, subscription management; and
- f. Content Editor Portal (newsletter): Article creation and editing, content approval workflow, scheduling, and publishing interface.

The consultancy will also provide the **technical oversight to the IT developer firm**. The vendor shall serve as the technical oversight authority on behalf of MSCD for the duration of the platform development period, including in the appraisal of bid documents from IT vendors. This oversight role is distinct from project management (which remains with MSCD) and from software development (which is the responsibility of the vendor). The vendor's function is to provide independent, expert technical assurance that the vendor's work conforms to the specifications documented in the BRD, SRS, and all related technical deliverables produced under this assignment.

The selected vendor is required to demonstrate knowledge and skills warranting that they will be able to implement this project successfully according to the intended timeline.

The selected vendor shall be able to provide recommendations of the required services, or better solutions in accordance with the Technical Specification/ TOR.

3. EXPECTED DELIVERABLES

The to-be-selected vendor is expected to deliver the following:

Deliverable	Description and Key Contents
Inception Report	Work plan, stakeholder engagement schedule, document review summary, proposed methodology, and refinements to scope.
Needs Assessment and Discovery Report	Summary of findings from stakeholder consultations, as-is process mapping, gap analysis, user role mapping, data flow documentation, and integration landscape.
Business Requirements Document (BRD)	Complete BRD per Section 3.3, including functional requirements for all platform modules (logframe, data collection, dashboards, reporting, newsletter, user management, APIs), non-functional requirements, data requirements, integration requirements, and user role matrix.
System Requirements Specification (SRS)	Technical SRS per Section 3.4, including use cases, use case diagrams, DFDs, ERDs, API specifications, module-level specifications, reporting specifications, and system architecture diagrams.

Technology Assessment and Architecture Report	Evaluation of technology options, recommended technology stack, system architecture diagram, deployment model recommendation, infrastructure requirements, and licensing considerations.
UI/UX Wireframes and Mockups	Low-to-medium fidelity wireframes for all key user roles and journeys per Section 3.6, covering AMS portal, Sectoral Body portal, ASEC admin view, senior management dashboard, AEC Digital Newsletter microsite (public), and newsletter content editor portal.
Technical Procurement Package	Complete package per Section 3.7, comprising: • RFP Technical Annex / Technical Specifications including SLA • UAT Criteria and Test Scenarios • Data Migration Plan • Phased Implementation Roadmap
Final Documentation Package and Presentation	Final validated versions of all deliverables (D1–D7), incorporating all MSCD and stakeholder feedback. Presentation to MSCD and Project Steering Committee summarizing findings, architecture recommendations, and documentation package.
Technical Oversight Reports and Technical Closure Report	Periodic Technical Oversight Reports submitted at each vendor payment milestone (per Section 3.9.4), covering conformance status, open issues, and change requests. Final Technical Closure Report confirming full delivery in conformance with specifications and system readiness for institutional handover.

The contract for this assignment will be issued by ASEC. The selected vendor shall report and work closely with MSCD. The ownership of the system and its documentation shall rest with ASEC. The concept and design of the system shall be the intellectual property of ASEC.

4. TIMELINE

The following timeline may need to be followed to achieve the expected deliverables. The to-be-selected vendors are encouraged to provide detailed implementation plans within their proposals and may suggest revised timelines or additional activities as deemed necessary to ensure successful project delivery.

No.	Deliverable	Indicative Deadline
1	Inception Report	Week 2
2	Needs Assessment and Discovery Report	Week 6
3	Business Requirements Document (BRD)	Week 10
4	System Requirements Specification (SRS)	Week 13
5	Technology Assessment and Architecture Report	Week 15
6	UI/UX Wireframes and Mockups	Week 18
7	Technical Procurement Package	Week 19
8	Final Documentation Package and Presentation	Week 20
9	Technical Oversight Reports and Technical Closure Report	Throughout development period (aligned to vendor milestones); Final report upon platform rollout completion

5. REQUIRED QUALIFICATIONS

The Interested companies/firms/individuals are invited to submit a proposal in English including the following documents and requirements:

1. A legally established entity, in accordance with applicable laws and regulations in their respective country of registration, including small, medium, or large enterprises;

2. Minimum 7 years of professional experience in IT consultancy, business analysis, or systems analysis;
3. Demonstrated experience developing Business Requirements Documents (BRDs) and System Requirements Specifications (SRS) for enterprise or large-scale organizational information systems — samples to be provided with application.
4. Experience in the design or implementation of Monitoring and Evaluation (M&E) information systems, results-based management systems, or performance management platforms, preferably in a regional or multi-country context.
5. Solid understanding of M&E concepts, results-based management, indicator frameworks (e.g., logframes, results chains, theories of change), and ASEAN or comparable regional organization reporting processes.
6. Knowledge of database design, systems architecture, data modeling, and API integration.
7. Demonstrated experience with UI/UX design tools (e.g., Figma, Balsamiq, or equivalent) for producing wireframes and mockups.
8. Experience preparing technical specifications for ICT procurement, including RFP Technical Annexes.
9. Familiarity with open-source M&E or data platforms (e.g., DHIS2, DevResults, Kobo Toolbox, or similar) and cloud-based deployment options is an advantage.
10. Participating vendors must also demonstrate sufficient technical resources, qualified personnel, and project management capability to undertake the assignment within the required timeline and quality standards. The vendor shall assign a dedicated project team.
11. All personnel assigned should provide a Curriculum Vitae (CV) that highlights his/her educational background, specialty and experience.
12. Provide samples of similar projects that have been previously designed; the demonstration of which can be in the form of thumb-drive or web links.

Regional and Institutional Experience

13. Prior experience working with regional intergovernmental organizations, multilateral bodies, or comparable public sector institutions. Familiarity with ASEAN's institutional structure, AEC reporting mechanisms, or with comparable regional economic integration frameworks is an advantage.
14. Understanding of government and intergovernmental ICT standards and data sovereignty requirements. Please provide portfolio of the projects / company profile or link to the website.

Soft Skills and Language

15. Strong analytical, written, and verbal communication skills in English (mandatory — all deliverables must be in English).
16. Ability to engage effectively with non-technical stakeholders (AEC desk officers, M&E officers, national focal points) and translate complex technical concepts into clear, actionable documentation.
17. Ability to work independently, manage multiple deliverables concurrently, and meet deadlines within a structured project governance framework.

6. RFP REQUIREMENTS PROCESS

Interested company should submit a Technical Proposal and a Financial Proposal.

6.1. 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

6.2 CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals must be submitted not later than **Wednesday, 16 September 2026** by following options:

6.2.1 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:

Chair of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl Sisingamangaraja No.70 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 ***Indonesia Rupiah (IDR) for local company and US Dollar/IDR for overseas company.***

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

6.2.2 SOFTCOPY

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

Chair 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 Proposal:

- 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 ***Indonesia Rupiah (IDR) for local company and US Dollar (USD)/IDR for overseas company.***

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

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

6.3 RFP TERMS & CONDITIONS

6.3.1. BID EXPIRATION DATE

Received tender proposals shall be valid until **31 December 2026**

6.3.2. IMPLEMENTATION / DELIVERY SCHEDULE

As stated in Annex A – Term of Reference'

6.3.3. PRE-BID MEETING – VIRTUAL

Date : Wednesday 9 September 2026
Time : 10 A.M (Jakarta time)

Platform : <https://meet.google.com/mbp-wqxo-dqy>

Participant's confirmation to the pre-bid meeting and questions can be share via email to: procurement@asean.org beforehand.

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

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

Name:			
Division or Subsidiary (if applicable):			
Address:			
City:			
Province / State:			
Country:			
Postal Code:			
Telephone:			
Business Name Registration: (if applicable)			
Tax Registration Number:			
Valid Business Permit: (if applicable)			
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
List of Clients
To be submitted together in the Technical Proposal

Customer Details	
Company Name	
Company Address	
Telephone Number	
Email address	
Contact Name	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Email Address	
Contact Name	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Email Address	
Contact Name	
Project Title	

APPENDIX 2

Technical Requirements

To be submitted together in the Technical Proposal

The Technical Requirements should address the requirements and expectations set out in the table below. The vendor should use the section numbers and corresponding titles shown in this tables in their Technical Proposal Submission to allow the ASEAN Secretariat Sub Committee on Tender to evaluate Technical Submissions accordingly.

No	Description	ASEC Requirements	Remarks
1	A legally established entity, in accordance with applicable laws and regulations in their respective country of registration, including small, medium, or large enterprises	Company profile / company establishment deed	Vendor to submit the required documents
2	Minimum 7 years of professional experience in IT consultancy, business analysis, or systems analysis	Company profile / Portfolio or other relevant documents	Vendor to submit the required documents
3	Demonstrated experience developing Business Requirements Documents (BRDs) and System Requirements Specifications (SRS) for enterprise or large-scale organizational information systems — samples to be provided with application	Company profile /Portfolio or other relevant documents	Vendor to submit the required documents

4	Experience in the design or implementation of Monitoring and Evaluation (M&E) information systems, results-based management systems, or performance management platforms, preferably in a regional or multi-country context	Company profile /Portfolio or other relevant documents Curriculum Vitae (CV) of each personnel: highlights his/her educational background, specialty and experience (proven experience in the design, development, deployment, and maintenance of AI-based systems and enterprise information retrieval platforms, Wordpress database and integration with other system would be an advantage); as well as has ability to communicate in English, both written and verbal	Vendor to submit the required documents
5	Solid understanding of M&E concepts, results-based management, indicator frameworks (e.g., logframes, results chains, theories of change), and ASEAN or comparable regional organization reporting processes;	Company profile /Portfolio or other relevant documents	Vendor to submit the information
6	Knowledge of database design, systems architecture, data modeling, and API integration;	Company profile /Portfolio or other relevant documents	Vendor to submit the information
7	Demonstrated experience with UI/UX design tools (e.g., Figma, Balsamiq, or equivalent) for producing wireframes and mockups;	In thumb-drive or web links	Vendor to submit the required materials
8	Experience preparing technical specifications for ICT procurement, including RFP Technical Annexes	Company profile /Portfolio or other relevant documents	Vendor to submit the information
9	Familiarity with open-source M&E or data platforms (e.g., DHIS2, DevResults, Kobo	Company profile /Portfolio or other relevant documents	Vendor to submit the information

	Toolbox, or similar) and cloud-based deployment options is an advantage		
10	Participating vendors must also demonstrate sufficient technical resources, qualified personnel, and project management capability to undertake the assignment within the required timeline and quality standards. The vendor shall assign a dedicated project team	Curriculum Vitae (CV) of each personnel: highlights his/her educational background, specialty and experience as well as has ability to communicate in English, both written and verbal	Vendor to submit the information
11	All personnel assigned should provide a Curriculum Vitae (CV) that highlights his/her educational background, specialty and experience	Curriculum Vitae (CV) of each personnel: highlights his/her educational background, specialty and experience as well as has ability to communicate in English, both written and verbal	Vendor to submit the information
12	Provide samples of similar projects that have been previously designed; the demonstration of which can be in the form of thumb-drive or web links	Company profile /Portfolio or other relevant documents	Vendor to submit the information
13	Prior experience working with regional intergovernmental organizations, multilateral bodies, or comparable public sector institutions. Familiarity with ASEAN's institutional structure, AEC reporting mechanisms, or comparable regional economic integration frameworks.	Company profile /Portfolio or other relevant documents	Vendor to submit the information
14	Understanding of government and intergovernmental ICT standards and data	Company profile /Portfolio or other relevant documents	Vendor to submit the information

	sovereignty requirements.		
15	Strong analytical, written, and verbal communication skills in English (mandatory — all deliverables must be in English)	Curriculum Vitae (CV) of each personnel: highlights his/her educational background, specialty and experience as well as has ability to communicate in English, both written and verbal	Vendor to submit the information
16	Ability to engage effectively with non-technical stakeholders (AEC desk officers, M&E officers, national focal points) and translate complex technical concepts into clear, actionable documentation	Curriculum Vitae (CV) of each personnel: highlights his/her educational background, specialty and experience as well as has ability to communicate in English, both written and verbal	Vendor to submit the information
17	Ability to work independently, manage multiple deliverables concurrently, and meet deadlines within a structured project governance framework	Curriculum Vitae (CV) of each personnel: highlights his/her educational background, specialty and experience as well as has ability to communicate in English, both written and verbal	Vendor to submit the information

APPENDIX 3 PRICE

To be submitted together in the Financial Proposal

The Financial Proposal should contain the bid amount with detailed estimates i.e. description and allocation for each item. The total proposed budget should be inclusive of all supplies, services, taxes, and any other costs required to complete the project. The Financial Submission should detail the estimates for each item as set out in the table below:

No.	Description	Unit Cost (IDR/USD)	Total Cost (IDR/USD)
1.	Lumpsum Fee		
2	Tax (If Any)		
3	Total Proposed Amount		
4	Payment Schedules	Payment schedules will be made in stages: 1. First payment (10%) will be paid by ASEAN to the Vendor within two (2) weeks after PO is released (Payment Schedule 1); 2. Second payment (20%) will be paid by ASEAN to the Vendor within two (2) weeks after written approval of Deliverables 2 and 3 (Payment Schedule 2); 3. Third payment (20%) will be paid by ASEAN to the Vendor within two (2) weeks after written approval of Deliverables 4, 5, and 6 by ASEAN (Payment Schedule 3); 4. Fourth payment (30%) will be paid by ASEAN to the Vendor within two (2) weeks after written approval of Deliverables 7 and 8	

		by MSCD and Project Steering Committee (Payment Schedule 4); 5. Fifth payment (20%) will be paid by ASEAN to the Vendor two weeks after written approval of final Technical Closure Report by MSCD and Project Steering Committee (Payment Schedule 5).	
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APPENDIX 4

Checklist for the Completeness of Documents Submitted To be submitted in the Technical Proposal

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	
3	The envelope must be sealed and labelled accordingly. i. Technical Proposal ii. Financial Proposal	
4	Title of the tender shall be put on each envelope	

II. Technical Proposal

No.	Description	Checklist
1	Technical Specifications of the proposed requirements	
2	All required information has been addressed accordingly	
3	Schedule of delivery	
4	Manpower/consultant requirement	
5	List of hardware	
6	Printed hardcopies of the duly filled Appendix 1 and 1a – Company General Information and Customer References	
7	Company profile	
8	Copy Company Legal Documents (if applicable), i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number iv. List of clients' reference v. Customer testimonials on the similar project	
9	One original signed copy of technical proposal	
10	Other requirements needed to be provided	
11	At least one duplicate copy of technical proposal	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount in IDR for local company, USD/IDR for overseas company	
3	Payment breakdown and schedule	
4	Latest audited financial statements (if applicable)	
5	Authority of signatory (if applicable)	
6	One original signed copy of financial proposal (hardcopy)	
7	At least one duplicated copy of financial proposal (hardcopy)	

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

**Company Name &
Address**

Technical Proposal - Title of the Tender

**Chair 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

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