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

1 EXECUTIVE SUMMARY

This Terms of Reference sets out the requirements for an IT Consultant to support the ASEAN Secretariat, through the Monitoring, Surveillance and Coordination Division (MSCD) of the ASEAN Integration Monitoring Directorate (AIMD), in preparing the technical foundation for the Digital AEC Monitoring, Evaluation, Accountability and Learning (MEAL) System. The assignment responds to the need for a robust, results-based digital platform to monitor implementation of the AEC Strategic Plan 2026–2030, support evidence-based decision-making, and improve data collection, analysis, reporting, accountability and learning across ASEAN stakeholders.

The Consultant will provide specialised IT advisory, business analysis, system requirements and technical documentation services across two sequential phases. In Phase 1, the Consultant will conduct needs assessment and stakeholder consultations, translate policy and M&E requirements into vendor-ready documents, and prepare the technical procurement package, including the BRD, SRS, technology assessment and architecture recommendation, UI/UX wireframes and mockups, RFP Technical Annex, UAT criteria, data migration plan and implementation roadmap. In Phase 2, the Consultant will serve as MSCD’s independent technical advisor during platform development, reviewing vendor submissions, advising on technical conformance, supporting UAT and confirming readiness for institutional handover.

The assignment is expected to produce a complete documentation package and technical assurance record, beginning with an Inception Report and culminating in final validated specifications and presentation materials within the indicative Week 2 to Week 20 documentation period. Technical oversight will continue during the IT development vendor’s implementation period through periodic Technical Oversight Reports and a final Technical Closure Report. Collectively, these outputs will enable MSCD to procure, guide, monitor and accept the development of the Digital AEC MEAL Platform with clear requirements, defined acceptance standards and documented technical accountability.

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2 BACKGROUND AND CURRENT STATUS

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 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:

- Output 1: A fully functional Digital AEC MEAL Platform enabling real-time monitoring, data collection, analysis dashboards and results reporting aligned to the AEC Strategic Plan 2026–2030 results framework;
- Output 2: An AEC-wide logframe fully integrated into the MEAL platform, covering all 100+ strategic measures across the six strategic goals and 47 objectives; and
- Output 3: A Capacity-Building Programme including training workshops and e-learning modules for ASEAN Member States, Sectoral Bodies, and the ASEAN Secretariat.
- Output 4: A Web-Based AEC Digital Newsletter microsite integrated within the MEAL platform for transparent communications and stakeholder reporting.

The primary objective of this consultancy is 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 IT Consultant will NOT be responsible for the system development itself. The Consultant'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.

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The Consultant shall act as an independent technical advisor and Technical Representative to MSCD. Project ownership and overall project management remain with MSCD.

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3 SCOPE OF WORK

The Consultant 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.

3.1 INCEPTION AND PLANNING

Upon contract signing, the Consultant shall:

- 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;
- 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
- Confirm and align the scope of the documentation package with MSCD prior to commencing fieldwork.

3.2 NEEDS ASSESSMENT AND STAKEHOLDER CONSULTATION

The Consultant shall conduct structured stakeholder consultations to map current M&E workflows, data flows, and system requirements across the following user groups:

- ASEAN Secretariat staff, particularly AECD desk officers including Directors and Assistant Directors as well as IT desk officers;
- ASEAN Member State national focal points and coordinating agencies;
- Representatives from AEC Sectoral Bodies and Working Groups (27+ bodies) including Economic Officials;
- Technical staff who manage existing systems such as the ASEAN monitoring database, ASEANStats, sectoral reporting portals, and document repositories.

The needs assessment shall specifically capture:

- Current data submission workflows and the pain points in existing M&E reporting processes;

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- 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.

3.3 BUSINESS REQUIREMENTS DOCUMENT (BRD)

The Consultant shall produce a comprehensive Business Requirements Document that translates the findings from Section 3.2 into structured requirements for the MEAL platform. The BRD shall cover, at minimum:

3.3.1 Executive Overview and System Purpose

- Summary of the AEC MEAL System's purpose, intended users, and policy basis (AEC Strategic Plan 2026–2030, Project Proposal Outputs 1–4);
- Key constraints and assumptions, including the 36-month project timeline, ASEAN institutional governance structures, and the ASEAN-India Fund for Digital Future funding parameters.

3.3.2 Functional Requirements

The BRD shall detail functional requirements for each of the following system components, which correspond directly to the project outputs described in the approved Project Proposal:

- AEC-wide Logframe Management Module (Output 2): Functionality to configure, display, and update all 100+ strategic measures across 6 goals and 47 objectives;

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linkage of AMS and Sectoral Body submissions to specific logframe levels; automated computation of progress against targets.

- Data Collection and Submission Module: Web-based data entry forms for AMS focal points and Sectoral Body representatives; support for multiple data types (quantitative indicators, qualitative progress narratives, document uploads); configurable submission schedules aligned with AEC reporting cycles.
- Dashboard and Visualization Module: Customisable real-time dashboards for different user roles; progress tracking against each strategic goal, objective, and measure; summary views for senior management and HLTF-EI reporting.
- Automated Reporting Module: Auto-generation of standard M&E reports from submitted data; customizable report templates aligned to ASEAN reporting formats; export functionality (PDF, Excel, Word).
- AEC Digital Newsletter Microsite: Content management system for publishing articles, infographics, and progress updates; search, tagging (by strategic goal and sector), and archiving functionality; subscription and notification management; cross-posting workflows to official ASEAN social media channels; mobile-responsive design for accessibility across AMS.
- User and Access Management Module: Role-based access controls for all user types; onboarding and account management workflows; audit logs for all system actions.
- Notifications and Alerts Module: Automated reminders for data submission deadlines; alerts for data quality issues and incomplete entries; notifications for new content on the Digital Newsletter microsite.
- API and System Integration Module: Integration with ASEANStats for data exchange; connections to AEC sectoral databases and document repositories; API endpoints for potential future integration with additional ASEAN systems.
- Data Quality and Validation Module: Built-in validation rules at the point of data entry; data quality flags and review workflows; data audit trail for all submissions and edits.

3.3.3 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;

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- 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.

3.3.4 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).

3.3.5 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.

3.3.6 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.

3.4 SYSTEM REQUIREMENTS SPECIFICATION (SRS)

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

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- Detailed module-level functional specifications for each system module identified in Section 3.3.2, including input/output specifications, validation rules, and business logic;
- 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;
- Data flow diagrams (DFDs) illustrating how data moves through the system from submission to validation, aggregation, visualization, and reporting;
- Entity-relationship diagrams (ERDs) covering the complete database schema, including all logframe entities, indicator tables, user tables, submission records, and content management tables;
- Reporting specifications including all standard and ad hoc report formats, with template mockups;
- API specifications for all integration points, including endpoint definitions, authentication methods, and data exchange formats; and
- System and module-level architecture diagrams illustrating component interactions, data flows, and integration layers.
- Security and access control specifications, including roles, permissions, audit trails, authentication, encryption and administrative controls.
- Testing traceability matrix linking requirements to acceptance criteria.

3.5 TECHNOLOGY ASSESSMENT AND ARCHITECTURE RECOMMENDATION

The Consultant shall evaluate potential technology approaches for the MEAL platform and produce a written recommendation covering:

- 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;
- 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;
- Prepare system architecture diagram showing all platform components, integration points, API connections, and data flows;
- 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;

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- 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
- Determine licensing considerations and estimated infrastructure costs.
- 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.

3.6 UI/UX WIREFRAMES AND MOCKUPS

The Consultant 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:

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

3.7 TECHNICAL PROCUREMENT PACKAGE (RFP TECHNICAL ANNEX AND SUPPORTING DOCUMENTS)

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

3.7.1 RFP Technical Annex / Technical Specifications

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

- Scope of software development required (referencing the BRD and SRS);
- Technical requirements and standards that the development vendor must comply with;

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- Expected technical deliverables and acceptance standards;
- Technical evaluation criteria for vendor proposals;
- Service Level Agreement (SLA) requirements; and
- Reference to the phased development approach (development, testing, piloting, full rollout) as outlined in the Project Proposal.

3.7.2 User Acceptance Testing (UAT) Criteria

A preliminary UAT framework including:

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

3.7.3 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.

3.7.4 Implementation Roadmap

A phased implementation plan aligned with the 36-month project timeline and the Project Proposal's phased development approach, covering:

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

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3.7.5 Technical Evaluation Support for Vendor Selection

Prior to contract award, the Consultant shall support MSCD in the technical appraisal of bid documents and technical proposals submitted by prospective IT development vendors in response to the RFP, including:

- Assessing vendor technical proposals against the evaluation criteria defined in Section 3.7.1;
- Providing MSCD with a written technical evaluation report and recommendation to inform vendor selection; and
- Responding to MSCD's requests for clarification on technical aspects of bids during the evaluation process.

3.8 PRESENTATION AND VALIDATION

The Consultant shall:

- Present and validate all documents with MSCD and relevant ASEAN Secretariat stakeholders through structured review sessions at each major deliverable milestone;
- Incorporate all feedback and revise documents as required prior to final submission; and
- Deliver a final presentation to MSCD and the Project Steering Committee summarizing the documentation package, key architectural recommendations, and the procurement-readiness of the technical specifications.

3.9 TECHNICAL OVERSIGHT OF IT DEVELOPMENT VENDOR

Following the award of the IT development contract to the selected IT development firm, the IT Consultant shall serve as the technical oversight authority on behalf of MSCD for the duration of the platform development period. This oversight role is distinct from project management (which remains with MSCD) and from software development (which is the responsibility of the vendor). The Consultant'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 Consultant's technical oversight responsibilities shall include:

3.9.1 Review of Vendor Development Deliverables

- Review all technical deliverables submitted by the IT development vendor at each development milestone including architecture documents, database

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schemas, API documentation, system build releases, and test reports and assess conformance against the approved BRD, SRS, and technical specifications;

- Identify and document any deviations, gaps, or deficiencies between the vendor's submissions and the agreed technical specifications, and provide MSCD with a written technical assessment and recommended course of action for each finding; and
- Advise MSCD on whether each vendor deliverable meets the agreed acceptance criteria and whether payment milestones should be approved, deferred, or contested on technical grounds.

3.9.2 Technical Clarification and Change Management

- Respond to technical clarification requests raised by the IT development vendor in relation to the BRD, SRS, wireframes, or any other specification documents, providing written responses within an agreed turnaround time;
- Assess any change requests or scope variations proposed by the vendor evaluating their technical merit, impact on the specifications, and implications for system quality, timeline, and cost and provide a written recommendation to MSCD on whether to approve, reject, or negotiate each request; and
- Where specification updates are required as a result of approved changes, revise the relevant BRD, SRS, or supporting documents accordingly and resubmit updated versions to MSCD for approval.

3.9.3 User Acceptance Testing (UAT) Support

- Support MSCD in coordinating and executing the UAT process during the pilot phase (with 2–3 Sectoral Bodies and AMS as specified in the Project Proposal), using the UAT criteria and test scenarios defined in Deliverable D7;
- Compile and classify UAT findings (defects, usability issues, missing functionality) and submit a structured UAT Report to MSCD with prioritized remediation recommendations for the IT development vendor; and
- Verify that all UAT findings have been satisfactorily resolved by the vendor prior to recommending sign-off on full-scale rollout.

3.9.4 Technical Progress Reporting

- Submit periodic Technical Oversight Reports to MSCD (at minimum aligned with the vendor's payment milestones) summarizing: the status of each development deliverable against specifications, open issues and risks requiring MSCD

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decision, change requests received and recommended disposition, and UAT findings and resolution status; and

- Prepare a final Technical Closure Report upon completion of development and full-scale rollout, confirming that all platform components have been delivered in conformance with the specifications, all critical defects have been resolved, and the system is ready for institutional handover to the ASEAN Secretariat.

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4 EXPECTED DELIVERABLES AND TIMELINE

The following table summarizes all required deliverables. All documents must be submitted in both editable (Word) and final (PDF) format. The Consultant must obtain written approval from MSCD before a deliverable is considered accepted.

No.	Deliverable	Description and Key Contents	Indicative Deadline	Format
1	Inception Report	Work plan, stakeholder engagement schedule, document review summary, proposed methodology, and refinements to scope.	Week 2	Word
2	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.	Week 6	Word
3	Business Requirements Document (BRD)	Complete BRD 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.	Week 10	Word
4	System Requirements Specification (SRS)	Technical SRS including use cases, use case diagrams, DFDs, ERDs, API specifications, module-level specifications, reporting specifications, and system architecture diagrams.	Week 13	Word

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No.	Deliverable	Description and Key Contents	Indicative Deadline	Format
5	Technology Assessment and Architecture Report	Evaluation of technology options, recommended technology stack, system architecture diagram, deployment model recommendation, infrastructure requirements, and licensing considerations.	Week 15	Word
6	UI/UX Wireframes and Mock-ups	Low-to-medium fidelity wireframes for all key user roles and journeys covering AMS portal, Sectoral Body portal, ASEC admin view, senior management dashboard, AEC Digital Newsletter microsite (public), and newsletter content editor portal.	Week 18	Figma or equivalent
7	Technical Procurement Package	Complete package comprising: • RFP Technical Annex / Technical Specifications including SLA • UAT Criteria and Test Scenarios • Data Migration Plan • Phased Implementation Roadmap	Week 19	Word

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No.	Deliverable	Description and Key Contents	Indicative Deadline	Format
8	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.	Week 20	Word and PPT
9	Technical Oversight Reports and Technical Closure Report	Periodic Technical Oversight Reports submitted at each vendor payment milestone, 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.	Throughout development period (aligned to vendor milestones); Final report upon platform rollout completion	Word

Note: The timeline above is indicative. A confirmed schedule with specific dates will be agreed and documented in the Inception Report following contract signing.

Intended Use of Deliverables: All documents produced under this consultancy will be used directly to procure, guide, and oversee the work of the IT development vendor. The Final Documentation Package constitutes the definitive technical specification that the IT development firm must follow. The Technical Oversight Reports and Technical Closure Report constitute the formal record of technical conformance. Accordingly, all documents must be clear, precise, unambiguous, and complete enough to be used without further interpretation.

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5 REQUIRED QUALIFICATIONS

Technical Experience

1. Minimum 7 years of professional experience in IT consultancy, business analysis, or systems analysis, for interested individuals or for the named lead consultant of the firm.
2. 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.
3. 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.
4. 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.
5. Knowledge of database design, systems architecture, data modeling, and API integration.
6. Demonstrated experience with UI/UX design tools (e.g., Figma, Balsamiq, or equivalent) for producing wireframes and mockups.
7. Experience preparing technical specifications for ICT procurement, including RFP Technical Annexes.
8. 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.

Regional and Institutional Experience

9. 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 is an advantage.
10. Understanding of government and intergovernmental ICT standards, data sovereignty requirements. Please provide portfolio of the projects, company profile or link to the website.

Soft Skills and Language

11. Strong analytical, written, and verbal communication skills in English (mandatory — all deliverables must be in English).

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12. 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.
13. Ability to work independently, manage multiple deliverables concurrently, and meet deadlines within a structured project governance framework.

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6 TERMS OF PAYMENT

The Consultant will be remunerated on a lump-sum or time-based basis as specified in the contract. Payment will be tied to the written acceptance of deliverables by MSCD, as follows:

Payment Schedule	Milestone / Deliverable(s)	Condition for Payment	% of Total Fee
1st	Contract signing + Inception Report	Written approval of Deliverable 1 by MSCD	10%
2nd	Needs Assessment Report + BRD	Written approval of Deliverables 2 and 3 by MSCD	20%
3rd	SRS + Technology Assessment + Wireframes	Written approval of Deliverables 4, 5, and 6 by MSCD	20%
4th	Technical Procurement Package + Final Documentation Package and Presentation	Written approval of Deliverables 7 and 8 by MSCD and Project Steering Committee	30%
5th	Technical Oversight Reports + Technical Closure Report	Acceptance of each periodic Technical Oversight Report by MSCD; written approval of final Technical Closure Report by MSCD and Project Steering Committee	5% per periodic report; final 5% upon Technical Closure Report approval (total 20%)

A detailed financial proposal indicating the costs is required for undertaking this assignment.
