



TERMS OF REFERENCE

ASEAN SOCIO-CULTURAL COMMUNITY (ASCC) RESEARCH AND DEVELOPMENT PLATFORMS ON CARE ECONOMY

The ASEAN Secretariat and the Australian Government, through the Australia for ASEAN Futures Initiative, invite applications from firms, organisations, or joint venture/consortium/association (JCVA) for the above-referenced project. All proposals will be assessed based on their technical quality and value for money.

I. Background

The ASEAN Leaders' Vision Statement on A Cohesive and Responsive ASEAN on 26 June 2020 called for concerted efforts to identify emerging challenges and opportunities to better formulate initiatives to ensure ASEAN is better positioned for the new Normal, and as we work toward developing the ASEAN Community Vision Post 2025, while taking into account ASEAN's COVID-19 exit strategy. The ASEAN Chairman's Statement of the 36th ASEAN Summit in June 2020 likewise emphasised the need to look beyond the progress and achievements, and to assess the changes on the strategic landscape of ASEAN community building efforts and identify emerging issues that need to be taken into considerations towards 2025 and beyond.

A robust repository of information and research through proposed ASCC Research and Development Platform is expected to enable the ASEAN Socio-Cultural Community to develop and implement holistic solutions will be required against the backdrop of the fast-changing and emerging challenges ---confronting the region. These challenges also lend greater urgency to intensify collaborative research, and embrace a greater diversity of perspectives and ideas, so that decision makers can fully understand the fault lines and underlying causes of socio-economic problems, and develop the relevant solutions.

The ASCC Research and Development Platform on Care Economy is a newly developed project aimed at addressing the concerns raised at the above-mentioned high-level regional fora. The outputs of this ASCC Research and Development Platform will contribute meaningfully to more informed decisions that ASCC sectoral bodies could take in developing and implementing initiatives. This project will be anchored in ASEAN Comprehensive Framework on Care Economy.

Inclusivity and Sustainability Considerations

The project is designed with inclusivity at its core, ensuring that research and analysis comprehensively consider the diverse makeup of the care economy. The project will endeavour to ensure that:

(i) the research and analysis explicitly consider gender dynamics within the care economy, including the different roles, challenges, and opportunities for men and women in both paid and unpaid care work;

- (ii) data collection will include disaggregated data based on gender, and where available, disability, to identify specific trends, disparities, and contributions of different genders to the care economy;
- (iii) policy recommendations will address the unique needs and challenges faced by women and men in the care economy;
- (iv) the scope of care work will aim to include the perspectives and experiences of individuals with disabilities and migrants, both as receivers and givers of care, to consider the challenges, contributions, and opportunities they face;
- (v) the online forums will provide a platform for discussions on inclusivity, including inviting experts and advocates for disability inclusion and active aging to share their insights.

Additionally, the project will explore how care practices impact the environment and vice versa, identifying sustainable care practices that contribute to environmental conservation and resilience.

Relationship to Other Activities

The ASCC Research and Development Platform on Care Economy is part of the ASCC Research and Development Platforms Programme with 7 other ongoing/completed platforms, namely:

- ASCC Research and Development Platform on Climate Change
- ASCC Research and Development Platform on Disaster Management
- ASCC Research and Development Platform on Public Health Emergency
- ASCC Research and Development Platform on Future of Work
- ASCC Research and Development Platform on Future of Education
- ASCC Research and Development Platform on Poverty Action
- ASCC Research and Development Platform on Media, Culture, and Arts

II. Needs and Objectives

The project aims to empower ASEAN Member States with valuable insights, enabling them to make informed decisions, create targeted initiatives, and implement policies that accurately reflect the realities of the care economy landscape within the ASEAN region. It will put in place an effective research and development framework for ASCC Sectoral Bodies that would produce deliverables in the form of (i) two (2) flagship reports, (ii) three (3) policy briefs, and (iii) two (2) online forums.

III. Outputs and Deliverables

The Consultant/Implementing Agency will implement the ASCC Research & Development Platform on Care Economy with the following scope of work:

1. Organise and conduct two (2) Forums for effective sharing of knowledge, case studies and best practices

The Consultant will lead the implementation of two (2) forums, aims at facilitating the exchange of knowledge, experiences and best practices on care economy. The first forum will comprise an expert panel discussion followed by an open Q&A session while the second forum will take the form of a research conference, where

selected researchers will present their papers and engage in peer-review discussions.

The Consultant will be responsible for developing the program and concept note for these online forums, identifying and inviting relevant experts as panelists and ensuring smooth execution of both events. The target audience includes government officials and policymakers from ASEAN Member States, as well as private sector, and CSOs, including organisation of persons with disability.

Additionally, the consultant will prepare **synthesis reports** summarising the discussions from both forums to consolidate key insights.

2. Develop Flagship Reports on the care economy sector in ASEAN

The platform will produce two (2) flagship reports. The first report will be a comprehensive landscape analysis on care economy in ASEAN, for which the Consultant will collect and analyse data, outlining the status, trends, challenges, opportunities, and policies in the region, serving as a baseline analysis.

The second flagship report will be based on a call for papers (CFP) on care economy in ASEAN. The Consultant will develop a concept note for CFP, and assist the ASEAN Secretariat in curating submissions, selecting seven (7) to ten (10) papers for presentation at the second forum. Following the forum, the Consultant will provide feedback to the researchers for finalising their papers, which will be compiled into an edited volume as the second flagship report. The Consultant, together with the ASEAN Secretariat, will act as the editor of this volume.

3. Develop Policy Briefs the ASCC Sectoral Bodies

The platform will produce three (3) policy briefs on care economy, offering new perspectives on long-term strategic challenges and policy recommendations aimed at enhancing the work of the ASCC Sectoral Bodies.

4. Collaborate with the ASCC Analysis Division and the ASCC Analysis and Monitoring Directorate

The Consultant will work closely with the ASCC Analysis Division and the ASCC Analysis and Monitoring Directorate to identify specific technical and strategic gaps. This will provide innovative technical inputs, and advice on strategic directions in addressing emerging social development trends with implications for the care economy.

In summary, the Consultant will have to submit the following deliverables:

1. Inception Report
2. Concept Note of the 1st Online Forum
3. Agenda of the 1st Online Forum
4. 1st Online Forum
5. Synthesis Report of the 1st Online Forum
6. Consolidated list of proposed participants and speakers the 1st Online Forum
7. 1st Flagship Report
8. Interview transcripts and /or raw data collected for the 1st Flagship Report (if applicable)

9. Raw data/editable version of all figures and tables featured in the 1st Flagship Report (if applicable)
10. List of interview respondents for the 1st Flagship Report (if applicable)
11. TOR/Concept Note for the Call for Paper
12. Submitted manuscripts
13. List of participants for the call for paper
14. Concept Note of the 2nd Online Forum
15. Agenda of the 2nd Online Forum
16. 2nd Online Forum
17. Synthesis Report of the 2nd Online Forum
18. Consolidated list of proposed participants and speakers the 2nd Online Forum
19. 1st Policy Brief
20. 2nd Policy Brief
21. 3rd Policy Brief
22. Interview transcripts and /or raw data collected for the Policy Briefs (if applicable)
23. Raw data/editable version of all figures and tables featured in the Policy Briefs (if applicable)
24. List of interview respondents for the Policy Briefs (if applicable)
25. 2nd Flagship Report
26. Raw data/editable version of all figures and tables featured in the 2nd Flagship Report (if applicable)

IV. Deliverables and Activities

The following outputs and activities will need to be undertaken to achieve the outputs and deliverables presented above. The bidder should provide details on its approach to each activity in its bid and is free to recommend additional activities.

Deliverable	Activity/ Task	Indicative Person Working Day	Indicative Completion Date	Responsible Entity
Inception Report	Setting expectations on the project with consultant	4 days	Feb25	Consultant
	Conceptualisation of overall approach, detailed framework, risk assessment, and preparation of work plan, and management strategy.			Consultant
	Preparation and submission of an inception report.			Consultant
	Finalisation based on feedback from ASEAN Member States and ASEAN Secretariat, as required, of an inception report.	1 day	Consultant	
Endorsement of the Inception Report by SOCA (10 days)				
1st Online Forum Synthesis Report, including: <ul style="list-style-type: none"> ▪ Concept Note ▪ Agenda ▪ Synthesis Report ▪ Consolidated list of proposed participants and speakers 	Preparation for 1 st Online Forum, identify topics and speakers, consult sectoral bodies where needed, send out invitations for speakers and participants and iron out logistics	12 days	Feb-25	Consultant
	Conduct of 1 st Online Forum	1 day		Consultant
	Develop and finalise synthesis report summarising the discussions from both forums including revision	7 days		Consultant
	Submit synthesis report for 1 st Online Forum			Consultant
Endorsement of the 1st Online Forum Synthesis Report by SOCA (10 days)				
2nd Online Forum Synthesis, including: <ul style="list-style-type: none"> ▪ Concept Note ▪ Agenda ▪ Synthesis Report ▪ Consolidated list of proposed participants and speakers 	Develop outline of the three policy briefs by identifying key strategic priorities outlined in the ASEAN Comprehensive	12 days	Jul-25	Consultant
	Conduct of 2 nd Online Forum	1 day		Consultant
	Develop and finalise synthesis report summarising the discussions from the forum including revision	7 days		Consultant
	Submit synthesis report for 2 nd Online Forum			Consultant
Endorsement of the 2nd Online Forum Synthesis Report by SOCA (10 days)				

Terms of Reference

Consultant for ASCC R&D Platforms on Care Economy

Deliverable	Activity/ Task	Indicative Person Working Day	Indicative Completion Date	Responsible Entity
1st Flagship Report, including <ul style="list-style-type: none"> ▪ Interview transcripts and/or raw data collected for the 1st Flagship Report (if applicable) ▪ Raw data/editable version of all figures and tables ▪ List of interview respondents for the 1st Flagship Report (if applicable) 	Data collection (quantitative and qualitative) for the extensive landscape analysis of the care economy in ASEAN	30 days	Oct-25	Consultant
	Outline of 1 st Flagship Report	20 days		Consultant
	Develop first draft of the 1 st Flagship Report			Consultant
	Submission of the first draft of the 1 st Flagship			Consultant
	Revision based on 1 st round of reviews	5 days		Consultant
	Revision based on 2 nd round of reviews	5 days		Consultant
	Finalisation of 1 st Flagship Report	2 days		Consultant
Endorsement of the 1st Flagship Report by SOCA (10 days)				
Three (3) Policy Briefs, including: <ul style="list-style-type: none"> ▪ Interview transcripts and/or raw data collected for the policy briefs (if applicable) ▪ Raw data/editable version of all figures and tables (if applicable) ▪ List of interview respondents for the policy briefs (if applicable) 	Develop outline of three policy briefs by identifying key strategic priorities outlined in the ASEAN Comprehensive Framework on Care Economy	10 days	Oct-25	Consultant
	Submit outlines of three policy briefs			
	Develop three (3) first drafts with clear, concise, and actionable policy recommendations for each strategy	25 Days		Consultant
	Submit first drafts of the three policy briefs			
	Revision based on 1 st round of reviews	10 days		Consultant
	Revision based on 2 nd round of reviews	10 days		Consultant
	Finalisation of three policy briefs	5 days		Consultant
Endorsement of three (3) Policy Briefs by SOCA (10 days)				
2nd Flagship Report, including: <ul style="list-style-type: none"> ▪ TOR/Concept Note for the Call for Paper 	Launch the call for papers during the 1 st Online Forum		Oct-25	Consultant
	Compile, review and shortlist submitted abstracts	20 days		Consultant
	Final list of selected papers, and inform authors			Consultant

Deliverable	Activity/ Task	Indicative Person Working Day	Indicative Completion Date	Responsible Entity
<ul style="list-style-type: none"> ▪ Submitted manuscripts ▪ List of participants for the call for paper ▪ Raw data/editable version of all figures and tables (if applicable) 	Writing of preliminaries, including foreword, acknowledgment	10 days		Consultant
	Submission of first drafts			Consultant
	Authors to revise paper based on 1 st round of reviews	15 days		Consultant
	Authors to revise paper based on 2 nd round of reviews	7 days		Consultant
	Finalisation of 2 nd Flagship Report	3 days		Consultant
Endorsement of the 2nd Flagship Report by SOCA (10 days)				

* The number of person-working days is intended to indicate the amount of relative effort required to deliver the corresponding outputs/deliverables. The calculation assumes of five (5) person days per week. The actual time will be agreed upon in negotiation with the successful bidder

V. Project Management

The sponsoring body for this project is the Official Committee of ASEAN Socio-Cultural Community (SOCA), who will provide strategic guidance and advice, as well as approve the implementation and completion of the project.

The project will be funded through the Australia for ASEAN Futures (Aus4ASEAN Futures) Initiative and managed by the ASCC Analysis Division of the ASEAN Secretariat. The consultant/implementing agency should be responsible to achieving the outputs and deliverables, including organising and conducting scheduled activities, in close consultation with the ASEAN Secretariat.

All reports will be submitted based on Aus4ASEAN Futures Guidelines for Implementing Agency in draft format to the ASCC Analysis Division (with a copy to Aus4ASEAN Futures) and, following ASEAN approval, in final form. All outputs and reports must be suitable for publication, although the decision on publication lies with the ASEAN.

The consultant will also provide regular (weekly, bi-monthly, or as agreed with the ASEAN Secretariat) summation of activities undertaken and issues that have arisen. These will be submitted to ASCC Analysis Division and Aus4ASEAN Futures by email.

VI. Scope of Services

The consultancy will be undertaken over a **continuous effective period of 12 calendar months** with approximately **222 person working days** of various professional services. Work will need to commence immediately after contract signing.

VII. Qualifications

The project requires a reputable think tank, consulting firm or research institute (or a joint venture/consortium/association) with demonstrated expertise in the care economy, social development, and relevant policy areas. The Consultant is expected to bring a strong understanding of socio-economic dynamisms within the ASEAN region and employ sound research methodologies that focus on inclusivity, gender, and social analysis. Interested firms or JCVAs should demonstrate the following in the submitted technical proposal:

- At least 15 years of experience in research, consulting, or strategic advisory in the fields such as economy, care economy, anthropology, social studies, gender equality, disability equity, labour, or other relevant fields related to care economy, preferably within the ASEAN or Southeast Asian context.
- A proven track record of delivering recognised research work, publications, or consultancy services utilised by international or regional institutions or national governments, demonstrating in-depth expertise in addressing social development concerns or cross-cutting issues.
- A dedicated project team with strong management and implementation capabilities for delivering the required outputs. The team should have demonstrated experience in managing complex research projects and facilitating multi-stakeholder processes.

- Extensive experience working in senior management positions within development management teams or organisations at national, regional or international levels, with a broad network of stakeholders across the region;
- Strong capacity for data collection, analysis, and report writing, with excellent communication skills, both oral and written. The ability to communicate clearly and effectively to diverse audiences is essential.
- Proven project management skills, with a track record of delivering complex projects on time and within budget. Demonstrated ability to work under tight deadlines and manage multiple components/activities simultaneously.
- Experience in cross-sectoral and multilateral stakeholder engagement and communications, including facilitation of strategic discussions and workshops.
- Demonstrated ability to incorporate cross-cutting issues, such as gender equality, disability, social inclusion, and climate resilience, into project implementation, particularly in relation to care economy policies and practices.
- Excellent command of written and spoken English, with proved ability to work harmoniously in a team environment with diverse groups of individuals in cross-cultural and international settings.

VIII. Bidding

Interested firms or Joint Ventures/ Consortium/ Association (JVCA) are invited to submit a proposal in response to these Terms of Reference. This proposal should be divided into two parts: **Technical** and **Financial components**; and submitted in two separate emails.

The **Technical component** should present the following information:

- › A brief discussion indicating the tenderer's understanding of the needs of the project.
- › A brief analysis of key issues.
- › A methodological discussion of how the tenderer proposes to address those needs including assessment of key issues, analytical strategies that will underlie the project, specific techniques to be utilised, and practical discussion of possible limitations in carrying out the project.
- › A detailed work plan that specifies activities to be undertaken, expected outputs and deliverables, resources to be utilised and timing.
- › Staffing and management plan.
- › A discussion on how measures will be taken to ensure the future sustainability of the outcomes of the project.
- › Brief discussion of the firm/JVCA's past experience in undertaking similar work and brief summaries of all projects undertaken.
- › Cover Letter for Technical Proposal (see **Form A** annexed to this document).
- › Tenderer Information and Completed Tenderer Registration Form (see **Form B** of this document), including a set of the following documents if applicable: company profile; business name registration issued by an appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements.
- › Joint Venture/Consortium/Association Information (only if the proposal is submitted as such) – see **Form C** of this document.

- › Tenderer Declaration (see **Form D** of this document).
- › Tenderers should use the Technical Proposal Format (see **Form E** annexed to this document). Examples of previous work and a list of referees should be included in the Technical Proposal.
- › CVs of all proposed experts and team members to be involved (see **Form F** of this document).

The Technical Proposal shall not include any price or financial information. A technical proposal containing material with financial information may be declared non-responsive.

The **Financial Proposal** should specifically include:

1. Cover Letter for Financial Proposal (see **Form G** annexed to this document).
2. Professional fees of expert(s).
3. Management and/or operational fees (if any), which include all costs incurred by the person/entity/company for internal coordination, communication, travel, and any other associated project management costs.
4. Applicable taxes such as value-added tax (VAT), good and services tax (GST), Pajak Pertambahan Nilai (PPN), and income tax. The total amount quoted in the financial component must include all applicable taxes. Additional amounts not specified in the financial component will not be included in the contract. See Section XI point 5 for an additional note on tax liability.
5. Tenderers should use the Financial Proposal Format (see Form H of this document).

The quoted price in the Financial Proposal shall only be in US dollars.

Activity costs for experts and participants, such as reimbursable expenses for airfare, other travel costs, and daily subsistence allowance for workshops, meetings, and all other agreed activities, do not need to be included in the Financial Component. These items will be discussed with the preferred contractor during the finalisation of the scope of services. Costs will be based on prevailing ASEC rates.

The proposal should be valid for at least one hundred eighty (180) days starting on the closing date of this tender announcement.

All documents submitted shall be in English. Otherwise, it will not be considered.

IX. Submission of Bids

Tenderers shall send their Technical Proposal and Financial Proposal via two separate emails, attaching the respective cover letters and materials specified in Section VIII above and other supporting documents to tender@aus4aseanfutures.org and aus4aseanfutures@asean.org, no later than **18 November 2024 at 23:59 Jakarta time (GMT +7)**. Large documents (>5MB) can be submitted in parts through several emails. **Late submissions will be disqualified.**

Tenderers shall use the following email subjects when separately submitting their technical and financial proposals:

- › Technical Proposal_" ASCC R&D Platforms on Care Economy "_Name of Vendor
- › Financial Proposal_" ASCC R&D Platforms on Care Economy "_Name of Vendor

For Frequently Asked Questions (FAQ), please visit <https://www.aus4aseanfutures.org/tender-frequently-asked-question/>.

Any queries on the TOR should be sent by email to query@aus4aseanfutures.org before **11 November 2024**. Please use the subject line: **"Query-ASCC R&D Platforms on Care Economy"**

Response to received queries will be published at Aus4ASEAN Futures' website (<https://www.aus4aseanfutures.org/>). No individual responses or replies will be provided for queries. Please check the page regularly for updates.

X. Additional Notes on Terms and Conditions of the Project

1. Any future studies/reports/analysis in any form of intellectual property rights (including but not limited to patents, copyright, and any related rights) submitted by the Contractor to ASEAN arising out of or in connection to the services performed by the Contractor to ASEAN shall belong to ASEAN under the name of **ASEAN** only.
2. Successful tenderers shall agree to be bound and sign the Special Services Agreement (SSA) with all requirements under the terms and conditions provided therein, including but not limited to the Australia for ASEAN Futures Guidelines for the Contractors attached to the SSA.
3. SSA can only be signed with the registered tenderers as stated in Form A (see Annex). It is not possible for other entities or subsidiaries of the registered tenderers to sign the SSA on behalf of the registered tenderer.
4. Tenderers shall not initiate or engage in any work under this project before the SSA is duly signed.
5. As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim, or any tax liability that may be imposed by any law in relation to any amount payable by the ASEAN Secretariat. This means that the ASEAN Secretariat has no tax identification, is tax-exempt (including withholding tax) and is a non-tax withholding entity. ASEAN Secretariat will provide proof of tax-exemption status to the contractor, as needed.

PROPOSAL FORMS

Form A. Cover Letter for Technical Proposal

Form B. Tenderer Information

Form C. Joint Venture/ Consortium/ Association Information

Form D. Tenderer's Declaration

Form E. Technical Proposal (of up to 50 pages on an A4-sized page)

Form F. Specified Personnel's Curriculum Vitae (of up to four pages for each CV)

Form G. Cover Letter for Financial Proposal

Form H. Financial Proposal

PROPOSAL CHECKLIST FOR THE COMPLETENESS OF DOCUMENTS SUBMITTED

Checklists must be used to ensure that all tender documentation has been provided. Checklists must be included in both emails of proposals.

Technical Proposal

No	Description	Checklist
1	Proposals are submitted in two separate emails (softcopy)	
2	Title of the tender shall be put in each email as follows: > Technical Proposal_ ASCC R&D Platforms on Care Economy _Name of Vendor > Financial Proposal_ ASCC R&D Platforms on Care Economy _Name of Vendor	
3	Technical Proposal:	
	> Form A. Cover Letter for Technical Proposal	
	> Form B. Tenderer Information and other supporting documents, such as:	
	<ul style="list-style-type: none"> o Scanned Copy of Company Legal Documents (if applicable), i.e. <ul style="list-style-type: none"> ▪ Business Name Registration (Trade Register) ▪ Valid Business Permit ▪ Tax Identification Number ▪ Latest audited financial statements (for the company) 	
	> Company Profile	
	> Authority of signatory	
	> Form C. Joint Venture/ Consortium/ Association Information (if applicable) <i>*In the case of Joint Venture (JV), the letter of intent to form a legally enforceable JV, including a draft agreement or JV agreement (see Form C)</i>	
	> Form D. Tenderer’s Declaration	
	> Form E. Technical Proposal (of up to 50 pages on an A4-sized page, including a list of references)	
	> Form F. Specified Personnel’s CV (with each CV up to four pages)	
4	Financial Proposal:	
	> Form G. Cover Letter for Financial Proposal	
	> Form H. Financial Proposal:	
	<ul style="list-style-type: none"> o Bid Amount 	
	<ul style="list-style-type: none"> o Payment Schedules 	

Form A: Cover Letter for Technical Proposal

[On company letterhead]

[Location, Date]

To:
Procurement Team
Australia for ASEAN Futures Initiative
ASEAN Secretariat
Jl. Sisingamangaraja 70a, Jakarta Selatan
Indonesia 12110

Dear Sir/ Madam,

We, the undersigned, offer to provide the Services for *(Insert RFP Title)* dated *(Insert Date)*. We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sent in a separate password-protected file through electronic submission.

Our proposal shall be valid and remain binding upon us for the period of time specified in the RFP Documents and subject to the modifications resulting from Contract negotiations. We acknowledge and accept your right to inspect and audit all records relating to our proposal irrespective of whether we enter into a contract with ASEAN as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature
Name and Title of Signatory:
Date:
Name of Firm:
Address:
(Stamp with the official stamp of the Tenderer)

Form B: Tenderer Information

Tenderer's legal name	
In the case of a Joint Venture, Consortium, or Association - The legal name of each party	
Tenderer's type of organisation	<i>(For example, sole trader / public limited company/ private company)</i>
Tenderer's Country of Registration, Constitution, or Incorporation	
Tenderer's Year of Registration, Constitution, or Incorporation	
Tenderer's legal address in the Country of Registration, Constitution, or Incorporation	
Registration no./Deed of organisation: (if applicable)	
Tenderer's authorised representative information:	Name: Address: Telephone: Email Address:
Organisation chart	Attach the organisation chart to this form as an option.
List of management names and position	

Please attach:

- › Articles of Incorporation or Registration of the designated firm and information on its capital structure (Trade Register).
- › In the case of a Joint Venture (JV), the letter of intent to form a legally enforceable JV, including a draft agreement or JV agreement (see Form C).
- › Organisation chart of the company and list of current staff
- › Latest audited financial statements (if applicable)

Form C: Joint Venture/ Consortium/ Association Information (if applicable)

Name of Tenderer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
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This is to be completed and returned with your proposal if the proposal is submitted as a Joint Venture/ Consortium/ Association (JVCA).

No	Name of Partner and contact information (address, telephone numbers, fax numbers, email address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

Name of leading partner (With authority to bind the JVCA during the RFP process and, in the event a Contract is awarded, during contract execution)	Click or tap here to enter text.
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We have attached a copy of the below-referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

- Letter of intent to form a JVCAOR JVCA agreement.

We hereby confirm that if the contract is awarded, all parties of the JVCA shall be jointly and severally liable to _____ for the fulfilment of the provisions of the contract.

Name of partner: _____	Name of partner: _____
Signature _____	Signature _____
Date: _____	Date: _____
Name of partner: _____	Name of partner: _____
Signature _____	Signature _____
Date: _____	Date: _____

Form D: Tenderer’s Declaration

Name of Tenderer	Click or tap here to enter text.	Date	Click or tap to enter a date.
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On behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association (JVCA) members or subcontractors or suppliers for any part of the contract.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFP. I/We confirm that the Tenderer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this proposal, I/we warrant that the Tenderer has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of ASEAN Entities, ASEAN Secretariat, Aus4ASEAN Futures (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to not engage in proscribed practices, or any other unethical practice, with the ASEAN Secretariat or any other party and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ASEAN Secretariat and the Australian Government.
<input type="checkbox"/>	<input type="checkbox"/>	Child Protection and the Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH): I/We confirm that we have read DFAT policies on child protection http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx and Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) https://www.dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default and will adhere to them.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the Tenderer has no actual, potential or perceived conflict of Interest in submitting this proposal or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process, the Tenderer will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Collusive Tendering: I/We declare that our firm, its affiliates or subsidiaries or employees, including any JVCA members or subcontractors or suppliers for any part of the contract, have no knowledge of the technical or financial tender of any other tenderer when they submit their tender. We also declare that we have not and will not

Terms of Reference

Consultant for ASCC R&D Platforms on Care Economy

Yes	No	
		disclose any of the details of our tender submission to any other person or organisation prior to the closing date for the RFP.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JVCA members or subcontractors or suppliers for any part of the contract not on any list of sanctioned parties issued by any Australian Government institution, World Bank, ASEAN Development Bank, UN agencies, European Union and others, and not blacklisted by any local/ international organisation, Government/ semi-government department, NGO or any other company/ organisation.
<input type="checkbox"/>	<input type="checkbox"/>	I/We do not employ, or anticipate employing, any person(s) who is, or has been convicted for an offence concerning professional conduct or guilty of grave professional misconduct (proven by any means which the contracting authorities can justify) or have been convicted of an offence of, or relating to bribery of a public official, nor are they subject to any proceedings which could lead to such a conviction.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Proposal Validity Period: I/We confirm that this proposal, including the price, remains open for acceptance for the proposal validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognise that you are not bound to accept any proposal you receive.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

Authorised Signature

Name and Title of Signatory:

Date:

Name of Firm:

Address:

(Stamp with the official stamp of the Tenderer)

Form E: Technical Proposal

Consultant's general information - to be submitted together in the Technical Proposal

Name of Assignment**Tenderer's Organisation or Person****Address****Contact Person and Title/Position****Email****Telephone****Mobile Phone****Business Name Registration****Tax Registration Number****Indicate the number of years involved in similar business/work****Date****I. Consultant's Organisation and Experience****1.1. Organisational capability**

Outline general organisational capability that is likely to affect the performance of the TOR, such as size of the organisation, in-house expertise, strength of project management support, networks, etc.

1.2. Relevant experience

Include a description of past and present experiences and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts in which the organisation may have participated. Detail any specialised knowledge that may be applied to the performance of the TOR. Include experience working with the ASEAN Member States and/or the ASEAN Secretariat.

1.3. Quality assurance procedures

Describe the potential risks for the performance of the TOR that may impact the achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes and policies, e.g., ISO.

1.4. Extent to which the work will be subcontracted.

Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the roles, responsibilities, reporting lines, and accountability.

1.5. Customer/Previous Work Reference

Please list references of three (3) clients/ customers for whom the Tenderer has provided similar service.

Customer/Previous Work Details	
Company name	
Company address	
Telephone number	
Contact person and Position/Title	
Email address	
Project title and brief description	

Customer/Previous Work Details	
Company name	
Company address	
Telephone number	
Contact person and Position/Title	
Email address	
Project title and brief description	

Customer/Previous Work Details	
Company name	
Company address	
Telephone number	
Contact person and Position/Title	
Email address	
Project title and brief description	

II. Comments and/or Suggestions on the Terms of Reference

Please feel free to present and justify any modifications to the Terms of Reference your firm/organisation would like to propose in order to perform the assignment more effectively. If there are such suggestions, they should be incorporated into your proposal.

III. Description of Approach and Methodology

Provide a description of the organisation's approach, methodology, and timeline for how the organisation will achieve the TOR, including:

- › The assessment criteria the Assessment will use, the questions the Assessment should answer, and how the criteria and questions relate. These will include any additional issues identified by the assessor with regard to those mentioned in the ToR.
- › For each criterion, methods of collecting data/information and specific sources of data.
- › If appropriate to the Assessment, the proposed criteria for sampling and rational, and the proposed sample.
- › Describe in detail the ways data will be collected, including instruments.

IV. Work Plan

A work plan for data collection, analysis, reporting, and their milestones. **The timelines mentioned in the ToR may be confirmed.** Please detail the proposed quality assurance method, including who will do the quality assurance for the products of the Assessment and which instrument will be linked (e.g., Assessment proposal, inception report, data collected and analysed, draft report). It should also include a description of how comments and corrections received from main stakeholders will be handled. Please provide a brief description of each team member and a statement of how team members complement each other to meet the knowledge and skills needs of the assignment.

V. Quality Assurance

Please detail the proposed quality assurance method, including who will do the quality assurance for the products of the Assessment and which instrument will be linked (e.g., Assessment proposal, inception report, data collected and analysed, draft report). It should also include a description of how comments and corrections received from main stakeholders will be handled.

VI. Team Composition and Task Assignments

Please provide a brief description of each team member and a statement of how team members complement each other to meet the knowledge and skills needs of the assignment. Additionally, please provide the information requested in the table below.

VII. Work Schedule and Planning

No	Deliverables ¹	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5) delivery of the final report to ASEAN through ASEC}													
D-2	{e.g., Deliverable #2:.....}													

1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as ASEAN’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
2. The duration of activities shall be indicated in the form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

VIII. Team Composition, Assignment, and Inputs

No.	Name	Expert's input in person weeks for each deliverable							Total time-input (in person week)		
		Position		D1	D2	D3	D4	D5	Home	Field	Total
Key Experts											
1.	Mr/Ms. Example	Team Leader	Home	2.0 w	0.5 w	1.0 w	1.0 w	0.5 w	5 weeks	7 weeks	12 weeks
			Field	3.0 w	1.0 w	1.0 w	1.0 w	1.0 w			
2.											
3.											
Sub Total											
Non-Key Experts											
1.			Home								
			Field								
2.											
3.											
Sub Total (days)											
Total (days)											

1. For Key Experts, the input should be indicated individually for the same positions as required.
2. Weeks are counted from the start of the assignment/mobilisation. One (1) week equals five (5) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
3. "Home" means work in an office in the expert's country of residence.
"Field" work means work carried out in any other country outside the expert's country of residence.

Form F. Specified Personnel's Curriculum Vitae

CURRICULUM VITAE (CV)

Position Title	{e.g., TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education:

List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained

Employment record relevant to the assignment:

Starting with the present position, list in reverse order. Please provide dates, the name of the employing organization, the titles of positions held, the types of activities performed, the location of the assignment, and the contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts: <i>List all deliverables/tasks in which the Expert will be involved</i>	Reference to Prior Work/Assignments that Best Illustrate Capability to Handle the Assigned Tasks

Expert's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by ASEAN.

Name of Expert
Date

Signature

Name of authorized
Date
Representative of the Consultant
(the same who signs the Proposal)

Signature

Form G: Cover Letter for Financial Proposal [On company letterhead]

[Location, Date]

To:
Procurement Team
Australia for ASEAN Futures Initiative
ASEAN Secretariat
Jl. Sisingamangaraja 70a, Jakarta Selatan
Indonesia 12110

Dear Sir/ Madam,

We, the undersigned, offer to provide the Services for *(Insert RFP Title)* dated *(Insert Date)*. We are hereby submitting our proposal, which includes a Technical Proposal sent in a separate file, and this Financial Proposal through electronic submission. The password for this financial proposal (****)

Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*.

Our proposal shall be valid and remain binding upon us for the period of time specified in the RFP Documents and subject to the modifications resulting from Contract negotiations. We confirm that the amount stated above is inclusive of GST/ VAT and other applicable taxes. We acknowledge and accept your right to inspect and audit all records relating to our proposal irrespective of whether we enter into a contract with ASEAN as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature
Name and Title of Signatory:
Date:
Name of Firm:
Address:
(Stamp with an official stamp of the Tenderer)

Form H: Financial Proposal

I. Cost Breakdown by Professional Fee

#	Team Member	Role in project	Daily Rate	# of days	Total professional fees
1	Name 1				
2	Name 2				
3	Name 3				
4	...				
A	Total Professional Fees				
#	Other Expenses (if applicable)	Description	Item Cost	# of items	Total Other Expenses
1	Name 1				
2	Name 2				
3	Name 3				
4	...				
B	Total Other Expenses				
	GRAND TOTAL (A+B)				

II. Cost Breakdown by Deliverables

#	Deliverable	Description	# of days	Total professional Fees	Total Other Expenses	Total Cost
1	Deliverable 1					
2	Deliverable 2					
3	Deliverable 3					
4	...					
	GRAND TOTAL					

Tenderers may include the Payment Schedule in the Financial Proposal.

III. Additional Notes (if any)