REGIONAL TRADE FOR DEVELOPMENT

REQUEST FOR PROPOSAL/TERMS OF REFERENCE FOR THE PROJECT

Promoting RCEP Utilisation, especially in Digital Trade, through Private Sector and Inclusive Engagement

I.   Summary

Title	Consultant to implement the project "Promoting RCEP Utilisation, especially in Digital Trade, through Private Sector and Inclusive Engagement"
Start Date	November 2025
Completion Date	July 2026
Reports to	**RT4D Managers**
Interacts With	**RT4D:** Mai Nguyen, RT4D Regional Manager, Trang Duong, RT4D Program Officer **Project Proponents:** Multilateral Trade Policy Department (MTPD) Ministry of Industry and Trade (MoIT)
Requires Approval from:	**RT4D** **Project Proponents:** Multilateral Trade Policy Department (MTPD) Ministry of Industry and Trade (MoIT) **Australian Department of Foreign Affairs and Trade (DFAT)**
Timetable for Tender Process	**Request for Proposals:** *30/09/2025* **Closing Date for Queries:** *15/10/2025* **Closing Date for Proposals:** *21/10/2025*
Submission Instructions	The provider should submit Technical and Financial submissions in alignment with requirements outlines in Section XII of this ToR. The Submissions or any questions should be sent to RT4D at trang.duong@regionaltrade4dev.org. Please also copy: risp@regionaltrade4dev.org by **21 October 2025.**

Scope of Work Summary:

The Regional Trade for Development Facility (RT4D) is seeking a **consultancy firm/ consortium partner** (hereafter "the Consultant") to **manage and deliver both technical and event organisation services** for a project approved under the Regional Comprehensive Economic Partnership (RCEP) Implementation Support Program (RISP). Under the scope of services set in this ToR, the Consultant will manage the delivery of the following project:

- Promoting RCEP Utilisation, especially in Digital Trade, through Private Sector and Inclusive Engagement

The Project Design will inform the implementation of this project.

The delivery will be guided by standard RT4D processes and template and be subject to comments, amendments, and approval from RT4D Team, the Project Proponent and Australia's Department of Foreign Affairs and Trade (DFAT).

II. Background

The Regional Comprehensive Economic Partnership (RCEP) Implementation Support Program (RISP), implemented through the Regional Trade for Development (RT4D) Facility, aims to support ASEAN Member States to realise the full benefits of RCEP through the provision of capacity-building support and access to technical expertise.

The Consultant will manage and deliver all the Project deliverables outlined in Part IV, in close collaboration with RT4D and the Project Proponent. The final Project deliverables will be subject to comments, amendments, and approval from RT4D Team, the Project Proponent and Australia's Department of Foreign Affairs and Trade (DFAT).

III. Objectives, Beneficiaries, Outputs and Outcomes

This project focuses on promoting RCEP utilisation, especially in digital trade, through private sector and inclusive engagement. The table below outlines the key features of the project.

Project Name	Promoting RCEP Utilisation, especially in Digital Trade, through Private Sector and Inclusive Engagement
Project Objective	Firstly, the project aims to increase the practical use of the Regional Comprehensive Economic Partnership (RCEP) by micro, small, and medium enterprises (MSMEs) in Viet Nam, with a particular focus on women-led and vulnerable enterprises.
	Many MSMEs, especially household businesses transitioning to formal operations, lack awareness of RCEP or face challenges understanding how to apply its provisions in day-to-day trade operations. This project seeks to bridge this gap by providing simple, practical guidance and hands-on training on how to use RCEP's rules of origin, tariff schedules, and related trade facilitation measures.
	It also emphasises the growing importance of digital trade by helping businesses understand how RCEP provisions can be leveraged for e-commerce and online market access. By building capacity within key enterprises and business networks, the project will enable more inclusive participation in regional supply chains, helping businesses, particularly those led by women or employing people with disabilities, to benefit from new opportunities created under RCEP.
	Secondly, through the project activities to serve MSMEs, Government officials will have enhanced capacity as they will be equipped with a better understanding of RCEP utilisation landscape, challenges and priorities of businesses, to provide suitable interventions.
Beneficiaries	The primary beneficiaries of the project will be MSMEs, particularly those owned or led by women, employing people with disabilities, or operating in rural and remote areas. Consultations highlighted that these groups face unique barriers to trade, such as limited digital skills, lack of knowledge of trade procedures, and reliance on intermediaries for export compliance. The project will specifically target sectors with high female employment, including agriculture, garments, footwear, seafood, and handicraft, which

	produce unique products suitable for regional export but often lack direct market access. Household enterprises that are transitioning to formal status under Resolution 68-NQ/TW will also be a focus, as they often need tailored support to meet export standards and digital market requirements.
	In addition, business associations such as the Vietnam Women Entrepreneurs Council (VWEC), Vietnam Association for Women Entrepreneurs (VAWE), and professional industry networks will benefit from access to practical training materials and digital tools. These networks are essential for cascading information and providing ongoing support to their members beyond the life of the project.
	Government officials, particularly from the Ministry of Industry and Trade (MoIT) and provincial trade promotion agencies, will also benefit from enhanced tools and insights to improve their own RCEP outreach and support programs.
Project Activities and Outputs	1. **Project Opening Workshop:** One opening half-day workshop delivered; hosted at MoIT's office at 52 Hai Ba Trung, Ha Noi. A brief workshop report will be provided post-event.
	2. **National RCEP Knowledge and Needs Landscape Survey:** The first output will be a survey targeting at least 2,000 MSMEs with a minimum of 1,000 valid responses. The main output will be a gender-responsive and disability-inclusive Comprehensive Landscape Report presenting RCEP utilisation rates at national, provincial, and sectoral levels, entailing analysis based on disaggregation data by gender, disability, and enterprise type. This Report is in Vietnamese with an English translation and will be considered a research report and should be structured and styled as such. The report will also highlight awareness gaps, digital readiness, and priority training needs, and will conclude with recommendations for targeting workshops and guidance materials.
	3. **Development of Updated RCEP Guidance and Digital Materials: The first output is** one RCEP guidance manual in Vietnamese with an English translation. The second output are short videos (01 or 02 short videos) in Vietnamese with English caption.
	4. **Integrated Outreach Workshops and Targeted Capacity Building:** The main outputs will be two large workshops, each with plenary and sectoral breakout sessions, supported by expert facilitators. A brief workshop report will be provided post-event.
Project Outcomes	The project seeks to bring practical and measurable changes through the enhanced awareness and readiness of Vietnamese MSMEs to engage with RCEP, which will then benefit the government with insights and better intervention measures:
	1. *Improved Understanding of RCEP Among MSMEs:* At least 70% of participating MSMEs will demonstrate improved knowledge of

RCEP provisions, including how to determine tariff eligibility, verify HS codes, and comply with rules of origin requirements.

2. *Greater Confidence and Intent to Use RCEP:* More than 50% of participants will report increased confidence and clear intent to use RCEP mechanisms when seeking new export opportunities or integrating into regional supply chains.

3. *Enhanced Inclusion for Vulnerable Enterprises:* Women-led, disability-inclusive, and rural businesses will have improved access to trade knowledge, digital skills, and business networks, helping them overcome barriers that limit participation in international trade.

4. *Sustainable Knowledge Transfer Through Associations:* Trade associations and local authorities will be equipped with simplified, mobile-friendly training materials and resources, enabling them to continue awareness-raising and capacity-building activities beyond the life of the project.

5. *Institutionalisation of Knowledge:* The information and tools developed during the project will remain accessible through MoIT's platforms and local partners, ensuring that MSMEs continue to benefit from updated guidance and digital resources after project completion.

6. *Enhanced institutional capacity*: the insights and tools provided through project activities provide the central and provincial departments of Ministry of Industry and Trade with knowledge and understanding to improve their intervention measures to support MSMEs.

IV. Activities, outputs and timeline

A. Project activities and outputs

A.1 Activity 1 – Organisation of a Project Opening Workshop

Activity description

The opening workshop lasts half a day. Its main purpose is to introduce the project (objectives, timeline, and monitoring), with a possible Panel discussion on barriers and opportunities for women-led, rural, and disability-inclusive MSMEs and a presentation on current utilisation rates of FTAs and RCEP (based on VCCI/import-export department data, as well as existing research and reports).

The workshop will be co-hosted by MoIT and RT4D, with approximately 40 participants, including representatives from RT4D; MoIT leadership and technical departments; provincial DoITs; business associations such as VCCI, VWEC, VAWE, VINASME, and WISE; as well as selected MSMEs, particularly women-led, disability-inclusive, and rural or household enterprises.

Activity output

- Output 1.1: A half-day workshop is provisionally planned to be delivered at the Ministry of Industry and Trade's office, 52 Hai Ba Trung, Ha Noi. A brief workshop report will be submitted following the event.

Consultant responsibilities

In close consultation with MoIT and RT4D, the Consultant is required to undertake the following responsibilities:

Technical responsibilities

- Develop workshop agenda, content, suggestions of participants and speakers.
- Secure the workshop facilitator and facilitate the delivery of the workshop.
- Draft the post-workshop report using RT4D's template; submit to RT4D for review and feedback; revise up to three times as required; and finalise for RT4D's approval.

Event organising responsibilities

- Workshop organisation
  - Under the guidance of RT4D and MoIT, secure a suitable venue and manage all logistical arrangements, including seating, accessibility, catering, and venue point-of-sale materials (POSMs) such as backdrops and standees.
  - Handle technical setup, including audio-visual equipment, the internet network system, and provide qualified technical support personnel to assist throughout the event.
  - Provide logistical and administrative support services, including overseeing participant registration as requested by RT4D and supplying reception staff to assist attendees, interpretation (if required) and MC services (if required).
  - Ensure smooth coordination of schedules, materials distribution, and on-site support during the event.
  - Deliver high-quality photos and a recap video featuring the key proceedings of the workshop.
  - After the workshop: Compile participant feedback and the check-in list in accordance with RT4D's required standard/ template to produce a comprehensive post-workshop report and finalize all expense reports with required supporting documentation for the RT4D payment process.
- Participant and technical consultant accommodation and travel reimbursement
  - Coordinate with RT4D Facility and MoIT to follow up on participant registrations for the workshop.
  - Facilitate travel arrangements, as needed.
  - Coordinate and provide suitable lodging arrangements.
  - Facilitate the payment of per diems and travel expenses.
- Media-related support
  - Draft and submit the press release in Vietnamese and English to MoIT and RT4D Facility for review, feedback and approval.

A.2 Activity 2: Implementation of the National RCEP Knowledge and Needs Landscape Survey

Activity description

Survey purpose

To reach the Project outcomes, the project first needs to put together a landscape of current RCEP utilization in the country, giving a better understanding of the current situation to tailor future interventions. This activity will produce a credible national baseline on MSME awareness and utilisation of RCEP and other key FTAs. By comparing utilisation rates across multiple agreements, the survey will distinguish between two main types of barriers:

- General Barriers to FTA Utilisation: These are common challenges that apply to all FTAs such as: Lack of understanding of HS classification, tariff schedules, rules of origin (ROO), and INCOTERMS; Limited capacity and resources to export or manage trade compliance requirements; Weak knowledge of customs procedures and certification processes.

- RCEP Specific Barriers: These are challenges unique to RCEP such as: Businesses choosing other FTAs because they offer simpler processes or better benefits for specific markets; Limited awareness of RCEP's unique benefits, rules, and digital trade provisions; Procedural or regulatory hurdles that are specific to RCEP compliance.

The survey will explicitly employ a GEDSI analysis to ensure that the views, concerns, and experiences of marginalised groups including women led businesses, disability inclusive enterprises, rural MSMEs, and household enterprises transitioning to formal status are fully captured. This analysis will examine both structural and cultural barriers as well as opportunities these groups identify for increasing participation in regional trade.

To ensure the survey is statistically reliable and accurately reflects the real situation (i.e. the sample size is adequate to represent the broad MSME population), this activity will expand the scale to at least 2,000 MSMEs, with a minimum of 1,000 valid responses. Such a large sample will ensure representative findings across sectors, provinces, and business sizes, and will provide robust evidence on RCEP utilisation rates that is urgently needed for policymaking and enterprise support.

Sampling and coverage

- The survey will target approximately 2,000 MSMEs, aiming for at least 1,000 valid responses.

- The survey will cover all 34 provinces across northern, central, and southern Viet Nam. Provincial allocations will be proportional to enterprise density, with a minimum of 30–50 responses from each province to ensure comparability between regions.

- By including enterprises from all provinces, the survey avoids bias toward large urban centres and ensures that the experiences of smaller, rural businesses are also captured.

- Sectoral quotas will ensure participation from garments, seafood, footwear, agriculture, handicrafts, and digital/e-commerce enterprises, with at least 10–15% of respondents representing digital businesses.

- The sample will reflect Viet Nam's enterprise landscape, with roughly 70% micro and small firms and 30% medium-sized enterprises. Particular emphasis will be placed on women-led businesses, household enterprises transitioning to formal status, disability-inclusive enterprises, and rural MSMEs. Including these groups ensures inclusivity and provides disaggregated data that can directly inform GEDSI-sensitive interventions.

Questionnaire design

- The questionnaire will cover awareness and actual use of RCEP, confidence in applying HS codes and rules of origin, experience with MoIT's digital tariff tools, practices in digital commerce (such as e-commerce platforms and livestream selling), training needs, and barriers faced by gender or disability. Questions will also explore which information channels businesses trust most, to guide later outreach strategies.

- To ensure the instrument is practical and policy-relevant, the draft questionnaire will be developed by consultants but refined in consultation with MoIT, RT4D, VCCI, provincial DoITs, and key associations such as VWEC, VAWE, VINASME, and WISE.

- A pilot with approximately 20 to 30 enterprises will be conducted to refine clarity and usability before nationwide rollout. This process responds directly to feedback that generic or overly technical questions risk being ignored by MSMEs, and that instruments must reflect the realities of business operations to secure higher response rates.

- The Questionnaire design will be done with close collaboration of the GEDSI advisor and technical experts to ensure it is integrated fully throughout.

Implementation and Distribution

- The survey will be distributed primarily online and via mobile channels, complemented by telephone and in-person follow-up in rural or low-connectivity areas.

- MoIT will lead the dissemination process of the survey in close coordination with the consultant. In specific, MoIT will distribute the survey to provincial DoITs, business associations such as VCCI, VINASME, and VWEC, women entrepreneur networks such as VAWE and WISE, and sector-based associations in agriculture, garments, seafood, and handicrafts.

Data Quality and Safeguards

- Quality assurance will include automated validation and deduplication for online submissions, random back-checks of at least 10% of responses, and full anonymisation of survey data. Results will be disaggregated by gender, disability, and rural/urban location. This level of rigour responds to concerns raised in stakeholder consultations that, without clear parameters, consultants could deliver too few responses and still claim success.

- By setting a minimum valid response rate of 1,000 and embedding checks throughout the process, the survey will ensure robust and representative findings.

Activity outputs

- Output 2.1: The first output will be a survey targeting at least 2,000 MSMEs with a minimum of 1,000 valid responses.

- Output 2.2: The main output will be a gender-responsive and disability-inclusive Comprehensive Landscape Report presenting RCEP utilisation rates at national, provincial, and sectoral levels, entailing analysis based on disaggregation data by gender, disability, and enterprise type. This Report is in Vietnamese with an English translation and will be considered a research report and should be structured and styled as such. The report will also highlight awareness gaps, digital readiness, and priority training needs, and will conclude with recommendations for targeting workshops and guidance materials. This evidence base will directly inform the following Activities 3 and 4, ensuring that outreach and training are evidence-driven and aligned with the realities of MSMEs across Viet Nam.

Consultant responsibilities

The Consultant shall be responsible for ensuring the full implementation of the activity description to develop a gender-responsive and disability-inclusive Comprehensive Landscape Report in Vietnamese with an English translation. This will include:

- Facilitate meetings (or a series of meetings) as requested to consult with required stakeholders, including Multilateral Trade Policy Department (MTPD), Ministry of Industry and Trade (MoIT), RT4D, VCCI, provincial DoITs, and key associations such as VWEC, VAWE, VINASME, and WISE.

- Draft and submit the survey to MoIT and RT4D for review, feedback and approval.

- Disseminate the survey and collect responses in close coordination with MoIT and analyse the results.

- Draft and submit the outline of the gender-responsive and disability-inclusive Comprehensive Landscape Report to MoIT and RT4D, incorporating feedback and securing approval.

- Submit the draft gender-responsive and disability-inclusive Comprehensive Landscape Report to MoIT and RT4D for review; revise based on feedback (up to five times); then finalise and submit for approval.

A.3 Activity 3: Development of Updated RCEP Guidance and Digital Materials

Activity description

The purpose of this activity is to create updated, plain-language RCEP guidance materials that are practical, mobile-friendly, accessible, and gender-sensitive. These materials will directly support MSMEs, trade associations, and local authorities to understand and apply RCEP provisions in a way that is relevant to their day-to-day operations.

Current RCEP materials developed by MoIT and other institutions are comprehensive but often too technical for MSMEs, particularly for, rural, and small-scale enterprises. Feedback from stakeholder consultations highlighted that many MSMEs struggle to interpret lengthy circulars and legal documents. Also, the website vntr.moit.gov.vn contains official trade-related information and lookup tool for tariff comparison among FTAs is not widely promoted enough. As a result, they either remain unaware of their eligibility for RCEP benefits or rely on third parties, which can increase costs and risks of non-compliance.

This activity will therefore focus on simplifying and consolidating existing resources and translating complex trade rules into actionable, step-by-step guidance. The updated materials will support MSMEs to directly access RCEP benefits, strengthen their capacity for export readiness, and reduce dependency on intermediaries. Special attention will be given to digital commerce and e-commerce practices, recognising that these channels are critical for smaller businesses, including women-led and rural enterprises, to reach regional and global markets.

Approach and Content

- The activity will begin with a review of existing RCEP guidance materials produced by MoIT, Center for WTO and International Trade (CWIT), and related initiatives. This review will identify overlaps, inconsistencies, and gaps to consolidate resources into one comprehensive Manual.

- The Manual will include a section with a tailored guide and information for five key sectors (the exact sectors will be determined during the consultation process). It should also incorporate a quick-reference checklist (e.g., "5 steps to verify origin"). The Manual shall be

developed in consultation with RT4D, MoIT, business associations and networks, and approved by RT4D and MoIT.

- The Manual shall then be used as a reference for the creation of 01 or 02 short video explainers. These videos are created to ensure a more friendly, engaging, and accessible form of guidance materials for targeted beneficiaries.

- The Manual shall be disseminated nationwide through MOIT's digital platforms, business associations, and provincial trade departments.

- Accessibility: Vietnamese language; captions/alt text; plain-language summaries; printable A4 versions; optimized for low bandwidth.

Activity outputs

- Output 3.1: The first output is one RCEP guidance manual in Vietnamese with an English translation.

- Output 3.2. The second output are short videos (01 or 02 short videos) in Vietnamese with English caption.

Consultant responsibilities

The Consultant shall be responsible for ensuring the full implementation of the activity description to deliver one RCEP guidance package including a manual and 01 to 02 short videos, in Vietnamese with an English translation. This will include:

- Facilitate meetings (or a series of meetings) as requested to consult with required stakeholders, including Multilateral Trade Policy Department (MTPD), Ministry of Industry and Trade (MoIT), RT4D, business associations and networks.
- Review existing RCEP guidance materials produced by MoIT, Center for WTO and International Trade (CWIT), and related initiatives.
- Draft and submit the outline of the Manual to MoIT and RT4D, incorporating feedback and securing approval.
- Submit the draft Manual to MoIT and RT4D for review and feedback.
- Submit the draft Manual to MoIT and RT4D for review; revise based on feedback (up to five times); then finalise and submit for approval.
- Develop one or two short videos explaining the Manual content; submit to MoIT and RT4D for review; revise based on feedback (up to five times); and finalise for approval.

A.4 Activity 4: Organisation of two Capacity Building Workshops

Activity description

With the package of RCEP Guidance completed, the outreach workshops aim to sensitize the knowledge through workshops that allow in-depth discussions and knowledge-sharing. This activity will deliver large-scale outreach workshops that simultaneously raise broad awareness of RCEP and build targeted capacity in key sectors, with a particular emphasis on digital trade.

Stakeholders emphasised that general workshops alone are insufficient, as many MSMEs have already attended such events without gaining practical skills. Instead, they requested more interactive, sector-specific training sessions that address the real challenges enterprises face, such as rules of origin compliance, certification processes, and digital branding.

By combining outreach and targeted training into a single integrated format, the activity will maximise efficiency, respond directly to enterprise needs, and create space for both general orientation and hands-on technical learning.

Locations and Participants

- Two one-day workshops will be organised: one in Hanoi to serve the North, and one in Ho Chi Minh City to serve the South. This dual location approach ensures participation from MSMEs and associations across the country.

- Each workshop will gather around 100-120 participants, for a total of approximately 200-240 across the two events.

- The participants will include MSMEs from priority sectors (garments, footwear, seafood, agriculture, handicrafts, and digital enterprises), members of VAWE, VWEC, and VCCI networks, as well as provincial Department of Industry and Trade officials.

- Inclusivity is central to participant selection, with a minimum of 30% women-led or disability-inclusive enterprises. Reasonable accommodation through travel support and other assistive tools as relevant will be provided and prioritised for rural participants and/or participants with disabilities to ensure their active involvement.

Format and Content

- The workshop will be hybrid (i.e. both online and offline mode). The workshops will be structured in two parts: a morning plenary session and afternoon breakout sessions. The morning plenary will focus on general RCEP awareness, introducing basic provisions such as tariff lines, HS codes, and rules of origin procedures. In the afternoon, participants will break into smaller groups for sector-focused sessions, each facilitated by subject-matter experts. These breakouts will allow for deep dives into practical issues, for example:

    o Garments and footwear enterprises will focus on rules of origin scenarios and supplier declarations;

    o Seafood and agriculture businesses will cover certification processes, SPS and QS standards, cold-chain, and traceability;

    o Handicraft and household enterprises will explore branding, pricing with RCEP preferences, and steps towards formalisation;

    o Digital enterprises will work on platform selection, livestream selling, online branding, and integrating tariff preferences into digital marketing and pricing strategies.

    This structure responds directly to stakeholder requests for workshops that are both broad and tailored, ensuring that businesses walk away with skills they can immediately apply.

Activity output

- Output 4.1: One large workshop in Hanoi gathering approximately 100-120 participants, with plenary and sectoral breakout sessions, supported by expert facilitators.

- Output 4.2: One large workshop in Ho Chi Minh gathering approximately 100-120 participants, with plenary and sectoral breakout sessions, supported by expert facilitators. A brief report for both workshops will be provided after the second workshop.

Consultant responsibilities

In close consultation with MoIT and RT4D, the Consultant is required to undertake the following responsibilities:

Technical responsibilities

- Develop workshop delivery approach, agenda for the training course, seek feedback and approval, prepare comprehensive training materials.

- Identify and suggest appropriate participants and potential speakers, taking into consideration the objectives of the event and in consultation with MoIT and RT4D.

- Secure workshop trainers/ facilitators and facilitate the delivery of the workshops.

- Draft the post-workshop report using RT4D's template; submit to RT4D for review and feedback; revise up to three times as required; and finalise for RT4D's approval.

Event organising responsibilities

- Workshop organisation
  - Under the guidance of RT4D and MoIT, secure a suitable venue and manage all logistical arrangements, including seating, accessibility, catering, and venue point-of-sale materials (POSMs) such as backdrops and standees.
  - Handle technical setup, including audio-visual equipment, the internet network system, and provide qualified technical support personnel to assist throughout the event.
  - Provide logistical and administrative support services, including overseeing participant registration as requested by RT4D and supplying reception staff to assist attendees, interpretation (if required) and MC services (if required).
  - Ensure smooth coordination of schedules, materials distribution, and on-site support during the event.
  - Deliver high-quality photos and a recap video featuring the key proceedings of the workshops.
  - After the workshops: Compile participant feedback and the check-in list in accordance with RT4D's required standard/ template to produce a comprehensive post-workshop report and finalize all expense reports with required supporting documentation for the RT4D payment process.
- Participant and technical consultant accommodation and travel reimbursement
  - Coordinate with RT4D Facility and MoIT to follow up on participant registrations for the workshop.
  - Facilitate travel arrangements, as needed.
  - Coordinate and provide suitable lodging arrangements.
  - Facilitate the payment of per diems and travel expenses.
- Media-related support
  - Draft and submit the press release in Vietnamese and English to MoIT and RT4D Facility for review, feedback and approval.
- Production of an end-of-project recap video highlighting and summarizing all project workshops.

A.5 Activity 4: Development of a Project Completion Report

Activity description

Upon completion of all project activities, a Project Completion Report (PCR) will be prepared in accordance with the requirements of the RT4D template.

The Consultant shall work in close coordination with MoIT and RT4D during both the drafting and finalisation stages. The preparation of the PCR is expected to commence in June 2026 and conclude in June or July 2026.

Activity output: An approved Project Completion Report.

B. Tasks and Timeline

Working closely with the Proponent and RT4D, the Consultant is expected to deliver the specified activities/tasks outlined in part IV, in line with the work plan and timeline below.

The support from the selected Consultant, will be undertaken over an intermittent effective period of **09 calendar months with an estimation of 120 professional working days**. The actual number of professional working days will be agreed in negotiation with the selected Consultant. Work will commence immediately after contract signing.

Activity/Task	Responsible Party	Deadline
Activity 1: Project Opening Workshop		
● **Task 1.1:** Coordinate with RT4D, MoIT to confirm date, venue (MoIT offices, Hanoi), agenda, and participant list, outreach strategy to invite invitees and speakers. Obtain required feedback and approval	Technical Consultant, RT4D, MOIT	September - October 2025
● **Task 1.2:** Prepare materials and logistics for opening workshop. Obtain required feedback and approval	Technical Consultant, RT4D, MOIT	September - October 2025
● **Task 1.3:** Conduct opening session	Technical Consultant, RT4D, MOIT	**Mid-late October 2025**
● **Task 1.4:** Collect attendance list and prepare and submit workshop report. Obtain required feedback and approval	Technical Consultant	Late October 2025
Activity 2: National RCEP Knowledge and Needs Landscape Survey		
● **Task 2.1**: Develop survey methodology, sampling framework, and tools. Obtain required feedback and approval	Technical Consultant	October – November 2025
● **Task 2.2**: Coordinate with MoIT who lead the dissemination as specified under 3.2 to distribute and collect survey responses (around 2000 businesses surveyed)	Technical Consultant, MOIT	November – January 2025
● **Task 2.3**: Data cleaning, analysis, and disaggregation	Technical Consultant	December - January 2025
● **Task 2.4**: Draft baseline report and circulate to RT4D, MOIT and stakeholders for comment. Obtain required feedback and approval	Technical Consultant, RT4D, MOIT	January 2025
● **Task 2.5**: Finalise baseline survey report and obtain required feedback and approval	Technical Consultant	**February 2025**

Activity/Task	Responsible Party	Deadline
Activity 3: Review and Update of RCEP Guidance Materials		
● **Task 3.1**: Review existing RCEP materials for accuracy and relevance	Technical Consultant	December 2025
● **Task 3.2**: Consult with RT4D, MOIT technical departments to identify required changes	Technical Consultant	January 2026
● **Task 3.3**: Develop the outline of the Manual, obtain required feedback and approval	Technical Consultant, RT4D, MOIT	February 2026
● **Task 3.4**: First draft of manual and supporting resources, obtain required feedback and approval	Technical Consultant, RT4D, MOIT	February - March 2026
● **Task 3.5**: Feedback and revisions of the drafts (up to five revisions) of the Manual	Technical Consultant, RT4D, MOIT	March – April 2026
● **Task 3.6**: Develop short video tutorials for online use. Obtain required feedback and approval	Technical Consultant	April 2026
● **Task 3.7**: Approve and launch package (Manual and Videos) via MOIT's digital platforms	RT4D and MOIT	**April-May 2026**
Activity 4: Integrated Outreach Workshops and Targeted Capacity Building		
● **Task 4.1:** Plan workshop with RT4D, MOIT and other partners (agenda, and participant list, outreach strategy to invite invitees and speakers)	Technical Consultant, RT4D, MOIT	March 2026
● **Task 4.2:** Develop training material, logistics	Technical Consultant, RT4D, MOIT	April 2026
● **Task 4.3:** Conduct two targeted in person workshops (after Activity 3 is completed)	Technical Consultant, RT4D, MOIT	**May-June 2026**
● **Task 4.4:** Collect participant feedback and compile workshop reports	Technical Consultant	June 2026
Activity 5: Project Completion Report	Technical Consultant, RT4D, MOIT	**June-July 2026**

V.   Monitoring & Evaluation

Suggested Performance Indicators and Target

#	Suggested Indicator	Indicator Type	Target	Activity Number	GEDSI Mainstreaming
1	Number of provinces represented in the nationwide RCEP awareness landscape survey	Output	All Provinces	Activity 2	No
2	Number of research studies completed to identify gaps, barriers, and opportunities for MSME utilisation of RCEP and other FTAs	Output	1 comprehensive nationwide RCEP and FTA Landscape Report completed and endorsed	Activity 2	Yes
3	Updated RCEP guidelines/manual	Output	1 set of manuals	Activity 3	No
4	Number of multimedia resources (e.g., explainer videos) produced and disseminated	Output	1 or 2 Resources	Activity 3	No

#	Suggested Indicator	Indicator Type	Target	Activity Number	GEDSI Mainstreaming
5	Number of participants attending general RCEP outreach and information workshops (disaggregated by gender and disability)	Output	200-300 participants (70%M, 30%F, with ≥10% women-led or disability-inclusive enterprises)	Activity 4	Yes
6	Number of MSMEs receiving direct support through project activities, including participation in workshops, digital tool demonstrations, or targeted capacity-building sessions	Output	At least 100 MSMEs, with a minimum of 30% women-led or disability-inclusive enterprises	Activity 4	Yes, disaggregated by gender, disability, enterprise size, and sector
7	Percentage of general workshop participants reporting improved understanding of RCEP provisions and express intent to continue to use and promote resources beyond the project	Outcome	70%	Activity 4	No
8	Percentage of targeted workshop participants reporting increased confidence in applying the knowledge obtained to practice/ useful for ongoing RCEP implementation beyond project period	Outcome	70%	Activity 4	No
9	% of women-led, disability-inclusive, and rural MSMEs reporting improved access to trade knowledge, digital skills, and business networks as a result of the project	Outcome	>60%	Activity 4	Yes

VI. Gender Equality Disability and Social Inclusion

A. GEDSI Dimension of the Project

The project has GEDSI-focused objectives and outcomes. It prioritises participation by women-led enterprises, businesses employing people with disabilities, and household enterprises transitioning to formal status. Project outcomes include improved access to RCEP information and digital trade opportunities for these underserved groups. The project also commits to tracking gender- and disability-disaggregated data and adopting inclusive outreach and training approaches to ensure equitable participation and benefits.

B. GEDSI Dimensions of the Sector

Consultations revealed that women-led and disability-inclusive enterprises face unique barriers to benefiting from RCEP, including limited access to trade information, low digital literacy, and lack of export compliance knowledge. Sectors with high female employment—such as garments, footwear, seafood, and handicraft—often rely on manual labour and small-scale operations, leaving them structurally disadvantaged in regional trade. Rural and household businesses, including those led by women, have less exposure to formal export procedures and limited access to trusted networks. This project addresses these challenges by tailoring outreach, providing practical training materials, using trusted local networks for engagement, and integrating digital trade skills, which are particularly relevant for enterprises with limited market access

C. GEDSI Mainstreaming

A.   How will this project mainstream gender considerations? Describe how the project's content, practitioners, and delivery will reflect RT4D's GEDSI requirements?

- One of the project activities (namely Activity 2: National RCEP Knowledge and Needs Landscape Survey) employs GEDSI analysis as part of its methodology and will produce a research report that includes comprehensive GEDSI analysis.

- All workshops and training sessions will include at least one session or discussion point on gender impacts or inclusion within RCEP trade opportunities.

- A minimum target of 30% female participants and 50% female presenters, trainers, or panellists will be set, subject to RT4D control over invitations and hiring.

- All data collected, including the landscape survey and workshop feedback, will be gender- and disability-disaggregated.

- Outreach campaigns will use gender-responsive strategies, such as partnering with women entrepreneur associations (e.g., VAWE, VWEC) and leveraging community-based networks to reach female and vulnerable participants.

B.   Who are the targeted participants of the project's activities? What will be the planned proportion of male and female participants? Will there be participants with disabilities and/or other participants representing under-represented and/or under-privileged groups?

- MSMEs, including at least 30% women-led businesses.

- Businesses run or owned by people with disabilities and underrepresented rural enterprises.

- Representatives of trade associations and provincial government departments that support these groups.
  Expected participation breakdown: 30% female, 10% people with disabilities, 20% from rural or disadvantaged areas.

C.   How does this project benefit disadvantaged groups (e.g. disabled, ethnic minorities, MSMEs)? Are any measures needed to ensure that work in this sector, and specific to the subject of the project, "Does No Harm"?

The project directly benefits disadvantaged groups by reducing knowledge and digital skills gaps, providing accessible trade resources, and improving access to market information. Materials will be produced in clear language and mobile-friendly formats to increase accessibility. Inclusive design ensures that no participant group is unintentionally excluded and that activities promote equitable participation and benefits.

D.   How will the proposed project activities ensure the voices and aspirations of all participants, including those representing woman and other marginalised groups, be heard? What mechanism is provided to solicit input from participants or stakeholders that may not proactively contribute? Please elaborate

Workshops will use facilitated discussions, breakout groups, and anonymous feedback mechanisms to ensure all participants can contribute, including those who may be hesitant to speak in large groups. Pre- and post-event surveys will solicit feedback on needs and experiences,

disaggregated by gender and inclusion status. The landscape survey will also incorporate targeted questions on barriers faced by women-led and disability-inclusive enterprises to ensure their perspectives inform project design.

E.   How will you ensure the organisation and/or implementation of project activities is inclusive (refer to the RT4D Guidelines for Inclusive Events and Communications)?

All project events will follow RT4D Guidelines for Inclusive Events and Communications, ensuring accessible venues, gender-sensitive language in materials, and flexible delivery formats (e.g., hybrid or digital participation options when appropriate). Outreach will actively target underrepresented groups using trusted networks, and training schedules will be adapted to accommodate participants with caregiving responsibilities or mobility challenges.

VII. Communications, Media, and Business Engagement

1. Communications and media

The project is designed to actively support Parties, particularly the Ministry of Industry and Trade (MoIT), in communicating the benefits of the RCEP to enterprises and the wider public. Communication activities will be closely linked to the project's objectives and will ensure that information about RCEP is clear, accessible, and actionable for MSMEs and vulnerable groups.

Clarity of Message

All outreach materials, including updated guidelines, explainer videos, and workshop content, will use plain language and practical examples to show how MSMEs can access RCEP tariff preferences and market opportunities. Digital tools, such as MoIT's tariff comparison platform, will be promoted with user-friendly instructions.

Alignment with Objectives

Communication will reinforce the project's core goals: (1) increasing MSME awareness and understanding of RCEP provisions, (2) building practical skills to use RCEP, and (3) improving inclusion of women-led and vulnerable enterprises. Messaging will emphasise how RCEP can reduce trade costs, expand export markets, and promote digital trade.

Call to Action and Follow-up

Each workshop and training session will include clear guidance on "next steps," such as how to access additional government resources or seek export support. A final workshop will share project outcomes and recommendations, ensuring continued engagement with stakeholders after project completion.

External Communications

Key outcomes, success stories, and resources (e.g., updated guidelines, quick reference materials, explainer videos) will be packaged for public dissemination through MoIT's website, trade associations, and RT4D digital channels. Where appropriate, press releases and social media posts will be developed to highlight milestones and encourage ongoing use of RCEP tools.).

2. Business Engagement

The project is designed to strengthen engagement and collaboration between government, business associations, and MSMEs to ensure RCEP benefits are accessible and understood by the private sector.

Marketing and Branding

Workshops, updated guidelines, and digital resources will be co-branded with RT4D and the Ministry of Industry and Trade (MoIT) where appropriate, and will address the contribution of business associations (e.g., VAWE, VWEC, VCCI), highlighting collaboration and enhancing the visibility of all partners involved. These activities will promote awareness of RCEP as a tool for market expansion and cost reduction, increasing buy-in from businesses and industry groups.

Collaborative Partnerships

The project will establish partnerships with key business networks, sector associations (garments, seafood, footwear, handicraft), and digital trade platforms. These partners will play a role in cascading RCEP information to their members, providing practical sector-specific knowledge, and creating momentum for future collaboration beyond the project's lifespan.

Leveraging Expertise and Knowledge Transfer

Private sector expertise will be incorporated into training and dialogue events, ensuring that best practices, real-life experiences, and success stories inform workshop content and updated guidance materials. The project will also facilitate knowledge exchange between experienced exporters and smaller MSMEs seeking to enter regional value chains.

Capacity Building

Workshops and training sessions are designed to build long-term private sector capacity to use RCEP. This includes practical skills in tariff and rules of origin compliance, e-commerce applications, and digital branding. By targeting underserved sectors and women-led businesses, the project builds inclusive capacity that can extend to other trade agreements and market opportunities.

Strategic Alliances and Feedback Loops

- The project will provide a platform for ongoing dialogue between MoIT and the private sector through workshops and stakeholder engagement during the nationwide landscape survey. This creates feedback mechanisms to identify evolving business needs, inform future policy or training, and strengthen long-term strategic alliances supporting RCEP utilisation and inclusive trade growth.

VIII. Reporting and Program Management

Deliverables are subject to feedback and amendments from RT4D team, the Project Proponent, and DFAT. The Consultant will engage regularly with these stakeholders in the drafting process, including seeking comments and adjustments and revising deliverables as directed.

RT4D will support with standard procedures required to receive feedback and endorsement from key stakeholders. A full list of stakeholders the Consultant will engage with is outlined below:

RT4D:

- o <u>The RT4D Managers are the main point of contact for the Consultant and will project manage the Assignment throughout the project lifespan.</u> The RT4D Managers and relevant RT4D team members will provide oversight and quality assurance through project implementation and ensure relevant approvals are obtained from RT4D Team and the Project Proponent.

- Members of the RT4D team, including Mai Nguyen and Trang Duong will provide inputs to relevant activity outputs.

Project Proponent:

- The Multilateral Trade Policy Department under Ministry of Industry and Trade Vietnam (MoIT) is the Project Proponent. The Project Proponent will closely monitor, provide inputs and approve all listed project deliverables. The Consultant will be expected to consult and closely liaise with the project proponents' stakeholders throughout project implementation.

Stakeholder and Contact Points	Responsibilities
Multilateral Trade Policy Department Ministry of Industry and Trade Contact person: Mr. Quyen Anh Ngoc, Director, ASEAN Division	• Coordination with Consultant and RT4D on project design and project implementation • Oversight of project implementation
RT4D Managers Contact person: Ms. Mai Nguyen, Regional Manager Ms. Trang Duong, Program Officer	• Coordinating between the Proponents and the Subject Matter Expert, or Technical Consultant • Overseeing and quality assurance of Project implementation, includes budget monitoring and reporting.
External consultants (Subject Matter Experts, Technical consultants, and Event Organiser).	• Conducting and facilitating delivery of all activities for this project work as stated in this project design and relevant TORs to ensure project deliverables are successfully completed. • Provide logistics and event management support, to relevant events for this project.

IX. Risk Management

The Consultant will support RT4D in the management and mitigation of activity risks as outlined in the table below.

Risk	Likelihood	Impact	Mitigation Plan
Low Awareness and Engagement Among MSMEs	Medium	High	Leverage trusted local networks such as provincial trade departments, women's business associations, and existing MSME alliances for outreach. Tailor materials to be practical, relevant, and easy to understand.
Limited Participation from Vulnerable or Underserved Groups	Medium	High	Use inclusive recruitment strategies, schedule small-group sessions at convenient locations, and offer digital and low-tech participation options. Prioritise partners with outreach to vulnerable groups.
Delays in Coordination with Government Partners	Medium	Medium	Establish a clear workplan with RT4D and MoIT early in implementation. Assign focal points for regular coordination and seek early feedback and approval for key milestones (e.g. landscape survey, workshop schedule).
Political or Institutional Shifts	Low	High	Secure formal endorsements for the project from relevant departments early on. Ensure that

			outputs align with wider trade facilitation goals (e.g. MSME support, digital trade) to maintain relevance.
PSEAH or Safeguard Breach	Low	High	Enforce strict adherence to DFAT and Tetra Tech safeguarding policies. Conduct pre-event briefings, ensure gender balance, and implement clear, anonymous reporting channels for all activities.

The row above continues "Affecting Trade Priorities" in the first column.

Affecting Trade Priorities			

X. Privacy and Confidentiality

Regional Trade for Development Facility (RT4D) is committed to ensuring and maintaining the security and confidentiality of all documents and information produced by its development programs and by its partners and clients. This includes ensuring the security and confidentiality of all information and documents produced by the ASEAN Secretariate and by AANZFTA/ RCEP FJC and their Subsidiary Bodies that are shared with RT4D's AANZFTA Implementation Support Program (AISP) and RCEP Implementation Support Program (RISP). RT4D security and confidentiality measures and protocols are underpinned by Tetra Tech (the managing contractor) systems.

All files/outputs associated with the delivery of outputs set in this TOR will be stored on a secure file-sharing platform (Egnyte). Access to Egnyte is controlled and will only be granted to non-RT4D users on a needs basis and as agreed with ASEC and or Subsidiary Bodies.

All RT4D sub-contractors and consultants will sign a Code of Conduct, a Deed of Confidentiality, and a Conflict-of-Interest Declaration before starting their tenure/assignment. These documents specify acceptable behaviours on confidentiality, handling of sensitive information, and information security. Training on these topics is also provided on regular basis to ensure compliance.

All personnel engaged by RT4D for the delivery of outputs set in this Scope of Services are expected to sign these documents before the implementation of this activity.

XI. Child Protection[1], PSEAH[2] (Protection from Sexual Exploitation, Abuse and Harassment) and other Policy Considerations

The project will be implemented in full compliance with DFAT's Child Protection and Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) policies, as well as Tetra Tech's internal risk management standards. All personnel, consultants, and partners engaged in project delivery will be briefed on these policies prior to involvement and required to sign relevant codes of conduct.

Code of Conduct and Mandatory Training
All project team members and contracted personnel will undergo training on DFAT's Child Protection and PSEAH policies and commit to the highest ethical standards of behaviour.

Safe and Inclusive Workshop Environments
Project workshops and events will be designed and delivered to minimise risks by:

● Ensuring multiple facilitators are present in all group sessions.

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[1] Child Protection Policy | Australian Government Department of Foreign Affairs and Trade

[2] Protection from sexual exploitation, abuse and harassment | Australian Government Department of Foreign Affairs and Trade

- Maintaining gender balance across facilitators and participants where possible (target 50% female presenters/trainers/panellists and 30% female participants).
- Providing clear information on reporting mechanisms for any inappropriate behaviour or policy breaches.

Anonymous Reporting and Response Mechanisms

All participants will be informed of safe and confidential channels to report any concerns. Reports will be managed promptly and discreetly, ensuring anonymity and appropriate action where required.

Inclusive and Respectful Communication

All project materials, including imagery and messaging, will avoid reinforcing harmful stereotypes and will respect cultural values across ASEAN member states. Images used in communication will be gender-sensitive and inclusive, portraying equitable roles and responsibilities.

Travel and External Engagement Risks

Where personnel are deployed outside their usual location for training or events, risk assessments will be completed to ensure safe accommodation, secure venues, and culturally appropriate codes of conduct are followed.

XII. Criteria for Issuing Tasking Note

A. Technical Soundness Considerations

To ensure the above can be effectively managed and completed in alignment with this TOR, it is recommended that interested organisations have:

- Skilled and experienced expert/team of Experts with the technical expertise, bandwidth, and capabilities to support RT4D to deliver all outputs in alignment with the remit and timelines set within this Scope of Services.
- Demonstrable technical and subject matter expertise in the field of international trade, particularly RCEP implementation and digital trade, with a strong understanding of private sector development and inclusive engagement.
- Demonstrable technical and subject-matter expertise in event organisation, with a proven track record in managing large-scale national or regional events.
- Demonstrated experience in engaging with key stakeholders, including the Multilateral Trade Policy Department of the Ministry of Industry and Trade, VCCI, VWEC, VAWE, VINASME, WISE, as well as Vietnamese MSMEs.
- Demonstrable experience developing program and project plans and designs that consider and incorporate the needs, priorities and concerns of diverse government stakeholders (i.e. stakeholders representing countries with different priorities and capacity constraints and agencies with different mandates and priorities).
- Demonstrable experience designing, facilitating and delivering online and on-site consultations and workshops that effectively engage a diverse government audience.
- Experience working and engaging with ASEAN Member States, ASEC and/or AMS is a distinct advantage.
- Proven excellent report drafting experience, with ability to incorporate comprehensive feedback at multiple stages.
- Experience working with Australian and New Zealand officials is a distinct advantage. The organisation must be comfortable with ASEAN stakeholders and following ways of working (or comparable governance arrangements).

- Strong understanding of and ability to operationalise the Monitoring & Evaluation, GEDSI, Communications and Program Management considerations outlined in the above sections of this ToR.

B. Value for Money Considerations

Proposals to deliver this project should adhere to DFAT's Value for Money Principles, outlined below.

Achieving value for money is critical for achieving DFAT's strategic objectives. It is a requirement under the Public Governance, Performance and Accountability Act (2013) and the Commonwealth Procurement Rules. Building on these requirements, DFAT has developed eight Value for Money Principles to guide decision-making and maximise the impact of its investments. DFAT's website includes a detailed description of VfM indicators (outlined in the table below). We expect all our delivery partners to give effect to these principles and value for money performance is measured in DFAT's Aid Performance Framework.

Economy	Efficiency	Effectiveness	Ethics
1. Cost consciousness 2. Encouraging competition	3. Evidence based decision making 4. Proportionality	5. Performance and Risk Management 6. Results Focus 7. Experimentation and innovation	8. Accountability and transparency

Bidders should note that RT4D refers to DFAT's Aid Adviser Remuneration Framework to estimate the cost of contracting international advisers for the delivery of projects and activities.

XIII. Annexes

Annex A - Response from Tenderers and Evaluation Criteria

Interested bidders should submit a Technical and Financial proposals that respond to the selection criteria outlined in the table below. As part of their Technical Proposal submission, organisational bidders should also provide their information as outlined in Annex B.

If a bidder finds any discrepancy, error or omission in the ToR or wishes to make any enquiry concerning the ToR, the bidder is to notify risp@regionaltrade4dev.org in writing by the last queries date indicated in the ToR summary. All answers to any such notices or questions will be provided to all registered tenderers in the form of addenda.

Response from Tenderers and Evaluation Criteria

Component	Score
Part A – Response to Technical Component	
A.1 Approach and Methodology - Outline approach to completing the stated scope of services. The approach should include: • A brief discussion indicating your understanding of project requirements. • A description of the methodological approach to achieving the project objectives and completing project deliverables. This may include an analysis of key issues, analytical strategies that will underlie the approach, specific tools or techniques that will be employed, and practical discussion of methodological limitations.	**20**
A.2 Project Plan and Risk Management – Please provide the following: • A project plan that specifies outputs, tasks and timelines in line with section IV of the ToR. • Identify your approach to mitigating the project risks outlined in Section IX of this ToR. • Indicate how the project will be monitored and reported in line with section VIII of this ToR to ensure it is delivered in terms of quality, timeliness and cost. • Indicate the level of support that will be required from RT4D to complete the project.	**20**
A.3 Organizational Capabilities and Experience – Please specify the following: • Outline general organisational capability that is likely to affect performance of project in line with ToR requirements (e.g. size of the organisation, in-house expertise, strength of project management support, networks, etc.). • Describe past experience in undertaking similar work and provide brief summaries of relevant projects undertaken. • 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.	**20**

A.4 Project Team and Resourcing – Describe approach to staffing including details of all proposed experts and their role in the delivery of the required services. This should include: • Key members of the project team, including their CVs, and demonstrate their skills and expertise essential to the delivery of this project. • Roles, responsibilities, and level of participation of the project team members. • An uncosted resource plan proposing the number of person days you expect each team member to undertake in delivering this project.	**20**
TOTAL – Technical Proposal	**80**
Part B – Response to Financial Component	
Complete a Financial Proposal for the delivery of the scope of services in alignment with RT4D Value for Money Principles. The Financial Proposal should specify all direct and indirect costs for undertaking the project, including: • Professional services fees for completing all deliverables in accordance with the uncosted resource plan. • Indirect costs for undertaking the project, including costs for experts and participants such as reimbursable expenses for travel costs, daily subsistence allowance for workshops, meetings, and all other agreed activities. • Costs related to event organisation, including venue arrangements, materials, communication, logistical expenses, and other items necessary to cover all agreed activities. • Management and/or operational fees (if any), which include all costs incurred by the person/entity/company for internal coordination, communication, travels and any other associated project management cost; • Applicable taxes such as VAT, GST, PPN.	**20**
TOTAL – Financial Proposal	**20**
GRAND TOTAL – Evaluation Criteria	**100**

Annex B - Bidder Information

(This section is only applicable for organisations)

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	

E-Mail	
Telephone / Mobile Phone	
Business Name Registration (if applicable)	
Tax Registration Number (if applicable)	
Indicative number of years involved in similar business/work	
Date	