

REGIONAL TRADE FOR DEVELOPMENT

REQUEST FOR PROPOSAL/TERMS OF REFERENCE FOR

Development of the ASEAN Guideline on the Verification of Weigh-In-Motion Instruments (WIM Guideline)

I. Summary

Title	Development of the ASEAN Guideline on the Verification of Weigh-In-Motion Instruments (WIM Guideline)
Start Date	January 2026
Completion Date	December 2026
Reports to:	RT4D Manager: Dr. Heng Molyaneth, Regional Manager
Interacts With	RT4D: <ul style="list-style-type: none"> Regional Manager: Heng Molyaneth Program Performance and Quality (MEL, Communications and GEDSI) Lead: Sebastian Cortes Sanchez Systems Manager (MEL and Communications): Tran Anh Gender Equality, Disability, and Social Inclusion (GEDSI) and Trade Manager: Yooke Damopolii Program Delivery Lead: Chandra Fenny Operations Lead: Isradi Alireja Cambodia Program Officer: Chhorn Chamna ASEAN Secretariat (ASEC): Standards and Conformance Division (SCD). FTA Subsidiary Body: Sub-Committee on Standards, Technical Regulations and Conformity Assessment Procedures (SC-STRACAP) Project Proponent: Working Group 3 / STRACAP - ACCSQ WG3
Requires Approval from:	RT4D: RT4D Team via Regional Manager ASEAN Secretariat: SCD FTA Subsidiary Body: SC-STRACAP Project Proponent: Working Group 3 / STRACAP - ACCSQ WG3
Timetable for Tender Process	Request for Proposals: 11/12/2025 Closing Date for Queries: 22/12/2025 Closing Date for Proposals: 05/01/2026
Submission Instructions	<p>The provider should submit Technical and Financial submissions in alignment with the requirements outlined in Section XII of this ToR. The Submissions or any questions should be sent to the following emails: AANZFTA Implementation Support Program: AISP@regionaltrade4dev.org</p> <p>Copy the email to: RT4D Regional Manager: molyaneth.heng@regionaltrade4dev.org RT4D Cambodia Program Officer: chamna.chhorn@regionaltrade4dev.org RT4D Operations Lead: muhamad.isradi@regionaltrade4dev.org</p>

Scope of Work Summary:

The Regional Trade for Development Facility (RT4D) is seeking a consulting firm/consortium to implement the project “**Development of the ASEAN Guideline on the Verification of Weigh-In-Motion Instruments (WIM Guideline)**” by providing both **technical and event organisation support**. RT4D will manage the project in close consultation with the ASEAN Secretariat, FTA Subsidiary Body and Project Proponent.

This project will develop a regional ASEAN Guideline for the verification of Weigh-In-Motion (WIM) instruments. The purpose of this work is to align ASEAN Member States (AMS) with a single international recommendation to improve cross-border efficiency. The identified standard is OIML R134-1:2006. The initial phases include conducting stakeholder consultations to understand regional needs. Based on these collected inputs, a draft Guideline will be developed and finalised by incorporating feedback gathered at a validation workshop. The final guideline will support AMS metrology officials in verifying WIM systems across various configurations (low-speed, high-speed, portable).

II. Project Background

WIM instruments are increasingly recognised across ASEAN as critical tools for enhancing road safety, protecting infrastructure, and supporting trade facilitation. Despite their growing relevance, some AMS have not yet established WIM systems or regulations, while others currently operate under varied regulatory frameworks and technical capacities, resulting in inconsistent verification practices and fragmented data standards. These disparities hinder regional integration and create inefficiencies for transport operators and regulators.

The Regional Trade for Development Facility (RT4D) is seeking a consulting firm/consortium (hereafter referred to as the Consultant) to implement the project “Development of the ASEAN Guideline on the Verification of Weigh-In-Motion Instruments (WIM Guideline)” by providing both technical and event organisation support. RT4D will manage the project in close consultation with the ASEAN Secretariat, FTA Subsidiary Body and Project Proponent.

The Consultant must have demonstrated experience in technical research and analysis related to standards, legal metrology, and conformity assessment, including the ability to map national practices, analyse verification and testing procedures, and translate international recommendations (particularly OIML R134-1:2006) into practical, regionally fit-for-purpose guidance.

The Consultant must also possess strong project management and communication skills to coordinate timelines, facilitate stakeholder consultations, and support the delivery of the validation workshop, online training, and in-person capacity-building workshops. They should be able to collect and analyse stakeholder feedback, apply MEL principles, and produce accessible, high-quality technical and communication materials. A strong commitment to GEDSI, cultural awareness, and the ability to work effectively across AMS with diverse institutional capacities are essential. Further details are provided in Section XII.

III. Objectives, Beneficiaries and Outcomes

3.1. Project Objectives

This project aims to align AMS to a single international standard and develop a regional guideline to support the verification of WIM instruments. The Project has the following 3 objectives:

- **Objective 1:** Aligns with a single international recommendation (OIML R 134-1:2006) and addresses the unique challenges faced by AMS. (Activity 2 - Draft outline and Stakeholder Consultations)
- **Objective 2:** Develop a practical guideline for the verification of WIM instruments adaptable for use across AMS. (Activity 3 - Draft ASEAN Guideline on the Verification of WIM instruments)
- **Objective 3:** Allows for flexibility in the installation and use of WIM instruments, making them adaptable to the local AMS context and emerging technologies. (Activity 4 – Capacity Building exercises).

3.2. Intended Beneficiaries

- **Direct beneficiaries:** Domestic AMS metrology officials who will be responsible for the adoption and use of the guideline. These officials will gain practical knowledge of WIM instruments in line with OIML R 134-1:2006, challenges faced by all AMS (including public and private sectors in LDEs) on the WIM instruments and their verifications, and an implementation framework that will help increase future cooperation among AMS and confidence and recognition of equivalence in technical regulations on the verification of WIM instruments.

- Indirect beneficiaries: Private sector stakeholders and other AMS government representatives as applicable, i.e., road authorities and enforcement, including commercial transport operators, manufacturers and suppliers of WIM systems, and road authorities, operators and users. These private sector actors will benefit from a standardised regional guideline that aligns with ASEAN practices and international recommendations.

3.3. Project Outputs and Outcomes

The project directly supports the SC-STRACAP's Strategic Directions and Priorities Document (SSDP), addressing specifically Priorities 2, 3, and 5. The Project is expected to deliver measurable outcomes in line with the SSDP priorities and provide broader contributions to ASEAN's economic integration and infrastructure goals. These include:

SSDP Priority 2 – Mutual Understanding of Standards, Technical Regulations and Conformity Assessment Procedures

- **SSDP Intended Outcome 2a:** The Guideline, informed by Stakeholder Consultations, an online half-day training session participated by all AMS, and three one-day in-person capacity building workshops for three selected AMS (AMS to be identified during project implementation), provides a fit-for-purpose implementation framework that helps increase future cooperation and collaboration among AMS on the verification of WIM instruments to support effective market integration.
 - a. Key outputs:
 - i. Summary report of consultations with relevant stakeholders, including AMS metrology officials (Activity 2)
 - ii. Final Guideline (Activity 3)
 - iii. Delivery of an online half-day training session attended by all AMS and three one-day in-person capacity building workshops for three selected AMS (AMS to be identified during project implementation) (Activity 4)
 - b. Outcome indicator:
 - i. Indicator #11: Capacity building workshop participants reported that the Guideline helps increase future cooperation in verification of WIM instruments, as a part of STRACAP, to support effective market integration.
- **SSDP Intended Outcome 2b:** The development of the Guideline, which is aligned with OIML R134-1:2006 for WIM instrument verification, and the delivery of an online half-day training session and three one-day in-person capacity building workshops for three selected AMS, help increase the recognition and application of international and regional standards across ASEAN.
 - c. Key outputs:
 - i. Final Guideline (Activity 3)
 - ii. Delivery of an online half-day training session attended by all AMS and three one-day in-person capacity building workshops for three selected AMS (AMS to be identified during project implementation) (Activity 4)
 - d. Outcome indicator:
 - i. Indicator #8: Capacity building workshop participants reported that the Guideline and the regional workshop increased their awareness and understanding of WIM instrument verification in line with an international recommendation.
- **SSDP Intended Outcome 2c:** The alignment with OIML R134-1:2006 and its use in the ASEAN Guideline and the given opportunity to discuss the Guideline in-depth, in an online training session and in-person capacity building workshop(s), enhance AMS's confidence and future recognition of equivalence in technical regulations.
 - e. Key outputs:
 - i. Final Guideline (Activity 3)

- ii. Delivery of an online half-day training session attended by all AMS and an in-person one-day capacity building workshop for selected AMS (one or two AMS, depending on the budget) (Activity 4)
 - f. Outcome indicator:
 - i. Indicator #12: Capacity building workshop participants reporting that the Guideline helps increase their future confidence and recognition of equivalence in technical regulations on verification of WIM instruments.
- **SSDP Priority 3 – Exchange Information/Cooperate in Preparing, Adopting and Applying Standards, Technical Regulations and Conformity Assessment Procedures**
- **SSDP Intended Outcome 3a:** The stakeholder consultation activity to collect inputs from all AMS on their current practices, challenges, and needs with regard to the verification of WIM instruments, the delivery of an online half-day training session attended by all AMS and three one-day in-person capacity building workshops for three selected AMS (AMS to be identified during project implementation) to discuss the Guideline in-depth creates a forum for AMS to exchange information in preparing the Guideline and its adoption in the future.
 - g. Key outputs:
 - i. Stakeholder consultation summary report (Activity 2)
 - ii. Final Guideline (Activity 3)
 - iii. Delivery of an online half-day training session attended by all AMS and three one-day in-person capacity building workshops for three selected AMS (AMS to be identified during project implementation) (Activity 4)
 - h. Outcome indicators:
 - i. Indicator #8: Capacity building workshop participants reporting that the Guideline, training session and the capacity building workshops increased their awareness and understanding of WIM instrument verification in line with an international recommendation.
 - ii. Indicator #9: Capacity building workshop participants reporting increased awareness of AMS challenges and current approaches to verification of WIM instruments.
 - iii. Indicator #10: Capacity building workshop participants reporting increased awareness of challenges specific to LDEs, women, people with disabilities and other underrepresented groups regarding the WIM instruments.

SSDP Priority 5 – Framework for Supporting Mechanisms to Realise SC-STRACAP Objectives

- **SSDP Intended Outcome 5a:** The alignment of an international recommendation harmonises standards and technical regulations, while considering it in line with international best practice. Along with the Guideline, high-level implementation plan will be developed to support selected AMS in implementing the Guideline. These will support the selected AMS in adopting common best practice approaches towards transparency and harmonization of standards and technical regulations.
 - i. Key outputs:
 - i. Delivery of an online half-day training session attended by all AMS and three one-day in-person capacity building workshops for three selected AMS (AMS to be identified during project implementation) (Activity 4)
 - ii. Final Guideline (Activity 3)
 - iii. Final high-level Implementation Plan(s) (one per selected AMS) (Activity 4)
 - j. Outcome indicator:

- i. Indicator #14: Capacity building workshop participants report that the Guideline and the high-level Implementation Plan help increase transparency and harmonisation of standards and technical regulations.

RT4D's End of Investment Outcome and Intermediate Outcome¹

The project also contributes to RT4D's End of Investment Outcomes (EOIO) 1 and 2 through achieving Intermediate Outcomes (IO) 1 and 4.² The Guideline will be developed through in-depth consultation with relevant stakeholders in AMS, including metrology officials and the private sector, and finalised through in-depth discussion among AMS. The final Guideline, with a specific section for LDEs, will provide policy options for FTA parties to enhance the implementation of and cross-border cooperation on the verification of WIM instruments as a priority area under STRACAP.

3.4 Complementarity with Other Efforts

In 2024, AANZFTA supported the delivery of capacity building on pattern approval and verification of automatic weighing instruments for conformity assessment purposes. Delivered through SC-STRACAP with support from RT4D, this initiative enabled AMS to begin streamlining their approaches to pattern approval and verification of WIM instruments in line with international best practices. It also introduced and promoted alignment with OIML R134-1:2006 across the region.

International organisations, including OIML, have actively worked to introduce and disseminate recommendations for WIM verification. During the 2024 Regional Workshop, participants identified OIML standards as the most suitable international recommendation for legal metrology in this context.

IV. Project Activities, Outputs and Timelines

A. Project Activities

This project will develop a regional ASEAN Guideline on the Verification of WIM Instruments to support all AMS in aligning with a single international recommendation. Initial activities include conducting Stakeholder Consultations to understand the needs and expectations for the guideline. Following this, a fit-for-purpose guideline will be developed and validated through a virtual workshop.

This guideline is intended for use by AMS metrology officials involved in all levels of WIM systems, including their verification. It will provide a clear and standardised approach that supports the domestic adoption of international recommendations for WIM verification.

¹ Regional Trade for Development (RT4D) is the umbrella program for the AANZFTA Implementation Support Program (AISP) and the RCEP Implementation Support Program (RISP). Across its programs, RT4D follows a set of common "End of Investment Outcomes (EOIOs)" and six Intermediate Outcomes (IOs) that are expected to be achieved by the end of the Program (30 June 2028).

² EOIO1: Selected FTAs are effectively implemented: Parties have enhanced cross-border cooperation and increasingly consistent regulatory frameworks, in targeted sectors, that have considered the needs of SMEs, women, and people with disability.

EOIO2: Regional and national institutions, particularly within LDCs, have improved skills, networks, and policy options to implement FTAs in targeted sectors.

IO1: FTA workstreams supported by RT4D effectively assist economic cooperation and integration as prioritised by FTA Parties, particularly LDCs.

IO4: FTA Parties and their institutions, particularly LDCs, have improved knowledge and skills to increasingly implement priority areas within FTAs.

To support this further, an online half-day training session attended by all AMS and an in-person one-day capacity building workshop for selected AMS will be delivered. Ultimately, this is intended to facilitate trade, boost productivity, and promote ASEAN Economic Integration.

The key activities for this project include:

1. Developing a Detailed Workplan that confirms the purpose, scope and objectives of each activity and a detailed methodology for each project output.
2. Developing an outline of the Guideline, which is informed by AMS Stakeholder Consultations through a Stakeholder Consultations Summary.
3. Developing a draft ASEAN Guideline on the Verification of WIM Instruments following the agreed outline.
4. Delivery of an online half-day training session attended by all AMS, an in-person one-day capacity building workshop for selected AMS (one or two AMS, depending on the budget), and high-level Adoption and Implementation Steps for future implementation of the Guideline.
5. Developing Project Reports.

4.1. Activity 1 – Inception Phase

This Activity will focus on the establishment of a Detailed Workplan to seek alignment on the tasks to be carried out under this project's activities among relevant stakeholders. This phase will ensure that the project is grounded in the needs of AMS, including their varying levels of experience with WIM instruments. The primary objective is to confirm the anticipated level of participation and involvement from other stakeholders, including metrology officials responsible for verifying WIM instruments, as well as AMS WIM Representatives. This phase will also confirm with the RT4D Facility the scope, objectives and approach for the overall project.

The Detailed Workplan will include a detailed breakdown of the tasks to be completed as part of the project's activities and its key outputs. It will also confirm the approach to governance arrangements and other risk management and safeguard considerations. This may require consultations and/or inputs from ASEC SCD and STRACAP – ACCSQ WG3. The Detailed Workplan will be reviewed and endorsed by SC-STRACAP and ACCSQ WG3.

The project will adopt OIML R134-1:2006 as the basis for developing the ASEAN Guideline on the Verification of WIM Instruments (Activity 3). This recommendation was confirmed as the most appropriate international benchmark during the 43rd ACCSQ WG3 Meeting. As such, further endorsement or consultation on alternative recommendations will not be required during the implementation process.

The consultant will support the project implementation through the following:

1. Prepare and submit the Detailed Workplan outlining the tasks to be completed as part of the overall project and key activities.
2. Consult with AMS metrology officials (as needed) to confirm participation.
3. Incorporate feedback from SC-STRACAP, ACCSQ WG3 and ASEC SCD.
4. Finalise and resubmit the Detailed Workplan for Endorsement.
5. Establish governance, reporting and risk management protocols.

Activity 1 Output(s):

- 1.1. Detailed Workplan submitted to AANZFTA SC-STRACAP, STRACAP-ACCSQ WG3 and ASEC SCD, finalised based on feedback from all relevant stakeholders (non-published).

Relevant SSDP Priorities and intended outcome(s): N/A

4.2. Activity 2 – Draft Guideline Outline and Stakeholder Consultations

This Activity focuses on developing a draft outline of the ASEAN Guideline on the Verification of WIM Instruments, which will be prepared by the technical consultant and delivered for feedback and input from AMS metrology officials, as well as identified AMS WIM representatives. The outline will include an annotated summary of the intended content to be developed in the draft guideline. The main objective of this Activity is to guide the structure and content of the final ASEAN Guideline. This will also confirm and align the approach for the Guideline amongst the AMS metrology officials and the identified AMS WIM representatives. This ensures that the Guideline aligns with the project's objectives.

As part of the annotated summary of the intended content, the draft outline should summarise:

- The structure of the ASEAN Guideline on the Verification of WIM Instruments.
- The scope and starting points for the Guideline.
- Description of the different levels of testing and approval.
- (Intended) Procedure for acceptance of international type approval certificates.
- The structure of the guide with a description of the content of each section (and any subsection).
- Any flowcharts or diagrams for development and inclusion as applicable.
- Stakeholder inputs that support the draft outline, as relevant and available.
- Relevant case studies identified by stakeholders and desktop research of local academia or researchers who conduct studies on road transport, infrastructure, or metrology.

The draft outline should also include careful consideration of how the guideline will include GEDSI dimensions and ensure appropriate attention is provided to the experiences and needs of women, people with disabilities, LDEs, and other underrepresented stakeholders.

Complementary to the development of the outline, this Activity will also include Stakeholder Consultations to ensure the ASEAN Guideline on the Verification of WIM Instruments reflects the needs and expectations of its beneficiaries. Part 1 and Part 2 will occur concurrently. These consultations may follow a dual approach:

- Request for Information (RFI): Distributed to relevant stakeholders to gather structured feedback on needs.
- Virtual Consultations: Held with relevant metrology officials, regional ASEAN bodies, identified AMS WIM representatives, and local academics or researchers specialising in road transport, infrastructure, or metrology.

This approach should be confirmed during the Inception Phase (Activity 1) and should build upon the outcomes of previous capacity-building efforts led by AANZFTA SC-STRACAP.

The objectives of the Stakeholder Consultations are to:

- Gather structured feedback (through the RFI).

- Engage with relevant metrology officials, regional ASEAN bodies, identified AMS WIM representatives as applicable i.e., regional enforcement agencies, and local academics or researchers specialising in road transport, infrastructure, or metrology.
- Socialise the project's objectives, expected outcomes, and planned activities.
- Identify priority themes, gaps, and opportunities relevant to domestic industries and the application of OIML R134-1:2006, for inclusion in the guideline.
- Understand stakeholder experiences and needs, including specific case studies involving women, persons with disabilities, LDEs, and other underrepresented groups who interact with WIM systems.
- Build awareness and understanding of WIM instrument verification through practical examples, visual aids and targeted expertise.
- Present and gather feedback on the draft outline of the ASEAN Guideline, including suggestions for improvement.

The agreed-upon consultation approach must ensure careful consideration of GEDSI dimensions, with appropriate attention to the experiences and needs of women, persons with disabilities, LDEs, and other underrepresented stakeholders

The Consultant will support project implementation through the following:

1. Developing and distributing the RFI to AMS and other agreed stakeholders through ASEC.
2. Collating feedback received and incorporating them into the draft outline of the guideline.
3. Submitting a draft outline of the guideline to RT4D and SC-STRACAP.
4. Preparing materials, scheduling with support from ASEC and facilitating Stakeholder Consultations with AMS.
5. Preparing a Stakeholder Consultation Summary.
6. Developing and submitting a revised draft outline of the guideline to RT4D and SC-STRACAP.

Activity 2 Output(s):

- 2.1. Summary report of stakeholder consultations with relevant AMS metrology officials (non-published).
- 2.2. Draft Outline of the ASEAN Guideline on the Verification of WIM Instruments, finalised based on comments from all relevant stakeholders (non-published).

Relevant SSDP Priorities and intended outcome(s): 2, 3, 5

4.3. Activity 3 – Draft ASEAN Guideline on the Verification of WIM instruments

Informed by the draft outline of the Guideline and feedback/inputs received via the Stakeholder Consultation, a first draft ASEAN Guideline on the Verification of WIM Instruments will be developed for review by AANZFTA SC-STRACAP, STRACAP - ACCSQ WG3 and ASEC SCD. Based on the feedback received, the Guideline will be revised and socialised to AMS at the virtual Validation Workshop. The validation workshop will be a virtual one-hour session to align on any feedback or comments provided by AANZFTA SC-STRACAP, STRACAP-ACCSQ WG3, and ASEC SCD. Informed by the feedback received at the virtual Validation Workshop, the Guideline will be updated

and finalised for approval by AANZFTA SC-STRACAP, STRACAP-ACCSQ WG3, and ASEC SCD. Following its approval, the final guideline will be published and disseminated publicly.

In general, the draft guideline should include:

- The draft text (copy text) the ASEAN Guideline on the Verification of WIM Instruments.
- The draft visual design of the ASEAN Guideline on the Verification of WIM Instruments, including any accessibility considerations, and flowcharts or diagrams developed.
- This will ensure the draft text is satisfactory before the design process commences.
- The guideline should apply to all major WIM system types, including:
 - Low-speed WIM conditions: typically used in controlled environments such as toll booths or weigh stations.
 - High-speed WIM conditions: deployed in free-flow traffic conditions for enforcement and monitoring.
 - Portable WIM systems: used for temporary or mobile verification purposes.
- And excluding:
 - On-Board WIM systems: weighing systems installed on road vehicles
- The scope of the document should cover:
 - Requirements for systems output, weighing accuracy specifications, specifications for other measurements and ranges for operating conditions.
 - Type approval procedures to ensure conformity before deployment.
 - Verification protocols to confirm initial and in-service accuracy and reliability in operational settings.
 - Calibration and testing methodologies tailored to ASEAN's regulatory, heavy vehicle traffic, environmental and infrastructure contexts accounting for unique challenges faced by AMS.
 - GEDSI considerations (refer to Section **Error! Reference source not found.** for additional details).

While promoting a harmonised standard, the guideline should also allow for:

- Procedure for acceptance of international type approval certificates.
- Local adaptation based on road conditions, traffic patterns, and regulatory maturity.
- Technological neutrality, enabling AMS to adopt advanced WIM technologies as they become available.
- Case studies, as identified by stakeholders and desktop research of local academia or researchers who conduct studies on road transport, infrastructure, or metrology, to support the understanding and usability of the guideline.

Whilst the Guideline should be designed insofar as to include infographics, tables and other design elements as required, the focus should be on developing a technically sound and sustainable document. The Guideline should also endeavour to be approximately 50-60 pages in length. The Guideline should also include a review mechanism managed by the ACCSQ WG3 to ensure it is revisited at an appropriate time. This may include a survey after the endorsement of the Guideline (e.g. by March/April 2027) that assesses the utilisation and relevance of the Guideline.

As needed, the draft guideline explores GEDSI dimensions by identifying whether there are GEDSI dimensions to the approval of WIM instruments and ensuring that the guideline have a section or sections that explicitly reference the identified needs. The draft guideline incorporates the needs of women, people with disabilities, LDEs and other underrepresented stakeholders. Language and

flowcharts will be developed with careful consideration of these stakeholders and the needs of those that speak English as a second language.

The Consultant will support project implementation through the following:

1. Developing the copy text of the guideline, creating the visual design and accessibility features, to ensure the draft is technically sound and sustainable.
2. Ensuring the technical scope is adequately covered with all WIM system types and address system output requirements, weighing accuracy specifications, type approval procedures, verification protocols, and calibration and testing methodologies tailored to ASEAN contexts.
3. Finalise the Guideline (both MS Word and Layout versions in English).

Output(s):

- 3.1. Draft ASEAN Guideline on the Verification of WIM Instruments, reviewed by SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D (non-published).
- 3.2. Online Validation Workshop with AMS.
- 3.3. Final ASEAN Guideline on the Verification of WIM Instruments, incorporating comments from all relevant stakeholders endorsed by SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D published).

Relevant SSDP Priorities and intended outcome(s): 2, 3, 5

4.4. Activity 4 – Capacity Building Exercises

This Activity will focus on two capacity-building exercises designed to assist AMS with the implementation of the guidelines. This Activity commences after the finalising and publishing of the Final ASEAN Guideline on the Verification of WIM Instruments and is intended to assist its implementation.

The first capacity building exercise would be an online, half-day training session open to participants from all AMS. This brings together representatives from relevant AMS metrology officials and AMS WIM representatives to discuss general information and the implementation on the guideline. The Final ASEAN Guideline on the Verification of WIM Instruments will be shared with AMS ahead of the commencement of the online half-day training session. The training session should consider sessions that highlight specific AMS challenges, including those related to LDEs, women, people with disabilities, and other underrepresented groups. This session aims to provide general information to assist AMS with the verification of WIM instruments in the context of the implementation of the Guideline.

The second capacity building exercise would be three one-day in-person capacity building workshops for three selected AMS (AMS to be identified during project implementation) from relevant legal metrology authorities and builds on the online half-day training session. Interested AMS will need to express their intention to participate in this session by completing a nomination form. This nomination form will be developed by the project team, and should consider:

- What the respective AMS hopes to achieve from attending the in-person capacity-building workshop.
- How the outcomes of this workshop would support the implementation of the guidelines.
- The future benefits and outputs that the AMS hopes to realise after attending the in-person capacity-building workshop.

- To assess AMS nominations, the project team will develop and use an objective criterion, and they will be shared to AMS prior to nomination.

A proposed objective criterion could be:

- **Clarity of Objectives:** Does the AMS clearly articulate what they hope to achieve by attending the in-person workshop? Are the AMS's stated objectives specific, measurable, and relevant to the purposes of the project?
- **Alignment with Workshop Purpose:** How well do the AMS's goals align with the intended outcomes of the workshop? Is there a clear link between their participation and the implementation of the guidelines?
- **Potential Impact on Implementation:** Will attending the workshop significantly enhance the AMS's ability to implement the guidelines? Is there evidence of readiness or commitment to apply the learnings?
- **Future Benefits and Outputs:** Does the AMS outline realistic and meaningful benefits they expect to realise post-workshop? Will the workshop contribute meaningfully to realising these benefits?
- **Resource Commitment and Feasibility:** Has the AMS demonstrated the capacity (time, personnel, resources) to benefit from the workshop outcomes? Is there a plan for integrating the learnings into their processes?
- A 5-point scale may be used for each criterion (1 = Poor, 5 = Excellent). From here, a weighted score can be calculated for each nomination, with the nominations ranked based on total score.

ASEC will work with SC-STRACAP to release a Call for Nomination by AMS who would like to request a targeted in-country training workshop to assist their implementation of the Guideline. RT4D will work with the consultant and ASEC to assess the nomination and make a recommendation to the SC-STRACAP for approval.

Upon selection, the project will organize a one-day in-person capacity-building workshop in each of the three selected AMS. However, accommodations should be made to facilitate hybrid participation. Technical experts (such as from OIML, researchers, or officials from other countries) from the International WIM Community (ISWIM) with practical experience with the specification, testing, and approval of WIM systems may also be involved in the delivery of the in-person capacity building workshop. This will support the relevant AMS in achieving their outcomes, realising their benefits, and assisting in the implementation of the guideline.

The objective of both capacity building exercises is to build the capability among AMS to implement the Guideline. These sessions assist AMS to address their unique challenges, understand the flexibility allowed in the installation and use of WIM instruments, and implement the Guideline based on the local AMS context and emerging technologies.

The date, agenda, and participant list for the online half-day training session and the targeted in-person capacity-building workshop will be determined in close consultation with project proponents and finalised by their approval. Although Indonesia has indicated willingness to host in-person capacity-building activities, the selection of AMS to host the in-country workshop will be based on the assessment result of the nomination letter submitted by interested AMS.

A workshop report will be prepared for each workshop for AANZFTA SC-STRACAP approval. This report will provide a detailed summary of the workshop, workshop attendees, proceedings, and outcomes/recommendations.

In addition, to further support the selected AMS who receive the in-country training workshop in effectively implementing the Guideline, a high-level implementation plan will be developed to provide suggested next steps. This will be informed by the results of the capacity-building workshop and will ensure that the selected AMS has a clear pathway to implement the Guideline, and SC-STRACAP has oversight.

The Consultant will support the project implementation through the following:

1. Prepare objective criterion, in close coordination with RT4D, the project proponent, and ASEC.
2. Prepare online half-day training session materials and lead the technical delivery of the session following the approved agendas.
3. Prepare all targeted in-person capacity-building workshop materials.
4. Provide event facilitation support for the in-country in-person training workshop planning and delivery, in close coordination with RT4D, the project proponent, host AMS, and ASEC. The support includes (1) managing pre-workshop venue selection and facilitation arrangements for international attendees, (2) providing event management support during the workshop, and (3) providing post-workshop clearance support.
5. Prepare a post-workshop report for each training workshop (online and in-person).
6. Develop and finalise a high-level implementation plan for each selected AMS.

Output(s):

- 4.1. A nomination form with objective criteria for selecting AMS to receive a one-day in-person training workshop (non-published).
- 4.2. A package of final training workshop materials for each workshop (online and in-person) (non-published).
- 4.3. A complete sets of materials associated with in-country workshop organisation and management support delivered (one set for each in-country workshop). The package should include event planning materials, including pre-workshop coordination, on-site management, and post-workshop follow-up. (non-published)
- 4.4. Delivery of an online half-day training and in-country in-person training workshops, following the approved agendas.
- 4.5. Post-Workshop Reports submitted to AANZFTA SC-STRACAP for feedback and approval (one report per workshop) (non-published).
- 4.6. High-Level Implementation Plan (one for each selected AMS) (non-published).

Relevant SSDP Priorities and intended outcome(s): 2, 3, 5

4.5. Activity 5 – Project Reporting

The project will produce the following two reports to provide RT4D and relevant stakeholders with oversight of the project:

1. Project Progress Report: The report will follow RT4D's template, and the final draft will be submitted to RT4D by mid-June 2026.
2. Project Completion Report: After all project activities are completed, the Project Completion Report assesses the achievement of project objectives and the delivery of outputs. The report

will follow RT4D's template, and the final draft will be submitted to ECSC by mid-December 2026, in close consultation with RT4D, the project proponent, ASEC, and SC-STRACAP.

In addition, the project will produce a survey, to be completed 6 months post project delivery. This will be developed in close consultation with RT4D, the project proponent, ASEC, and SC-STRACAP.

The consultant will support the project implementation through the following:

1. Prepare and submit the Project Progress Report to RT4D.
2. Prepare and submit the Project Completion Report to ECSC, in close consultation with RT4D, the project proponent, ASEC, and SC-STRACAP, WG3.
3. Develop 6-month post-project survey.
4. Ensure all outputs and relevant documentation are provided to RT4D.

Output(s):

- 4.5.1 A Project Progress Report submitted to RT4D for internal reporting (non-published)
- 4.5.2 Final Project Completion Report submitted to ECSC (non-published)
- 4.5.3 A finalised 6-month post-project survey to be issued to AMS (non-published)

Relevant SSDP Priorities and intended outcome(s): N/A

B. Project Work Plan and Timeline

Working closely with the RT4D team, the ASEAN Secretariat, the AANZFTA Sub-Committee on Standards, Technical Regulations and Conformity Assessment Procedures (SC-STRACAP), and the Project Proponent (ACCSQ WG3). the Consultant is expected to deliver the outlined deliverables in line with the work plan and timeline below. The support from the selected Consultant, will be undertaken over a continuous effective period of **12** calendar months with an estimated **84** person days of professional services. The actual time will be agreed upon in negotiation with the selected Consultant. Work will commence immediately after the contract is signed.

Table 1 – Summary Project Work Plan and Timeline

Activity/Task	Responsible Party	Deadline
Activity 1: Detailed Workplan		January - Feb 2026
• Task 1.1: Submit Detailed Workplan	Consultant	Jan 2026
• Task 1.2: Review Detailed Workplan	SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D	Jan 2026
• Task 1.3: Re-Submit Detailed Workplan	Consultant	Jan 2026
• Task 1.4: Approve Detailed Workplan	SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D	Feb 2026
Activity 2: Develop Guideline Outline and Conduct Stakeholder Consultations		Mar – Apr 2026

Activity/Task	Responsible Party	Deadline
<ul style="list-style-type: none"> Task 2.1: Develop and submit Stakeholder Consultation Materials & outline of Guideline 	Consultant	Mar 2026
<ul style="list-style-type: none"> Task 2.2: Hold Stakeholder Consultations 	Consultant, RT4D, ASEC SCD	Mar/Apr 2026
<ul style="list-style-type: none"> Task 2.3: Develop, revise, and finalise the Stakeholder Consultations Summary, based on inputs from all relevant stakeholders 	Consultant, SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D	Apr 2026
Activity 3: Develop ASEAN Guideline on the Verification of WIM Instruments		May – Oct 2026
<ul style="list-style-type: none"> Task 3.1: Submit draft ASEAN Guideline on the Verification of WIM Instruments 	Consultant	May 2026
<ul style="list-style-type: none"> Task 3.2: Review and provide feedback on draft ASEAN Guideline on the Verification of WIM Instruments 	SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D	Jun 2026
<ul style="list-style-type: none"> Task 3.3: Submit revised ASEAN Guideline on the Verification of WIM Instruments 	Consultant	Jul 2026
<ul style="list-style-type: none"> Task 3.4 Conduct a Validation workshop 	Consultant, SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D	Jul 2026
<ul style="list-style-type: none"> Task 3.3: Submit revised ASEAN Guideline on the Verification of WIM Instruments based on feedback from validation workshop 	Consultant	Jul 2026
<ul style="list-style-type: none"> Task 3.4: Approval of finalised ASEAN Guideline on the Verification of WIM Instruments 	SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D	Aug 2026
Activity 4: Organise Training Workshops to Implement the Guideline		Jun – Oct 2026
<ul style="list-style-type: none"> Task 4.1: Develop objective criterion in selecting AMS nominations 	Consultant	Jun 2026
<ul style="list-style-type: none"> Task 4.2: Review and approve objective criterion in selecting AMS nominations 	SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D	Jun 2026
Task 4.3: Announce, assess, and approve the nomination by AMS for organising in-person workshop(s)	SC-STRACAP, ASEC SCD, RT4D, Consultant	Jul 2026
Task 4.4: Submit materials for the online half-day training session	Consultant	Aug 2026
<ul style="list-style-type: none"> Task 4.5: Review and approve materials for the online half-day training session 	SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D	Aug 2026

Activity/Task	Responsible Party	Deadline
• Task 4.6: Provide facilitation support for the online half-day training session	Consultant, RT4D, ASEC SCD	Aug 2026
• Task 4.7: Hold online half-day training session	Consultant, RT4D, ASEC SCD	Aug 2026
• Task 4.8: Submit materials for the in-person one-day capacity building workshop for selected AMS	Consultant	Sept 2026
• Task 4.9: Review and approve materials for the in-person one-day capacity building workshop	SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D	Sept 2026
• Task 4.10: Hold in-person one-day capacity building workshops	Consultant, RT4D, ASEC SCD, Host Country	Sept 2026
• Task 4.11: Submit Workshop Reports	Consultant	Oct 2026
• Task 4.12: Review and Approve Workshop Reports	SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D	Oct 2026
• Task 4.13: Submit High-Level Implementation Plan(s)	Consultant	Oct 2026
• Task 4.14: Review and Approve High-Level Implementation Plans(s)	SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D	Oct 2026
Activity 5: Project Reporting		Jun – Dec 2026
• Task 5.1: Submit Project Progress Report	Consultant	Jun 2026
• Task 5.2: Approve Project Progress Report	RT4D	Jun 2026
• Task 5.3: Submit Project Completion Report and draft 6-month post-project survey template	Consultant	Oct 2026
• Task 5.4: Approve Project Completion Report and the draft 6-month post-project survey template	ECSC, SC-STRACAP, STRACAP - ACCSQ WG3, ASEC SCD, RT4D	Nov/Dec 2026

V. Gender Equality Disability and Social Inclusion

5.1. GEDSI Dimension of the Project

This project is technically oriented, and opportunities to further GEDSI considerations are likely to be limited. However, the project does have the ability to actively consider GEDSI as much as possible during the development and delivery of key activities.

GEDSI is mainstreamed in the design, delivery, and intended outcomes of the Stakeholder Consultations, online half-day training session and in-person one-day capacity building workshop. The ASEAN Guideline on the Verification of WIM Instruments will also consider applications, practical advice and case studies that relate to the role of private sector actors and the unique perspectives of women-led businesses, people with disabilities, LDEs, and other underrepresented stakeholders. As such, the project will include GEDSI considerations as much as possible throughout its key activities.

5.2. GEDSI Dimensions of the Sector

As a niche and technical area, there is limited information and data on the GEDSI dimensions specific to WIM authorities, operators, manufacturers, and suppliers. Generally, WIM verification, as a field-based technical job, has historically been male-dominated. However, the project will apply a GEDSI lens across its outputs to better understand the sector's GEDSI dimensions (e.g., in the Stakeholder Consultations, the ASEAN Guideline on the Verification of WIM instruments, the online half-day training session, the in-person one-day capacity building workshop for selected AMS and in reporting requirements). This will include the gathering of (i) GEDSI-specific data throughout project activities; (ii) feedback and inputs from stakeholder engagements; (iii) relevant case studies and advice collected for the guideline; (iv) incorporating any related considerations identified by international bodies (i.e., OIML).

5.3. 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?*

All outputs will reflect RT4D's GEDSI requirements, including how relevant activities could mainstream gender considerations. The ASEAN Guideline on the Verification of WIM Instruments will embed GEDSI considerations within its practical advice and any case studies. Consideration will also be given to including a dedicated section that analyses GEDSI dimensions of WIM systems and verification processes. A key consideration will be how improving WIM activities can benefit or be augmented to be more inclusive for marginalised and minority groups, including addressing potential physical barriers, accessibility concerns, and social inclusion. This embedding of GEDSI considerations will extend to the Guideline itself. Attention will also be given to inclusive design and delivery of Stakeholder Consultations, online half-day training session and in-person one-day capacity building workshop. Although stakeholders will be selected to participate due to their technical expertise, the project will encourage female participation across all participants, presenters, and facilitators, where possible. The digital format of the Guideline will be aligned with WCAG 2.1 AA standards, including ensuring all materials avoid technical jargon and meet readability standards (Flesch Reading Ease score above 60). Specifically for the in-person one-day

capacity building workshop, the selection of the nominated AMS for the session will be based on an objective criterion made with GEDSI considerations.

The project will actively consider how to embed the RT4D Guideline for Inclusive Events and Communications in the design of Stakeholder Consultations, the ASEAN Guideline on the Verification of WIM Instruments, the online half-day training session and the in-person one-day capacity building workshop to ensure that these are culturally sensitive, equitable and beneficial to all participants and beneficiaries. The language used should be inclusive and easy to understand.

Attention should also be given to the engagement methods used for the Stakeholder Consultations and for soliciting participation in the online half-day training session and in-person one-day capacity building workshop, such as the development of gender-sensitive questions or questionnaires.

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 underrepresented and/or underprivileged groups?

The project should consider the identified target beneficiaries and incorporate considerations that promote inclusivity and diversity.

The project will strive to achieve a target of 30 per cent of female representation for overall participation in the consultation activities, including the Stakeholder Consultations, the online half-day training session attended by all AMS and the in-person one-day capacity building workshop. The Stakeholder Consultations could also be used to consult with representatives of under-represented and/or under-privileged groups.

C. How does this project benefit disadvantaged groups (e.g. people with disabilities, 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 will consider how to embed RT4D Guideline for Inclusive Events and Communications in the design of Stakeholder Consultations to ensure that these are culturally sensitive, equitable and beneficial to all participants.

The project will also consider how its methodology and approach can support the integrity of participation by appropriately tailoring activities and outputs to ensure social barriers (e.g. language, culture, religion, location, disability, and preferred engagement style) do not unintentionally limit or otherwise impede participation or benefits from outputs.

No specific measures are needed in this activity to ensure 'Do No Harm' except standard risk mitigation measures.

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.

The project will also consider how to appropriately capture feedback from Stakeholder Consultations, the online half-day training session and in-person one-day capacity building workshop participants to produce disaggregated data on gender and disability to inform reporting.

The project will also consider the use of interactive tools to ensure that an enabling environment is created for participants. In doing so, the aim should be for all stakeholders to feel comfortable to ask questions and engage in discussions, to overcome any language barriers and hierarchical questions that may inhibit open and transparent discussion.

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

The project will consider how to embed RT4D Guidelines for Inclusive Events and Communications in the design of the Stakeholder Consultations, the online half-day training session and the in-person one-day capacity building workshop.

The ASEAN Guideline on the Verification of WIM Instruments should embed GEDSI considerations within its practical advice and any case studies. The Guideline will include a dedicated section that analyses GEDSI dimensions of WIM systems and verification processes. A key consideration will how improving WIM activities can benefit or be augmented to be more inclusive for marginalised and minority groups.

Additionally, the ASEAN Guideline on the Verification of WIM Instruments will follow the RT4D Inclusive Communications Principles. This will ensure the project activities remain inclusive.

VI. Communications, Media, and Business Engagement

The project will ensure that the benefits of AANZFTA are appropriately communicated to participants throughout relevant project activities and to beneficiaries (users) of the ASEAN Guideline on the Verification of WIM Instruments. The final ASEAN Guideline on the Verification of WIM Instruments is intended for publication and will be made publicly available. This may include:

- Development of targeted communications to beneficiaries throughout stakeholder engagements. Key messages should focus on how the ASEAN Guideline on the Verification of WIM Instruments support objectives under the AANZFTA Upgrade.
- Public-facing communications should be shared with a wider audience to launch the guideline and to highlight that it was produced under (and in line with the objectives of) the AANZFTA Upgrade. These communications may include social media content for the RT4D website, a Press Release following the successful completion of the Regional Workshop and the publication, launch and dissemination of the guideline itself.

The Project will be expected to develop high-quality materials and reports in accordance with the RT4D Branding Guidelines. This includes ensuring that Workshop materials (both physical and digital) are developed using RT4D templates, branding, and logos.

6.1. Engagement, Building Relationships and Facilitating Feedback from Businesses

The project's ASEAN Guideline on the Verification of WIM Instruments will be developed to support both public and private sector needs. The project will also:

- Seek **collaborative approaches** with AMS, who are more experienced with the verification of WIM instruments, to design the regional guideline. This will ensure practical considerations are addressed and foster ongoing collaboration beyond the project's completion.
- Leverage **industry expertise** with relevant metrology officials, regional ASEAN bodies, identified AMS WIM representatives, and local academics or researchers specialising in road transport, infrastructure, or metrology for stakeholder consultations.

VII. Monitoring & Evaluation

The project should strive to meet key Monitoring, Evaluation and Learning (MEL) requirements during delivery of activities and outputs, as agreed in Detailed Workplan outputs. To support reporting on MEL requirements, the project will use RT4D templates and guidance to facilitate appropriate reporting. This will include participant registration forms, consultation feedback forms, consultation summaries, workshop feedback form and workshop report.

Table 2– Suggested Performance Indicators and Target

#	Suggested Indicator	Indicator Type (relevant project outcome)	Target	Activity Number (output number)	GEDSI Mainstreaming
1	Approval of Detailed Workplan	Output	1	1 (1.1)	No
2	Number of Stakeholder Consultation Summary Report (including the number of stakeholder consultations conducted)	Output	1	2 (2.1)	Yes (consulted stakeholders: all AMS, 30% female, 30% LDEs)
3	Endorsement of Final ASEAN Guideline on the Verification of WIM Instruments	Output	1	3 (3.1)	Yes (GEDSI background where relevant; LDE section)
4	Number of packages of technical workshop materials	Output	4 packages (1 online workshop, 3 in-person workshops)	4 (4.1)	Yes (GEDSI- and LDE-specific topics included)
5	Number of online half-day training session (including number of AMS in attendance)	Output	1	4 (4.4)	Yes (All AMS, 30% female participants)
6	Number of in-person one-day capacity building workshops (including the number of participants from selected AMS)	Output	3	4 (4.7)	Yes (All AMS, 30% female participants)
7	Number of Capacity Building Workshop Completion Reports (online and in-person)	Output	4 (1 online workshop, 3 in-person workshops)	4 (4.8)	Yes (Gender and LDE-disaggregated data reporting)
8	Percentage of online and in-person one-day capacity building workshop participants reporting that the Guideline and the workshop increased their awareness and understanding of WIM instrument verification in line with an international recommendation	Outcome (2b, 3a)	80% of participant responses for each workshop	4 (4.4 & 4.7)	Yes (Gender and LDE-disaggregated data reporting)

#	Suggested Indicator	Indicator Type (relevant project outcome)	Target	Activity Number (output number)	GEDSI Mainstreaming
9	Percentage of online and in-person one-day capacity building workshop participants reporting increased awareness of challenges and current approaches to verification of WIM instruments	Outcome (3a)	80% of participant responses for each workshop	4 (4.4 & 4.7)	Yes (Gender and LDE-disaggregated data reporting)
10	Percentage of online and in-person one-day capacity building workshop participants reporting increased awareness of challenges specific to LDEs, women, people with disabilities and other underrepresented groups with regard to the WIM instruments	Outcome (3a)	80% of participant responses for each workshop	4 (4.4 & 4.7)	Yes (Gender and LDE-disaggregated data reporting)
11	Percentage of online and in-person one-day capacity building workshop participants reporting that the Guideline helps increase future cooperation in verification of WIM instruments, as a part of STRACAP, to support effective market integration	Outcome (2a)	80% of participant responses for each workshop	4 (4.4 & 4.7)	Yes (Gender and LDE-disaggregated data reporting)
12	Percentage of online and in-person one-day capacity building workshop participants reporting that the Guideline helps increase their future confidence and recognition of equivalence in technical regulations on verification of WIM instruments.	Outcome (2c)	80% of participant responses for each workshop	4 (4.4 & 4.7)	Yes (Gender and LDE-disaggregated data reporting)
13	Endorsement of the High-level Implementation Plan by AMS selected to host the in-country workshop(s) (one plan for one AMS)	Output (5a)	1-2	4 (4.9)	Yes (GEDSI- and LDE-focused actions included)
14	Percentage of in-person one-day capacity building workshop participants report that the Guideline and the high-level Implementation Plan help increase transparency and harmonisation of standards and technical regulations.	Outcome (5a)	80% of participant responses for each workshop	4 (4.4 & 4.7)	Yes (Gender and LDE-disaggregated data reporting)
15	Number of progress report	Output	1	5 (5.1)	Yes (reporting on GESDI-related indicator & implementation)
16	Number of project completion report	Output	1	5 (5.2)	Yes (reporting on GESDI-related

#	Suggested Indicator	Indicator Type (relevant project outcome)	Target	Activity Number (output number)	GEDSI Mainstreaming
					indicator & implementation)
17	Number of 6-month post-project survey template for assessing impacts of the project	Output	1	5 (5.3)	Yes (reporting on GEDSI-related indicator & implementation)

VIII. Reporting and Program Management

This project will be managed by the RT4D Facility, which will oversee delivery of all activities, all outputs, and all procurement and contracting requirements related to activity implementation.

Outputs are subject to feedback from the Project Proponents (AANZFTA SC-STRACAP, ASEAN STRACAP – ACCSQ WG3 and ASEC SCD) and the final approval of AANZFTA SC-STRACAP.

A full list of stakeholders is outlined below:

Stakeholder and Contact Points	Responsibilities
AANZFTA SC-STRACAP	<ul style="list-style-type: none"> Support the RT4D Facility in identifying and securing participation of relevant stakeholders for this project. Provide direct oversight and closely monitor status updates of this project. Provide timely review, inputs, and final approval for all project outputs.
ASEAN STRACAP – ACCSQ WG3	<ul style="list-style-type: none"> Support the RT4D Facility in identifying and securing participation of relevant stakeholders for this project. Provide timely review and inputs into relevant project activities and outputs.
ASEC SCD	<ul style="list-style-type: none"> Coordinate with the RT4D Facility to ensure effective implementation of this project. Support the RT4D Facility in identifying and securing participation of relevant stakeholders for this project. Provide timely review and inputs into relevant project activities and outputs.
RT4D Facility	<ul style="list-style-type: none"> Overall project management support, including: <ul style="list-style-type: none"> Procurement, contracting, disbursement and finance/budget management according to the RT4D Facility requirements and procedures. Oversight of delivery of the project, including all listed activities and outputs, as well as any event organisation and logistics. Provide advice on GEDSI, MEL, template requirements, and finalise any publicly released media materials (such as media releases for RT4D website). Liaise and communicate with relevant Project Proponents and AANZFTA Parties on project outputs and approvals, as required, through relevant ASEC Desk Officers. Members of the RT4D team, including the including Project Managers, M&E Manager, GEDSI Manager, and CLV Country Managers will provide inputs to relevant activities and outputs.

Stakeholder and Contact Points	Responsibilities
External consultants ³ (Subject Matter Experts, Technical Consultants, and Event Organiser).	<ul style="list-style-type: none"> Delivering of all activities for this project as stated in this project design and relevant Terms of Reference (ToR). Provide logistics and event management support for relevant events under this project.

IX. AISP Project Reporting Requirements

AISP Projects are required to complete the following project reporting requirements. Reports will require approval from the relevant Subsidiary Body. The table below outlines, describes and notes timeframes and responsibilities for Project Reporting.

Report	Description	Timeframe
Inception Report (if necessary)	When an external technical consultant is to be engaged for the implementation of most project activities, the Inception Report outlines personnel, methodological approach, updated timelines and responsibilities for the implementation of a project in line with the endorsed Project Design.	3-4 Weeks after Procurement is completed.
Workshop Report	The Workshop Report is required for Trainings and Workshop activities that are part of an AISP endorsed project. The report provides a detailed summary of workshop attendees, proceedings and outcomes.	2 weeks after a Workshop
Stakeholder Consultations Report (if necessary)	The Consultation Report is required for Stakeholder Consultation activities that are part of an AISP endorsed project. The report provides a summary of consultation participants and outcomes.	2 weeks after the conclusion of Consultations.
Six-Month Progress Report	The Project Progress Report is required for every project endorsed under the AISP. The report outlines the approach, outputs and outcomes in project delivery to date in relation to the endorsed Project Design.	June 31 & December 31
Project Completion Report	The Project Completion Report is required for every project endorsed under the AISP. The report outlines the approach, outputs and outcomes in project delivery in relation to the endorsed Project Design.	4 weeks after Project Completion

X. Child Protection⁴, PSEAH (Protection⁵ from Sexual Exploitation, Abuse and Harassment) and other Policy Considerations

For this specific project, and all other activities undertaken through RT4D, it is expected that anyone involved in the delivery must operate in strict compliance with DFAT's [Child Protection](#) and [Protection from Sexual Exploitation, Abuse and Harassment \(PSEAH\)](#) Policies. In the design of the consultations and the Regional Workshop, the project will manage risks in line with DFAT Child Protection and PSEAH Policies.

The project should also refer to Tetra Tech's policy on PSEAH for additional guidance on risk assessment and management. The project should also note that any activities that require

³ RT4D will be responsible for the procurement of the technical consultants and event organisation for effective project implementation.

⁴ [Child Protection Policy | Australian Government Department of Foreign Affairs and Trade](#)

⁵ In line with the newly released guidance [Protection from sexual exploitation, abuse and harassment | Australian Government Department of Foreign Affairs and Trade](#)

personnel to be deployed outside their usual location or country of residence (e.g. consultations and regional workshops) may pose higher PSEAH risks.

While this project does not directly involve children or vulnerable populations, several activities will include stakeholder engagement, workshops, and cross-border collaboration, which may require personnel to travel or interact with diverse participants.

Accordingly, the project will implement the following measures to manage risk and uphold high standards of professional conduct:

Policy Adherence and Risk Mitigation Measures

All personnel, including external consultants, will be required to formally acknowledge and comply with DFAT's Child Protection and PSEAH policies internal guidance.

- In-person engagements (e.g. workshops, regional consultations) will be co-facilitated by multiple team members to ensure transparency and minimise the risk of inappropriate behaviour.
- Gender balance among facilitators and speakers will be proactively encouraged in all capacity-building and consultation activities.
- Where imagery or communication materials are developed (e.g. for public dissemination of the ASEAN Guidelines), gender sensitivity and cultural appropriateness will be ensured to avoid reinforcing harmful stereotypes.

Feedback and Reporting Mechanisms

- Anonymous reporting channels will be made available during any in-person events and engagements, allowing participants safely raise concerns or report breaches of conduct.
- Clear codes of conduct and behavioural expectations will be included in workshop materials and opening remarks at events.

Inclusive Practices

- In line with RT4D's guidelines for inclusive events and communications, project activities will be designed and delivered to ensure safe, respectful, and inclusive environments, particularly for women and marginalised groups.

The overall approach will prioritise preventative action, transparency, and clear accountability, with the RT4D Facility and implementing partners maintaining active oversight throughout all phases of project implementation.

XI. Risk Management

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

These measures are intended to ensure timely delivery, inclusive participation, and effective coordination across stakeholders.

Risk	Likelihood	Impact	Mitigation Plan
Key stakeholders (such as metrology officials) do not participate in the Stakeholder Consultations and/or Regional Workshop.	Medium	High	Leverage RT4D's and the Project Proponents with key stakeholders to confirm early attendance.

Risk	Likelihood	Impact	Mitigation Plan
Key stakeholders continue to make changes in the scope and starting points for the Guideline.	Medium	High	The scope of the Guideline and the starting points for its development are confirmed by SC-STRACAP, SC-STRACP – ACCSQ WG3, and the Project Proponents in the Detailed Workplan
Endorsement of guidelines is not completed in alignment with project timelines, delaying other project activities	High	Medium	Clearly indicate set timeframes for reviews and inputs, early to prevent changes delaying endorsement. Clearly communicate timeframes for endorsement.
The ASEAN Guideline on the Verification of WIM Instruments is not fit-for-purpose.	Medium	High	In addition to the Project Design, provide appropriate review times for each output, and deploy tools and tailored methodologies to allow for inclusive participation in the Stakeholder Consultations, online half-day training session and capacity building workshop.
International organisations such as OIML and technical expertise are not willing or have limited availability to participate in the activity, particularly the capacity building workshop.	High	Medium	Early engagement with OIML and relevant expertise within the ISWIM will confirm the appetite and availability to attend/present/facilitate the capacity building workshop.

XII. 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 Secretariat and by AANZFTA FJC and their Subsidiary Bodies that are shared with RT4D's AANZFTA Implementation Support Program (AISP). 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.

XIII. Criteria for Issuing Tasking Note

A. Technical Soundness Considerations

To ensure the above can be effectively managed and completed in alignment with this TOR, the Consultant must field a multidisciplinary team with proven expertise in legal metrology, standards and conformity assessment, technical guideline development, and ASEAN stakeholder engagement. The team should demonstrate strong project management capability and experience

conducting technical research, analysing verification and approval practices, and producing structured outputs such as guideline outlines, diagrams, flowcharts, consultation summaries, and final technical guidelines. Demonstrated ability to deliver inclusive consultations, apply GEDSI and MEL principles, and produce accessible, high-quality materials is essential. Strong writing, documentation, and facilitation skills, along with experience working across AMS with different institutional capacities are required.

It is therefore recommended that the team's capabilities include, but are not limited to, the following:

- **Project Team Leader:** A senior expert in legal metrology and WIM system with demonstrated experience leading complex, multi-stakeholder projects across ASEAN. Responsible for overall project oversight, quality assurance of all technical outputs (guideline outline, draft and final guideline), and coordination with RT4D, ASEC, SC-STRACAP and ACCSQ WG3. Leads the design and delivery of the stakeholder consultations, validation workshop, online training, and in-person capacity-building workshops to ensure AMS can effectively apply the ASEAN Guideline.
- **Standards, Testing and Verification Specialist:** Expertise in verification, calibration, type approval, and performance evaluation of weighing instruments, particularly low-speed, high-speed, and portable WIM systems. Skilled in analysing AMS verification practices, interpreting technical requirements, and integrating them into clear, practical regional guidance. Capable of drafting technical specifications, testing procedures, diagrams, flowcharts, and case examples aligned with the ASEAN context.
- **ASEAN Policy and Regional Cooperation Specialist:** Experience working with ASEAN sectoral bodies, regional coordination mechanisms, and multi-country guideline development processes. Skilled in mapping AMS institutional capacities, identifying regulatory challenges, and aligning recommendations with SSDP priorities and ASEAN cooperation requirements. Supports stakeholder consultations, synthesises regional inputs, and ensures the guideline reflects the needs of AMS, including LDEs.
- **GEDSI Specialist:** Experience embedding gender, disability and LDE considerations into technical guideline development, consultation design, workshop facilitation, and reporting. Ensures stakeholder engagement activities are inclusive and accessible, gathers GEDSI-specific data, and integrates relevant insights into the guideline, case examples, training materials, and implementation plans. Ensures all outputs use inclusive language and follow RT4D Guidelines for Inclusive Events and Communications.
- **Monitoring, Evaluation and Learning (MEL) Specialist:** Skilled in collecting and analysing stakeholder feedback from consultation and training activities; integrating data into revisions of project outputs; and ensuring compliance with RT4D MEL indicators, including GEDSI-disaggregated reporting.

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 a critical consideration for the achievement of 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 the RT4D Facility refers to DFAT's [Aid Adviser Remuneration Framework](#) to estimate the cost of contracting international advisers for the delivery of projects and activities.

XIV. 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, 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 aisp@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.

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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> A project plan that specifies deliverables, tasks and timelines in line with section IV of the ToR. Identify your approach to mitigating the project risks outlined in Section X 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 the RT4D Facility to complete the project. 	20
A.3 Organizational Capabilities and Experience – Please specify the following: <ul style="list-style-type: none"> 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—referring to criteria outlined in Section XII.A of this ToR—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 in line with ToR requirements including details of all proposed experts and their role in the delivery of the required services. This should include: <ul style="list-style-type: none"> Key members of the project team, including their CVs, and demonstrate their skills and expertise essential to the delivery of this project—as specified in section XII.A of this ToR. Roles, responsibilities, and level of participation of the project team members. An uncostered 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	

<p>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:</p> <ul style="list-style-type: none"> Professional services fees for completing all deliverables in accordance with the uncoded 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

XIV.1 Annex B - Bidder Information

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	