

REGIONAL TRADE FOR DEVELOPMENT

TERMS OF REFERENCE FOR THE

Event Organisation and Management for Regional Workshop of the Developing National Policies and Laws Related to GRTKTCE, and Empowering Ethnic Communities through Strengthening Capacity for GRTKTCE Protection for Interested ASEAN Member States

I. Summary

Title	Event Organiser to manage the Regional Workshop on the Developing National Policies and Laws Related to GRTKTCE, and Empowering Ethnic Communities through Strengthening Capacity for GRTKTCE Protection for Interested ASEAN Member States
Start Date	April 2026
Completion Date	May 2026
Reports to:	RT4D Manager: Phomkong Sianong, Regional Manager
Interacts With <i>[stakeholders who will provide inputs]</i>	<p>RT4D:</p> <ul style="list-style-type: none"> • Regional Manager: Sianong Phomkong • Program Delivery Lead: Fenny Chandra • Program Performance and Quality Lead: Sebastian Cortes Sanchez • Operations Lead: Isradi Alireja • GEDSI and Trade Manager: Yooke Damopolii • Lao Program Officer: Phonevilay Vongxay <p>ASEAN Secretariat (ASEC): ASEAN Competition, Consumer Protection and Intellectual Property Rights Division (CCPID). ASEC CCPID's contact points for this project include Maslina Malik (Senior Officer, Intellectual Property) and Bakhtiar Bandial (Senior Officer, Intellectual Property).</p> <p>FTA Subsidiary Body: Intellectual Property Committee (IPC)</p> <p>Project Proponent:</p> <ul style="list-style-type: none"> • Project Proponent: ASEAN Working Group on Intellectual Property Cooperation (AWGIPC). • Lao PDR, Department of Intellectual Property, Ministry of Industry and Commerce. • Viet Nam, Ministry of Science and Technology (MST), Department of Intellectual Property Office Philippines, Intellectual Property Office of the Philippines (IPOPPL).
Requires Approval from: <i>[stakeholders who will approve project outputs]</i>	<p>RT4D: RT4D Facility via Regional Manager:</p> <p>ASEAN Secretariat: ASEAN Competition, Consumer Protection and Intellectual Property Rights Division (CCPID).</p> <p>FTA Subsidiary Body: Intellectual Property Committee (IPC)</p> <p>Project Proponent:</p> <ul style="list-style-type: none"> • Project Proponent: ASEAN Working Group on Intellectual Property Cooperation (AWGIPC).

	<ul style="list-style-type: none"> • Lao PDR, Department of Intellectual Property Ministry of Industry and Commerce. • Viet Nam, Ministry of Science and Technology (MST), Department of Intellectual Property Office • Philippines, Intellectual Property Office of the Philippines (IPOP HL).
<p>Timetable for Tender Process</p>	<p>Request for Proposals: 4/3/2026 Closing Date for Queries: 18/3/2026 Clasing Date for Proposals: 29/3/2025</p>
<p>Submission Instructions</p>	<p>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 the RT4D Manager at AISP Implementation Support Program aisp@regionaltrade4dev.org Copy the email to: Regional Manager: Sianong.Phomkong@regionaltrade4dev.org RT4D Lao Program Officer: phonevilay.vongxay@regionaltrade4dev.org by 29/3/2026.</p>
<p>Scope of Work Summary:</p> <p>The project aims to support Lao PDR, the Philippines, and Viet Nam in strengthening national policies and legal frameworks related to the protection of Genetic Resources, Traditional Knowledge and Traditional Cultural Expressions (GRTKTCE). It seeks to enhance domestic and regional approaches to safeguarding GRTKTCE intellectual property, promote alignment with international best practices, and empower indigenous communities through improved legal and policy mechanisms.</p> <p>The two-day hybrid Regional Workshop will be held on 6–7 May 2026 in Vientiane, Lao PDR, bringing together approximately 60–70 participants from AANZFTA Parties, including government officials, private sector and MSME representatives, technical experts, and relevant organisations. The workshop will provide an interactive platform for knowledge sharing, policy dialogue, and networking. The RT4D Facility is seeking a Vientiane-based Event Organiser to manage logistical and operational arrangements to ensure the effective delivery of the event.</p> <p>Specific Objectives of the Regional Workshop:</p> <ul style="list-style-type: none"> • To socialise the existing AANZFTA GRTKTCE Handbook (2021) among AANZFTA Parties. • To share lessons learned from support provided to participating ASEAN Member States (AMS). • To enhance awareness and understanding of the importance and challenges of GRTKTCE intellectual property protection. • To gather inputs to inform the adaptation and updating of the Handbook. • To explore opportunities for regional harmonisation in safeguarding GRTKTCE intellectual property. <p>The external consultant will provide end-to-end support for the two-day hybrid Regional Workshop in Vientiane, including event organisation and logistics, participant registration and attendance tracking (in-person and virtual), coordination with speakers and stakeholders, preparation and distribution of workshop materials, and collection of feedback and attendance data for the</p>	

Workshop Report. The consultant will also ensure GEDSI¹ considerations are integrated, promoting inclusive participation of women, indigenous communities, and other under-represented groups.

Through this ToR, the RT4D Facility is seeking an Event Organiser based in Vientiane, Lao PDR to support practical event organisation and logistics arrangements for the delivery of the Regional Workshop.

II. Objectives and Beneficiaries

The RT4D Facility is looking to contract an Event Organiser (EO) to head the logistical planning and delivery two-day hybrid Regional Workshop on Developing National Policies and Laws Related to GRTKTCE, and Empowering Ethnic Communities through Strengthening Capacity for GRTKTCE Protection for Interested ASEAN Member States. The workshop will be held on 6-7 May 2026 in Vientiane, Lao PDR. Most participants will attend in-person, and the EO will arrange and manage the necessary technology to enable virtual participation for those unable to attend on-site.

The overall objective of the activity is to strengthen AANZFTA Party officials' understanding of GRTKTCE intellectual property protection, facilitate knowledge exchange and networking, and socialise the AANZFTA GRTKTCE Handbook. It will also draw on lessons from previous activities to inform the Handbook's adaptation for participating AMS and explore opportunities for regional harmonisation in safeguarding GRTKTCE. Technical and subject matters (including draft agenda, content and structure) will be the main responsibility of the RT4D Facility, University of New South Wales (UNSW), Department of Intellectual Property, Ministry of Industry and Commerce. UNSW will facilitate the workshops, with resource persons, and panel members providing and sharing knowledge, experience.

The specific objective pertaining to the EO is the successful management and delivery of all logistics, event management and organisational matters in the run-up, during and post-event.

The primary beneficiaries of the activity include the:

- Domestic officials and indigenous communities in Lao PDR, Philippines and Viet Nam.
- AANZFTA parties officials.
- AMS GRTKTCE representatives
- Selected MSMEs.
- Members of local & regional government representatives.

III. Scope of Services & Outputs

The selected Event Organiser (EO) to manage event and logistical arrangement for two-day event in Vientiane, Lao PDR in line with the scope of services and outputs outlined below.

¹ GEDSI (Gender Equality, Disability, and Social Inclusion): An inclusive development principle that ensures women, persons with disabilities, and vulnerable groups have equal access to economic, social, and developmental opportunities.

A. Overview of the Workshop

A summarised version of the preliminary agenda of the event is provided below, please note that this is still tentative and will be re-formulated especially on the content, and timing allocation.

DAY 1 – Wednesday, 6 May 2026 (TBC)			
Regional Context, National Assessments and Indigenous Perspectives			
8:30-16:30			
Time	Session	Speaker / Lead	Remarks
08:30 – 09:00	Registration ²	All Participants	
09:00 – 09:10	Opening Remarks	H.E. Malaythong Kommasith, Minister of Industry, Commerce and Energy, Lao PDR	(tentative)
09:10 – 09:20	Special Remarks	H.E. Megan Jones, Ambassador of Australia to Lao PDR	(tentative)
09:20 – 09:25	Group Photo	All Participants	
09:25 – 09:45	Coffee Break		
09:45 – 10:00	Introduction to RT4D and AANZFTA Support for GRTKTCE	Sianong Phomkong, RT4D Regional Manager	Overview of Upgraded AANZFTA Chapter on GRTKTCE
10:00 – 10:30	Overview of the AANZFTA GRTKTCE Handbook (2021 Comparative Study)	Technical Consultant	Key recommendations and Phase 1 outcomes
10:30 – 10:40	Q&A	Moderator	
10:40 – 11:10	Lao PDR: Current State of GRTKTCE Protection and Identified Gaps	Representative from Department of Intellectual Property, Lao PDR	Findings from Current State Analysis
11:10 – 11:40	Viet Nam: Institutional Mechanisms and Disclosure Frameworks	Representatives from Ministry of Science and Technology, Viet Nam	Checkpoints and coordination mechanisms
11:40 – 12:10	Philippines: Cross-Border Referencing and Operational Challenges	IPOPHL	Policy and implementation insights
12:10 – 12:30	Panel Discussion and Reflections	All Presenters	Discussion moderated by the Consulting Team
12:30 – 13:30	Lunch Break		

² Only pre-registered participants can join the workshop. RT4D will provide online registration platform for the workshop.

13:30 – 14:00	WIPO Treaty on Intellectual Property, Genetic Resources and Associated Traditional Knowledge	Consulting Team / WIPO Representative	International developments
14:00 – 14:30	International Best Practices (Australia/New Zealand Perspectives)	AU/NZ Expert (TBC) / Consulting Team	Comparative insights
14:30 – 14:45	Q&A	Moderator	
14:45 – 15:00	Coffee Break		
15:00 – 15:30	Indigenous Community Perspective on Protecting GRTKTCE	Indigenous Community Representative (TBC)	Community safeguarding experiences
15:30 – 16:00	MSME Experience Sharing: Commercialising GRTKTCE while Protecting Rights	Regional SME Representative (TBC)	Private sector insights
16:00 – 16:20	Plenary Discussion: Inclusive Protection Frameworks (GEDSI Focus)	Moderator	Ensuring representation of women and marginalised groups
16:20 – 16:30	Summary of Day 1	Workshop Facilitator/ Consulting Team	
18:30 – 20:30	(Optional)– Cultural Networking Dinner (Optional) • Traditional cultural performance • Informal networking		

DAY 2 – Thursday, 7 May 2026 (TBC)			
Policy Solutions, Regional Cooperation and Handbook Adaptation			
9:00 – 16:20			
Time	Session	Speaker / Lead	Remarks
09:00 – 09:30	Overview of Recommendations Reports for Participating AMS	Technical Consultant	Policy, legal and institutional gaps
09:30 – 10:15	Breakout Group Discussions	All Participants	Priority Action Areas
	Group 1: Legal and Regulatory Reform	Facilitator	
	Group 2: Institutional Coordination and Checkpoints	Facilitator	
	Group 3: Community Awareness and Capacity Building	Facilitator	

10:15 – 10:30	Coffee Break		
10:30 – 11:15	Breakout Reporting and Plenary Discussion	Group Rapporteurs	
11:15 – 11:45	Opportunities for Regional Cooperation under AANZFTA	ASEC Representative	CCPID Harmonisation discussion
11:45 – 12:15	Building Regional Networks of GRTKTCE Officials	Moderator	Sustained collaboration
12:15 – 13:15	Lunch Break		
13:15 – 13:45	Proposed Adaptation of AANZFTA GRTKTCE Handbook	Technical Consultant	Structure and updates
13:45 – 14:30	Interactive Consultation Session	All Participants	Inputs for Handbook adaptation
14:30 – 14:45	Coffee Break		
14:45 – 15:30	Consolidation of Inputs and Way Forward	Workshop Facilitator	
15:30 – 15:45	Participant Reflections	Selected Representatives	AMS
15:45 – 16:15	Closing Ceremony		
	Closing Remarks	H.E. Benita Somerville, Deputy Ambassador of Australia to Lao PDR	(tentative)
	Closing Remarks	H.E. Manothong Vongsay, Vice Minister, Ministry of Industry and Commerce, Lao PDR	(tentative)
16:15 – 16:20	Official Close		

B. Scope of Work and Outputs

The selected EO will support the planning and delivery of two-day workshop by providing the services outlined in the table below.

Component	Description of Services
1. Manage Pre-event Venue and Travel Arrangements	
1.1 Selection and Coordination with Hotel Venue	<p>RT4D will lead on identifying and booking a hotel venue suitable for the delivery of the two-day workshop, the selected EO will help in coordinating with the selected Hotel. This will include supporting RT4D in line with the following requirements:</p> <ul style="list-style-type: none"> • Ensure hotel package includes accommodations for RT4D funded participants, including representatives from Cambodia, Indonesia, Malaysia, Myanmar, the Philippines, Thailand, Vietnam, Australia and New Zealand). The hotel package may also include preferential rates that participants not funded by RT4D can use. • Ensure hotel package includes breakfast and dinner package or dinner vouchers for RT4D funded participants if required. • Ensure meeting package includes room equipped with everything needed to facilitate the event. This includes ensuring that the facility is accessible to people with disabilities (i.e., installing ramps if necessary) and that the right equipment is in place for online speakers. • Ensure meeting package includes coffee breaks and lunch for one day event. • Ensure package includes option for full board (includes, breakfast, lunch, and dinner, full board only applicable for Myanmar delegates). <p>The total cost of the hotel/venue will be settled directly by the RT4D Facility. The Event Organiser will be required to coordinate closely with the selected hotel/venue, especially on the rooming list (checking-in, and checking-out of all funded participants).</p>
1.2 Travel Arrangements for Participants ³	<ul style="list-style-type: none"> • Arrange travel tickets (return flights) and international visas if required for participants that may include those funded by RT4D, namely from Cambodia, Indonesia, Malaysia, Myanmar, the Philippines, Thailand, Vietnam, Australia and New Zealand. There may also be additional experts from other international locations. • Make sure that RT4D funded participants get the most direct, and most cost-effective return flights. • Where required, arrange travel reimbursement to RT4D funded participants, noting final delegate list may only be available a few days before the event. The EO will consult RT4D to provide ceiling amount of return flight reimbursement to funded participants.

³ The Event organizer will only arrange for travel (return airfare ticket) of RT4D funded participants. Self-funded participants and local participants will arrange travel on their own. The event organizer shall liaise with the selected hotel on airport pick-up of all participants arriving and departing the hotel (the event venue).

	<ul style="list-style-type: none"> • Make sure to liaise with the hotel on the airport pick up arriving and departing the hotel. If the hotel does not provide such service, ensure service provider is engaged for airport transport at arrival and departure.
1.3 Preparation of the Event Venue.	<ul style="list-style-type: none"> • Coordinate closely with RT4D team in allocating, managing and coordinating seating arrangements. • Ensure all meeting equipment are properly installed at the venue including: (i) sound system adequate for participants and online speakers (including microphones for speakers and participants) (ii) screens/TVs to show presentation (including large main screen and if needed mid-size screens/TVs in the middle/corner).
1.4 Preparation of Event Materials	<ul style="list-style-type: none"> • To coordinate printing of lanyards and a physical banner for the event. RT4D will provide the designs for the lanyard, virtual banner and physical banner in line with RT4D branding guidelines. • Compiling soft copy event materials and provide printed versions of materials for event as agreed.
2. Provide Event Management Support During the Roundtable sessions	
2.1 Participant Assistance	<ul style="list-style-type: none"> • Provide staff support that ensures RT4D funded participants have access to benefits included within the hotel package (i.e., airport transfers, breakfast, dinners).
2.2 Room Preparation	<ul style="list-style-type: none"> • Provide necessary resources and tools for each table (i.e., pen, paper, pencil, etc). • Provide necessary sanitary measures (i.e., hand sanitizer, etc). • Organise tea, coffee and snacks. • Clear guidance on emergency exits and toilets.
2.3 Registrations	<ul style="list-style-type: none"> • Registered name of participants will be shared by RT4D at least three days before day 1 of the event. • Support registration at the physical event venue by making sure participants put signatures in the attendance sheet during registration. Lanyard to be circulated during 1st day at the registration desk. • Support online registration by making sure participants identify themselves and register their attendance.
2.4 Troubleshooting and delegate support	<ul style="list-style-type: none"> • Support participants and delegates with any logistics questions and issues that may arise during the event, including resolving any problems and difficulties.
3. Post Event Support	
3.1 Coordination with hotel	<ul style="list-style-type: none"> • Ensure and verify accommodation charges of RT4D funded participants are correctly reflected in the hotel bill. • Ensure and verify number of meeting packages are correctly reflected in the hotel bill. • Liaise with the hotel on airport transfer for all participants.

3.2 Event logistic report	<ul style="list-style-type: none"> Submit an event logistic report, covering all activities performed by the EO (including pre-event, during event and post-event)
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C. Activities and Tasks for Event Management Company

The Selected EO will be expected to deliver the outlined services in line with the table below.

Component	Activities	Approval	Deadline ⁴
Inception Matters	<ul style="list-style-type: none"> Meeting the RT4D Facility and host country (MOIC, Lao PDR) to clarify questions for EO requirements. Agree on an Event Support Plan outlining support to be provided and timelines for delivery. 	RT4D	Week of 6 th Apr 2026
Pre-Event Arrangements	<ul style="list-style-type: none"> Selection and confirmation of hotel and meeting venue⁵ 	RT4D, EO, Project Proponent	Week of 2 nd Mar 2026
	<ul style="list-style-type: none"> Travel arrangements for RT4D supported participants. Start as soon as receiving registered list from RT4D. 	EO with support from RT4D	Week of 6 th Apr 2026
	<ul style="list-style-type: none"> Preparation of event Materials (compiling soft copy materials, and provide printed materials, if needed) 	EO with support from RT4D, EDC	29 th Apr 2026
	<ul style="list-style-type: none"> Preparation of Meeting Venue 	EO with support from RT4D	4 th & 5 th May 2026
Support During Event	<ul style="list-style-type: none"> Provide assistance to RT4D funded participants. Preparation and management of physical meeting venue. Preparation and management of all participants, helping registration desk. Manage offline and online registrations. Troubleshoot and resolve any event management and logistics issues that may arise during the event. 	EO with support from RT4D	6 th & 7 th May 2026

⁴ Indicative; to be finalised and included in the Event Support Plan

⁵ RT4D will endeavour to sign the contract with and directly pay the hotel/venue.

Component	Activities	Approval	Deadline ⁴
Post-Event Support	<ul style="list-style-type: none"> • Coordination with hotel for settlement of hotel bills and airport transfers. • Coordination with hotel for settlement of meeting bills. • Coordination with RT4D on per diem disbursement for all funded participants. RT4D will provide reimbursement to the EO for per diem disbursement to each eligible funded participant. And RT4D will provide the exact number/calculation for each eligible funded participant. • Prepare event logistic report 	EO	8 th May 2026

IV. Monitoring and Evaluation

The EO will support the Technical Consultant team and the RT4D Facility in key MEL and data collection requirements during the workshop delivery. This includes assisting, as requires, with

- 1) Online participant registration
- 2) Participation sign-in sheet for both virtual and online participants.
- 3) Workshop feedback form (online or paper form)

Following the workshop, the EO will be expected to incorporate participants record, sign-in attendance sheet, and feedback data into the Workshop report using AISP template.

V. Gender Equality Disability and Social Inclusion

The EO will be expected to ensure that GEDSI considerations are integrated into the design and delivery of activities, including promoting balanced gender representation and strong indigenous participation. The EO will ensure the workshop follows RT4D's Guidelines for Inclusive Events and Communications by using respectful communication approaches, accessible materials, and inclusive feedback mechanisms to enable meaningful participation of women and other under-represented groups.

VI. Communications and Media

The Consultant will support the RT4D Facility in meeting any Communications and Media objectives through the course of the Project. All reports and materials should be produced to a high quality in line with RT4D Branding Guidelines.

The Consultant is expected to adhere to following RT4D guidelines as required:

- i. Employ RT4D Branding guidelines, templates and logos in all project documentation (e.g. reports, PPTs, invitations).
- ii. RT4D logo to be included on all materials sent out or prepared (PPT presentation)
- iii. Collecting images of the workshop for website and social media promotion.
- iv. RT4D Banner and RT4D brand on physical materials shared.

Whilst the external Communications and Media component of this Project is limited, the EO will respond to any reasonable requests and inputs from the RT4D Communications

Manager and Technical Team, which may include but will not be limited to project updates and requested written inputs.

VII. Risk Management

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

Risk	Likelihood	Impact	Mitigation Plan
Key stakeholders (such as indigenous community representatives) do not attend Regional Workshop	Medium	High	Leverage RT4D's and the Project Proponents with key stakeholders to confirm early attendance.
International organisations such as the WIPO and other AANZFTA Parties (such as Australia or New Zealand) are not willing or have limited availability to participate in the Regional Workshop	High	Medium	Early engagement with the WIPO and relevant AANZFTA Parties will confirm the appetite and availability to attend/present/facilitate the Workshop. While facilitators should be in-person, the hybrid model of delivery should also reduce barriers to attending and/or presenting.

VIII. 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 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.

IX. Criteria for Issuing Tasking Note

A. Technical Soundness Considerations

Interested EOs should put forth support personnel that can support the RT4D Team in the management and delivery of the two-day workshop. Proposed personnel should be able to work flexibly to support the Facility in the preparation and delivery of this workshop.

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

- Demonstrated experience in managing large-scale regional events of similar scope and complexity, including high-profile engagements involving country representatives and senior stakeholders; experience working with ASEAN Secretariat and/or ASEAN Member States (AMS) is an advantage.
- Proven ability to facilitate and deliver both online and in-person consultations and workshops that effectively engage diverse government stakeholders, in accordance with established governance arrangements.
- Strong organisational and time management skills, with the capacity to manage competing priorities and deliver outputs in a timely and professional manner.
- Demonstrated experience working independently and collaboratively within cross-functional teams, with the capacity and resources to design and deliver activities in line with robust M&E, GEDSI, and Communications and Business Engagement requirements.

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.

X. 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	
<p>A.1 Project Plan and Risk Management – Please provide the following:</p> <ul style="list-style-type: none"> • A project plan that specifies outputs, tasks and timelines in line with section III.C of the ToR. • Identify your approach to mitigating the project risks outlined in Section VII of this ToR. • Indicate the level of support that will be required from the RT4D Facility to complete the project. 	20
<p>A.2 Organisational Capabilities and Experience – Please specify the following:</p> <ul style="list-style-type: none"> • Outline general organisational capability that is likely to affect performance of project in line with ToR requirements (Experience in managing large scale regional events, etc.). • Experience in managing events at a high-profile level involving country representatives and senior stakeholders. And engaging with ASEAN Member States, ASEAN Secretariat and/or AMS is a distinct advantage. • Strong organisation and time management skills including the ability to manage competing tasks in a timely manner. • 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
<p>A.3 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:</p> <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. • 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
<p>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:</p> <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 XI-A of this ToR. • 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	
<p>Using template provided, complete a Financial Proposal for the delivery of the scope of services in alignment with RT4D Value for Money Principles and using the financial proposal; template shared along with this TOR. The Financial Proposal should specify all direct and indirect costs for undertaking the project, including:</p> <ul style="list-style-type: none"> • Participants expenses, which includes: i) per diem, ii) airport transfer, and iii) Airfare. • Event organisation expense, which includes: i) Event organisation fee (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), ii) Equipment rental, and iii) other fees. • Applicable taxes such as VAT, GST, PPN. 	20
TOTAL – Financial Proposal	20
GRAND TOTAL – Evaluation Criteria	100

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	

About RT4D

The \$53.3 million Regional Trade for Development (RT4D) initiative, funded by both the Governments of Australia and New Zealand, assists ASEAN Member States in meeting their commitments and realising the advantages offered by the Agreement establishing the ASEAN-Australia-New Zealand Free Trade Area (AANZFTA), and the Regional Comprehensive Economic Partnership (RCEP). RT4D supports AMS in benefitting from an open, free and rules-based trading system.

Through the AANZFTA Implementation Support Program (AISP) and the RCEP Implementation Support Program (RISP), RT4D provides tailored support to enhance the capabilities of ASEAN Member States by strengthening skills, building networks, facilitating policy options and ensuring that trade benefits everyone, including Micro, Small and Medium Enterprises (MSMEs), women and people with disabilities.

The Regional Trade for Development Initiative:

- provides ASEAN with access to world class technical expertise to support economic cooperation activities.
- delivers economic cooperation activities, working closely with ASEAN Member States and ASEAN Secretariat.
- has a strong focus on less developed ASEAN economies to ensure that it responds to the different needs and readiness of ASEAN.
- facilitates implementation of the provisions of selected FTAs to support inclusive development outcomes.



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