

REGIONAL TRADE FOR DEVELOPMENT
AANZFTA IMPLEMENTATION SUPPORT PROGRAM
REQUEST FOR PROPOSAL/TERMS OF REFERENCE FOR THE

Development of Project Design for “Ecolabelling Training for ASEAN Small and Medium Enterprises (SMEs)”

I. Summary

Title	Ecolabelling Training for ASEAN Small and Medium Enterprises (SMEs)
Start Date	July/August 2026
Completion Date	September/October 2026
Reports to:	RT4D Manager: Ahmad Tirmiko Indra, Regional Manager
Interacts With <i>[stakeholders who will provide inputs]</i>	<p>RT4D:</p> <ul style="list-style-type: none"> • Regional Manager: Ahmad Tirmiko Indra • Program Performance and Quality (MEL, Communications and GEDSI) Lead: Sebastian Cortes Sanchez • Monitoring, Evaluation, and Learning (MEL) Manager: Lia Lairing • Gender Equality, Disability, and Social Inclusion (GEDSI) and Trade Manager: Yooke Damopolii • Program Delivery Lead: Fenny Chandra • Operations Lead: Isradi Alireja • Facility Director: Adrian Gilbert • Indonesia Program Officer: Felisita Lethe <p>ASEAN Secretariat (ASEC): External Economic Relations Division (EERD)</p> <p>FTA Subsidiary Body: AANZFTA Economic Cooperation Sub-Committee (EC-SC)</p> <p>Project Proponent: Ministry of Foreign Affairs of the Republic of Indonesia, Ministry of Micro, Small and Medium Enterprise</p>
Requires Approval from: <i>[stakeholders who will approve project outputs]</i>	<p>RT4D: Regional Manager: Ahmad Tirmiko Indra</p> <p>Project Proponent: Bureau of Performance Management and Cooperation, Ministry of Micro, Small and Medium Enterprises; ASEAN Economic Cooperation Directorate, Ministry of Foreign Affairs of the Republic of Indonesia</p> <p>FTA Subsidiary Body: AANZFTA Economic Cooperation Sub-Committee (EC-SC)</p>
Timetable for Tender Process	<p>Request for Proposals: 26/06/2026</p> <p>Closing Date for Queries: 10/07/2026</p> <p>Closing Date for Proposals: 20/07/2026</p>
Submission Instructions	<p>The provider should submit Technical and Financial proposals in alignment with requirements outlines in Section XII of this ToR. The Submissions or any questions should be sent to the following emails: procurement@regionaltrade4dev.org by the deadline indicated above</p>
Scope of Work Summary:	

The Regional Trade for Development Facility (RT4D) is seeking a **consulting firm/consortium or individual consultant** (hereinafter referred to as “the Consultant”) to manage and deliver the end-to-end Project Design for a project approved under the ASEAN-Australia-New Zealand FTA (AANZFTA) Implementation Support Program (AISP). The Project Design will inform the implementation of the AISP project.

Under the scope of services set in this ToR, the Consultant will manage the delivery of Project Design for the following project:

Ecolabelling Training for ASEAN Small and Medium Enterprises (SMEs)

The Project Design will follow a standard RT4D template and be subject to comments, amendments, and approval from the RT4D Facility Team, the Project Proponent, the ASEAN Secretariat and the relevant AANZFTA Subsidiary Body.

II. Background

ASEAN-Australia-New Zealand FTA (AANZFTA) Implementation Support Program (AISP), implemented through the Regional Trade for Development (RT4D) Facility, aims to support ASEAN Member States to realise the full benefits of AANZFTA through the provision of capacity-building support and access to technical expertise.

RT4D is seeking a consultancy firm or individual consultant (hereafter “the Consultant”) to manage and deliver the end-to-end Project Design for the above-approved AISP Project, in close collaboration with the RT4D Facility, the Project Proponent, the ASEAN Secretariat and the AANZFTA Economic Cooperation Sub-Committee.

The final Project Design will be subject to comments, amendments, and the approval from the RT4D Facility Team, the Project Proponent, the ASEAN Secretariat and the AANZFTA Economic Cooperation Sub-Committee.

III. Objectives, Beneficiaries, Outputs and Outcomes

This Project aims to develop a high-quality and robust Project Design for the implementation of the above-approved AISP project. Project Design must demonstrate sound analysis, strong contextual understanding and consultation with the Project Proponent and the RT4D Facility.

This project focuses on the development of a Project Design for the project “Ecolabelling Training for ASEAN Small and Medium Enterprises (SMEs)”. The table below outlines key features of the project.

Project Name	Ecolabelling Training for ASEAN Small and Medium Enterprises (SMEs)
Project Objective	The ASEAN Economic Community (AEC) Blueprint 2025 recognizes small and medium-sized enterprises (SMEs) as the backbone of ASEAN economies, accounting for 97-99% of businesses in ASEAN Member States and contributing 44.8% of the region’s GDP. Building on this, the AEC Strategic Plan 2026-2030 reinforces ASEAN’s commitment to a sustainable, inclusive, and competitive economy. It places strong emphasis on sustainability, green growth, digitalisation, innovation, skills upgrading, and improved access to financing, while also supporting SMEs’ participation in regional and global value chains. In this context, strengthening SMEs’ capacity to meet environmental standards, including through credible ecolabeling

schemes, is essential to ensure their participation in ASEAN's transition toward a sustainable economy.

The SME Policy Index 2024 shows that ASEAN Member State have made progress in promoting environmental sustainability, with greater attention to climate change mitigation and adaptation. However, many SMEs still face limited awareness, technical capacity, and information on green practices and ecolabelling requirements. At the same time, growing global demand for environmentally sustainable products, particularly in Australia and New Zealand, presents an important opportunity for ASEAN SMEs. Ecolabelling can help improve market access, strengthen brand reputation, and promote sustainable production. This project seeks to address existing gaps by providing targeted training to help SMEs develop products aligned with international ecolabelling standards and obtain certification.

Currently, ASEAN has only one regional ecolabel – the ASEAN Tuna Ecolabelling – highlighting the need to expand the range of ecolabelled products. This proposal therefore aims to strengthen SMEs' capacity to produce ecolabelled products that meet Australian and New Zealand standards and enhance export potential.

Ecolabelling is a certification process that confirms a product meets environmental standards throughout its lifecycle. In Australia and New Zealand, ecolabelled products are increasingly preferred by consumers and businesses committed to sustainability. The main benefits of ecolabelling include:

- **Market access:** supports entry into environmentally conscious markets.
- **Brand reputation:** builds consumer trust and credibility.
- **Sustainability impact:** encourages resource efficiency and waste reduction.

For SMEs, ecolabelling is both a business opportunity and a step forward long-term sustainability.

Although ASEAN SMEs play a vital role in the regional economy, many face limited awareness of ecolabelling standards, insufficient technical expertise, and financial constraints. Tailored training is needed to:

- Improve understanding of ecolabelling requirements and procedures
- Build capacity for green production processes
- Support alignment with Australian and New Zealand market expectations
- Provide practical guidance on certification processes

This project aims to:

- Equip ASEAN SMEs with knowledge and skills on ecolabelling standards and practices
- Promote the production of green products aligned with international market requirements
- Enhance the competitiveness of ASEAN SMEs in Australian and New Zealand markets
- Foster sustainable business practices across ASEAN SMEs

In addition, the project will support AANZFTA parties, particularly SME owners, in sharing training outcomes with other entrepreneurs on the process and requirements for obtaining ecolabelling certification aligned with ISO 14024. It also aims to:

- Improve knowledge, skills, and capacity on ecolabelling requirements and processes
- Raise awareness of trade and sustainable development among AANZFTA parties

By strengthening SME capacity, this project will contribute to a greener and more competitive ASEAN economy while meeting growing global demand for sustainable products.

<p>Beneficiaries</p>	<p>The primary beneficiaries of this project are SMEs from ASEAN Member States, particularly SME owners with the capacity to train and mentor other SME entrepreneurs across the region. The objective is to enhance the skills and expertise of these SME owners, equipping them with the necessary knowledge to guide other SME owners in their respective countries.</p> <p>By strengthening the SME owners' capabilities, they will be better prepared to educate SMEs on the importance and procedures of obtaining ecolabelling certification. This, in turn, will enable SME owners to meet environmental standards and gain access to broader markets for their products. The project aims to create a ripple effect, where the improved skills of trainers directly benefit the SMEs around them.</p> <p>To reinforce ASEAN's commitment to inclusive economic development and support the implementation of the ASEAN Enabling Masterplan 2025, special attention will also be given to SMEs owned and/or led by women to maximize impact and foster a multiplier effect. While this training program is designed for a broad SME audience, we recognize that SME owners with disabilities and other at-risk or marginalized groups may have unique needs that require a more tailored approach. Therefore, instead of incorporating them in this initiative, we believe a dedicated training program specifically designed to address their needs would be more effective in ensuring meaningful support and impact.</p> <p>Participant Limit To ensure efficiency, training sessions will be limited to a maximum of 30 participants per batch.</p> <p>Selection criteria (subject to inputs from other AANZFTA parties): Participants of the training shall be determined by the relevant Ministry/Agency in charge of SMEs in each ASEAN Member State, based on the following criteria:</p> <ul style="list-style-type: none"> • SMEs must demonstrate a commitment to knowledge-sharing by submitting an action plan outlining their strategy for disseminating the knowledge gained from the training; • SMEs involved in production and/or processing; • Commitment to adhering to export SME standards; • Trainers from incubator organizations that support export-oriented SMEs; • Entrepreneurs mentoring SMEs within the same sector through communities, associations, or cooperatives. • Priority will be given to women-led, export-oriented, and environmentally sustainable businesses with strong performance and market continuity.
<p>Project Activities and Outputs</p>	<p>The main activity of this project is a two-day regional workshop to be organised in Cambodia. Below is a list of activities that need to be done before and after the workshop to complete the project from November 2026 to May 2027.</p> <p>Timeline:</p> <ol style="list-style-type: none"> 1. Participant Selection (Dec 2026 – Feb 2027) Participants will be selected by the relevant Ministry/Agency in charge of SMEs in each ASEAN Member State, prioritizing: <ul style="list-style-type: none"> • SMEs with export potential or already engaged in exports.

	<ul style="list-style-type: none"> • Trainers from incubator organizations supporting export-oriented SMEs. • Women-led, export-oriented, and environmentally sustainable businesses with strong market continuity. <ol style="list-style-type: none"> 2. Trainer/Speaker Vetting (Feb – Mar 2027) Trainers and speakers will be identified in collaboration with the Denpasar Industrial Education and Training Agency (BDI) and relevant authorities from Australia and New Zealand. Trainers should be experts in ecolabelling standards and certification procedures. Several trainers should also possess expertise in creating eco-labels. 3. Registration (Mar – Apr 2027) Selected participants will complete the registration process, ensuring their commitment to the training program. 4. Development of Training Module (Mar – May 2027) The training module will be developed with input from the BDI and relevant authorities from Australia and New Zealand, providing a resource for future ASEAN green transition programs. 5. Development of Participant Handbook (Apr – May 2027) A handbook will be created as a reference for participants, outlining ecolabelling certification steps, challenges, and sustainability strategies. 6. Ecolabelling Training for ASEAN SMEs (Jun – Jul 2027) A one-week training program including classroom sessions, practical exercises, and site visits. Participants will gain knowledge on ecolabelling standards (ISO 14024) and certification processes. 7. In-Country Pilot Project (Aug – Nov 2027) Post-training, participants will conduct pilot training in their respective countries, supervised by the EC-SC and ACCMSME. This phase will ensure knowledge dissemination and practical application, expanding benefits to micro-entrepreneurs.
<p>Project Outcomes</p>	<p>A successful project would be one where, upon completion of the training, SME owners are equipped with the knowledge and skills to confidently process and assist other SME owners in obtaining ecolabelling certification. The SME owners would be able to confidently communicate the requirements and benefits of ecolabelling, and guide SMEs in making the necessary adjustments to their production processes to comply with the environmental standards.</p> <p>Through this project, we anticipate the following changes:</p> <ol style="list-style-type: none"> 1. Knowledge change: <ul style="list-style-type: none"> • Participants will gain a deeper understanding of ecolabelling standards and their significance in global markets. • Participants will develop the skills necessary to produce ecolabelled products that comply with Australian and New Zealand standards. • Participants will acquire knowledge on sustainable practices and the specific steps required to achieve ecolabelling certification, increasing awareness of environmental responsibilities. 2. Behavioural change: <ul style="list-style-type: none"> • Participants will take on a more proactive role in supporting SMEs, offering consultative and mentoring assistance.

	<ul style="list-style-type: none"> • Participants will implement more sustainable business practices, leading to improved products and production processes that align with ecolabelling requirements. <p>3. Policy change:</p> <ul style="list-style-type: none"> • Governments and industry bodies may integrate ecolabelling support into their policies, encouraging SMEs to adopt environmental standards. • Training centres may revise their curricula to include sustainability-focused certifications as part of SME capacity-building initiatives. <p>Beyond the project's implementation, these changes will continue to benefit SMEs, as they gain access to broader, more competitive markets. The knowledge and skills passed on from participants of the training will create a sustainable, long-term impact, encouraging continued improvement in environmental practices across the region. This will also help in fostering a culture of sustainability within the ASEAN economic community.</p>
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IV. Project Activities and Outputs

A. Project Outputs

The Consultant will be responsible for a coherent set of outputs centred around the development of the Project Design for this project. The outputs will be developed through the following activities.

- Activity 1: Project Design Work Plan
- Activity 2: Stakeholder Consultations
- Activity 3: Project Design Draft
- Activity 4: Project Design Finalisation and Approval

A.1 Activity 1 – Project Design Work Plan

The Consultant will produce a Project Design Work Plan that provides the tasks and timelines associated with the completion of the design. The Work Plan should include:

- Approach to stakeholder engagement and consultations, including a list of stakeholders to be engaged in the development of the design. This will include any practical and logistical considerations regarding stakeholder engagement, detail specific stakeholders to engage with (e.g. key government agencies) and the expected outputs and outcomes from each of the consultations.
- Detailed and updated information on project timelines and key risks and mitigation.

In developing the Work Plan, the Consultant will have access to: (i) an approved Project Concept noting the objectives, outputs, outcomes and other key details of the Project and (ii) a Project Design Template. The Consultant should consult the RT4D Facility and the Project Proponent.

Output – Project Design Work Plan, submitted to the RT4D Facility and the project proponent for inputs and approval.

A.2 Activity 2 – Stakeholder Consultations

The Consultant will hold consultations with stakeholders as outlined in the approved Project Design Work Plan. The consultations will gather information, perspectives and feedback from key

stakeholders to ensure key sections of the Project Design reflect the needs and priorities of government and non-government stakeholders key to the implementation of the project.

Output – Consultation Summary (maximum of 3 pages), submitted to the RT4D Facility and the project proponent for inputs and approval.

A.3 Activity 3 – Develop Project Design Draft

Based on inputs collected from stakeholder consultation and in line with the Project Design Template prepare a Project Design draft. The table below provides a summary of key areas within the Project Design Template.

Project Overview	<ul style="list-style-type: none"> Description of the project objectives, beneficiaries and connection to other initiatives in line with the approved Project Concept
Project Description	<ul style="list-style-type: none"> Narrative description all project activities (including outputs, deliverables, and key tasks associated with the implementation of each activity)
Project Work Plan and Timeline	<ul style="list-style-type: none"> Summary work plan that (i) lists all activities, outputs, deliverables and tasks, (ii) responsible parties for each task and (iii) starting and completion dates for all tasks.
Project Risk Management and Sustainability	<ul style="list-style-type: none"> Identify risks that affect the achievement of project objectives and mitigating measures. Identify and describe the approach to ensure project remains relevant to the needs of beneficiaries beyond its implementation
Child Protection, PSEAH (Protection from Sexual Exploitation, Abuse and Harassment) and other Policy Considerations	<ul style="list-style-type: none"> This section outlines the project’s approach to managing risks in line with DFAT’s Child Protection and Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policies.
Project Management and Reporting	<ul style="list-style-type: none"> Specify all key actors and governance bodies who will need to be engaged in activity implementation.
Gender Equality, Disability and Social Inclusion	<ul style="list-style-type: none"> In line with the Project Concept outline GEDSI dimensions of the Project and GEDSI Dimensions of the Sector Outline the project’s approach to mainstreaming GEDSI (e.g. how the activity content, practitioners, and delivery will reflect RT4D’s GEDSI requirements)
Communications and Media	<ul style="list-style-type: none"> In line with Project Concept, outline how the project objectives or outcomes support Parties in communicating the benefits of the RCEP/AANZFTA to their populations
Business Engagement	<ul style="list-style-type: none"> In line with Project Concept, outline how the project objectives or outcomes support Parties in engaging, building relationships or facilitating feedback from businesses
Addressing the Needs and Priorities of ASEAN Lesser Developed Economics	<ul style="list-style-type: none"> This section describes the project’s approach to addressing the needs and priorities of ASEAN Lesser Developed Economies (LDEs).
Monitoring Evaluation and Learning	<ul style="list-style-type: none"> In line with the Project Concept, outline Project Outcome(s) In line with the Project’s Outputs/Outcomes, please specify Performance Indicators to measure the success of the project.

Output – Draft Project Design, submitted to the RT4D Facility and the project proponent for inputs and comments.

A.4 Activity 4 – Project Design Review and Approval

The Consultant will revise the Project Design in line with written feedback from the RT4D Facility, the Project Proponent, ASEC, and the relevant AANZFTA Subsidiary Body.

In revising the Project Design, the Consultant may organise additional meetings with RT4D and all relevant stakeholders to ensure clear understanding of the feedback before proceeding with edits to the document.

The revised Project Design will require approval from RT4D, the Project Proponent, ASEC, and the relevant AANZFTA Subsidiary Body: AANZFTA Economic Cooperation Sub-Committee (EC-SC). It is expected that revisions may take at least two rounds of feedback.

Output – Revised and Final Project Design, RT4D, the Project Proponent, ASEC and the relevant AANZFTA Subsidiary Body for approval.

B. Activities, Tasks and Timeline

Working closely with the RT4D team, 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 **2 calendar months** with an estimate of **15 person days** of professional services. Actual time will be agreed in negotiation with the selected Consultant. Work will commence immediately after contract signing.

Activity	Tasks	Responsible Party	Deadline
Activity 1: Work Plan	Task 1.1 Inception Meetings with RT4D, the Project Proponent and ASEC	RT4D, Consultant, Project Proponent and ASEC (optional)	<i>Week 1</i>
	Task 1.2 Develop and submit Project Design Work Plan	Consultant	<i>Week 1</i>
	Task 1.3: Revision and Approval of Project Design Work Plan.	RT4D, Project Proponent	<i>Week 2</i>
	Task 1.4 (if required): Consultant will revise Work Plan in line with inputs/feedback from RT4D, ASEC, and the Project Proponent.	Consultant	<i>Week 2</i>
Activity 2 – Stakeholder Consultations	Task 2.1: Hold Consultations with the approved list of stakeholders	Consultant	<i>Week 2 - 3</i>
	Task 2.2: Submit consultation report using a template provided by RT4D and draft an activity list with key output information (based on the result of the consultations)	Consultant	<i>Week 3</i>
	Task 2.3 Organise a discussion meeting, review and approve the consultations report and draft activity list	RT4D, Project Proponent and ASEC	<i>Week 3</i>
Activity 3 – Project Design Draft	Task 3.1 Develop Project Design Draft in line with RT4D template.	Consultant	<i>Week 4</i>
	Task 3.2 (if required) Hold optional consultation with RT4D to clarify	Consultant	<i>Week 4</i>

	expectations on key sections of Project Design template.		
	Task 3.3: Provide Feedback on the Project Design Draft	RT4D, Project Proponent, ASEC, AANZFTA committee (EC-SC)	<i>Week 4-5</i>
Activity 4 – Project Design Revision and Approval	Taks 4.1: Revise Project Design in line with RT4D, Proponent Feedback, ASEC, and AANZFTA committee (EC-SC)	Consultant	<i>Week 5</i>
	Task 4.2 (if required): Organise meeting with RT4D Facility, Project Proponent, and ASEC to clarify feedback.	Consultant & RT4D	<i>Week 5</i>
	Task 4.3: Provide Feedback on the revised Project Design Draft	RT4D, Project Proponent, ASEC, AANZFTA committee (EC-SC)	<i>Week 6</i>
	Task 4.4 (if required): Revise Project Design in line with RT4D, Project Proponent, ASEC, and Subsidiary Body feedback. May require additional meetings to clarify outstanding questions/inputs.	RT4D, Project Proponent, ASEC, AANZFTA committee (EC-SC)	<i>Week 6 - 7</i>
	Task 4.5: Provide Feedback on the Project Design Draft	Economic Cooperation Sub-Committee (EC-SC)	<i>Week 6 - 7</i>
	Task 4.6: (If required) Revise Project Design in line with ECSC's feedback	Consultant	<i>Week 7</i>
	Task 4.7: Approve the Project Design	Economic Cooperation Sub-Committee (EC-SC)	<i>Week 7 - 8</i>

V. Monitoring, Evaluation & Learning

The Consultant will be responsible for the development of the Monitoring, Evaluation and Learning (MEL) components of the Project Design. The MEL component addresses the following questions:

- A. What would a successful activity look like? What change do you expect in knowledge, behaviour, or policy as a result of the activity? Please describe as concretely as possible. What performance indicator do you suggest measuring whether the activity is successful? [this should be worded as Number of... Percent of...]
- B. What performance indicator do you suggest to measure whether the activity is successful? [this should be worded as Number of... Percent of...]
- C. What performance indicator do you suggest to track whether the activity has contributed to gender equality mainstreaming? What quantitative and qualitative indicators would you suggest to measure the impact of this activity on gender equality?
- D. How will RT4D obtain the data for the indicators above? Who is responsible for collecting the datapoint? What kind of tools need to be used (questionnaires, administrative forms, online surveys)?

The Consultant should consult the RT4D MEL Manager to ensure relevant outputs are delivered in line with RT4D MEL requirements.

VI. Gender Equality Disability and Social Inclusion

The Consultant will be responsible for the development of the Gender Equality, Disability and Social Inclusion (GEDSI) components of the Project Design. The GEDSI component addresses the following questions:

- A. How does this sector/activity impact men and women differently? Please cite gender disaggregated data if available. If you believe that your activity has no GEDSI dimensions, please justify here.
- B. How does this sector/activity give benefits to disadvantaged groups (e.g. disabled, ethnic minorities, MSMEs, the poor)? Are any measures needed to ensure that work in this sector, and specific to the subject of the activity, “Does No Harm”?
- C. How can the activities/facilities offered by this project be accessed by the different groups of people and/or by the targeted participants of the project?
- D. Does the proposed project provide a space or a mechanism for providing feedback and suggestions? If yes, who can provide those feedback and suggestions?
- E. How will this activity mainstream gender considerations? Please describe how the activity content, practitioners, and delivery will reflect RT4D’s GEDSI requirements:

The Consultant should consult the RT4D GEDSI Manager to ensure relevant outputs are delivered in line with RT4D GEDSI requirements.

VII. Communications, Media, and Business Engagement

The Consultant will be responsible for the development of the Communication and Business Engagement components of the Project Design. This component addresses the following questions:

- A. How will this activity Identify specific communications objectives and core messages for identified beneficiaries and partners.

- B. How will this activity support the development of relevant communications activities & channels across activity implementation cycle: (i) before the activity (e.g. materials, participant outreach, press release, event POSMs, etc), (ii) during activity implementation (e.g. media, interview, broadcasting), and after activity implementation (e.g. news article)?

The Consultant should consult the RT4D Program Performance and Quality Lead to ensure relevant outputs are delivered in line with RT4D communications requirements.

VIII. Reporting and Program Management

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

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

RT4D: The RT4D Manager is the main point of contact for the Consultant and will project manage the Assignment throughout the project lifespan. The RT4D Manager and relevant RT4D Facility team members will provide oversight and quality assurance through project implementation and ensure relevant approvals are obtained from the RT4D Facility Team and the Project Proponent.

Project Proponents: Ministry of Foreign Affairs of the Republic of Indonesia, Ministry of Micro, Small and Medium Enterprise. The Project Proponent will closely monitor, provide inputs and approve all listed project deliverables. The Consultant will be expected to consult and closely liaise with the project proponents' stakeholders throughout project implementation.

AANZFTA Subsidiary Body: Economic Cooperation Sub-Committee (EC-SC)

- All Deliverables will require approval from the AANZFTA Subsidiary Body, who will review and provide feedback on Deliverables. All engagements between the Consultant and the Subsidiary Body will be managed and facilitated by the RT4D Facility and the ASEAN Secretariat.

ASEAN Secretariat: External Economic Relations Division (EERD)

- The External Economic Relations Division will provide support and a channel for engaging with subsidiary bodies' co-chairs to gather feedback and approval. It may also review and provide comments on activity deliverables, participate in consultations, etc.
- The Economic Cooperation Sub-Committee (EC-SC) will be the body who makes final approval of the project design. The consultant is not expected to have direct engagement with EC-SC. All engagement is managed by RT4D and ASEC.
- All engagements between the Consultant and AANZFTA bodies will be managed and facilitated by the RT4D Facility and the ASEAN Secretariat.

IX. Risk Management

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

Risk	Likelihood	Impact	Mitigation Plan
Stakeholders are not available for consultations and/or do not provide timely feedback approval needed to complete the task.	Medium	Medium	The RT4D Facility will work closely with ASEC DOs to build an efficient approach to engaging and seeking approval from the Subsidiary Body during inception.
Stakeholders engaged for consultation in the design process don't take a unified position on priorities or specific elements of the design document.	Medium	Medium	The RT4D Facility will promote open dialogue with the support of the technical consultant to help stakeholders reach consensus on priorities or specific elements on the design document.
The design is not aligned with cross cutting issues (GEDSI, Comms and Business Development).	Low	High	The RT4D Manager will work closely with the consultant to incorporate feedback from RT4D experts in MEL, GEDSI, Comms and regularly reviewing the design to ensure it is aligned to MEL, GEDSI, Comms and Business Development guidelines.

X. Privacy and Confidentiality

Regional Trade for Development Facility (RT4D) is committed to ensuring and maintaining the security and confidentiality of all documents and information produced by its development programs and by its partners and clients. This includes ensuring the security and confidentiality of all information and documents produced by the ASEAN 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 (Sharepoint). Access to Sharepoint is controlled and will only be granted to non-RT4D users on a needs basis and as agreed with ASEC and or Subsidiary Bodies.

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

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

XI. Criteria for Issuing Tasking Note

A. Technical Soundness Considerations

Interested consulting firms or individuals should put forth technical support personnel that can support the RT4D Team in the completion of the project.

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

- Proven experience in designing and developing international development or trade-related project designs, including preparation of project design documents, work plans, monitoring,

evaluation and learning (MEL) frameworks, GEDSI, Communications, and Program Management considerations outlined in the above sections of this ToR.

- Demonstrated experience in designing and supporting regional SME capacity-building projects, preferably in trade, sustainability, or green transition themes, including the development of training modules, participant handbooks, implementation plans, and practical learning activities.
- Strong technical understanding of ecolabelling and sustainable production standards, including knowledge of ISO 14024 or comparable ecolabelling frameworks, environmental certification processes, and how these apply to SME development and market access in Australia, New Zealand, and ASEAN contexts.
- Demonstrable experience conducting stakeholder consultations and developing programme and project plans and designs that consider and incorporate the needs, priorities, and concerns of diverse stakeholders, including government institutions, local authorities, indigenous peoples, local communities, women's groups, MSMEs, and civil society organisations to inform project design and ensure inclusivity of perspectives.
- Proven ability to work with ASEAN stakeholders and regional partners, including government agencies, training institutions, and private-sector actors, with experience in facilitating consultations, coordinating multi-country inputs, and translating technical content into clear, practical guidance for SMEs.
- Experience engaging with Australia and/or New Zealand Government-funded development programs or other donor-funded initiatives, including familiarity with results-based management, compliance, and reporting frameworks is an advantage.
- Excellent written communication and project design drafting skills, with experience producing high-quality reports, concept notes, and project design documents for review and approval by multiple stakeholders.

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.

XII. 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, organisation 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 procurement@regionaltrade4dev.org in writing by the last query 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
Part A – Response to Technical Component
<p>A.1 Approach and Methodology - Outline approach to completing the stated scope of services. The approach should include:</p> <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.
<p>A.2 Project Plan and Risk Management – Please provide the following:</p> <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 IX of this ToR. • Indicate how the project will be monitored and reported in line with Section VIII of this ToR to ensure it is delivered in terms of quality, timeliness and cost. • Indicate the level of support that will be required from the RT4D Facility to complete the project.
<p>A.3 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 (e.g. size of the organisation, in-house expertise, strength of project management support, networks, etc.). <u>Not applicable to individual consultants.</u> • Describe past experience in undertaking similar work and provide brief summaries of relevant projects undertaken. • Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors.
<p>A.4 Project Team/Consultant 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/individual consultant, 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/individual consultant. • An uncosted resource plan proposing the number of person days you expect each team member to undertake in delivering this project.
Part B – Response to Financial Component

Complete a Financial Proposal for the delivery of the scope of services in alignment with RT4D Value for Money Principles. The Financial Proposal should specify all direct and indirect costs **(in Australian Dollars)** for undertaking the project, including:

- Professional services fees for completing all deliverables in accordance with the uncosted resource plan.
- 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.

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	