

REGIONAL TRADE FOR DEVELOPMENT

RCEP IMPLEMENTATION SUPPORT PROGRAM

REQUEST FOR PROPOSAL/TERMS OF REFERENCE FOR THE

Development of Project Designs for Two Projects on: i) Seminar on Strengthening the Role of MSMEs and Women Entrepreneurs in Utilising the RCEP Agreement, ii) Addressing Logistics Cost Drivers to Enhance MSME Participation in Regional Supply Chains.

I. Summary

The Regional Trade for Development Facility (RT4D) is seeking a consultancy firm or individual consultant (hereafter “the Consultant”) to manage and deliver two (2) end-to-end Project Designs for 2 projects approved under the Regional Comprehensive Economic Partnership (RCEP) Implementation Support Program (RISP). The Project Designs will inform the implementation of the RISP project starting in the 2026-27 Financial-Year.

Under the scope of services set in this ToR, the Consultant will manage the **development and delivery of 2 separate Project Designs, with one Project Design developed for each of the following 2 projects:**

- **Project 1:** Seminar on Strengthening the Role of MSMEs and Women Entrepreneurs in Utilising the RCEP Agreement.
- **Project 2:** Addressing Logistics Cost Drivers to Enhance MSME Participation in Regional Supply Chains.

The Project Design will follow standard RT4D templates and be subject to comments, amendments, and the approval from the RT4D Facility Team, the Project Proponents and Australia’s Department of Foreign Affairs and Trade (DFAT).

Project 1	Seminar on Strengthening the Role of MSMEs and Women Entrepreneurs in Utilising the RCEP Agreement.
Start Date	July 2026
Completion Date	September 2026
Reports to:	RT4D Manager: Ahmad Tirmiko Indra, Regional Manager
Interacts With <i>[stakeholders who will provide inputs]</i>	RT4D Facility: Ahmad Tirmiko Indra, Regional Manger Felisita Lethe, Program Officer Yooke Damopolii, GEDSI and Trade Manager Project Proponent: Directorate of ASEAN Negotiations, Ministry of Trade of Indonesia
Requires Approval from: <i>[Stakeholders who will approve project outputs]</i>	RT4D Facility Project Proponent: Directorate of ASEAN Negotiations, Ministry of Trade of Indonesia

	Project Funding Partners: Australia's Department of Foreign Affairs and Trade (DFAT) & New Zealand's Ministry of Foreign Affairs and Trade (MFAT).
Timetable for Tender Process	Request for Proposals: 08/06/2026 Closing Date for Queries: 21/06/2026 Closing Date for Proposals: 02/07/2026
Submission Instructions	The provider should submit Technical and Financial submissions in alignment with requirements outlines in Section XII of this ToR. The Submissions or any questions should be sent to the RT4D Facility at procurement@regionaltrade4dev.org and FELISITA.LETHE@tetrattech.com by 02 July 2026 .

Project 2	Addressing Logistics Cost Drivers to Enhance MSME Participation in Regional Supply Chains.
Start Date	July 2026
Completion Date	September 2026
Reports to:	RT4D Manager: Ahmad Tirmiko Indra, Regional Manager
Interacts With <i>[stakeholders who will provide inputs]</i>	RT4D Facility: Ahmad Tirmiko Indra, Regional Manger Felisita Lethe, Program Officer Yooke Damopolii, GEDSI and Trade Manager Project Proponent: Directorate of Industry, Trade, and Investment, Ministry of National Development Planning (Bappenas), Republic of Indonesia
Requires Approval from: <i>[Stakeholders who will approve project outputs]</i>	RT4D Facility Project Proponent: Directorate of Industry, Trade, and Investment, Ministry of National Development Planning (Bappenas), Republic of Indonesia Project Funding Partners: Australia's Department of Foreign Affairs and Trade (DFAT) & New Zealand's Ministry of Foreign Affairs and Trade (MFAT).
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II. Background

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

The Consultant will manage and deliver 2 separate end-to-end Project Designs for 2 approved RISP Projects, in close collaboration with the RT4D Facility and the Project Proponents. The final Project Designs will be subject to comments, amendments, and the approval from the RT4D Facility Team, the respective Project Proponent and Australia's Department of Foreign Affairs and Trade (DFAT), and New Zealand's Ministry of Foreign Affairs and Trade (MFAT).

III. Objectives, Beneficiaries, Outputs and Outcomes

This assignment aims to develop 2 high-quality and robust Project Designs for the implementation of 2 approved RISP projects. Project Designs must demonstrate sound analysis, strong contextual understanding and consultation with the Project Proponent and the RT4D Facility. The tables below outline key features of the 2 projects.

A. Project 1

Project Name	Seminar on Strengthening the Role of MSMEs and Women Entrepreneurs in Utilising the RCEP Agreement
Project Objectives	To support RCEP Parties in: <ol style="list-style-type: none"> 1. Enhancing recognition of the role of MSMEs, as well as promoting regulatory integration and access to market opportunities under RCEP. 2. Providing training for MSMEs and women entrepreneurs to improve their understanding of RCEP commitments and to enable them to effectively utilise the Agreement. 3. Contributing to narrowing the development gap among RCEP Parties through targeted capacity-building activities. 4. Facilitating the exchange of knowledge and implementation experiences, including success stories from businesses that have benefited from RCEP schemes.
Beneficiaries	The intended beneficiaries of this project are RCEP Parties, with a particular focus on ASEAN Member States that have a large number of MSMEs and women entrepreneurs. The project will benefit relevant government authorities, trade promotion agencies, and business communities involved in the implementation of market access commitments under RCEP.
Project Activities and Outputs	Activity 1: Development of a practical guidebook on utilising RCEP market access schemes, to be disseminated to MSMEs and women entrepreneurs. This activity aims to develop a user-friendly and practical guidebook designed specifically for MSMEs and women entrepreneurs to enhance their understanding and utilisation of market access opportunities under the RCEP Agreement. The guidebook will explain key RCEP provisions in simplified language, including tariff

	<p>preferences, rules of origin, certification procedures, customs facilitation measures, and relevant digital trade tools. It will also include step-by-step guidance, illustrative case studies, and practical checklists to support business decision-making. The guidebook will be disseminated in both digital and printed formats and shared with participants prior to and during the seminars to maximise outreach and impact.</p> <p>Activity 2: Mapping of MSMEs and Women Entrepreneurs in ASEAN through a Structured Survey. This activity focuses on conducting a structured survey to map MSMEs and women entrepreneurs across ASEAN Member States. The survey will collect data on business profiles, sectoral distribution, export readiness, awareness of RCEP, existing challenges, and capacity-building needs related to the utilisation of RCEP market access provisions. The findings will help identify gaps, opportunities, and priority areas for intervention, and will serve as an evidence-based foundation for tailoring seminar content, policy discussions, and future cooperation activities under RCEP and ECOTECH frameworks.</p> <p>Activity 3: Pre- and Post-Seminar Surveys to Assess Awareness and Project Impact. This activity will involve the implementation of pre- and post-seminar surveys to evaluate participants' baseline knowledge of RCEP and measure the effectiveness of the project activities. The pre-seminar survey will assess initial levels of awareness, understanding, and perceived barriers to utilising RCEP. The post-seminar survey will measure changes in knowledge, confidence, and readiness to apply RCEP provisions in business operations. The results will be used to assess project outcomes, inform future improvements, and provide measurable indicators of impact for reporting purposes.</p> <p>Activity 4: Organisation of Regional Seminars. This activity entails the organisation of a series of in-person seminars across selected RCEP Parties to deliver capacity-building and knowledge-sharing activities for MSMEs and women entrepreneurs. The seminars will feature expert presentations on RCEP implementation, practical training sessions, panel discussions with government officials and business practitioners, and sharing of success stories from enterprises that have benefited from RCEP.</p> <p>Up to three seminars will be organised in Indonesia, Malaysia, Thailand, or Viet Nam.:</p> <p>Each seminar will be designed to reflect local business contexts while promoting regional cooperation, peer learning, and practical application of RCEP commitments.</p>
<p>Project Outcomes</p>	<p>The expected outcomes of the project include:</p> <ol style="list-style-type: none"> 1. Improved awareness and understanding of RCEP commitments among MSMEs and women entrepreneurs, particularly with respect to market access opportunities.

	<ol style="list-style-type: none"> 2. Enhanced capacity of MSMEs and women entrepreneurs to utilise RCEP schemes, leading to increased participation in regional and global value chains. 3. Strengthened cooperation and information-sharing among RCEP Parties through the exchange of best practices and success stories. 4. Contribution to more inclusive economic growth and reduced development gaps within the RCEP region by empowering MSMEs and women-led businesses.
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B. Project 2

Project Name	Addressing Logistics Cost Drivers to Enhance MSME Participation in Regional Supply Chains
Project Objectives	<ol style="list-style-type: none"> a) Identify key logistics cost drivers affecting MSMEs through evidence-based analysis. b) Strengthen policy and institutional capacity to design MSME-focused logistics cost reduction measures aligned with RCEP implementation. c) Improve MSME access to cost-efficient and reliable logistics services through enhanced coordination and capacity building
Beneficiaries	Government officials responsible for logistics, trade facilitation, MSME development, and digital policy; Logistics service providers and intermediaries; MSMEs engaged in supply chain, particularly women-led enterprises; stakeholders involved in RCEP implementation.
Project Activities and Outputs	<p>Activity 1: MSME Logistics Cost Structure and Digital Readiness Assessment Analysis of logistics cost components faced by MSMEs, including transportation, warehousing, last-mile delivery, administrative cost, and access to digital logistics systems. Findings will be linked to national logistics cost drivers. <i>Output: Analytical report and summary</i></p> <p>Activity 2: Research paper/report on trade facilitation opportunities for MSMEs. Develop a research paper/report focusing on support for MSMEs to identify opportunities for streamlined trade facilitation practices. <i>Output: Research paper/report</i></p> <p>Activity 3: MSME-Focused Logistics Cost Reduction Policy Framework. Develop a practical framework outlining priority actions to reduce logistics-related costs for MSMEs, aligned with national development agenda and RCEP commitments. <i>Output: Draft policy framework and validation workshop</i></p> <p>Activity 4: Capacity Building on Cost-Efficient and Digital Logistics Practices. Targeted training for government officials and logistics service providers on identifying cost inefficiencies, applying digital and coordination-based solutions, and designing MSME-friendly logistics services. <i>Output: Training workshops and training materials</i></p>

	<p>Activity 5: Public-Private Coordination Pilot for Logistics Cost Reduction Develop a structured dialogue mechanism to identify practical cost-reduction opportunities, test simplified coordination approaches (non-infrastructure), and document regulatory bottlenecks. <i>Output: Report of the pilot project implementation</i></p> <p>Activity 6: Policy Guidance and Knowledge Dissemination, Translate findings into concise knowledge products. <i>Output: Policy brief and practical guidance</i></p>
Project Outcomes	<ul style="list-style-type: none"> • Improved policy capacity to identify and address logistics cost drivers affecting MSMEs through evidence-based and RCEP-aligned measures. • Improved MSME access to affordable and reliable logistics services. • Strengthened public-private coordination mechanism to identify logistics cost inefficiencies • Availability of replicable policy tools supporting national logistics cost reduction and adaptable by other ASEAN Member States <p>Indicative indicators: policy framework produced and referenced, number of stakeholders trained and engaged, MSME feedback on reduce logistics-related barriers</p>

IV. Project Deliverables and Timeline

A. Project Deliverables

The Consultant will be responsible for a coherent set of deliverables centred around the development of 2 separate Project Designs for 2 approved RISP projects:

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

A.1 Deliverable 1 – Project Design Work Plan

The Consultant will produce 2 Project Design Work Plans that provides the tasks and timelines associated with the completion of the designs. The Work Plans should include:

- Approach to stakeholder engagement and consultations, including a list of stakeholders to be engaged in the development of the designs. 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 Plans, the Consultant will have access to: (i) 2 approved Project Concepts noting the objectives, outputs, outcomes and other key details of the Projects

and (ii) a Project Design Template. The Consultant should consult the RT4D Facility and the Project Proponents.

Output – Two Project Design Work Plans, submitted to the RT4D Facility and the project proponents for inputs and approval.

A.2 Deliverable 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 – Two Stakeholder Consultation Reports (maximum of 3 pages for each report), submitted to the RT4D Facility and the project proponent for inputs and approval.

A.3 Deliverable 3 –Project Designs

Based on inputs collected from stakeholder consultations and in line with the Project Design Template, the Consultant will prepare 2 Project Design drafts. The table below provides a summary of key areas within the RT4D 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 (GEDSI)	<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.

The Consultant will develop two (2) separate project design drafts in line with RT4D project design template by completing relevant sections within the Project design template as mentioned above. The Consultant will revise the Project Designs drafts in line with written feedback from the RT4D Facility and the Project Proponents. In revising the Project Designs, the Consultant may organise additional meetings with RT4D to ensure clear understanding of the feedback before proceeding with edits to the document. It is expected that revisions may take at least two rounds of feedback. The final Project Designs will require approval from RT4D, the Project Proponents and DFAT.

Output – Two (2) separate Project Designs developed for each of the two projects mentioned above. Project Designs must be approved by the RT4D Facility, the Project Proponents and DFAT.

B. Deliverables, 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 estimation of 10-15 professional working days for each project design**. Actual time will be agreed in negotiation with the selected Consultant. Work will commence immediately after contract signing.

Deliverable	Tasks	Responsible Party	Deadline
Deliverable 1: Work Plan	Task 1.1 Inception Meetings with RT4D and with Proponent.	RT4D Facility/Consultant	Week 1
	Task 1.2 Develop and submit Project Design Work Plan.	Consultant	Week 1
	Task 1.3: Feedback, Approval of Project Design Work Plan.	RT4D & Project Proponent	Week 2
Deliverable 2 – Stakeholder Consultations Report	Task 2.1: Hold Consultations with approved list of stakeholders	Consultant	Week 2 - 3
	Task 2.2: Submit Stakeholder's Consultation Report using template provided by RT4D.	Consultant	Week 3
	Task 2.3 Review and Approval of the Consultation Summary.	RT4D and Project Proponent	Week 4
Deliverable 3 – Project Design Draft	Task 3.1 Develop Two (2) separate Project Design Drafts in line with RT4D template.	Consultant	Week 4
	Task 3.2 (if required) Hold optional consultation with RT4D to clarify expectations on key sections of Project Design template.	Consultant	Week 4

Deliverable	Tasks	Responsible Party	Deadline
	Task 3.3: Provide Feedback on the Project Design Draft.	RT4D and Project Proponent	Week 4
Deliverable 4 – Project Design Finalisation and Approval	Taks 4.1: Revise two (2) Project Designs in line with RT4D and Proponent Feedback.	Consultant	Week 5
	Task 4.2 (if required): Organise meeting with RT4D Facility to clarify feedback.	Consultant & RT4D	Week 5
	Task 4.3: Review and approval of Revised Project Design.	RT4D and Project Proponent	Week 6
	Task 4.4 (if required): Revise Project Design in line with RT4D and Project Proponent feedback. May require additional meetings with RT4D or the proponent to clarify outstanding questions/inputs.	RT4D & Project Proponent	Week 6 - 7
	Task 4.5: Approval of Project Design.	RT4D, Project Proponent, DFAT and MFAT	Week 7 - 8

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.

- Members of the RT4D team, including the Program Delivery Lead (Fenny Chandra), Monitoring, Evaluation, and Learning (MEL) Manager (Lia Lairing), Program Performance and Quality Lead (Sebastian Cortes-Sanchez) and the Operations Lead (Isradi Alireja), will provide inputs to relevant activity outputs.

Project Proponents:

- The Project Proponents 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 the process of developing project design.

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	RT4D will work closely with the Proponent to build an efficient approach to engaging key stakeholders.
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 consultant to help stakeholders reach consensus on priorities or specific elements on the design document.
The design is not aligned with cross cutting issues (MEL, 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 requirements.

X. Privacy and Confidentiality

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 RCEP and their Subsidiary Bodies that are shared with RT4D's RCEP Implementation Support Program (RISP). RT4D security and confidentiality measures and protocols are underpinned by Tetra Tech (the managing contractor) systems.

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

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

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

XI. Criteria for Issuing Tasking Note

A. Technical Soundness Considerations

Interested firms and individuals should put forth technical support personnel that can support the RT4D Team in the completion of the Project Design for both the projects i) “Seminar on Strengthening the Role of MSMEs and Women Entrepreneurs in Utilising the RCEP Agreement”, and ii) “Addressing Logistics Cost Drivers to Enhance MSME Participation in Regional Supply Chains”.

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

- A skilled and experienced expert/team of experts with the technical expertise, bandwidth, and capabilities to support the RT4D Facility to deliver all outputs in alignment with the remit and timelines set within this Scope of Services.
- Demonstrable experience developing program and project plans and designs that consider and incorporate the needs, priorities and concerns of diverse government stakeholders (i.e. stakeholders representing countries with different priorities and capacity constraints and agencies with different mandates and priorities).
- Demonstrable experience designing, facilitating and delivering online and on-site consultations and workshops that effectively engage a diverse government audience.
- Experience working and engaging with ASEAN governments, ASEC and/or AMS is a distinct advantage.
- Proven excellent report drafting experience, with ability to incorporate comprehensive feedback at multiple stages.
- Experience working with the Projects’ Proponents, and Australian and New Zealand officials is a distinct advantage. The organisation must be comfortable with ASEAN stakeholders and following ways of working (or comparable governance arrangements).
- Strong understanding of and ability to operationalise the Monitoring & Evaluation, GEDSI, Communications and Program Management considerations outlined in the above sections of this ToR.

Project-Specific Expertise Requirements

- **Project 1:** Demonstrated expertise in MSME development, market access opportunities, and specifically understanding of RCEP commitments (including tariff preferences, rules of origin, certification procedures, customs facilitation measures, and relevant digital trade tools) and to enable them to effectively utilise the Agreement for MSMEs.
- **Project 2:** Strong technical knowledge and practical experience in MSME Participation within Regional Supply Chains, Digital Readiness, and Digital Logistics Practices.

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 Technical and Financial proposals that respond to the selection criteria outlined in the table below. As part of their Technical Proposal submission, bidders that are firms 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 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
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.

A.3 Capabilities and Experience – Please specify the following:

- (if bidder is a firm) outline general organisational capability that is likely to affect performance of project in line with ToR requirements (e.g. size of the organisation, in-house expertise, strength of project management support, networks, etc.).
- Describe past experience in undertaking similar work and provide brief summaries of relevant projects undertaken.
- Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors.

A.4 Project Team/Consultant and Resourcing – Describe approach to staffing including details of all proposed expert(s) and their role in the delivery of the required services. This should include:

- 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 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	