

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) Developing a National Roadmap for Inter-Regional Trade Integration in Indonesia to Support Participation in RCEP Value Chains, and ii) Study of Green Trade for Sustainable Economic Development in Indonesia and Short Course on Green Trade and Environmental Standards

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 a batch of 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 of the following RISP projects:**

- **Project 1:** Developing a National Roadmap for Inter-Regional Trade Integration in Indonesia to Support Participation in RCEP Value Chains.
- **Project 2:** Study of Green Trade for Sustainable Economic Development in Indonesia and Short Course on Green Trade and Environmental Standards

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	Developing a National Roadmap for Inter-Regional Trade Integration in Indonesia to Support Participation in RCEP Value 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).
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	Study of Green Trade for Sustainable Economic Development in Indonesia and Short Course on Green Trade and Environmental Standards
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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procurement@regionaltrade4dev.org and
FELISITA.LETHE@tetrattech.com by **02 July 2026**.

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	Developing a National Roadmap for Inter-Regional Trade Integration in Indonesia to Support Participation in RCEP Value Chains
Project Objectives	<p>The overall objective of this project is to strengthen Indonesia’s inter-regional trade integration as a foundation for improving national supply chain efficiency and enhancing Indonesia’s participation in regional value chains under RCEP.</p> <p>Specific objectives include:</p> <ol style="list-style-type: none"> 1) To identify key bottlenecks and constraints in inter-regional trade, logistics, and distribution systems, particularly between Java and non-Java regions. 2) To develop a policy framework and strategic roadmap for strengthening domestic market integration and inter-island supply chains. 3) To design practical policy recommendations and implementation guidelines to better link regional production centers with national and export markets. 4) To strengthen institutional capacity at central and selected sub-national government levels in planning and coordinating inter-regional trade and supply chain development.
Beneficiaries	<p>The primary beneficiaries of this project include:</p> <ul style="list-style-type: none"> • Central government ministries and agencies responsible for inter-regional trade and economic connectivity, including the Ministry of National Development Planning (Bappenas) as the national development planner, the Ministry of Trade and the Ministry of Industry as the technical ministries, as well as the Ministry of

	<p>Transportation in its role of strengthening inter-regional transport connectivity.</p> <ul style="list-style-type: none"> • Sub-national governments, both in Java and outside Java, in their efforts to strengthen domestic economic linkages and enhance connectivity to regional and global markets. • Domestic business actors, including micro, small, and medium enterprises, regional business actors, producers, and exporters, who will benefit from improved market access, stronger inter-regional linkages, and a more efficient and reliable domestic supply chain system. • RCEP Parties, which will ultimately benefit from improved availability of goods and intermediate inputs at more competitive prices as a result of stronger economic linkages across regions in Indonesia and better integration into regional and global markets.
<p>Project Activities and Outputs</p>	<p>Activity 1: Analytical study and development of a National Framework and Roadmap for Inter-Regional Trade Integration and Domestic Supply Chain Strengthening, including mapping of inter-regional trade flows, identification of logistics and regulatory bottlenecks, analysis of inter-regional price disparities, and formulation of priority corridors and policy action plans. <i>Output – National Diagnostic Report and National Framework & Roadmap finalised.</i></p> <p>Activity 2: Stakeholder consultations and policy dialogues involving central and selected sub-national governments, as well as exporters, producers, and logistics service providers, to validate analytical findings, identify priority reform areas, and build consensus on policy directions. <i>Output – At least three national and regional policy dialogue workshops conducted.</i></p> <p>Activity 3: Capacity building and training workshops for relevant government institutions to strengthen policy coordination, planning, and implementation capacity in the areas of inter-regional trade integration and domestic supply chain strengthening. <i>Output – Capacity building workshops for central and sub-national government institutions conducted.</i></p>
<p>Project Outcomes</p>	<p>A successful project would result in strong buy-in and commitment across participating government stakeholders, as demonstrated by their adoption and use of the National Framework and Roadmap as a reference for policy coordination and implementation in the areas of inter-regional trade integration and domestic supply chain strengthening.</p> <p>Expected outcomes include: (i) the majority of participating central and sub-national government institutions agree to leverage the analytical findings and the National Framework and Roadmap in their policy planning and coordination processes, demonstrating improved coherence in addressing inter-regional trade and logistics constraints; and (ii) key private sector stakeholders, including exporters, producers, and logistics service providers that participate in the</p>

	<p>consultations and policy dialogues, confirm that the proposed policy directions and recommendations address their main constraints in connecting regional production centres to domestic and export markets.</p> <p>Over the medium term, these outcomes are expected to contribute to more efficient inter-regional distribution of goods, reduced logistics bottlenecks, improved domestic market integration, and stronger linkages between Indonesia's domestic production centres and regional and global markets.</p>
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B. Project 2

Project Name	Study of Green Trade for Sustainable Economic Development in Indonesia and Short Course on Green Trade and Environmental Standards
Project Objectives	<ul style="list-style-type: none"> To enhance the capacity of policy makers, businesses, and MSMEs to comply with international green trade and environmental standards by strengthening knowledge of sustainable production, certification systems, and policy alignment, thereby enabling the integration of green trade principles into national planning and business strategies and improving Indonesia's competitiveness in global markets. By strengthening understanding and alignment with international green standards, the project will help reduce the risk of green non-tariff barriers (NTBs) faced by Indonesian exports, while supporting smoother integration into regional and global value chains under RCEP.
Beneficiaries	Policy makers from ministries/agencies (Bappenas, Ministry of Trade, Ministry of Industry Ministry of Finance); industry representatives, MSMEs, researchers and academics, and digital platform operators. For businesses, particularly MSMEs, the project will enhance awareness and preparedness for sustainability-related trade requirements, reducing compliance costs and uncertainty when entering international markets.
Project Activities and Outputs	Activity 1: A study on Green Trade for Sustainable Economic Development in Indonesia (and potentially ASEAN region). Project will be implemented in 2026 and 2027 over a period of approximately 8 months, combining a Study on Green Trade for Sustainable Economic Development in Indonesia and potentially ASEAN region with a Short Course conducted over 5–7 days (TBC). Against the backdrop of global climate challenges and the transition toward a low-carbon economy, the study will examine green trade as a strategic approach to promote economic growth while minimising environmental impacts. As a major developing economy and exporter of natural resources, Indonesia faces growing urgency to align its trade policies with the Sustainable Development Goals (SDGs), its commitments under the Paris Agreement, and the Zero Emission Roadmap, while responding to increasing global demand for environmentally sustainable products and stricter environmental standards imposed by

	<p>key trading partners. The study will identify strategic opportunities for green trade, assess export competitiveness and non-tariff barrier risks, and support the integration of green trade into national development planning, including regional export potential to promote inclusive growth. It will also analyse the role of green trade in supporting domestic industries through environmentally friendly production, innovation, value chain upgrading, and attraction of green investment. <i>Output: A policy brief on green trade and standards alignment, identifying key regulatory and standards-related barriers faced by Indonesian exporters and proposing policy recommendations (and potentially covering ASEAN region).</i></p> <p>Activity 2: Development of comprehensive analytical report and actionable policy and strategic recommendations. In line with the RPJMN 2025–2029, particularly the objective of increasing exports of environmental goods, the study will produce a comprehensive analytical report and actionable policy and strategic recommendations for Bappenas and relevant ministries and stakeholders. <i>Output: A green trade roadmap outlining priority sectors, applicable international standards, and steps for enhancing compliance and market access (and potentially covering ASEAN region).</i></p> <p>Activity 3: Conduct of a short course. Building on these findings, the Short Course will feature interactive discussions, case studies, and field visits focused on global green trade trends, environmental standards and certification, circular economy and green production, regulatory and policy frameworks, and MSME readiness for green exports, strengthening the capacity of policy makers, businesses, and MSMEs to implement green trade principles in practice. <i>Output: A structured short course module on green trade and standards, including practical guidance for regulators.</i></p>
<p>Project Outcomes</p>	<ul style="list-style-type: none"> • Better understanding and skills among policy makers, businesses, and MSMEs on green trade, environmental standards, and certification requirements. • Clear policy recommendations to help the government align trade policies with environmental goals and international commitments, based on the results of the green trade study. • Improved readiness of businesses and MSMEs to meet environmental requirements, reduce trade barriers, and access regional and global markets. • Stronger use of green trade principles in national planning and business strategies, supporting sustainable industrial development and improving Indonesia’s competitiveness in global markets.

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
	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 project implementation.

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,	Low	High	The RT4D Manager will work closely with the consultant to incorporate

Risk	Likelihood	Impact	Mitigation Plan
GEDSI, Comms and Business Development).			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 projects: i) “Developing a National Roadmap for Inter-Regional Trade Integration in Indonesia to Support Participation in RCEP Value Chains”, and ii) “Study of Green Trade for Sustainable Economic Development in Indonesia and Short Course on Green Trade and Environmental Standards”.

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:** Proven expertise in Regional Trade Integration, supply chain connectivity, and experienced in development of a National Framework and Roadmap for Inter-Regional Trade Integration and Domestic Supply Chain Strengthening, including mapping of inter-regional trade flows, identification of logistics and regulatory bottlenecks, analysis of inter-regional price disparities, and formulation of priority corridors and policy action plans.
- **Project 2:** Demonstrable experience in aligning national trade policies with the Sustainable Development Goals (SDGs), especially on green trade and its relations to national development planning, including regional export potential to promote inclusive growth. Knowledge in global green trade trends, environmental standards and certification, circular economy and green production.

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, 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.
<p>A.3 Capabilities and Experience – Please specify the following:</p> <ul style="list-style-type: none"> • (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.
<p>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:</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/individual consultant 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	