

**REGIONAL TRADE FOR DEVELOPMENT  
RCEP IMPLEMENTATION SUPPORT PROGRAM**

**TERMS OF REFERENCE ADDENDA FOR THE**

Development of Project Designs for Development of Project Design for the National Quality Infrastructure (NQI) Policy Development and Implementation Framework

**I. Summary**

<b>Title</b>	Development of Project Design for Development of Project Design for the National Quality Infrastructure (NQI) Policy Development and Implementation Framework
<b>Start Date</b>	July 2026
<b>Completion Date</b>	September 2026
<b>Reports to:</b>	<b>RT4D Manager:</b> Dr. Heng Molyaneth, Regional Manager
<b>Interacts With</b> <i>[stakeholders who will provide inputs]</i>	<p><b>RT4D:</b></p> <ul style="list-style-type: none"> <li>• Program Performance and Quality (MEL, Communications and GEDSI) Lead: Sebastian Cortes Sanchez</li> <li>• Monitoring, Evaluation, and Learning (MEL) Manager: Lia Lairing</li> <li>• Gender Equality, Disability, and Social Inclusion (GEDSI) and Trade Manager: Yooke Damopolii</li> <li>• Program Delivery Lead: Fenny Chandra</li> <li>• Operations Lead: Isradi Alireja</li> <li>• Facility Director: Adrian Gilbert</li> <li>• Cambodia Program Officer: Chhorn Chamna</li> </ul> <p><b>Project Proponent:</b></p> <ul style="list-style-type: none"> <li>• Institute of Standards of Cambodia (ISC) of the Ministry of Industry, Science, Technology and Innovation (MISTI)</li> </ul> <p><b>Domestic Stakeholders:</b> To be identified</p>
<b>Requires Approval from:</b> <i>[stakeholders who will approve project outputs]</i>	<p><b>RT4D:</b></p> <ul style="list-style-type: none"> <li>• Regional Manager: Dr. Heng Molyaneth</li> </ul> <p><b>Project Proponent:</b></p> <ul style="list-style-type: none"> <li>• Institute of Standards of Cambodia (ISC)</li> </ul> <p><b>DFAT:</b> via RT4D</p>
<b>Timetable for Tender Process</b>	<p><b>Request for Proposals:</b> 01/06/2026</p> <p><b>Closing Date for Queries:</b> 15/06/2026</p> <p><b>Closing Date for Proposals:</b> 25/06/2026</p>
<b>Submission Instructions</b>	<p>The provider should submit Technical and Financial submissions in alignment with requirements outlines in Section XII of this ToR. The Submissions or any questions should be sent to the following emails: <a href="mailto:procurement@regionaltrade4dev.org">procurement@regionaltrade4dev.org</a></p> <p><b>Copy the email to:</b></p> <p>RT4D Regional Manager: <a href="mailto:molyaneth.heng@regionaltrade4dev.org">molyaneth.heng@regionaltrade4dev.org</a>  RT4D Cambodia Program Officer: <a href="mailto:chamna.chhorn@regionaltrade4dev.org">chamna.chhorn@regionaltrade4dev.org</a>  RT4D Operations Lead: <a href="mailto:muhamad.isradi@regionaltrade4dev.org">muhamad.isradi@regionaltrade4dev.org</a>  RT4D Program Delivery Lead: <a href="mailto:fenny.chandra@regionaltrade4dev.org">fenny.chandra@regionaltrade4dev.org</a>  <b>by the deadline indicated above</b></p>
<b>Scope of Work Summary:</b>	

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 a Project Design for the above-approved project under the Regional Comprehensive Economic Partnership (RCEP) Implementation Support Program (RISP). The Project Design will inform the implementation of the above-approved RISP project starting in **November 2026** until September 2027.

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

**The National Quality Infrastructure (NQI) Policy Development and Implementation Framework Project**

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 and Australia’s Department of Foreign Affairs and Trade (DFAT).

## 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.

RT4D is seeking a Consultant to manage and deliver the end-to-end Project Design for the above-approved RISP Project, in close collaboration with the RT4D Facility and the Project Proponent. The final Project Design will be subject to comments, amendments, and approval from the RT4D Facility Team, the Project Proponent and Australia’s Department of Foreign Affairs and Trade (DFAT).

## 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 RISP 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 “National Quality Infrastructure (NQI) Policy Development and Implementation Framework Project”. The table below outlines key features of the project.

<p><b>Project Objectives</b></p>	<p>This project aims to support Cambodia STRACAP bodies by developing a unified and technically scope NQI Policy Framework that strengthens institutional coordination for trade facilitation, support industry/private sector development, consumer protection, and environmental and public health.</p>
<p><b>Beneficiaries</b></p>	<ol style="list-style-type: none"> <li>1. <b>Primary:</b> Government/STRACAP bodies (The Institute of Standards of Cambodia (ISC), General Department of Accreditation of Cambodia (GDAC), National Metrology Center of Cambodia (NMC), and sectoral regulatory agencies from the Ministry of Agriculture, Forestry and Fisheries (MAFF), Ministry of Commerce, Ministry of Health, and the other relevant ministries and agencies)</li> <li>2. <b>Secondary:</b> Private sector, especially MSMEs and business associations</li> <li>3. <b>Priority groups:</b> Women, people with disabilities, and</li> </ol>

	<p>other underrepresented groups (GEDSI)</p> <p>4. <b>Indirect:</b> Consumers and the wider economy</p>
<p><b>Project Activities and Outputs</b></p>	<p>This project will be implemented through the following activities:</p> <ul style="list-style-type: none"> <li>• <b>Activity 1: Comprehensive Policy and Legal Gap Analysis</b>  Comprehensive assessment of Cambodia's NQI and STRACAP system aimed at identifying gaps in legal and institutional arrangements and capacity in alignment with RCEP Chapter 6, WTO TBT Agreement, and ASEAN frameworks. This entails development of GEDSI-responsive assessment and data collection tools, key informant interviews, meetings and focus group discussions and a workshop on validation of the assessment results.  Output 1.1 – Assessment report with recommendations  Output 1.2 – Validation workshop report</li> <li>• <b>Activity 2: National Quality Infrastructure Policy and Implementation Framework Development and Consultation Workshop</b>  Develop an inclusive and unifying NQI Policy and Implementation Framework through a GESI-responsive multi-stakeholder consultations. Finalisation of the draft roadmap will include consultative and validation workshop.  Output 2.1 – Draft NQI Policy and Implementation Framework  Output 2.2 – Consultative workshop report  Output 2.3 - Final Draft NQI Policy and Implementation Framework</li> <li>• <b>Activity 3: Policy Framework Launch and Implementation Capacity Building Workshop</b>  Launching event of the approved NQI policy and implementation framework will be organised ensuring GEDSI-responsive design. This will be followed by an inclusive NQIP &amp; IF implementation capacity building workshop for STRACAP bodies and STRACAP users. Communication materials will be developed which includes NQIP and IF policy brief and infographic materials.  Output 3.1 – Launch event and capacity building workshop concept note and agenda  Output 3.2 – Capacity building workshop materials  Output 3.3 – Communication materials  Output 3.4 – Launch event and workshop report</li> </ul> <p>The type of activities to be implemented covers the following:</p> <ul style="list-style-type: none"> <li>• <b>FTA Commitment/Policy Implementation Guidelines</b>  The project develops the NQIP&amp;IF to align Cambodia's quality infrastructure procedures with international requirements, providing clear guidelines for implementation of FTA AANZFTA and RCEP (Chapter 6) Commitments.</li> <li>• <b>Training for FTA Parties</b>  A NQIP&amp;IF capacity building workshop will train and provide relevant tools to NQI/ STRACAP bodies for the robust implementation of the policy.</li> <li>• <b>Training for Private Sector</b>  A NQIP&amp;IF capacity building workshop will include private sector particularly MSMEs and GEDSI-oriented organisations on effective participation in the implementation of the NQIP&amp;IF.</li> <li>• <b>Workshop or Dialogue</b>  The project conducts a consultative workshop with diverse stakeholders namely, STRACAP bodies and users, development partners, and experts to gather inputs and develop the NQIP and implementation framework.</li> <li>• <b>Communications Products</b></li> </ul>

	<p>Among the key communication materials are NQIP&amp;IF policy brief, infographic, training session video recording and participants’ reflection/ learning video which will be shared during project events and online platform of ISC.</p> <ul style="list-style-type: none"> <li>• <b>Private Sector Engagement</b> Private sector associations, MSMEs, women-led and PWD-led entrepreneurs will participate in consultative workshop and the implementation capacity building workshop.</li> <li>• <b>Research / Study / Evaluation</b> The legal and policy analysis will evaluate the current NQI legal system, governance and infrastructure to formulate the NQIP &amp; IF to ensure it minimises fragmentation and enhances efficiency and effectiveness.</li> </ul>
<p><b>Project Outcomes</b></p>	<p>The overall aims is to strengthen legal standing of NQI and STRACAP bodies with clear structure, facilitating GEDSI responsive public and private sector collaboration and sustain impact on Cambodia’s trade facilitation capacity and export competitiveness.</p> <p>The multistakeholder and GEDSI responsive collaboration via its main activities of legal analysis, consultations, dialogues, meetings and workshops will results wide dissemination of an actionable framework with commitments from relevant STRACAP bodies and users. This approach will strengthen interministerial coordination, alignment of technical regulations, standardization and conformity assessment with RCEP, WTO, ASEAN Framework, and other relevant FTAs.</p> <p><b>Key success indicators</b> include:</p> <ul style="list-style-type: none"> <li>- Agreement among STRACAP bodies that the NQIP &amp; IF strengthens their capacity to offer services aligned with international requirements and STRACAP</li> <li>- Users agree that the policy and implementation framework enhances market access opportunities and minimise trade barriers</li> <li>- High level endorsement of the policy and implementation framework</li> </ul> <p><b>Outcomes for NQI/ STRACAP Bodies:</b></p> <ul style="list-style-type: none"> <li>• Strengthened legal and institutional framework for NQI aligned with RCEP and WTO/TBT requirements enabling sustained quality infrastructure development beyond Roadmap period</li> <li>• Enhanced GEDSI-responsive legal structure and strengthened implementation of NQI aligned with international framework and RCEP and FTA requirements</li> <li>• Enhanced coordination mechanisms reducing fragmentation and improving interministerial cooperation</li> </ul> <p><b>Outcomes for Private Sector:</b></p> <ul style="list-style-type: none"> <li>• Access to internationally recognized STRACAP services</li> <li>• Better understanding and compliance with NQI and STRACAP infrastructure requirements for market access under FTAs such as RCEP and AANZFTA</li> </ul> <p><b>Outcomes for Consumers:</b></p> <ul style="list-style-type: none"> <li>• Increased confidence in using local products and services that meet recognized quality standards</li> </ul>

	<ul style="list-style-type: none"> <li>Enhanced ability to make informed decisions, safer products and services based on quality standards</li> </ul> <p>Greater protection through improved technical regulations and quality assurance programmes</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.

<b>Project Overview</b>	<ul style="list-style-type: none"> <li>Description of the project objectives, beneficiaries and connection to other initiatives in line with the approved Project Concept</li> </ul>
<b>Project Description</b>	<ul style="list-style-type: none"> <li>Narrative description all project activities (including outputs, deliverables, and key tasks associated with the implementation of each activity)</li> </ul>

<b>Project Work Plan and Timeline</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Project Risk Management and Sustainability</b>	<ul style="list-style-type: none"> <li>• Identify risks that affect the achievement of project objectives and mitigating measures.</li> <li>• Identify and describe the approach to ensure project remains relevant to the needs of beneficiaries beyond its implementation</li> </ul>
<b>Child Protection, PSEAH (Protection from Sexual Exploitation, Abuse and Harassment) and other Policy Considerations</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Project Management and Reporting</b>	<ul style="list-style-type: none"> <li>• Specify all key actors and governance bodies who will need to be engaged in activity implementation.</li> </ul>
<b>Gender Equality, Disability and Social Inclusion</b>	<ul style="list-style-type: none"> <li>• In line with the Project Concept outline GEDSI dimensions of the Project and GEDSI Dimensions of the Sector</li> <li>• Outline the project's approach to mainstreaming GEDSI (e.g. how the activity content, practitioners, and delivery will reflect RT4D's GEDSI requirements)</li> </ul>
<b>Communications and Media</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
<b>Business Engagement</b>	<ul style="list-style-type: none"> <li>• In line with Project Concept, outline how the project objectives or outcomes support Parties in engaging, building relationships or facilitating feedback from businesses</li> </ul>
<b>Addressing the Needs and Priorities of ASEAN Lesser Developed Economies</b>	<ul style="list-style-type: none"> <li>• This section describes the project's approach to addressing the needs and priorities of ASEAN Lesser Developed Economies (LDEs).</li> </ul>
<b>Monitoring Evaluation and Learning</b>	<ul style="list-style-type: none"> <li>• In line with the Project Concept, outline Project Outcome(s)</li> <li>• In line with the Project's Outputs/Outcomes, please specify Performance Indicators to measure the success of the project.</li> </ul>

**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 and the Project Proponent.

In revising the Project Design, the Consultant may organise additional meetings with RT4D 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 and DFAT. It is expected that revisions may take at least two rounds of feedback.

**Output – Revised and Final Project Design, submitted to RT4D, the Project Proponent and DFAT 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 consulting **firm/individual** will be undertaken over a continuous effective period of **2 calendar months** with an estimated **15 person days** of professional services. Actual time will be agreed in negotiation with the selected **consulting firm/individual**. Work will commence immediately after contract

signing.

<b>Deliverable</b>	<b>Tasks</b>	<b>Responsible Party</b>	<b>Deadline</b>
<b>Deliverable 1: Work Plan</b>	Task 1.1 Inception Meetings with RT4D and the Project Proponent(s).	RT4D Facility/Consultant/ Project Proponent(s)	<b>Week 1</b>
	Task 1.2 Develop and submit Project Design Work Plan	Consultant	<b>Week 1</b>
	Task 1.3: Revision and Approval of Project Design Work Plan.	RT4D & Project Proponent(s)	<b>Week 1</b>
	Task 1.4 (if required): Consultant will revise Work Plan in line with inputs/feedback from RT4D and the Project Proponent(s).	Consultant	<b>Week 1</b>
<b>Deliverable 2 – Stakeholder Consultations</b>	Task 2.1: Hold Consultations with approved list of stakeholders	Consultant	<b>Week 2-3</b>
	Task 2.2: Submit consultation report using template provided by RT4D	Consultant	<b>Week 3</b>
<b>Deliverable 3 – Project Design Draft</b>	Task 3.1 Develop Project Design Draft in line with RT4D template.	Consultant	<b>Week 4</b>
	Task 3.2 (if required) Hold optional consultation with RT4D to clarify expectations on key sections of Project Design template.	Consultant	<b>Week 4</b>
	Task 3.3: Present the draft project design to the Project Proponent for feedback.	Consultant	<b>Week 5</b>

	Task 3.4: Provide Feedback on the Project Design Draft	RT4D & Project Proponent(s)	<b>Week 5</b>
<b>Deliverable 4 – Project Design Revision and Approval</b>	Task 4.1: Revise Project Design in line with RT4D and Proponent Feedback	Consultant	<b>Week 6</b>
	Task 4.2 (if required): Organise meeting with RT4D Facility to clarify feedback.	Consultant & RT4D	<b>Week 6</b>
	Task 4.3: Review and approval of Revised Project Design	RT4D & Project Proponent(s)	<b>Week 7</b>
	Task 4.4 (if required): Revise Project Design in line with RT4D and Project Proponent(s) feedback. May require additional meetings with RT4D or the proponent to clarify outstanding questions/inputs.	Consultant	<b>Week 7</b>
	Task 4.5: Approval of Project Design	RT4D, Project Proponent(s) and DFAT	<b>Week 8</b>

## 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. This 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:** The Institute of Standards of Cambodia (ISC) is the Project Proponent. 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.

## 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.	<b>Medium</b>	<b>Medium</b>	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.	<b>Medium</b>	<b>Medium</b>	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).	<b>Low</b>	<b>High</b>	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

Regional Trade for Development Facility (RT4D) is committed to ensuring and maintaining the security and confidentiality of all documents and information produced by its development programs and by its partners and clients. This includes ensuring the security and confidentiality of all information and documents produced by the ASEAN Secretariate and by 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 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:

- Demonstrated technical expertise, capacity, and resources to support the RT4D Facility in delivering all outputs in line with the Scope of Services and timelines.

- Availability of qualified Khmer-speaking personnel and capacity to conduct stakeholder consultations and engagement activities in Cambodia<sup>1</sup>.
- Solid understanding of the WTO Technical Barriers to Trade (TBT) Agreement, RCEP Chapter 6 - STRACAP, and global best practices and ASEAN frameworks and initiatives related to NQI and STRACAP.
- Demonstrated technical expertise and working experience in developing the NQI framework, especially to benefit from FTAs.
- Demonstrable experience developing programme and project plans and designs that consider and incorporate the needs, priorities, and concerns of diverse stakeholders, including government institutions, consumer groups, women's groups, MSMEs, civil society organisations, and other disadvantaged groups.
- Strong understanding of and ability to operationalise the Monitoring & Evaluation, GEDSI, Communications, and Program Management considerations outlined in the above sections of this ToR.
- Experience working with ASEAN Member States and engagement with relevant Cambodian government institutions (especially, MISTI, ISC, and other responsible institutions of NQI) or regional/ODA-funded initiatives is highly desirable.

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.

<sup>1</sup> Firms or individual consultants based outside of Cambodia may subcontract Cambodia-based consultant(s) to meet this requirement. Please indicate this clearly in the proposal.

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](mailto:procurement@regionaltrade4dev.org) and the listed emails 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
<b>Part A – Response to Technical Component</b>
<p><b>A.1 Approach and Methodology</b> - Outline approach to completing the stated scope of services. The approach should include:</p> <ul style="list-style-type: none"> <li>• A brief discussion indicating your understanding of project requirements.</li> <li>• 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.</li> </ul>
<p><b>A.2 Project Plan and Risk Management</b> – Please provide the following:</p> <ul style="list-style-type: none"> <li>• A project plan that specifies deliverables, tasks and timelines in line with Section IV of the ToR.</li> <li>• Identify your approach to mitigating the project risks outlined in Section IX of this ToR.</li> <li>• 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.</li> <li>• Indicate the level of support that will be required from the RT4D Facility to complete the project.</li> </ul>
<p><b>A.3 Organisational Capabilities and Experience</b> – Please specify the following:</p> <ul style="list-style-type: none"> <li>• 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.). <b>Not applicable to individual consultants.</b></li> <li>• Describe past experience in undertaking similar work and provide brief summaries of relevant projects undertaken.</li> <li>• 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.</li> </ul>
<p><b>A.4 Project Team and Resourcing</b> – 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"> <li>• Key members of the project team, including their CVs, and demonstrate their skills and expertise essential to the delivery of this project.</li> <li>• Roles, responsibilities, and level of participation of the project team members.</li> <li>• An uncosted resource plan proposing the number of person days you expect each team member to undertake in delivering this project.</li> </ul>
<b>Part B – Response to Financial Component</b>
<p>Complete a Financial Proposal for the delivery of the scope of services in alignment with RT4D Value for Money Principles. The Financial Proposal should specify all direct and indirect costs for undertaking the project, including:</p> <ul style="list-style-type: none"> <li>• Professional services fees for completing all deliverables in accordance with the uncosted resource plan.</li> </ul>

- 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

<b>Name of Assignment</b>	
<b>Tenderer's Organisation or Person</b>	
<b>Address</b>	
<b>Contact Person and Title/Position</b>	
<b>E-Mail</b>	
<b>Telephone / Mobile Phone</b>	
<b>Business Name Registration (if applicable)</b>	
<b>Tax Registration Number (if applicable)</b>	
<b>Indicative number of years involved in similar business/work</b>	
<b>Date</b>	