

REGIONAL TRADE FOR DEVELOPMENT

TERMS OF REFERENCE FOR THE

ASEAN Inclusive Trade Dashboard Feasibility Study and Proposal Development

I. Summary

Title	Feasibility Study and Proposal Development for the ASEAN Inclusive Trade Dashboard
Start Date	July 2026
Completion Date	30 November 2026 (if proceeding to proposal development)
Reports to	Trade and Gender Equality Incubator (TGEI) Lead: My Linh Nguyen
Interacts with	<p>RT4D Facility:</p> <ul style="list-style-type: none"> • Muhamad Isradi, Operations Lead • Yooke Damopolii, GEDSI and Trade manager <p>Project stakeholders / counterparts:</p> <ul style="list-style-type: none"> • Relevant ASEAN Secretariat (ASEC) divisions and units • Selected ASEAN Member State stakeholders, including Thailand and the Philippines, subject to confirmation
Requires approval from	Adrian Gilbert, RT4D's Facility Director My Linh Nguyen, Trade and Gender Equality Incubator Lead
Key timelines	Request for Proposals: 5 June 2026 Closing Date for Queries: 15 June 2026 Deadline for Submissions: 11.59pm ICT, 30 June 2026
Submission instructions	The provider should submit Technical and Financial submissions in alignment with requirements outlined in Annex A of this ToR. The submissions should be sent to the TGEI Lead at tgei@regionaltrade4dev.org by 11.59pm ICT, 30 June 2026.
<p>Scope of Work Summary:</p> <p>The RT4D Facility seeks a consultancy firm (with the Team Leader or Lead Researcher based in Jakarta, Indonesia - the Consultant) to conduct a feasibility study for the proposed ASEAN Inclusive Trade Dashboard (AITD). The feasibility study will assess whether the dashboard is feasible and sustainable, including institutional ownership, alignment with ASEAN priorities, data availability, potential indicators, possible dashboard formats and pathways for national or regional piloting. Subject to a positive stop/go decision in September 2026, the Consultant will develop a full proposal from October to November 2026.</p>	

II. Project Background

The Regional Trade for Development (RT4D) Facility supports ASEAN Member States to maximise benefits from the upgraded ASEAN-Australia-New Zealand Free Trade Area (AANZFTA) and the Regional Comprehensive Economic Partnership (RCEP) Agreement. Under RT4D, the Trade and Gender Equality Incubator (TGEI), with funding support from Australia's Department of Foreign Affairs and Trade (DFAT), tests ideas and methods, drawing on promising practice to advance gender equality within trade-related policies, technical cooperation and development programming.

TGEI proposes to collaborate with the ASEAN Secretariat (ASEC) to develop and pilot an ASEAN Inclusive Trade Dashboard (AITD). The dashboard is intended to provide a practical tool to better understand who participates in and benefits from trade, and to support more evidence-informed approaches to trade and inclusion across ASEAN. The pilot will focus on gender-responsive trade using an intersectional lens where feasible, while allowing for future expansion based on lessons learned and stakeholder interest.

The proposed AITD is intended to complement, rather than duplicate or replace, existing ASEAN monitoring and reporting systems. It will explore how selected indicators, data visualisations and concise narrative summaries could support policy discussion, program design and monitoring of gender-responsive trade across ASEAN.

2.1 Project Objectives

The assignment aims to assess the feasibility and sustainability of developing and piloting an ASEAN Inclusive Trade Dashboard and, if the project proceeds, to develop a full proposal and implementation package for the next phase. Specifically, the assignment will:

- Assess the alignment of the proposed dashboard with ASEAN priorities and existing monitoring systems, including relevant ASEC divisions and reporting mechanisms.
- Identify potential institutional partners and possible ownership pathways within ASEC and/or through a willing ASEAN Member State.
- Map available data sources and potential indicators for gender-responsive trade using an intersectional lens, including sex-disaggregated data and, where feasible, disability, firm size and location disaggregation.
- Assess whether the dashboard should be developed as a document-based report, an online interactive tool, or a combined approach.
- Provide clear recommendations to inform a stop/go decision in September 2026.
- Subject to a positive stop/go decision, translate the feasibility findings into a full proposal according to the template from RT4D/TGEI.

2.2 Intended Users and Stakeholders

The primary users of the feasibility study will be RT4D/TGEI, DFAT and relevant ASEC stakeholders. The findings may also be relevant to ASEAN Member States, development partners and organisations working on gender equality, inclusive trade, MSME development, digital trade, trade facilitation, disability inclusion and data systems.

During the feasibility study, the Consultant is expected to engage with relevant ASEC divisions and selected stakeholders in Thailand and the Philippines, subject to confirmation by RT4D/TGEI, DFAT and relevant ASEC divisions. This engagement would assess whether these countries could provide suitable national-level entry points for future piloting, including in relation to national priorities, data availability, stakeholder interest and existing policy or monitoring processes.

2.3 Project Outcomes

The assignment is expected to contribute to the following outcomes:

- Outcome 1: RT4D/TGEI and relevant stakeholders have a clear understanding of whether the ASEAN Inclusive Trade Dashboard is feasible and sustainable within the available timeframe and resources.
- Outcome 2: Potential institutional ownership, data availability, dashboard format and implementation pathways are identified and documented to support a stop/go decision.
- Outcome 3: If the stop/go decision is positive, a full proposal is developed to guide the next phase of dashboard development and pilot implementation.

2.4 Project Activities

The assignment comprises the following activities over the period July to November 2026:

1. Finalise the feasibility study methodology and the plan to collect data, based on the discussion with RT4D/TGEI (all prospective bidders will have to develop a feasibility study methodology to be included in the Technical Proposal for this Call for Proposals).
2. Conduct desk review and stakeholder consultations with relevant ASEC divisions, selected ASEAN Member State stakeholders, data owners and technical experts.
3. Map potential indicators, available data sources, data gaps and options for sustainable updating of the dashboard.
4. Assess institutional ownership, governance, technical format and implementation pathways for the dashboard.
5. Write the feasibility study report and recommendations to inform a stop/go decision in September 2026.
6. If RT4D/TGEI confirms a positive stop/go decision, prepare a full project proposal (due for final approval by 30 November 2026) for developing the dashboard and for piloting.

III. Scope of Services

The RT4D Facility is seeking a consultancy firm (with the Team Leader or Lead Researcher based in Jakarta, Indonesia - the Consultant) to deliver the services outlined below. The Consultant will work closely with RT4D/TGEI and relevant stakeholders. All deliverables will be subject to feedback and approval from RT4D/TGEI and, where relevant, DFAT and ASEC stakeholders.

3.1 Project Activities and Outputs

Activity 1 – Finalise the feasibility study methodology and the plan to collect data

After the induction meeting, the Consultant will conduct a targeted desk review of relevant ASEAN frameworks, monitoring systems, data sources, regional datasets and comparable dashboard models. Then the Consultant will revise the submitted methodology and the plan to collect data. The methodology will include an analytical framework, consultation approach, workplan, list of stakeholders, data collection plan, risks and mitigation measures. It should also explain how the Consultant will ensure that the methodology is sound, the study remains practical, roles and responsibilities of each team member are clear.

Output: The feasibility study methodology and the plan to collect data approved by RT4D/TGEI in July 2026.

Activity 2 – Conduct the feasibility study

The Consultant will conduct consultations with relevant ASEC divisions and selected stakeholders. Consultations may be conducted online or in person, depending on availability, budget and logistical feasibility. The consultation process should explore institutional interest, potential ownership, data availability, possible indicators, user needs, dashboard format, sustainability and risks.

The Consultant will identify potential indicators for the ASEAN Inclusive Trade Dashboard, drawing on ASEAN data sources, national statistics and international datasets. Indicators should be aligned with ASEAN frameworks where feasible and should focus on practical dimensions of gender-responsive trade, including, but are not limited to participation in trade, access to opportunities, access to resources, enabling environment and outcomes. The Consultant should assess data availability, quality, comparability, update frequency and disaggregation options.

The Consultant will write a feasibility study report that brings together the institutional, technical, data and operational findings. The report should present a minimum viable dashboard concept, including a proposed dashboard structure, sample pillars, sample indicators, data sources and one or two mock-up visualisation ideas. The report should provide a clear and balanced assessment of whether the dashboard should proceed, under what conditions, and with what scope. It should present options for dashboard format, institutional arrangements, stakeholder validation, sustainability and potential piloting at regional and/or national level.

Output: Feasibility study report with recommendations on institutional partner and ownership pathway, dashboard format, data feasibility, risks and implementation options, approved by RT4D/TGEI by the end of September 2026.

Activity 3 - Full project proposal (subject to positive stop/go decision)

Subject to RT4D/TGEI confirmation to proceed after the stop/go decision, the Consultant will translate the feasibility findings into a full project proposal. This will include developing a refined methodology, detailed workplan, timelines, a risk mitigation plan and a monitoring and evaluation framework. The full proposal should clarify the proposed institutional partner or partners, validation process, data sources, dashboard format, implementation stages, sustainability measures and handover or scaling pathway. The proposal template will be provided by RT4D/TGEI.

Outputs: A full project proposal approved by RT4D/TGEI by 30 November 2026.

3.2 Project Work Plan

Working closely with the RT4D Facility, the Consultant is expected to deliver the outlined deliverables in line with the work plan and timeline below. The consultancy service will be undertaken over a continuous effective period of 5 calendar months with an estimated 40 person days of professional services. Actual time will be agreed in negotiation with the Consultant. Work will commence immediately after the contract signing.

Activity / Tasks	Responsible	Deadline
Activity 1. Finalise the feasibility study methodology and the plan to collect data		July 2026
Conduct a targeted desk review of relevant ASEAN frameworks, monitoring systems, data sources, regional datasets and comparable dashboard models	Consultant with approval from RT4D/TGEI	July 2026
Revise the submitted methodology and the plan to collect data		
Activity 2. Conduct the feasibility study		By 30 September 2026
Conduct consultations with relevant ASEC divisions and selected stakeholders	Consultant with approval from RT4D/TGEI	August 2026
Identify potential indicators for the ASEAN Inclusive Trade Dashboard, drawing on ASEAN data sources, national statistics and international datasets		
Draft a feasibility study report		
Seek feedback from RT4D/TGEI for the first draft		
Revise the draft feasibility study report		
Present the second draft of the feasibility study report to seek feedback from broader stakeholders including representatives from ASEC divisions and DFAT.		By 7 September 2026
		By 18 September 2026
		By 25 September 2026
Finalise the feasibility study report with recommendations for the stop/go decision	Consultant with approval from RT4D/TGEI and DFAT	By 30 September 2026
Activity 3. Full project proposal (subject to positive stop/go decision)		By September 2026
Draft the full project proposal, using the template provided by RT4D/TGEI	Consultant with approval from RT4D/TGEI	October 2026
Seek feedback from RT4D/TGEI for the first draft		
Revise the first draft of the proposal		
Seek feedback from broader stakeholders including representatives from ASEC divisions and DFAT for the second draft	Consultant with approval from RT4D/TGEI and DFAT	November 2026
Revise the proposal	Consultant with approval from RT4D/TGEI	
Submit the final proposal	Consultant with approval from RT4D/TGEI and DFAT	By 30 November 2026

IV. Gender Equality, Disability and Social Inclusion

The assignment directly supports gender-responsive trade using an intersectional lens. The Consultant should ensure that GEDSI considerations are integrated throughout the methodology, consultations, data and indicator mapping, analysis and recommendations. This includes, but is not limited to:

- Applying a GEDSI lens to the feasibility study, including attention to women-led enterprises, women entrepreneurs with disabilities and other groups where relevant data are available.
- Prioritising sex-disaggregated data and exploring the feasibility of disability, firm size and location disaggregation.
- Identifying practical ways to make the dashboard accessible and useful for policymakers and stakeholders.
- Using inclusive consultation approaches and accessible communications materials where relevant.

V. Communications, Media and Business Engagement

All reports and materials should be produced to a high quality and in line with RT4D Branding Guidelines. The Consultant is expected to adhere to RT4D requirements for branding, accessibility and communications. Draft outputs should be written in clear English suitable for review by RT4D/TGEI, DFAT and relevant stakeholders.

VI. Monitoring and Evaluation

The Consultant will support RT4D/TGEI in meeting monitoring, evaluation and learning requirements for this assignment. This may include maintaining a record of stakeholders consulted, consultation notes, data sources reviewed, key decisions, risks and issues, and how feedback has been addressed in each deliverable. The Consultant should use RT4D/TGEI templates where provided.

Indicative performance indicators include:

Suggested Indicator	Indicator Type	Target
Research methodology and data collection plan approved by RT4D/TGEI	Output	Yes
Number of relevant ASEC divisions or units consulted or engaged	Output	To be agreed at inception
Number of ASEAN Member State stakeholders or data owners consulted, including in Thailand and the Philippines where feasible	Output	To be agreed at inception
Feasibility study report completed and accepted	Output	Yes
Clear recommendation provided to inform stop/go decision	Outcome	Yes
Full proposal completed, subject to positive stop/go decision	Output	Yes

VII. Reporting and Program Management

All outputs are subject to feedback and amendments from RT4D/TGEI and, where relevant, DFAT and ASEC stakeholders. The Consultant will engage regularly with RT4D/TGEI during delivery, including seeking comments, making revisions and documenting how feedback has been addressed.

Stakeholder / Contact Points	Responsibilities
Regional Trade for Development (RT4D) Facility <ul style="list-style-type: none"> My Linh Nguyen – Trade and Gender Equality Incubator (TGEI) Lead 	<ul style="list-style-type: none"> Provide strategic direction, technical guidance, quality assurance and approval of deliverables. Manage procurement, contracting and budget expenditure. Coordinate stakeholder engagement and approvals as required. Work closely with the Consultant to ensure implementation is done in line with ToRs.
Funding partner <ul style="list-style-type: none"> Australia’s Department of Foreign Affairs and Trade (DFAT) 	<ul style="list-style-type: none"> Provide inputs and approval where required, including for the stop/go decision and the full proposal proceeding to implementation.
Key stakeholders: <ul style="list-style-type: none"> ASEAN Secretariat (ASEC) divisions and units, to be identified during feasibility study Selected ASEAN Member State stakeholders, including Thailand and the Philippines where feasible 	<ul style="list-style-type: none"> Provide inputs on alignment with ASEAN priorities, institutional ownership, data availability, reporting mechanisms and potential sustainability pathways. Provide inputs on national-level priorities, data availability, policy processes and potential piloting pathways.

VIII. Risk Management

The Consultant will support RT4D/TGEI in managing and mitigating risks associated with the assignment. The indicative risks below should be reviewed and updated during inception.

Risk	Likelihood	Impact	Mitigation Plan
Limited availability or comparability of data across ASEAN Member States.	High	Moderate	Prioritise feasible indicators; assess data quality and update frequency; clearly distinguish between available data, data gaps and future opportunities.
Uncertainty around institutional ownership.	Moderate	High	Engage relevant ASEC divisions early; present the dashboard as a technical and analytical tool; identify more than one possible institutional pathway.
Coordination challenges or limited stakeholder availability.	Moderate	Moderate	Allow flexibility for online consultations; prioritise stakeholders most relevant to feasibility and ownership.
Timeframe is short for data collection and institutional consultation.	Moderate	Moderate	Agree realistic scope at inception; focus on decision-useful findings; provide regular updates to RT4D/TGEI on progress and bottlenecks.

Risk	Likelihood	Impact	Mitigation Plan
Dashboard scope becomes too broad or technically complex.	Moderate	Moderate	Maintain a manageable pilot scope; recommend phased options; distinguish between minimum viable dashboard and future expansion.
Future resourcing for dashboard development, updating and sustainability is uncertain.	Moderate	Moderate	Include sustainability and update requirements in feasibility assessment; propose options that can be maintained within realistic resources.

IX. Child Protection, PSEAH (Protection from Sexual Exploitation, Abuse and Harassment) and other Policy Considerations

For this specific project, and all other activities undertaken through RT4D, it is expected that anyone involved in the delivery must operate in strict compliance with DFAT’s [Child Protection](#) and [Protection from sexual exploitation, abuse and harassment Policies](#). In the design of the consultations and the Regional Workshop, the project should consider the importance of managing risks associated with the Australian Government Department of Foreign Affairs and Trade’s (DFAT) Child Protection and Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policies.

The project should refer to Tetra Tech’s policy on PSEAH for additional guidance on risk assessment and management. The project should also note that any activities that require personnel to be deployed outside their usual location or country of residence (e.g. consultations and regional workshops) may pose higher PSEAH risks.

The Consultant will work closely with the RT4D Facility to ensure that all project activities set in place adequate risk management measures including, but not limited to:

- Reporting mechanisms to ensure any potential breaches of the policy are identified and communicated with anonymity to allow for further investigation and action to be undertaken promptly and effectively.
- Multiple team members facilitating workshops in wider group settings.
- Making best efforts to ensure gender balance across participants and facilitators.
- Any images that portray women and men must not reinforce gender division of labour in the society, community, and/or household, while recognising and respecting cultural differences and cultural values in the ASEAN region.

X. Privacy and Confidentiality

The RT4D Facility 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 key stakeholders that are shared with this project. 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 an as-needed basis.

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. Required Skills and Experience

A. Technical Soundness and Personnel Considerations

Interested organisations should provide a technical proposal detailing their capabilities in supporting the scope of services outlined in this ToR.

To ensure the above can be effectively managed and completed, interested organisations should fulfil the following criteria.

- Experience developing dashboards, indicator frameworks, data visualisation products, monitoring tools, scorecards, index products or similar analytical tools.
- The Team Leader or Lead Researcher **must** be based in Jakarta and have a sound understanding of ASEAN architecture, including the role of the ASEAN Secretariat, ASEAN community pillars and relevant ASEAN monitoring, reporting and coordination processes.
- Strong skills and experience in gender equality, disability and social inclusion (GEDSI) and trade, including gender-responsive trade policy, trade facilitation, digital trade, MSMEs, trade in services or related areas.
- Strong research, consultation, facilitation and analytical writing skills, including the ability to translate complex institutional and data issues into clear, practical recommendations.
- Experience working with ASEAN institutions, ASEAN Member State governments, development partners or regional programs.
- A network of local consultants or partners able to support data collection and stakeholder engagement in Thailand and the Philippines will be an advantage.

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.

Annex A - Response from Tenderers and Evaluation Criteria

Interested bidders should submit Technical and Financial proposals that respond to the selection criteria outlined in Section XI of this ToR and the requirements specified in the table below. As part of their Technical Proposal submission, bidders should also provide their information as outlined in Annex B.

Short-listed bidders will be invited to make a presentation about their technical proposal in a 30-min online meeting which will be on Friday 3 July 2026 (Jakarta time).

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 tgei@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 tenderers in the form of addenda.

Component	Score
Part A – Response to Technical Component	
A.1 Approach and Methodology – Please submit a research framework and the plan to collect data for the feasibility study (no more than 5 pages, excluding annexes). The research framework will include research methodology, consultation approach, workplan and list of stakeholders. It should also explain how the Consultant will ensure that the methodology is sound, the study remains practical, roles and responsibilities of each team member are clear.	30
A.2 Project Plan and Risk Management – Please provide the following: <ul style="list-style-type: none"> • A workplan that specifies deliverables, tasks and timelines in line with section III of the ToR. • Identify your approach to mitigating the project risks outlined in Section VIII of this ToR. • Indicate how the project will be monitored and reported in line with section VII 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. 	10
A.3 Organisational Capabilities and Experience – Please specify the following: <ul style="list-style-type: none"> • Outline general organisational capability that is likely to affect performance of project in line with ToR requirements (e.g. size of the organisation, in-house expertise, strength of project management support, networks, etc.). 	20

Component	Score
Part A – Response to Technical Component	
<ul style="list-style-type: none"> Describe past experience in undertaking similar work—referring to criteria outlined in Section XI of this ToR—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 and Resourcing – Describe approach to staffing in line with ToR requirements including details of all proposed experts and their role in the delivery of the required services. This should include:</p> <ul style="list-style-type: none"> Key members of the project team, including their CVs, and demonstrate their skills and expertise essential to the delivery of this project—as specified in section XI of this ToR. Roles, responsibilities, and level of participation of the project team members. An uncosted resource plan proposing the number of person days you expect each team member to undertake in delivering this project. 	20
TOTAL – Technical Proposal	80
Part B – Response to Financial Component	
<p>Submit a Financial Proposal separately in Excel format. The Financial Proposal should specify all direct and indirect costs for undertaking the project, including:</p> <ul style="list-style-type: none"> 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. 	20
TOTAL – Financial Proposal	20
GRAND TOTAL – Evaluation Criteria	100

Annex B - Bidder Information

Consultant's general information – to be submitted together in the Technical Proposal

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