

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

Development of Two Project Designs for a Batch of Two Projects

I. Summary

The Regional Trade for Development Facility (RT4D) is seeking a consultancy firm or individual consultant (hereafter “the Consultant”) to manage and delivery two (2) end-to-end Project Designs for 2 projects approved under the ASEAN-Australia-New Zealand FTA (AANZFTA) Implementation Support Program (AISP). The Project Designs will inform the implementation of AISP projects starting in the 2026-27 Financial-Year.

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

- **Project 1:** API standards, roles and benefits to facilitate cross border e-commerce in AANZFTA
- **Project 2:** AANZFTA Non-Tariff Measures (NTM) Stocktaking and Work Plan Development

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

Project 1	API standards, roles and benefits to facilitate cross border e-commerce in AANZFTA
Start Date	July/August 2026
Completion Date	September 2026
Reports to:	RT4D Manager: Mai Nguyen, Regional Manager
Interacts With	RT4D: Mai Nguyen, Regional Manager Trang Duong, Program Officer ASEAN Secretariat (ASEC): Digital Economy Division (DED) FTA Subsidiary Body: Committee on E-Commerce (CEC) Project Proponent: Viet Nam E-commerce and Digital Economy Agency, Ministry of Industry and Trade, Viet Nam
Requires Approval from:	RT4D Facility Project Proponent: Viet Nam E-commerce and Digital Economy Agency, Ministry of Industry and Trade, Vietnam FTA Subsidiary Body: AANZFTA Committee on E-Commerce (CEC)
Timetable for Tender Process	Request for Proposals: 26 June 2026 Closing Date for Queries: 10 July 2026 Closing Date for Proposals: 20 July 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 by 20 July 2026 . Please also copy trang.duong@regionaltrade4dev.org .
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Project 2	AANZFTA Non-Tariff Measures (NTM) Stocktaking and Work Plan Development
Start Date	July/August 2026
Completion Date	September 2026
Reports to:	RT4D Manager: Mai Nguyen, Regional Manager
Interacts With	RT4D: Mai Nguyen, Regional Manager Trang Duong, Program Officer ASEAN Secretariat (ASEC): External Economic Relations Division (EERD) FTA Subsidiary Body: Committee on Trade in Goods (CTG) Project Proponent: ASEAN Member States and New Zealand
Requires Approval from:	RT4D Facility Project Proponent: ASEAN and New Zealand FTA Subsidiary Body: Committee on Trade in Goods (CTG)
Timetable for Tender Process	Request for Proposals: 26 June 2026 Closing Date for Queries: 10 July 2026 Closing Date for Proposals: 20 July 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 by 20 July 2026 . Please also copy trang.duong@regionaltrade4dev.org .

II. Background

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

RT4D is seeking a consultancy firm or individual consultant (hereafter “the Consultant”) to manage and delivery two separate end-to-end Project Designs for two approved AISP Projects, in close collaboration with the RT4D Facility, the Project Proponents, the ASEAN Secretariat and the AANZFTA CEC and CTG. The final Project Designs will be subject to comments, amendments, and the approval from the RT4D Facility Team, the respective Project Proponent, the ASEAN Secretariat and the respective AANZFTA Committee.

III. Objectives, Beneficiaries, Outputs and Outcomes

This assignment aims to develop two (2) high-quality and robust Project Designs for the implementation of two (2) approved AISP projects. Project Designs must demonstrate sound analysis, strong contextual understanding and consultation with the Project Proponent and the RT4D Facility.

The table below outlines key feature of the projects.

Project 1	API standards, roles and benefits to facilitate cross border e-commerce in AANZFTA
Project Objective	<p>The overall objective of this project is to identify the roles and benefits of API standards and examine how they contribute to the development of cross border e-commerce in AANZFTA Parties, especially ASEAN lesser develop countries. To do so it has the following specific objectives.</p> <p>Specific objectives:</p> <ul style="list-style-type: none"> • Enhance the knowledge about API standards which will help AANZFTA Parties improve the ability in applying and adopting of these standards to facilitate cross border e-commerce • Support the policy makers in strengthening the legal systems to maximize the benefits of API standards in enabling cross border e-commerce.
Beneficiaries	<p>The primary output of the project will be a study examining the roles and benefits of API standards in facilitating cross-border electronic commerce among AANZFTA Parties. The study will serve as an important reference for policymakers in strengthening and further developing domestic legal and regulatory frameworks, with a view to maximizing the benefits of API standards for cross-border e-commerce, consistent with AANZFTA commitments. The study will also assist government authorities in designing of programs aimed at supporting enterprises in the AANZFTA region to better understand the value of API standards and to adopt them effectively.</p> <p>The project will also benefit AANZFTA Parties' businesses, including MSMEs and women-owned enterprises by equipping them with essential knowledge of data exchange standards, which will provide a baseline for future adoption and conformity with such standards, thereby enabling more inclusive participation in cross-border electronic commerce.</p>
Project Activities and Outputs	<ul style="list-style-type: none"> • Develop a draft of a study on the roles and benefits of API standards to facilitate cross border e-commerce. The study report include approximately 50 pages in length, should cover the following topics: Define API and identify common API standards; Analysis the roles and benefits of API standards; Best regional and international practices in applying of API standards; the opportunities and challenges of adoption; Way forwards and recommendations (Output: a study on the roles and benefits of

	<p>API standards to facilitate cross border e-commerce by January 2027).</p> <ul style="list-style-type: none"> • Conduct a two-day workshop on “the roles and benefits of API to facilitate cross border e-commerce” with the participants from both public and private sector, in particular participants representing MSMEs and women owned businesses. The workshop will be held in Viet Nam to pull the ideas and opinions for the study from experts in both public and private sector. There will be 03 funded participants from both public and private sector for each ASEAN country. 02 ASEAN Secretariat will be invited. In addition to the funded participants, Viet Nam will also have active local participants. The workshop will feature 06 speakers per day, including 03 international speakers, while the remaining speakers will come from ASEAN countries. (Output: 50-60 participant are participated in each Workshop, their ideas and opinions will serve as the basis for consolidated study by March 2027) • Development of full study based on the feedback of AANZFTA participants from the workshop. (Output: a study on the roles and benefits of API standards to facilitate cross border e-commerce by April-May 2027)
<p>Project Outcomes</p>	<p>The successful implementation of the project will be measured by the delivery of a high-quality study as the key project output. The study report will be disseminated and made publicly available through appropriate online platforms and will serve as a reference resource for government authorities, enterprises, and other relevant stakeholders across AANZFTA Parties with an interest in API standards.</p> <p>The utilization of the project output is expected to contribute to the following outcomes:</p> <ul style="list-style-type: none"> • Enhanced access to and use of the study by government authorities of AANZFTA Parties, as evidenced by dissemination through appropriate online platforms and relevant AANZFTA and ASEAN working groups, thereby supporting informed policy development and implementation. • Improved stakeholder understanding and acceptance of the key findings and recommendations of the study, as reflected by broad concurrence expressed by workshop participants. Following the workshop, the final study report will be further circulated to participants to support its application in policy formulation and operational practices related to cross-border electronic commerce.

<p>Project 2</p>	<p>AANZFTA Non-Tariff Measures (NTM) Stocktaking and Work Plan Development</p>
<p>Project Objective</p>	<p>Support the CTG in adopting a systematic and cohesive approach to reducing the impact of NTMs and procedural obstacles on regional</p>

	<p>trade in goods by identifying and assessing the effectiveness of relevant AANZ initiatives.</p>
<p>Beneficiaries</p>	<p>(i) All AANZFTA parties, particularly the CTG members, as well as members of the Sub-Committee on Rules of Origin (SC-ROO), Sub-committee on Sanitary Phytosanitary (SC-SPS), and Sub-committee on Standard, Technical Regulations and Conformity Assessment Procedures (SC-STRACAP). Traders/Private sectors in relevant fields such as the food and fibre, and consumer goods sector.</p> <p>(ii) This includes representatives from all relevant Ministries/agencies, and private sectors of all AANZFTA parties. Encourage inclusive participation of all genders, women owned business, people with disability (PwD).</p>
<p>Project Activities and Outputs</p>	<p>Activity 1 – Conduct of Scoping Study on NTM Initiatives. Target output will be the Scoping Study Report, that will include:</p> <ul style="list-style-type: none"> • NTM and procedural obstacle related initiatives undertaken by ASEAN (e.g. NTM Guidelines, NTM Database), • ASEAN sectoral initiatives (e.g. working groups under the ACCSQ); • Initiatives undertaken in agreements other than AANZFTA, (e.g. WTO or other trade agreements); and • Other initiatives undertaken by AANZFTA parties (e.g. CTG Work Plan on NTMs, Consultant’s report on NTMs 2017, NTB Workshops, CTG NTM stocktaking matrix, ASEAN ASSIST database and NTM management tool, relevant research from regional institutes and think tanks). • Expected Timeline (Dec 2026 – Apr 2027) <p>Activity 2 – Stakeholder Consultations with AANZFTA Party government officials and businesses (including, but not limited to, Australia-ASEAN Chamber of Commerce, Australia-ASEAN Business Council, ASEAN-NZ Business Council, NZ-ASEAN Business Alliance, ASEAN Trade Facilitation Joint Consultative Committee).</p> <ul style="list-style-type: none"> • Target output will be Stakeholders Consultation Report which include identification of priority areas (e.g. sectors and/or types of NTMs that would benefit from strengthened dialogue and cooperation to replicate and implement best practice across the region). • Expected Timeline (Mar – May 2027) <p>Activity 3 – Development of list of recommended activities for consideration by the CTG.</p> <ul style="list-style-type: none"> • Target output is a List of recommended activities, that were identified through the consultations with stakeholders in Activity 2, for consideration by the CTG in preparing a forward NTM workplan including SC-ROO, SC-SPS and SC-STRACAP.

	<ul style="list-style-type: none"> Expected Timeline (Mar – May 2027)
Project Outcomes	<p>Encourage CTG subsidiary bodies (SC-ROO, SC-SPS, SC-STRACAP) to bring even greater focus, attention and effort into initiatives that facilitate trade in the food and fibre sector, and consumer goods sector.</p> <p>A priority area that would fall to CTG (i.e. not CTG subsidiary bodies) is research into import licensing measures in the food sector. Research in this priority area would provide an understanding of this technical measure.</p> <p>Output from this research could be used to develop online access to information that would guide traders on import licensing requirements, including for example how to complete the necessary applications for licenses and provide links to official documents on a AANZFTA website.</p> <p>Output from this research could be used to target, develop and deliver (virtual/hybrid, onsite, in-country, and/or regional) capacity building activities, providing AANZFTA Parties assistance in areas identified as priorities for capacity building activities under CTG and CTG's subsidiary bodies in the Work Plan on NTMs.</p>

IV. Project Activities, Outputs and Timeline

A. Project Activities

The Consultant will be responsible for a coherent set of deliverables centred around the development of the Project Designs for the two (2) approved AISP projects:

- Activity 1: Project Design Work Plans
- Activity 2: Stakeholder Consultations
- Activity 3: Project Design Drafts
- Activity 4: Project Design Finalisation and Approval

A.1 Deliverable 1 – Project Design Work Plans

The Consultant will produce two (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 design. This will include any practical and logistical considerations regarding stakeholder engagement, detail specific stakeholders to engage with (e.g. project proponents, the ASEAN Secretariat) 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) two 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 Consultation Reports

The Consultant will hold consultations with stakeholders as outlined in the approved Project Design Work Plans. The consultations will gather information, perspectives and feedback from key stakeholders to ensure key sections of the Project Designs reflect the needs and priorities of the project proponent and the relevant Subsidiary Body.

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

A.3 Deliverable 3 – Project Designs

Based on inputs collected from stakeholder consultation and in line with the Project Design Template prepare 2 Project Design drafts. The table below provides a summary of key areas within the Project Design Template.

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

Business Engagement	<ul style="list-style-type: none"> In line with Project Concept, outline how the project objectives or outcomes support Parties in engaging, building relationships or facilitating feedback from businesses
Addressing the Needs and Priorities of ASEAN Lesser Developed Economies	<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 revise the Project Design drafts in line with written feedback from the RT4D Facility, the ASEAN Secretariat 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.

The revised Project Designs will require approval from RT4D, the Project Proponents, ASEC and the relevant Subsidiary Body. It is expected that revisions may take at least two rounds of feedback.

Output – Two separate Project Designs, submitted to RT4D, the Project Proponents, ASEC and the relevant AANZFTA Subsidiary Body for approval.

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 an intermittent effective period of **2 calendar months with an estimation of 10-15 professional working days for each Project Design**. The 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: Project Design Work Plans	Task 1.1 Inception Meetings with RT4D and the Project Proponent.	RT4D Facility/Consultant/ Project Proponents	<i>Week 1</i>
	Task 1.2 Develop and submit Project Design Work Plans, obtain required feedback and approval (up to three revisions)	RT4D Facility/Consultant/ Project Proponents	<i>Week 1</i>
Deliverable 2: Stakeholder Consultation Reports	Task 2.1: Conduct required consultations with approved list of stakeholders	Consultant	<i>Week 2 - 3</i>
	Task 2.2. Develop the drafts (up to three revisions) of the Stakeholder Consultation Reports, obtain required feedback and approval	RT4D Facility/Consultant/ Project Proponents	<i>Week 3</i>
Deliverable 3: Project Designs	Task 3.1 Develop the drafts (up to three revisions) of the Project	Consultant	<i>Week 4</i>

Deliverable	Tasks	Responsible Party	Deadline
	Designs in line with RT4D template. The draft should have an annex of stakeholder consultation result.		
	Task 3.2 (if required) Hold optional consultation with RT4D or the Project Proponents to clarify expectations on key sections of Project Design template.	RT4D Facility/Consultant/ Project Proponents	<i>Week 5</i>
	Task 3.3: Develop the final draft of the Project Designs, obtain required feedback and approval.	RT4D Facility/Consultant/ Project Proponents	<i>Week 6 - 8</i>

V. Monitoring & Evaluation

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 Designs. The Communication and Business Engagement 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 Point-of-sales materials, 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 & Quality Lead to ensure relevant outputs are delivered in line with RT4D Communication 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 will provide inputs to relevant activity outputs.

Project Proponent:

- The Project Proponents will closely monitor, provide inputs and approve all listed project deliverables. The Consultant will be expected to consult and closely liaise with the project proponents' stakeholders throughout the process of developing the project designs.

AANZFTA Committee on E-Commerce (CEC) and Committee on Trade in Goods (CTG):

- All Deliverables will require approval from the respective AANZFTA Committee, who will review and provide feedback on Deliverables. All engagements between the Consultant and

the Subsidiary Bodies will be managed and facilitated by the RT4D Facility and the ASEAN Secretariat.

ASEAN Secretariat External Economic Relations Division and Digital Economy Division

- The respective ASEC Divisions will provide support and a channel for engaging with the co-chairs of relevant subsidiary bodies to gather feedback and approval. It may also review and provide comments on activity deliverables, participate in consultations and workshops, and publish the final Deliverables of each project on the relevant AANZFTA and ASEAN websites.
- All engagements between the Consultant and the AANZFTA Member States will be managed and facilitated by the RT4D Facility and the ASEAN Secretariat.

IX. Risk Management

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

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

X. Privacy and Confidentiality

Regional Trade for Development Facility (RT4D) is committed to ensuring and maintaining the security and confidentiality of all documents and information produced by its development programs and by its partners and clients. This includes ensuring the security and confidentiality of all information and documents produced by the ASEAN Secretariate and by AANZFTA FJC and their Subsidiary Bodies that are shared with RT4D's AANZFTA Implementation Support Program (AISP). RT4D security and confidentiality measures and protocols are underpinned by Tetra Tech (the managing contractor) systems.

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

All RT4D sub-contractors and consultants will sign a Code of Conduct, a Deed of Confidentiality, and a Conflict-of-Interest Declaration before starting their tenure/assignment. These documents

specify acceptable behaviours on confidentiality, handling of sensitive information, and information security. Training on these topics is also provided on regular basis to ensure compliance.

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

XI. Criteria for Issuing Tasking Note

A. Technical Soundness Considerations

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

General Technical and Experience Requirements

- 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 with ASEAN governments, the ASEAN Secretariat, Australian and/or New Zealand officials is a distinct advantage. The organisation must be comfortable with ASEAN stakeholders and following ways of working (or comparable governance arrangements).
- 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: API Standards, Roles and Benefits to Facilitate Cross-Border E-Commerce in AANZFTA
 - Strong understanding of digital trade ecosystems, including e-commerce, interoperability frameworks, API standards, and their role in facilitating cross-border business transactions and data exchange.
 - Track record in analysing digital trade policies, regulatory frameworks, and technical solutions, with the ability to develop evidence-based recommendations to support regional digital integration. Experience in ASEAN, AANZFTA, or other regional trade initiatives would be highly regarded.
- Project 2: AANZFTA Non-Tariff Measures (NTM) Stocktaking and Work Plan Development

- In-depth knowledge of non-tariff measures, trade facilitation issues, and regulatory barriers affecting regional trade, including familiarity with relevant international and regional frameworks.
- Experience undertaking stocktaking exercises, stakeholder consultations, policy assessments, and action plan development, particularly in the context of trade agreements, economic cooperation programmes, or regulatory reform initiatives. Familiarity with ASEAN and/or AANZFTA processes is 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.

XII. Annexes

Annex A - Response from Tenderers and Evaluation Criteria

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

If a bidder finds any discrepancy, error or omission in the ToR or wishes to make any enquiry concerning the ToR, the bidder is to notify procurement@regionaltrade4dev.org in writing by the last 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.

Response from Tenderers and Evaluation Criteria

Component	Score
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. 	20
<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 you 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. 	20
<p>A.3 Capabilities and Experience – Please specify the following:</p> <ul style="list-style-type: none"> • Outline general organisational capability that is likely to affect performance of project in line with ToR requirements (e.g. size of the organisation, in-house expertise, strength of project management support, networks, etc.). • 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. 	20
<p>A.4 Project Team/Consultant and Resourcing – Describe approach to staffing including details of all proposed experts and their role in the delivery of the required services. This should include:</p> <ul style="list-style-type: none"> • Key members of the project team/individual consultant, including their CVs, and demonstrate their skills and expertise essential to the delivery of this project. • Roles, responsibilities, and level of participation of the project team members/individual consultant. • An uncosted resource plan proposing the number of person days you expect each team member to undertake in delivering this project. 	20

Component	Score
TOTAL – Technical Proposal	80
Part B – Response to Financial Component	
<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"> • 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

(This section is only applicable for organisations)

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	