

REGIONAL TRADE FOR DEVELOPMENT
RCEP IMPLEMENTATION SUPPORT PROGRAM
REQUEST FOR PROPOSAL/TERMS OF REFERENCE FOR THE
Development of Five Project Designs for a Batch of Five Projects

I. Summary

The Regional Trade for Development Facility (RT4D) is seeking a consultancy firm (hereafter “the Consultant”) to manage and deliver five (5) end-to-end Project Designs for a batch of 5 projects approved under the Regional Comprehensive Economic Partnership (RCEP) Implementation Support Program (RISP). The Project Designs will inform the implementation of the RISP project starting in the 2026-27 Financial-Year.

Under the scope of services set in this ToR, the Consultant will manage the **development and delivery of 5 separate Project Designs, with one Project Design developed for each of the following 5 projects:**

- **Project 1:** Development of dual transition strategy for agriculture, manufacturing and processing MSME by leveraging digital transformation for green growth
- **Project 2:** Promote resilient farming for MSME by promotion of new inclusive business model to socialise the benefits of the RCEP Agreement
- **Project 3:** Policy review of the RCEP E-commerce Chapter to enhance MSMEs engagement
- **Project 4:** Review on Vietnam’s trade-in-services commitments versus regulatory framework, and the status of trade in services between Vietnam and RCEP countries
- **Project 5:** RCEP Insights: Preparing Malaysian SMEs for Trade

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

Project 1	Development of dual transition strategy for agriculture, manufacturing and processing MSME by leveraging digital transformation for green growth
Start Date	July 2026
Completion Date	August 2026
Reports to:	RT4D Manager: Mai Nguyen, Regional Manager
Interacts With <i>[stakeholders who will provide inputs]</i>	RT4D: Mai Nguyen, Regional Manager Trang Duong, Program Officer Project Proponent: Agency for Private Enterprise and Cooperative Development, Ministry of Finance Vietnam
Requires Approval from: <i>[stakeholders]</i>	RT4D Facility

<i>who will approve project outputs]</i>	Project Proponent: Agency for Private Enterprise and Cooperative Development, Ministry of Finance Vietnam Australia's Department of Foreign Affairs and Trade
Timetable for Tender Process	Request for Proposals: 03 June 2026 Closing Date for Queries: 15 June 2026 Closing Date for Proposals: 27 June 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 RT4D Facility at procurement@regionaltrade4dev.org by 27 June 2026 . Please also copy trang.duong@regionaltrade4dev.org .

Project 2	Promote resilient farming for MSME by promotion of new inclusive business model to socialise the benefits of the RCEP Agreement
Start Date	July 2026
Completion Date	August 2026
Reports to:	RT4D Manager: Mai Nguyen, Regional Manager
Interacts With <i>[stakeholders who will provide inputs]</i>	RT4D: Mai Nguyen, Regional Manager Trang Duong, Program Officer Project Proponent: Agency for Private Enterprise and Cooperative Development, Ministry of Finance Vietnam
Requires Approval from: <i>[stakeholders who will approve project outputs]</i>	RT4D Facility Project Proponent: Agency for Private Enterprise and Cooperative Development, Ministry of Finance Vietnam Australia's Department of Foreign Affairs and Trade
Timetable for Tender Process	Request for Proposals: 03 June 2026 Closing Date for Queries: 15 June 2026 Closing Date for Proposals: 27 June 2026
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Project 3	Policy review of the RCEP E-commerce Chapter to enhance MSMEs engagement
Start Date	July 2026
Completion Date	August 2026
Reports to:	RT4D Manager: Mai Nguyen, Regional Manager

Interacts With <i>[stakeholders who will provide inputs]</i>	RT4D: Mai Nguyen, Regional Manager Trang Duong, Program Officer Project Proponent: Vietnam E-commerce and Digital Economy Agency, Ministry of Industry and Trade, Vietnam
Requires Approval from: <i>[stakeholders who will approve project outputs]</i>	RT4D Facility Project Proponent: Vietnam E-commerce and Digital Economy Agency, Ministry of Industry and Trade, Vietnam Australia's Department of Foreign Affairs and Trade
Timetable for Tender Process	Request for Proposals: 03 June 2026 Closing Date for Queries: 15 June 2026 Closing Date for Proposals: 27 June 2026
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Project 4	Review on Vietnam's trade-in-services commitments versus regulatory framework, and the status of trade in services between Vietnam and RCEP countries
Start Date	July 2026
Completion Date	August 2026
Reports to:	RT4D Manager: Mai Nguyen, Regional Manager
Interacts With <i>[stakeholders who will provide inputs]</i>	RT4D: Mai Nguyen, Regional Manager Trang Duong, Program Officer Project Proponent: Multilateral Trade Policy Department, Ministry of Industry and Trade, Vietnam
Requires Approval from: <i>[stakeholders who will approve project outputs]</i>	RT4D Facility Project Proponent: Multilateral Trade Policy Department, Ministry of Industry and Trade, Vietnam Australia's Department of Foreign Affairs and Trade
Timetable for Tender Process	Request for Proposals: 03 June 2026 Closing Date for Queries: 15 June 2026 Closing Date for Proposals: 27 June 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 RT4D Facility at procurement@regionaltrade4dev.org by 27 June 2026 . Please also copy trang.duong@regionaltrade4dev.org .

Project 5	RCEP Insights: Preparing Malaysian SMEs for Trade
Start Date	July 2026
Completion Date	August 2026
Reports to:	RT4D Manager: Mai Nguyen, Regional Manager
Interacts With <i>[stakeholders who will provide inputs]</i>	RT4D: Mai Nguyen, Regional Manager Trang Duong, Program Officer Project Proponent: SME Corporation Malaysia
Requires Approval from: <i>[stakeholders who will approve project outputs]</i>	RT4D Facility Project Proponent: SME Corporation Malaysia Australia's Department of Foreign Affairs and Trade
Timetable for Tender Process	Request for Proposals: 03 June 2026 Closing Date for Queries: 15 June 2026 Closing Date for Proposals: 27 June 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 RT4D Facility at procurement@regionaltrade4dev.org by 27 June 2026 . Please also copy trang.duong@regionaltrade4dev.org .

II. Background

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

The Consultant will manage and deliver 5 separate end-to-end Project Designs for 5 approved RISP Projects, in close collaboration with the RT4D Facility and the Project Proponents. The final Project Designs will be subject to comments, amendments, and the approval from the RT4D Facility Team, the respective Project Proponent and Australia's Department of Foreign Affairs and Trade (DFAT).

III. Objectives, Beneficiaries, Outputs and Outcomes

This assignment aims to develop 5 high-quality and robust Project Designs for the implementation of 5 approved RISP projects. Project Designs must demonstrate sound analysis, strong contextual understanding and consultation with the Project Proponent and the RT4D Facility. The tables below outline key features of the 5 projects.

A. Project 1

Project Name	Development of dual transition strategy for agriculture, manufacturing and processing MSME by leveraging digital transformation for green growth
Project Objective	This project aims to support RCEP Parties, in particular AMS, to remove constraints and build the competitiveness of MSME in

	<p>Vietnam, including those led by vulnerable populations. To do so it has the following objectives:</p> <ul style="list-style-type: none"> • Building business management capacity of MSME, including those led by vulnerable populations. • Improving efficiency and productivity by promoting innovation, technology adoption, and sustainable business models. • Enhancing the business enabling environment (BEE) for a broad-based inclusive economy. • Strengthening business-to-business (B2B) and cross-sectoral linkages.
Beneficiaries	The target beneficiaries of this project include MSMEs from all RCEP Parties
Project Activities and Outputs	<ul style="list-style-type: none"> • Raise awareness for agriculture, manufacturing and processing enterprises through training courses by providing training. The focus will be on greenhouse gas inventory; optimization of resource utilization (including energy, water, and waste); adoption of low-carbon production practices, and promotion of circular economy principles. These initiatives aim to foster green growth and sustainable development among Small and Growing Businesses (SGBs) in the manufacturing and processing sector by leveraging digital technologies (3 training courses) • Provide intensive coaching for MSMEs in development of dual transition strategy focuses on application of digital transformation technology to promote optimization of resource utilization, reduce greenhouse gas emissions, and explore innovative solutions for improvement of energy efficiency. By testing and implementing digital solutions, these SGBs will gain valuable insights into achieving green growth objectives (at least 10 high potential MSMEs) • Develop new models, best practices from successful models that can be scaled up across Vietnam (2 models/successful stories)
Project Outcomes	<p>A successful project would result in building MSMEs management capacity through interventions that leverage resources and ongoing efforts of public and private programs across Vietnam to build on and scale-up successes.</p> <p>Primarily, interventions expand access to innovative skills training; improve access to self-driven assessments and capacity strengthening; facilitate firm-level capacity building; and expand coaching and mentorship networks.</p> <p>As a result of these initiatives, MSMEs efficiency will improve, leading to increased revenue, including for women, ethnic-minority-owned and household businesses, and help lead a wider transformation of business models that are sustainable sources for economic growth and job creation.</p>

B. Project 2

Project Name	Promote resilient farming for MSME by promotion of new inclusive business model to socialise the benefits of the RCEP Agreement
Project Objective	<p>This project aims to support RCEP Parties, in particular AMS, to develop effective SME focused communications materials that increase awareness of the relevance and benefits of the RCEP Agreement amongst SMEs, farmers, agri-business, and local communities. To do so it has the following objectives:</p> <ul style="list-style-type: none"> • Conduct awareness campaigns on green investment, targeting private investors, policymakers, and the agriculture community on the benefits and economic potential of Sustainable, Biobased, Inclusive business (IB) enabling Agriculture business • Conduct Baseline Assessment on carbon emission in land-based, organic supply chains such as tea, coffee, fruits, vegetables and flowers • In collaboration with pioneering companies and local farmers to develop and showcase sustainable agriculture models, resilient farming, demonstrating the practical applications of organic fertilizers and bio-products. • Implementation of training programs for farmers, agri-business, local communities on sustainable farming techniques. • Support the private partner in R&D initiatives focused on developing and improving bi-based products, organic fertilizers and sustainable farming technologies
Beneficiaries	The target beneficiaries of this project include MSMEs from all RCEP Parties
Project Activities and Outputs	<ul style="list-style-type: none"> • Organize workshops/conferences/exhibition to share successful case studies and best practices in Sustainable, biobased and IB-enabling Agriculture business. • Conduct research on private investment in green, biobased and inclusive agriculture in Vietnam and policy recommendations; focusing on selected land-based, organic supply chains such as tea, coffee, fruits, vegetables, flowers • Develop new models, best practices from successful models that can be scaled up across Vietnam • Develop materials and workshops that equip participants with skills to adopt circular economy practices and improve productivity • Support at least one bio-agriculture lab in partnership of university and private company
Project Outcomes	<p>A successful project would result in:</p> <ul style="list-style-type: none"> • increasing private investment in sustainable agriculture business;

	<ul style="list-style-type: none"> • reduction in the use of inorganic fertilizers and chemical based crop protection products and improved soil health; • promote climate-smart agriculture practices to help reduce carbon emissions and enhance the Agri-small business's resilience to climate impacts; • promote new/innovative IB models to help farmers fight against poverty and increase resilience and sustainability for rural areas.
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C. Project 3

Project Name	Policy review of the RCEP E-commerce Chapter to enhance MSMEs engagement
Project Objective	<p>The overall objective of the project is support MSMEs in RCEP Parties engage to the e-commerce, with a focus on those in less developed countries (LDCs). To do so, it has the following specific objectives:</p> <ul style="list-style-type: none"> • To support policy makers in reviewing and aligning national policy with e-commerce commitments in RCEP • To enhance capacity of government authorities in policy formulation and program development to implement e-commerce commitments, particularly program aimed at supporting MSMEs in field of e-commerce. • To raise awareness of MSMEs on e-commerce commitments and benefits providing from RCEP's e-commerce provisions. • To contribute to the review of the RCEP task scheduled for implementation in 2027.
Beneficiaries	<p>The target beneficiaries of the project will be the policy makers and government authorities in RCEP region. The primary output of the project will be a policy review report which will serve as the reference for policy makers and government authorities in completion of the policy framework to facilitate the implementation of e-commerce commitments under RCEP and support the MSMEs in making use of benefits of e-commerce provisions under RCEP.</p> <p>The project will benefit RCEP Parties' businesses, including MSMEs and women-owned enterprises by equipping them with essential knowledge of benefits of e-commerce commitments in RCEP, which help them, make use of these commitments effectively in the future.</p>
Project Activities and Outputs	<ul style="list-style-type: none"> • Develop a draft of a policy review report that focus on clarify e-commerce commitments and e-commerce landscape (Output: draft of a policy review report by February 2027) • Consult with experts from relevant stakeholders to consolidate the report. The project will have up to three (3) study trips to consultation with experts in RCEP countries, which will include. study trips to ASEAN countries and outside ASEAN countries (Output: Full report by July 2027)

	<ul style="list-style-type: none"> Conduct a workshop to introduce the report to RCEP Parties, especially participants from MSMEs and women owned businesses. The workshop will be held in Vietnam. There will be funded participants from both public and private sector from ASEAN Member States, as well as ASEAN Secretariat. In addition to the funded participants, Vietnam will also have active local participants. The workshop will feature speakers, including international speakers from RCEP countries outside ASEAN, while the remaining speakers will come from ASEAN countries. (Output: 40-50 participants will attend the workshop by August-September 2027)
Project Outcomes	<p>The successful implementation of the project will be measured by the delivery of a high-quality report as the key project output. The report will be disseminated and made publicly available through appropriate online platforms and will serve as a reference resource for policy makers, government authorities, enterprises, and other relevant stakeholders across RCEP Parties interested in e-commerce.</p> <p>The utilization of the project output is expected to contribute to the following outcomes:</p> <ul style="list-style-type: none"> Facilitate the use of the report by government authorities by easy accessing on the report through appropriate online platforms and relevant RCEP and ASEAN Working groups. Improved stakeholder understanding and acceptance of the key findings of the report, as reflected by broad concurrence expressed by workshop participants.

D. Project 4

Project Name	Review on Vietnam's trade-in-services commitments versus regulatory framework, and the status of trade in services between Vietnam and RCEP countries
Project Objective	<p>(1) To stocktake and assess the current regulatory framework versus commitments in trade in services for any gaps and improvement room in Vietnam, and to assess the current landscape of trade in services between Vietnam and RCEP countries, aiming for any challenge addressing and/or improvement recommendations;</p> <p>(2) To enhance awareness among governmental and provincial stakeholders on trade-in-services commitments and best practices to improve their daily operation;</p> <p>(3) To strengthen institutional capacity by providing targeted training for government officials and relevant stakeholders to ensure the effective implementation of RCEP commitments and to facilitate a more business-friendly regulatory environment.</p>
Beneficiaries	<ul style="list-style-type: none"> RCEP Parties Vietnam's officials of relevant ministries and agencies

	<ul style="list-style-type: none"> Private sectors, especially MSME and women led enterprises.
Project Activities and Outputs	<p>The project consists of three key activities for improving the implementation of trade in services commitments and boosting trade in services in Vietnam and among RCEP countries.</p> <ul style="list-style-type: none"> Activity 1: Research on Trade on Services Stocktake and provide recommendations, identify key issues, potential bottlenecks and challenges as well as the gaps between Vietnam's regulatory framework and FTA commitments in trade in services, with a view to improving the trade in services situation in Vietnam and ensuring Vietnam's fulfilment of its trade-in-services commitments. Activity 2: Policy Consultation and Feedback Session to finalize report on Trade in Services Organize consultation session in both in-person and online formats with relevant governmental and provincial stakeholders who works on legislation and operation of those services to discuss the research findings, gather feedback, and refine recommendations. These sessions will help ensure that the proposed improvements are aligned with regulatory priorities and business needs while promoting an inclusive dialogue among policymakers and industry representatives. Activity 3: Capacity-Building Training for Governmental and Provincial Stakeholders Conduct intensive training sessions (two sessions in the southern and northern of Vietnam) targeting relevant government officials and provincial stakeholders to enhance their understanding and capacity in trade in services under RCEP. The training will focus on regulatory best practices, effective implementation of trade commitments, and ways to facilitate businesses in accessing trade-in-services opportunities. This will ensure that the government and relevant authorities are well-equipped to support businesses and streamline service sector regulations.
Project Outcomes	<p>The project has 2 outcomes:</p> <ol style="list-style-type: none"> A report on Trade in Services Review in Vietnam: Commitments vs Regulatory framework and, Capacity-building sessions for governmental and provincial stakeholders to ensure effective FTA implementation.

E. Project 5

Project Name	RCEP Insights: Preparing Malaysian SMEs for Trade
Project Objective	RCEP entered into force with the objective of enhancing trade liberalisation, economic integration, and inclusive growth among its Parties. While RCEP offers simplified Rules of Origin (RoO), improved market access and cooperation provisions, many SMEs face structural

	<p>constraints in effectively utilising these benefits. Key challenges include limited awareness of RCEP provisions, low capacity to comply with RoO and customs procedures, insufficient digital trade readiness and weak linkages to regional value chains. Based on the findings from MSME Survey 2025 by SME Corporation Malaysia:</p> <ul style="list-style-type: none"> • Only 7% of MSMEs utilised Free Trade Agreements (FTAs); • A mere 1.6% specifically leveraged on RCEP; and • MSMEs cited a critical lack of procedural knowledge and unfamiliarity with RCEP's specific regulatory provisions. <p>The aim of this project is to bridge the "utilisation gap" by converting RCEP complexity into actionable business growth. The key objectives are:</p> <ul style="list-style-type: none"> • Increase SMEs' awareness and practical understanding of RCEP trade rules and opportunities; • Strengthen SME capacity in Rules of Origin compliance, customs procedures, and trade documentation; • Enhance SME readiness for digital and cross-border trade under RCEP; and – Facilitate SME linkages with regional partners and value chains within RCEP.
<p>Beneficiaries</p>	<p>The primary beneficiaries are SMEs, specifically prioritising those with limited FTA experience and export-ready firms seeking to scale into RCEP member markets. By providing technical guidance the initiative aims to bridge the knowledge gap and convert RCEP provisions into a strategic advantage for Malaysian businesses.</p> <p>Secondary beneficiaries are SME support institutions, trade promotion agencies and business associations and finally the policymakers and regulators involved in SME and trade facilitation. Special consideration will be given to women-owned, youth-led and regionally based SMEs, in line with RCEP's inclusive growth principles. At least 50 SMEs will directly benefit from the targeted workshop.</p>
<p>Project Activities and Outputs</p>	<p>Activity 1: Development of a Practical RCEP Toolkit for SMEs</p> <ul style="list-style-type: none"> • To develop a comprehensive, user-friendly digital and physical toolkit designed to simplify RCEP compliance for SMEs, providing step-by-step guidance that translates complex requirements into practical actions. This toolkit will function as a "how-to" manual, directly addressing key specific technical barriers and enabling MSMEs to efficiently navigate compliance through accessible, action-oriented solutions rather than legal text. • The toolkit will serve as a reference material for SMEs participating in the targeted utilisation workshop and may also be used for broader awareness purposes. The output is one (1) RCEP Practical Toolkit tailored to the readiness levels of Malaysian SMEs.

	<ul style="list-style-type: none"> Indicative timeframe: February 2027 – June 2027 <p>Activity 2: Targeted RCEP Utilisation Workshop for SMEs</p> <ul style="list-style-type: none"> A targeted RCEP utilisation national workshop will be organised for approximately 50 SMEs that express interest in utilising RCEP. The design should incorporate criteria and mechanism on how the 50 SMEs will be identified and selected for participation in the workshop. The workshop will comprise two integrated components. The first component is an RCEP awareness session delivered by relevant organisations, covering an overview of RCEP and its benefits for SMEs. The second component focuses on the practical application of the RCEP toolkit and will be facilitated by a RCEP subject matter expert. This session will provide step-by-step guidance on using the toolkit, practical discussion of procedures and documentation and address common issues faced by SMEs when utilising RCEP. Indicative timeframe: September – November 2027
Project Outcomes	<ul style="list-style-type: none"> Bridge the gap faced by Malaysian SMEs in utilising RCEP; and Participating SMEs will move beyond basic awareness to demonstrate measurable proficiency in navigating RCEP rules and procedures (utilisation of toolkit); and Accelerated market readiness of SMEs to scale competitively within RCEP market.

IV. Project Deliverables and Timeline

A. Project Deliverables

The Consultant will be responsible for a coherent set of deliverables centred around the development of 5 separate Project Designs for 5 approved RISP projects:

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

A.1 Deliverable 1 – Project Design Work Plans

The Consultant will produce 5 Project Design Work Plans that provides the tasks and timelines associated with the completion of the designs. The Work Plans should include:

- Approach to stakeholder engagement and consultations, including a list of stakeholders to be engaged in the development of the designs. This will include any practical and logistical considerations regarding stakeholder engagement, detail specific stakeholders to engage with (e.g. key government agencies) and the expected outputs and outcomes from each of the consultations.
- Detailed and updated information on project timelines and key risks and mitigation.

In developing the Work Plans, the Consultant will have access to: (i) 5 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: Five 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 government and non-government stakeholders key to the implementation of the projects.

Output: Five Stakeholder 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, the Consultant will prepare 5 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 Designs drafts in line with written feedback from the RT4D Facility and the Project Proponents. In revising the Project Designs, the Consultant may organise additional meetings with RT4D to ensure clear understanding of the feedback before proceeding with edits to the document. It is expected that revisions may take at least two rounds of feedback.

The final Project Designs will require approval from RT4D, the Project Proponents and DFAT.

Output: Five separate Project Designs, with one Project Design developed for each of the five projects mentioned above. Project Designs must be approved by the RT4D Facility, the Project Proponents and DFAT.

B. Deliverables, Tasks and Timeline

Working closely with the RT4D team, the Consultant is expected to deliver the outlined deliverables in line with the work plan and timeline below.

The support from the selected Consultant, will be undertaken over 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	8 July 2026
	Task 1.2 Develop and submit Project Design Work Plans, obtain required feedback and approval (up to three revisions)	RT4D Facility/Consultant/Project Proponents	15 July 2026
Deliverable 2: Stakeholder Consultation Reports	Task 2.1: Conduct required consultations with approved list of stakeholders	Consultant	30 July 2026
	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	5 August 2026
Deliverable 3: Project Designs	Task 3.1 Develop the drafts (up to three revisions) of the Project Designs in line with RT4D	Consultant	10 August 2026

Deliverable	Tasks	Responsible Party	Deadline
	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	10 August 2025
	Task 3.3: Develop the final draft of the Project Designs, obtain required feedback and approval.	RT4D Facility/Consultant/ Project Proponents	31 August 2025

V. Monitoring, Evaluation & Learning

The Consultant will be responsible for the development of the Monitoring, Evaluation and Learning (MEL) components of the Project Designs. 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 Designs. 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 and the Project Proponents. 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 Proponents:

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

IX. Risk Management

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

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

X. Privacy and Confidentiality

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

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

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

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

XI. Criteria for Issuing Tasking Note

A. Technical Soundness Considerations

To ensure the above can be effectively managed and completed in alignment with this ToR, it is recommended that interested organisation 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 and engaging with ASEAN governments, ASEC and/or AMS is a distinct advantage.
- Proven excellent report drafting experience, with ability to incorporate comprehensive feedback at multiple stages.
- Experience working with the Projects' Proponents, and Australian and New Zealand officials is a distinct advantage. The organisation must be comfortable with ASEAN stakeholders and following ways of working (or comparable governance arrangements).
- Strong understanding of and ability to operationalise the Monitoring & Evaluation, GEDSI, Communications and Program Management considerations outlined in the above sections of this ToR.

Project-Specific Expertise Requirements

- **Project 1:** Demonstrated expertise in MSME development, digital transformation, green growth, and sustainable manufacturing and processing sectors, including experience developing strategies, policy frameworks, or recommendations to support dual digital and green transitions for MSMEs.
- **Project 2:** Strong technical knowledge and practical experience in sustainable and resilient agriculture, inclusive business models, rural economic development, and RCEP utilisation, particularly in supporting agricultural MSMEs to access trade opportunities and strengthen inclusive participation.
- **Project 3:** Proven expertise in digital trade, e-commerce policy, and RCEP implementation, including experience conducting policy analysis or reviews of trade agreement provisions related to e-commerce, digital economy frameworks, and MSME engagement.
- **Project 4:** Demonstrable experience in trade in services analysis, regulatory and policy reviews, and assessment of international trade commitments, particularly in relation to RCEP services commitments, market access, and regulatory alignment.
- **Project 5:** Demonstrated expertise in RCEP-related business outreach, MSME trade readiness, and trade promotion initiatives, including experience supporting SMEs to better understand and utilise regional trade agreements and export opportunities.

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 Organizational 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 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, 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. • 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	
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: <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	