Youth Development Index (YDI) Phase II



# ASEAN SECRETARIAT

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| **Request for Proposal** |

**Consultant for Youth Development Index**

**(YDI) Phase II**

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| **PROPOSAL**  **Friday, 12 April** | | | **MUST BE RECEIVED BY**  **2019 at 5.00 PM Jakarta Time**      **DELIVER PROPOSAL TO:**  ASEAN Secretariat  Jl. Sisingamangaraja 70A  Jakarta 12110 Indonesia | |
| Prepared by: | | | Education, Youth and Sports Division,  Human Development Directorate, ASCCD | |
| Date: | | | 8 March 2019 | |
| Request for proposal |  | |
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|  |  | |
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### 1 EXECUTIVE SUMMARY

With the aim of providing a measured state of development of the ASEAN youth community and establishing a solid reference for evidence-based policy making in youth development, ASEAN formulated its First Youth Development Index (YDI) in 2017 . Indicators measured under the ASEAN YDI are divided into five (5) domains, namely: (i) Education; (ii) Health and Wellbeing; (iIi) Employment and Opportunity; (iv) Participation and Engagement; and (v) ASEAN Awareness, Values and Identity. A YDI Task Force comprising up to two officials per ASEAN Member State from the ASEAN Senior Officials Meeting on Youth (SOMY) was established to oversee and facilitate the formulation of ASEAN YDI.

Realizing that the development of an ASEAN YDI has significant contribution to the need of ASEAN in profiling its youth and to determine areas that need greater attention and further investment, the ASEAN Leaders adopted the ASEAN YDI at the 31st ASEAN Summit on 13 November 2017 in Manila, the Philippines. The First ASEAN YDI Report which highlighted the findings of domains (i)-(iv) was also noted by the Leaders during the 31st Summit. Due to its distinctly ASEAN feature, the fifth domain on ASEAN Awareness, Values and Identity was decided to be addressed through a second phase of the study.

The study to be conducted through Phase II of this project may require a combination of quantitative and qualitative data collection and analysis. Reports on two (2) preceding studies with relevance to ASEAN Awareness among youth undertaken by the ASEAN

Foundation in 2007 and the Yusof Ishak Foundation, Singapore, in 2014 are available for benchmarking in terms of results and methodologies.

This consultancy will entail the development of a data collection framework, consultative meetings, formulation of data collection instrument/s, coordination of data collection and processing, as well as data analysis and report writing.

### 2 SCOPE OF WORK

The Terms of Reference (TOR) for the consultant to carry out the project is attached as **Annex A.**

#### 2.1 OBJECTIVES

The objective of this project is to complete the ASEAN YDI report by generating qualitative/quantitative data and information on the state of YDI’s fifth domain on ASEAN Awareness, Values and Identity.

#### 2.2 IMPLEMENTATION ARRANGEMENTS

The ASEAN Secretariat through the Education, Youth and Sports Division will serve as the implementing agency for this project, hence, will be in charge of the overall coordination of the project, including administering any financial requirements throughout the project timeframe in accordance with the ASEAN Financial and Administrative Rules and Procedures/ AFARP 2018.

The Consultant, in implementing the project, will closely coordinate with the ASEAN Secretariat and report any progress through the Education, Youth and Sports Division.

The ASEAN Senior Officials Meeting on Youth (SOMY), comprising Youth Ministries from across ASEAN Member States, will oversee the overall implementation of this project as the endorsing body of the project.

The development of the YDI Phase II Report will abide by the instructions of the SOMY as guided by the ASEAN Work Plan on Youth 2016-2020.

#### 2.3 EXPECTED DELIVERABLES

The Consultant will be responsible to produce the following deliverables:

1. **Output 1:** Inception Report
2. **Output 2:** Data Collection Framework
3. **Output 3:** Data Collection and Results Compilation
4. **Output 4:** ASEAN Youth Development Index Phase II Report

The detailed requirements of each output appear under the TOR of Consultant under **Annex A**.

#### 2.4 INDICATIVE WORK SCHEDULE

|  |  |  |
| --- | --- | --- |
| **No.** | **Activity** | **Indicative Timeline** |
| **Out put 1: Inception Report** May 2019 | | |
| **Out put 2: Data Collection Framework** | | |
| 1 | Development of data collection framework | June 2019 |
| 2 | Finalisation of data collection framework | July 2019 |
| **Out put 3:**  **Data Collection and Results Compilation** | | |
| 3 | Sourcing for partners, distribution of work and preparation for data collection (1-3 face-to-face meetings) | August – September 2019 |
| 4 | Data collection and compilation of results | October – January 2019 |
| **Out put 4: ASEAN Youth Development Index Phase II Report** | | |
| 5 | Analysis and drafting of YDI Phase II Report | January - February 2020 |
| 6 | Editing and Finalisation of YDI Phase II Report | March – April 2020 |

### RFP REQUIREMENTS PROCESS

#### 2.5 PROPOSAL SUBMISSION INSTRUCTIONS

1. All proposals must be submitted in English.
2. Vendors should indicate the Title of the Tender at the upper right of the envelopes.
3. The Technical Proposal and Financial Proposal must be submitted separately in two different sealed envelopes. Each proposal shall consist of an original set and a photocopy set.
4. **Vendors must not include any financial/cost data in the Technical Proposal. All financial information shall be included in the Financial Proposal. Failure to adhere to this will lead to disqualification**.
5. The proposal should be concisely presented and structured, explaining in details the Vendor’s experience, resources, etc. to provide the requested services as stated in the TOR.
6. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
7. Proposals that are incomplete will not be considered.
8. All communications with regard to this RFP shall be in writing and submitted to:

**Procurement Unit**

Administration and General Affairs Division

ASEAN Secretariat

Email: **procurement@asean.org**

#### 2.6 CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals shall be submitted in two separate sealed envelopes indicating Technical and Financial Proposals in each envelope and received by **Friday, 12 April 2019 by 5.00PM Jakarta time** to the following address:

**Chairman of Sub-Committee on Tender**

**Administration and General Affairs Division**

**The ASEAN Secretariat**

Jl. Sisingamangaraja 70A

Jakarta 12110

Indonesia

Any notices with respect to this RFP should also be mailed to the above Contact and Address.

#### 2.7 RFP TERMS & CONDITIONS

##### 2.7.1 Eligibility to participate

The Consultant should meet the following qualifications and required expertise:

1. For individual consultants, an advanced academic degree (post graduate) in disciplines relevant to the assignment is required. For consulting agencies, the academic background of each assigned expert will constitute the agency profile submitted together with the technical proposal;
2. Demonstrated expertise and experience in research preferably at international and/or regional level using mix methods (quantitative-qualitative) in fields relevant to the assignment.
3. Advanced knowledge in the ASEAN Community and the state of youth development in ASEAN Member States is an advantage.
4. Experience working with governments especially with ASEAN Member States.
5. Excellent command of English both verbal and written.
6. Ability to facilitate discussion with government officials and other entities with tact, diplomacy, and cultural sensitivity.
7. Ability to meet deadlines and deliver quality output.

##### 2.7.2 Validity of Bid Proposal

Received proposals will be valid until **12 June 2019**.

##### 2.7.3 Preliminary Meeting

Not Required

### 3 COMPLIANCE

In conformance with the ASEAN Secretariat’s Financial and Administrative Rules and Procedures (AFARP), prospective bidders shall submit their respective bids in English on or before the deadline to ASEAN Secretariat. Late submissions will not be accepted. Bids shall be submitted in two (2) separate sealed envelopes containing the following:

1. **First Envelope: Technical Proposal**, which shall consist, among other, of the technicalspecifications of the goods/works/services to be procured, production/delivery schedule, after-sales service/parts, manpower requirements, list of contractor’s equipment, printed hardcopies of the duly filled Appendix 1 and 1A  Company General Information and List of Clients; and completed Compliance Checklist as per Appendix 2;

**Vendors must not include any financial/cost data in the Technical Proposal, but only in the separate envelope titled Financial Proposal. Failure to adhere to this will lead to disqualification**.

1. **Second Envelope: Financial Proposal** which shall contain the bid amount and relevantfinancial information as required in the TOR, such as recurring and maintenance cost, detailed estimates, payment schedule, latest audit financial statements, etc.

**All documents not submitted in English shall not be considered and quoted price in the hardcopy submission shall be in US Dollar or IDR Indonesian Rupiah.**

**The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.**

**APPENDIX 1**

Company/ Consultancy Firm/Individual Consultant General Information

*To be submitted together in the* ***Technical Proposal***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Division or Subsidiary (if applicable):** |  | | |
| **Address:** |  | | |
| **City:** |  | | |
| **Province / State:** |  | | |
| **Country:** |  | | |
| **Postal Code:** |  | | |
| **Telephone:** |  | | |
| **Business Name Registration: (if applicable)** |  | | |
| **Tax Registration Number:** |  | | |
| **Valid Business Permit: (if applicable)** |  | | |
| **Contact:** |  | **Telephone no.:** |  |
| **Title / Position:** |  | **Fax no.:** |  |
| **E****Mail:** |  | | |
| **Indicate number of years involved in similar business** |  | | |
| **Are you a subsidiary of a financial institution?**  **\*If Yes, Please indicate your Holding Company** |  | | |

**APPENDIX 1A**

List of Clients

*To be submitted together in the* ***Technical Proposal***

|  |  |
| --- | --- |
| Customer Details |  |
| Company Name |  |
| Company Address |  |
| Telephone Number |  |
| Fax Number |  |
| Contact Name |  |
| Project Title |  |

|  |  |
| --- | --- |
| Customer Details |  |
| Company Name |  |
| Company Address |  |
| Telephone Number |  |
| Fax Number |  |
| Contact Name |  |
| Project Title |  |

|  |  |
| --- | --- |
| Customer Details |  |
| Company Name |  |
| Company Address |  |
| Telephone Number |  |
| Fax Number |  |
| Contact Name |  |
| Project Title |  |

**APPENDIX 1B**

**Technical Requirements**

*To be submitted together in the Technical Proposal*

The Technical Requirements should address the requirements and expectations set out in the table below. The vendor should use the section numbers and corresponding titles shown in this tables in their Technical Proposal Submission to allow the ASEAN Secretariat Sub Committee on Tender to evaluate Technical Submissions accordingly.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Description** | **ASEC Requirements** | **Remarks** |
| 1 | e.g Duration of Implementation | e.g 2 years | Vendor to describe the duration |
| 2 | e.g Project Approach,  Management and Construction | e.g.in consultation with ASEC | Vendor to comply |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |

**APPENDIX 2**

**Financial Proposal Requirements**

*To be submitted together in the Financial Proposal*

The Financial Proposal should contain the bid amount with detailed estimates i.e. description and allocation for each item. The total proposed budget should be inclusive of all supplies, services, taxes, and any other costs required to complete the project. The Financial Submission should detail the estimates for each item as set out in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Description** | **Cost** | **Remarks** |
| 1 | e.g. Development Cost,  Implementation Cost,  Travel Cost |  |  |
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**APPENDIX 3**

**Checklist for the Completeness of Documents Submitted**

The checklist must be used to ensure that you have provided all documentations for the tender. The checklist must be signed and included in both envelopes of your proposals.

1. **General Requirements**

|  |  |  |
| --- | --- | --- |
| **No.** | **Description** | **Checklist** |
| 1 | Proposals shall be prepared in English |  |
| 2 | Proposals are submitted in two different envelopes |  |
| 3 | The envelope must be sealed and labeled accordingly. i. Technical Proposal ii. Financial Proposal |  |
| 4 | Title of the tender shall be put on each envelopes |  |

1. **Technical Proposal**

|  |  |  |
| --- | --- | --- |
| **No.** | **Description** | **Checklist** |
| 1 | Technical Specifications of the service refer to the proposal |  |
| 2 | All required information have been addressed accordingly |  |
| 3 | Schedule of delivery |  |
| 4 | Manpower/consultant requirement |  |
| 5 | List of vendor’s equipment (if any) |  |
| 6 | One original signed copy |  |
| 7 | One copy of technical proposal duplicate |  |

1. **Financial Proposal**

|  |  |  |
| --- | --- | --- |
| No. | Description | **Checklist** |
| 1 | Offering is formulated in English |  |
| 2 | Bid amount |  |
| 3 | Payment schedule |  |
| 4 | Company profile |  |
| 5 | Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number iv. List of clients reference  v. Customer testimonials on the similar project |  |
| 6 | Latest audited financial statements |  |
| 7 | Authority of signatory |  |
| 8 | One original signed copy |  |
| 9 | One copy of Financial Proposal Duplicate |  |

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| --- |
| **Company Name &**  **Address** |

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**APPENDIX 4**

# Template for the Proposal Envelope

# First Envelope – Technical Proposal

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| **Technical Proposal - Title of the Tender** |

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Chairman of Sub-Committee on Tender**  **Administration and General Affairs Division**  **The ASEAN Secretariat**  **Jl. Sisingamangaraja 70A**  **Jakarta 12110**  **Indonesia** |

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|  |
| --- |
| **Company Name & Address** |

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# Second Envelope – Financial Proposal

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| **Financial Proposal - Title of the Tender** |

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| --- |
| **Chairman of Sub-Committee on Tender**  **Administration and General Affairs Division**  **The ASEAN Secretariat**  **Jl. Sisingamangaraja 70A**  **Jakarta 12110**  **Indonesia** |

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