

Request for Proposal (RFP)

ASEAN-Japan Center (AJC) will hold an open competitive bidding as follows and invite interested bidders.

1. Contents

(1) Title of the service

“Consultant for the Leadership Workshop Program for Young Diplomats in ASEAN and Japan”

(2) Activity of the consultant

To organize an online leadership training course for young diplomats in ASEAN and Japan for 3 days. (Please refer to **4. Reference Information**)

(3) Expected period of the service

Successful bidder concludes a contract for consulting service with AJC as soon as the bidding process ends. “*Leadership Workshop Program for Young Diplomats in ASEAN and Japan*” is expected to be held at the proposed time, dates, and period, between August and October 2022.

2. Submission of Proposal

The Interested bidders are requested to submit a proposal. The proposal is made free format and needs to include following information.

(1) Documents and information to be submitted

- I. Company profile
- II. Main business / activities (Including the experience of the similar projects)
- III. Activity plan (* Please specify how to organize the *Leadership Workshop Program for Young Diplomats in ASEAN and Japan*)
- IV. Prospective Resource persons / Lecturers
- V. Quotation and its breakdown

(2) Submission

Please submit your proposal to following email by:

16:00 (Japan Standard time), 8 July 2022. (Email: info_cb@asean.or.jp)

* If you have any inquiries about submission, please send inquiries to the email above.

3. Note

(1) Evaluation

The evaluation of the proposal is based on the following criteria.

- I. The proposal shows accurate understandings of the purpose and content of the service and specifies ways to achieve that purpose.
- II. The proposal content has originalities.
- III. The proposal shows work processes which enable the consultant to sufficiently accomplish the work within the expected timeline, and to the expected standard.

(2) The bidders who are successfully met evaluation criteria will be contacted by AJC, and negotiate the terms of contract for consultant, agree on the contract and start service after conclusion of the contract.

(3) AJC will conduct hearings on the contents of the submitted proposal as necessary.

(4) Bidders are responsible for the costs of creating a proposal and submission.

(5) Regarding the submitted documents, we may ask a third party for advice regarding the appropriateness of the content and amount of money, in order to use it as a reference for selecting a consultant.

(6) The intellectual property rights and all rights of the products produced under this consulting agreement belong to the AJC. If it becomes necessary to coordinate with a third party regarding intellectual property rights, the contractor (consultant) shall make necessary adjustments.

4. Reference Information

(1) Background

Youth is an important section of the population in any country and need attention as they are both current and future leaders and the catalyst for economic, social, and cultural development. There are currently 213 million youth (15-34 years) in ASEAN countries, constituting the largest ever cohort of ASEAN youth. The peak population of just over 220 million is expected in 2038 (Ref. 1st ASEAN Youth Development Index, 2017).

With the progress of globalization, technology advancement, and industrial revolution, 9.2% out of 56,000 surveyed youths believe their current skills are already outdated (Ref. World Economic

Forum, 2019 “ASEAN Youth Technology, Skills, and the Future of Work). To run side by side with technological advancement and subsequent labor market change, the youth population needs to constantly update their skill set. In addition to formal school education, on-the-job training, off-the-job training, and life-long learning are needed.

The ASEAN-Japan Centre (AJC) implements the Programme of “Enhancing Dialogues and Leadership Opportunities among Young People and Women” as this programme supports new initiatives and cooperation to advance contribution to Sustainable Development Goals (SDGs) and the implementation of the ASEAN Work Plan on Youth 2021-2025, and Japan’s contribution to SDGs in the region through the regional programmes on youth and education for sustainable development.

Based on this background, this RFP invites bidders to submit proposals to accomplish a training course to contribute to the realization of objective of the programme.

(2) Objective and goals

- Providing additional knowledge on the leadership skills to young ASEAN and Japanese diplomats and nurturing their leadership skills to represent their countries at ASEAN-Japan Young Leaders Dialogue 2023.
- Providing opportunities among youth in ASEAN and Japan to exchange ideas and given learning opportunities related to ASEAN-Japan relations, deliberating the current issues such as post-COVID-19 challenges to youth.
- Selecting speakers/panelists for the occasion of Japan-ASEAN Young Leaders Dialogue in 2023 (This programme relates to the 50th Anniversary Japan-ASEAN Relations). ASEAN Foundation-Jakarta will be involved to the selection process of the speakers/panelists for the Japan-ASEAN Young Leaders Dialogue (provisional title), which is planned to be held in 2023.
- Strengthening the network and friendship between young diplomats from ASEAN and Japan, particularly in celebrating the 50th Anniversary of Japan - ASEAN Relations.
- Gaining the best candidates to be the speakers/panelists on Japan-ASEAN Young Leaders Dialogue in 2023.

(3) Targeted Participants

The target participants are from ASEAN and Japan

- Junior Diplomats, Ministry of Foreign Affairs.
- Approximately 5 (five) participants from each country (total 55 participants from ASEAN and Japan).

(4) Types of Deliverables

- Developing Workshop Modules

The training modules may include but are not limited to:

- ✓ Definition of leadership
 - ✓ Building personal leadership skill
 - ✓ Introducing different styles of leadership
 - ✓ Motivating, empowering and engaging others
 - ✓ Team building
 - ✓ Effective communication
 - ✓ Presentation skill
 - ✓ Problem solving skill, etc
- Organizing a 3-day online Leadership workshop, including tutorials for presentations developed by participants, and post-workshop questionnaires for evaluation
 - ✓ The consultant identifies and secure the appropriate lecturer(s)
 - ✓ The consultant the lecturers provide lectures based on the modules, and they also assess and give tutorials to the presentations made by participants (The final day)
 - Issue e-certificate to participants who successfully completed the workshop
 - ✓ This certifies that the participants are equipped with theory and practice of leadership skills.

(5) Target participants

The target participants are from ASEAN and Japan

- Junior Diplomats, Ministry of Foreign Affairs or equivalent ministries;
- Approximately 10-15 participants from each country.

(6) Expected outcome

- Create more engagement among the youths, in particular with existing youth platforms such as the ASEAN Young Entrepreneurs Council (AYEC), the ASEAN Young Entrepreneurs Association (AYEA), the ASEAN Young Entrepreneurs Club (AYWEC) etc.
- At the end of the training course, the participants will obtain the following Leadership skills;
 - ✓ formulate and implement effective leadership strategies;
 - ✓ develop the capabilities needed to increase team's work productivity;
 - ✓ increase engagement, creating a strong and united team;
 - ✓ improve leadership style;

- ✓ communication skills, mastering the art of public speaking, influence and conflict management; and
- ✓ Be more confident as the young leader and find new ways of influencing the teams.
- Identity possibilities of similar program activities can be conducted based on the inputs and suggestions from the participants.

(7) The contents of the Leadership Training Course

- The training modules may include but are not limited to:
 - Definition of leadership
 - Building personal leadership skill
 - Introducing different styles of leadership
 - Motivating, empowering and engaging others
 - Team building
 - Effective communication
 - Presentation skill
 - Problem solving skill, etc

5. Contact

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