



23 September 2025

Request for quotation (RFQ) – UK PACT Expert Deployment

RFQ title	Supporting the implementation of ASEAN Investment Framework for Haze-free Sustainable Land Management
RFQ issue date	23 September 2025
Project title	Supporting the implementation of ASEAN Investment Framework for Haze-free Sustainable Land Management
Close date and time	17 October 2025 (12:00 BST)
Details for submission	Expertdeployments@ukpact.co.uk

Palladium as the delivery partner for the Foreign, Commonwealth and Development Office (FCDO) funded UK Partnering for Accelerate Climate Transitions (UK PACT) programme invites you to submit a quotation for the services detailed in this RFQ.

Please forward your quote in accordance with the Details for Submission above by the Close Date and Time. This RFQ includes the following materials:

Schedule 1 – Terms of Reference

Schedule 2 – Instructions for submission

Schedule 3 – Terms and Conditions

Annex I – RFQ Response Form

Annex II – Budget and workplan template

We look forward to your response. If you have any questions, please do not hesitate to expertdeployments@ukpact.co.uk

Schedule 1 - Terms of Reference

1.1. Overview of requirements

Name of project	Supporting the implementation of ASEAN Investment Framework for Haze-free Sustainable Land Management
Country/region	ASEAN
Proposed start date	17/11/2025
Proposed end date	31/03/2026

1.2 Context and scope of work

Background

Large-scale land and forest fires regularly affect 30-50 million hectares of land in ASEAN (Global Environment Centre, 2024). Harmful land and forest fires in Southeast Asia have caused enormous human, environmental and economic damage in recent years. In addition to the negative impacts on biodiversity and ecosystem functions, fires have caused loss of human life and major health problems, disrupted livelihoods and adversely affected regional and national economies. Another major concern is the contribution of greenhouse gas emissions to the atmosphere in the form of transboundary haze, exacerbating the climate crisis we are facing right now. In response to the situation, the ASEAN Agreement on Transboundary Haze Pollution was signed by all ASEAN Member State (AMS) in 2002, followed by endorsement of several key guiding documents, including the ASEAN Haze-Free Roadmap (2023-2030), the ASEAN Peatland Management Strategy (2023-2030), and notably the ASEAN Investment Framework for Haze-Free Sustainable Land Management (AIF-HFLSM) in 2023 which aims to mobilise resources, facilitate investment, and foster partnerships for effectively achieving a haze-free region by the year 2030.

A multistakeholder approach has been the spirit of the Framework. With a set of clear objectives and outcomes until 2030, the framework needs to mobilise support and work together with other ASEAN mechanisms, as well as national and local actors. As guided by the Roadmap and APMS, AMS should further strengthen their national support system to achieve a haze-free region, this includes the development of a national investment plan to support implementation of their existing national action plans on peatlands, land degradation, and forest/land fire management. Cambodia and Lao PDR have expressed their need for support to develop their national investment plan to support the implementation of AIF-HFLSM and the ASEAN Haze-free Roadmap.

Objectives

Responding to the above specific need and to provide more comprehensive support for ASEAN, the Expert Deployment for the ASEAN Investment Framework for Haze-Free Sustainable will:

1. Conduct a dissemination event of AIF-HFLSM while raising awareness on the importance of developing an investment plan at the national level to support the implementation of the existing national peatland management plan, action plans on land degradation, and other national/sectoral/local plans/strategies related to haze-free sustainable land management. The event is for the whole ASEAN Member States and Timor-Leste audience.

2. Produce national investment plans for land/forest fire management, for Cambodia and Laos. Besides consulting closely with the relevant national governments and key stakeholders at national level, the selected team of expert can also discuss with global stakeholders *e.g.* British International Investment, Global Innovation Fund to gather insights on some investment planning.
3. Build the capacity of relevant AMS to use this plan for accessing funding from multilateral climate funds such as the Global Environment Facility and the Green Climate Fund – with close coordination with the recently granted ASEAN-UK Green Transition Fund project on WP. 1.2 that supports capacity building on strengthening climate governance, nature protection and energy transition. The event is for the whole ASEAN Member States and Timor-Leste audience
4. Following the training, support the preparation of a final draft of the multi-country proposal of ASEAN to be submitted by the lead country to one of the multilateral climate funds.

Linkage with ASEAN-UK GTF Theory of Change: In supporting the implementation plan of AIF-HFLSM, through the four main activities above, the ASEAN-UK Green Transition Fund would like ASEAN to strengthen effective partnerships that enable action-oriented convening and influencing on climate action. The underlined output will contribute to the intermediate outcomes of the ASEAN-UK Green Transition Fund on:

- Availability of evidence-informed models to implement inclusive and resilient climate solutions across ASEAN,
- Improved collaboration and coordination between ASEAN Member States that support replication (further adaptation and adoption) for climate action across ASEAN.

The parameters above are required to be monitored closely, becoming the assessment criteria for the deliverable’s sign-off.

Linkage with AIF-HFLSM

The stated objectives above are in support of the following strategies of AIF-HFLSM

AIF HFSLM Objectives	AIF-HFSLM Strategies	Key stakeholders
4) To integrate fire and haze prevention into sustainable finance frameworks	<p>Strategy 4.1. Restrict or stop finance to sectors and actions that contribute to land degradation and fires</p> <p>Strategy 4.2. Scale-up financing for hazefree sustainable land management from the government, the private sector and the global community</p>	<ul style="list-style-type: none"> • Central Banks • Private sector finance • Sovereign Wealth funds • Investors • ASEAN Working Groups on Finance • International Finance Institutions (ADB, World Bank, IFAD) • Climate, biodiversity and land degradation finance mechanisms

<p>5) To enhance policy and governance and strengthen capacity and awareness for HFSLM in ASEAN</p>	<p>Strategy 5.1. Strengthen regional, national and local capacity and awareness on hazefree sustainable land management</p>	<ul style="list-style-type: none"> • Ministries of agriculture, commodities, natural resources, rural development and the environment • Related ASEAN Institutions and mechanisms • ASEAN Development Partners • Civil Society and private sector partners
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1.3 Outputs and timelines

Activities

Workstream 1: National investment framework in selected AMS (October 2025 – February 2026)

The team of experts is expected to perform both desktop research and interviews with key actors at the national and regional ASEAN policy level to come up with a solid draft of the national investment plan for Cambodia and Lao PDR. Some consultative events need to be prepared to finalise the drafts with national stakeholders and the attendance of some regional ASEAN representatives. There needs to be at least 2 consultation workshops to discuss the draft of the national investment plan for each selected country (Cambodia and Laos); one initial consultation that is conducted together with the dissemination event, while another one is when the final draft is ready. The team of experts must ensure the quality of both technical content and the availability of logistics until the conclusion of the national investment framework.

Workstream 2: Dissemination event of AIF-HFSLM

The supplier is expected to conduct a dissemination event that shares information about AIF-HFSLM and shows how the ASEAN investment framework can be a reference to develop a national investment framework. Discussion materials and interactions should cover how such an investment plan is compiled in consideration of the existing national peatland management plan, action plans on land degradation, nationally determined contributions, and other relevant strategies. The event can be conducted back-to-back with one of the national investment frameworks' final consultative events. The supplier needs to prepare both the technical content and the logistics of the event.

The team of experts will work closely with and align with the guidance from the ASEAN Task Force on Peatlands (ATFP) and the ASEAN Ad-hoc Task Force on ASEAN Investment Framework for Haze-Free Sustainable Land Management (ATA) members, Committee on ASEAN Agreement on Transboundary Haze Pollution (COM).

Workstream 3: Capacity building on accessing funding from multilateral climate funds (October 2025; February 2026)

The team of experts needs to prepare and contribute some capacity-building materials to the training with customised input on the AIF-HFSLM. During the preparation of the event, maintain close coordination with the recently granted project of the ASEAN-UK Green Transition Fund that focuses on supporting capacity building on strengthening climate governance, nature protection and energy transition – collaboration is to be introduced by the ASEAN-UK Green Transition Fund team. One concrete output of the capacity building is the final draft of the proposal to support the implementation of the regional and national investment plan that is ready for submission to the multilateral climate fund.

The team of experts will work closely with and align with the guidance from the ASEAN Task Force on Peatlands (ATFP) and the ASEAN Ad-hoc Task Force on ASEAN Investment Framework for Haze-Free Sustainable Land Management (ATA) members, Committee on ASEAN Agreement on Transboundary Haze Pollution (COM).

Targeted participants

- National stakeholders in the selected AMS, i.e. Cambodia and Laos (estimated number of national stakeholders to be invited in each event: 50 people)
- Regional stakeholders of the ASEAN Task Force on Peatlands and ASEAN Ad-hoc Task Force on ASEAN Investment Framework for Haze-Free Sustainable Land Management, e.g. ASEAN Secretariat, National Focal Points, Implementing Partners that support the work of the task forces, etc. (estimated number of regional stakeholders to be invited to the event: 25 people)

The supplier is expected to complete GEDSI training, develop a GEDSI Action Plan, and integrate GEDSI into all activities. The selection of participants will follow UK-PACT GEDSI principles. The supplier will ensure a balanced participation of women, men, people with disabilities (if any), men and women of different power balances, and representatives of vulnerable and indigenous people (if any).

Output	Description	Deliverable due	Acceptance criteria/sign-off
Workstream 1			
1.1. Consultative workshops with related stakeholders	Two consultative events to discuss the prepared drafts of national investment plans (in 2 countries)	End of Dec 2025 (30 Dec 2025) End of February 2026 (27 Feb 2026)	Two consultative workshops report with participation from national stakeholders, which include their inputs informing the investment plans. (one report per AMS)
1.2. National investment plans for Cambodia and Lao	Final draft and final documents of investment plans (for 2 countries)	Final draft: 30 March 2026	Two finalised drafts of investment plans that are aligned with AIF-HFSLM and other relevant national plans, reviewed by stakeholders and demonstrate potential for

			adoption and adaptation (one plan per AMS)
Workstream 2			
2.1. A dissemination event on the ASEAN Investment Framework for Haze-Free Sustainable Land Management	Peer-to-peer learning event for ASEAN on understanding the rationale behind its investment plan and how to come up with a national action plan in consideration of various national plans i.e. peatland management plan, action plans on land degradation, nationally determined contributions, and other relevant strategies	End of Dec 2025 (30 Dec 2025)	Learning event report, which includes documentation of shared practices and models and participants' feedback, which shows improved understanding and collaboration
Workstream 3			
3.1. Capacity building on accessing funding from multilateral climate funds	Provide professional working time to be resource persons for the training that is jointly prepared and conducted with WP1.2.	End of Dec 2025 (30 Dec 2025)	Training materials tailored to the AIF-HFLSM context. Participant scorecard on their improved capacity to access the climate finance mechanism included in the training report.
3.2. Input to the shaping and review of at least one final draft of proposal on behalf of ASEAN to support the implementation of regional and national investment plan on haze-free sustainable land management be submitted to any multilateral climate funds to support	Provide professional working time to lead the preparation and drafting of a multi-country proposal on behalf of ASEAN to one of the multilateral climate funds	End of Mar 2026 (31 Mar 2026)	Final draft of the proposal on behalf of ASEAN is ready for submission

1.4 Required expert qualifications and experience

A team of technical experts and project management support should be suggested in proposals, with CVs provided (max of two-pages per CV). It is estimated that 8 personnels will be required to deliver

the scope of work including project management, event management and logistics, communication and strong technical expertise.

Bidders are welcome to propose alternate structures, but the proposed team should cover at a minimum the following criteria.

- The team is based in Southeast Asia with a strong presence in ASEAN and a connection with the governments of Cambodia and Laos
- Explicit inquiry for the team to include a national consultant in expectation to communicate in the national languages of Cambodia and Laos for an easy process of conducting desktop research on national policies
- Proven familiarity with current discussions on peatland management and ASEAN haze-free sustainable lands management in ASEAN
- In-depth understanding of linkages between policy dynamics happening on the ground
- Experience in delivering end-to-end training programmes for public officials in ASEAN on climate-related topics, including both online and in-person formats, from conducting, reporting, and communicating the events to the public, including:
 - Supporting in learning curriculum and agenda development of the events
 - Supporting administrative tasks, such as participants' travel arrangements, accommodation, and reimbursement processes
 - Creating and managing communication products, including briefing packs, websites, and social media posts
 - Providing support for both technical and logistical aspects of event planning, such as printing, venue sourcing, and translation service sourcing
- Strong expertise in putting together and submitting proposals to multi-country climate funds on the topic of landscape management in Southeast Asia
- The team is expected to demonstrate a commitment to mainstreaming GEDSI.

1.5 Reporting

Alongside the project-specific reporting outlined in the output section and below, the supplier will also be required to align with the UK PACT programme monitoring and reporting governance framework, which includes:

- Monthly progress reporting on outputs.
- A full project completion report, summarising project achievements, any lessons learned through delivery, including progress and learnings on GEDSI, and any recommendations for future action.
- Participation in fund-wide communities of practice for results and lessons sharing, including provision of input for possible case studies.



In line with the UK PACT's GEDSI strategy, all projects are expected to complete a GEDSI training and develop a GEDSI Action Plan with the support of the Fund's GEDSI expert. Progress reports should include updates on progress towards the GEDSI Action Plan.

To report against standard UK PACT indicators, the supplier will also need to collect, and report disaggregated data on the organisations and individuals participating in workshops and training. Disaggregation should cover gender as a minimum and include age, disability, geography, and other social characteristics where feasible. As applicable, the supplier may also be asked to accomplish indicator-specific baseline and reporting tools such as for assessing institutional capacity.

1.6 Budget and contracting

The maximum budget is GBP 205,000 which must include personnel and expenses and be inclusive of all applicable local taxes, insurances, superannuation, non-working days and all other overheads and expenses of whatsoever nature that may be incurred. Where applicable, UK VAT may be charged by the supplier in addition to the Total Agreement Sum.

The supplier must provide a breakdown of budgeted personnel and expenses using Annex II.

Expenses should cover workshop and conference logistics, venue, any interpretation & translation services, travel & accommodations of delivery team, as well as participants.

Please note that the selected supplier will also be responsible for arranging and organising the travel and accommodation, venues and packages for all workshops and stakeholder engagement sessions. Managing these logistical aspects is a component of the service expected.

The successful supplier having passed the requisite due diligence checks will enter into a subcontractor agreement with Palladium for the delivery of these services on a time and materials basis. The agreement will include a milestone payment structure with 30% of personnel fees withheld against agreed deliverables. The exact milestone structure will be agreed between both parties during contract mobilisation.

The supplier will submit a monthly invoice, forecast and progress update.

Schedule 2 – Instructions for submission

2.1 Submission process

Timeline

Stage	Date
1. Terms of Reference (ToR) and application process launched	23/09/2025
2. Date for confirmation of intention to bid	06/10/2025
3. Deadline for receipt of clarification questions	06/10/2025
4. Deadline for submission of applications	17/10/2025
5. Applicants notified of project selection	24/10/2025
6. Due diligence complete	10/11/2025
7. Agreement signature	17/11/2025

Applicant guidance

Interested suppliers should complete and submit the below documents to expertdeployments@ukpact.co.uk with the subject line: **RFQ Submission – [Supplier name] ASEAN Low Carbon Urban Transport**

- **RFQ Response form**
- **Budget and Workplan Template**
- **CVs of key experts or personnel** (max two pages per CV)

Please note the following key dates:

- **Expression of interest:** 06/10/2025 (12:00 BST) – express your (non-binding) interest in bidding and receiving tender updates by emailing expertdeployments@ukpact.co.uk
- **Deadline for Queries:** 06/10/2025 (12:00 BST)
- **Submission Deadline:** 17/10/2025 (12:00 BST)

2.2 Evaluation criteria

Criteria	Category	Weighting
Technical	Approach and methodology	30%
	Personnel	50%
Commercial	Competitiveness of the supplier's personnel cost	20%
Total		100%

2.2.1 Technical evaluation

The technical criteria will be evaluated by the procurement panel using the scale detailed below:

Score	Description
5 (Excellent)	Demonstrates an expert understanding of the project and proposes excellent and accurate solutions which address all requirements, and which are innovative where appropriate. Responses are excellently tailored to the context in all aspects. The level of detail and quality of information provides the highest degree of confidence in the ability to deliver.
4 (Very Good)	Demonstrates a very good understanding of the topic relating to delivery of the project. Responses are relevantly tailored to the context in the majority of aspects. There is sufficient detail and quality of information to give a strong level of confidence that they will deliver.
3 (Good)	Demonstrates a good understanding of the topic relating to the delivery of the project. Responses are reasonably tailored to the context for many of the aspects. There is a good level of detail and quality to give a good level of confidence that they will deliver.
2 (Satisfactory)	Demonstrates a satisfactory understanding of the topic relating to delivery of the project. Some appetite to tailor to context where required. Provides a limited level of detail and the quality of information provided gives only some level of confidence that they will be able to deliver satisfactorily.
1 (Unsatisfactory)	Demonstrates a poor understanding of the topic relating to delivery of the project. Poor tailoring to the context where this is required. Generally, an unsatisfactory and a low level of quality information and detail, leading to a low level of confidence that they will deliver.
0 (Fail)	Failure to address the material requirements of the project. No tailoring of responses to meet the context. No quality responses providing no confidence that they will deliver.

2.2.2 Commercial evaluation

The commercial evaluation will be conducted using the total cost quoted in the Schedule III - Budget and Workplan (Cell V15 of “Budget Summary” sheet).

Supplier scores will be calculated relative to the lowest price supplier using the formula below:

$$((\text{Cost of lowest price supplier} / \text{cost of supplier}) * \text{price weighting } 20\%)$$

Where required, a Best and Final Offer process may be used to differentiate between suppliers of equal scoring.



Terms and Conditions

- 1. Quote conditions**

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in GBP.
- 2. Quote Lodgement**

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.
- 3. Evaluation**

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.
- 4. Alterations**

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.
- 5. The Company's Rights**

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers
- 6. Amendments and Queries**

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties. Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.
- 7. Clarification**

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.
- 8. Confidentiality**

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote. The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process
- 9. Alternatives**

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.
- 10. Reference Material**

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.
- 11. Price Basis**

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price. The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for Services.
- 12. Financial Information**

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Services over the term of any agreement. If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.
- 13. Referees**

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.
- 14. Conflict of interest**

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).
- 15. Inconsistencies**

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:
(a) these Terms and Conditions;
(b) the first page of this RFQ; and
(c) the Schedule so that the provision in the higher ranked document will prevail to the extent of the inconsistency.
- 16. Collusion and Unlawful Inducements**

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process. Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration. Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.
- 17. Jurisdiction**

This Agreement shall be subject to the laws of the Jurisdiction. The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such



arbitration as the final adjudication of any such dispute. The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

If your quote is successful, you will be required to enter into the Company's standard contract for the types of services being provided. In the provision of the Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ. If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.