**Request For Proposal**

**□ Project Title: ASEM Eco-innovation Index 2016**

**□ Project Amount: 100,000,000 Won** (max bidding amount)

**□ Project Period: contract ~ November 30th, 2016**

**□ Project Summary**

* **Improving ASEI Indicators and Diversifying the Analysis**
* Revising and replacing developed ASEI indicators
* Updating ASEI 2016 for 51 ASEM Member Countries, improving qualitative policy analysis of each country

(research on national development plans, laws and guidelines for economic and environmental plans including energy and climate change, case study on SMEs that are implementing eco-innovation)

* Collecting reliable data on ASEI indicators
* **Linking ASEI with UN Sustainable Development Goals (SDGs)**
* Review ASEI indicators to match and link with selected SDGs to use as monitoring tool to measure SDGs achievements for Asia-Europe
* Explain elements of ASEI and SDGs to show relationship and make connections between two frameworks
* **Establishing Networks with International Organizations and Institutes for Co-publication**
* Contact and establish network with international organization and institutes that have reliability in research capacity in eco-innovation to co-publish ASEI reports

(ie: Integration and co-research with EU Eco-Innovation Observatory’s Eco-Innovation Scoreboard and other Asia-Europe organizations/institutes)

* Designation of country researcher in the ASEM country to collect data on eco-innovation and evaluate the analysis on countries’ situation, followed by co-publication of the country case study reports
* **ASEI Report Publication and Promotion**
* Publication of ASEI Report (English/Korean), and global promotions on the research

(Especially, active promotion to make ASEI monitoring tool for SDGs monitoring in Asia-Europe countries)

* ASEI Presentation at the global conferences and forums, assistance in ASEIC organized events and seminars

**Project Description**

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| **Improving ASEI Indicators and Diversifying the Analysis** |

**□ ASEI Analysis Improvement**

* ASEI assessment and update on 51 Member Countries of ASEM for 2016, with complementary research on national policy and status

**(**research on national development plans, laws and guidelines for economic and environmental plans including energy and climate change, case study on SMEs that are implementing eco-innovation)

* Making policy recommendation for each country through national assessment on eco-innovation promoting policies with drivers and barriers of eco-innovation
* Present the result with diverse aspects to compare each countries situation to help understand ASEM countries, and provide basic research to establish eco-innovation policy and strategy
* Figure out basic causes and elements of eco-innovation, determine drivers for SME’s eco-innovation with future implications on the way forward

**□ Improvement of Analysis Framework and Indicators**

* Review developed framework and indicators of ASEI, and come up with ways to improve the analysis
* Assessment of developed ASEI indicators and data, expand the use of reliable data

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| **Linking ASEI with UN Sustainable Development Goals (SDGs)** |

**□ Linking ASEI with UN SDGs**

* Develop ASEI indicators to be a monitoring tool for achieving UN SDGs (Sustainable Development Goals)
* Analyze current discussions and status on SDG monitoring to come up with ways to match ASEI with SDGs, showing the relationship between two frameworks.

(especially, chose focused goals (ie: Goal 12 Sustainable Consumption and Production) to connect with ASEI)

* Figure out current development status and issues on SDG monitoring in UN organizations (ie: UN Statistics Division, UNESCAP, UNDP) to come up with ways ASEI could be used
* Develop ways ASEI can be used for SDG monitoring in Asia and Europe, and active collaboration and promotion to related organizations

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| **Establishing Networks with International Organizations and Institutes for Co-publications** |

**□ Establish Network with Organizations and Institutes**

* Making network with International Organizations and Institutes that have capacity on environmental research and index development, to co-research ASEI and cooperate
* Making local experts contact on country’s Index measurement and policy analysis for reliable evaluation
* Making a pool of advisory experts who can advise the research (domestic and international) to incorporate advice and report the process to ASEIC

**□ Compile basic data on Eco-innovation and conduct co-research**

* Collecting basic data and compiling information on eco-innovation in one of each European and Asian countries

(Discuss with ASEIC for choosing partners in research)

* Find and designate local expert in chosen country to analyze and evaluate research and co-publish research outcome
* Collaborative research with other organizations which already have developed index research

(Review EU’s Eco-Innovation Scoreboard to come up with ways to co-publish ASEI research)

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| **ASEI Report Publication and Promotion** |

**□ Publication of Reports**

* Publication of ASEI Report (English/Korean) with materials on the analysis framework and indicators, relevant data
* Publication of Country Case Study Reports (English/Korean)

**□ Results and Promotion**

* Global promotions on the research

(Especially, active promotion to make ASEI monitoring tool for SDGs monitoring in Asia-Europe countries)

- ASEI Presentation at the global conferences and forums, assistance in ASEIC organized events and seminars

**Project Execution Method**

* **Outcome and Validation**
* The Contractor shall submit a project initiation document (or a project implementation plan) to ASEIC and hold a post-award conference within fourteen days from the day the contract was awarded.
* The Contractor shall submit monthly reports on the last week of each month, a mid-term report after a mid-term review and hold a final meeting after a final review. The date of the final meeting shall be decided after consulting with ASEIC.
  + The Contractor shall submit the required documents within deadlines. The number of the copies to be submitted can be agreed by both parties.

* Validation shall be conducted based on the final meeting and the final outcome (a project completion report).
* **Project Evaluation and Payment of Remainder**

* The Contractor shall prepare and submit the project completion report (in the attached format) on the completed consulting service rendered to ASEIC.
* ASEIC conducts a final evaluation conference based on the submitted final report and the validation results. The Contractor shall fully participate in the conference in a faithful manner.
* Remaining contract amount shall be paid to the Contractor for the projects of which successful completion are verified after the final evaluation conference.

* **Confidentiality**

* The Contractor shall prepare and submit non-disclosure and confidentiality agreements signed by all participants to the project and their identity verification documents along with the project initiation documents. The Contractor shall also establish and report measures to maintain confidentiality.
* The Contractor, whether pre or post-project, shall not own, copy, disclose or reveal any information it acquired in connection with the project without the approval of ASEIC.
* The project manager shall ensure that any research and analysis materials used to execute the project are not disclosed or used for purposes other than the project.
* The Contractor shall carry out measures that are required for confidentiality pursuant to ASEIC’s confidentiality and non-disclosure regulations.
* In case where participants to the project violate the non-disclosure agreement, ASEIC can request that the participants be changed. The Contractor shall accept such requests.
* When the participants are changed, the predecessor’s work shall be completely handed over to the successor. The project manager can be replaced only with the prior approval of ASEIC.
* The Contractor shall ensure perfect confidentiality. If damage is caused to ASEIC due to Contractor’s lack of confidentiality measures or breach of confidentiality obligations, it shall compensate ASEIC for the damage.
* **Intellectual Property and Confidentiality**

* In case where ASEIC is sued for damage claims as a result of the Contractor’s breach of intellectual property of a third party in the process of executing the project, the Contractor is responsible for settlement with the plaintiff.
* The Contractor shall abide by confidentiality policies and regulations of ASEIC and shall not disclose or reveal any information it acquired in connection with the project. The Contractor holds civil and criminal responsibilities that may arise from its breach of confidentiality.
* Any contents used to publicize ASEIC projects or ASEIC’s previous project cases are intellectual property of ASEIC. Therefore distinctive logo of ASEIC shall be used during the project period while the Contractor’s name cannot be used in any materials such as banners, reports, booklets or manuals.
* The Contractor is responsible for any safety hazards that may occur during the project and expenses that may arise from administrative or technical issues.

* **Obligations of the Contractor**

* The Contractor shall peruse and review all the contract documents including this agreement and consult with ASEIC for any questions it might have before entering into the contract. The Contractor shall comply with ASEIC’s interpretation and relevant regulations after signing the contract.
* In case of Contractor's defective performance or material breach of the contract, ASEIC can request that remedies are made by a set-deadline. If the remedies are not made by the deadline, ASEIC can terminate the contract without any compensation to the Contractor. The Contractor shall compensate for any damages caused to ASEIC due to the termination of the contract.

* **Revising the Project and the Contract**

* The project period can be changed for the following reasons with the approval of ASEIC.
  + Substantial changes to the project occurring due to changes to the plan or policy of ASEIC
  + Unavoidable events occurring due to matters that were not expected in the project planning phase
  + Other unavoidable reasons including Force Majeure

* Minor tasks that are necessary for the project but omitted from the proposal or the task order shall be undertaken at the expense of the Contractor without revising the contract.
* Whole or part of this project as well as principal of this contract can be changed for unavoidable reasons such as changes to the policies of ASEIC.
* Whole or part of the contract can be changed for unavoidable reasons such as changes in the policies of ASEIC.

* **Others**

* Detailed procedures and strategies to carry out tasks in this request for proposal shall be established based on the project proposal. However the Contractor shall discuss such matters with ASEIC.
* ASEIC, when necessary, can revise the procedures and the tasks described in the documents submitted by the Contractor within the budget.
* The Contractor shall carry out all the tasks that are deemed by ASEIC to be necessary for the project even if such tasks are not listed in the task order.
* When the Contractor fails to execute the project in compliance with this agreement, ASEIC shall request for remedies once. If the Contractor fails to make corrections, ASEIC can cancel the contract, refuse to pay progress payments and ban the Contractor from participating in other projects where the government is a party.
* The term of the contract amount payment is 50% advance payment and 50% remainder payment.
* The advance payment shall be made upon the request of the Contractor after it has submitted a project initiation document. The payment shall be in compliance with ASEIC’s regulation on advance payment of which may require submission of a guarantee insurance policy.

* The staffs and professionals participating to the project can be changed if necessary; however, any changes to the key personnel require the approval of ASEIC.

* The Contractor and ASEIC shall discuss over the terms for which both parties have different interpretations. However, when the two parties fail to reach an agreement, ASEIC’s interpretation supersedes.
* The Contractor shall provide continuous consulting and relevant information on the project outcome even in the post-project period.
* Any information and materials used for this project shall be well-grounded and objectively acknowledged. The sources of the information and materials shall be cited.
* The Contractor shall use the most up-to-date information and materials in a manner that does not breach relevant regulations.