



Call for Proposals

Evaluation of ASEM InfoBoard (www.ASEMinfoboard.org)

Overview

The Asia-Europe Foundation (ASEF) is the administrator of the ASEM InfoBoard, the official information platform of the Asia-Europe Meeting (ASEM)¹. The aim of the website is to:

- compile information related to ASEM activities
- establish an “information reception desk”; and
- disseminate updated information.

Call for Proposals

ASEF is seeking a web consulting company to undertake an evaluation of the ASEM InfoBoard with a view to:

- Evaluating the impact of the project in promoting awareness and understanding of the ASEM Process
- Assessing the results and strengths of ASEM InfoBoard’s archive, recipient, and dissemination functions, and
- Providing recommendations for ASEM InfoBoard’s future redesign and redevelopment

The evaluation is planned to start in June 2017 and be finalised by August 2017. For details of the scope of the evaluation, please refer to the Project Brief.

Candidate Requirements

- Citizens of an ASEM partner country (for individual evaluators) and/or companies located in an ASEM partner country (for consultancy companies)
- Expertise in web technologies and evaluation tools
- Experience in conducting research, designing and conducting evaluations of websites
- Experience in report writing required
- Familiarity with the Asia-Europe Meeting (ASEM) process and Asia-Europe relations in general
- Experience in working for inter-governmental organisations and/or NGOs would be a plus.

¹ The **Asia-Europe Meeting (ASEM)** is an intergovernmental process established in 1996 to foster dialogue and cooperation between Asia and Europe. ASEM brings together 53 partners (30 European and 21 Asian countries, the European Union, and the ASEAN Secretariat).

The 53 ASEM partners are Australia, Austria, Bangladesh, Belgium, Brunei Darussalam, Bulgaria, Cambodia, China, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Kazakhstan, Korea, the Lao PDR, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, the Netherlands, New Zealand, Norway, Pakistan, the Philippines, Poland, Portugal, Romania, the Russian Federation, Singapore, Slovakia, Slovenia, Spain, Sweden, Switzerland, Thailand, the United Kingdom, Viet Nam, the European Union, and the ASEAN Secretariat. For more information, please visit www.ASEMinfoboard.org

Expressions of Interest

Expressions of Interest (Eols) should consist of

1. Cover letter expressing interest in participating in the evaluation of ASEM InfoBoard (www.ASEMinfoboard.org) and confirming that the information submitted in the Eol dossier is "true and correct".
2. CV for individual evaluators and profile for companies (The profile of key staff undertaking the work must be included.). Relevant experience must be highlighted, as also the nationality of proposed evaluators and the country of incorporation for companies.
3. Evaluation proposal, with the details of the objectives, methodology, deliverables and timelines for the proposed evaluation (no more than 3 pages). It must be clearly stated what the objectives of the evaluation proposal are, how the objectives will be met, their relevance in the context of the objectives of the Call. The proposal must be detailed and concise.
4. Quotation with your proposed fee (please indicate in base currency and equivalent Singapore Dollars)
5. The Eol must be submitted as a single PDF document (no more than 1 MB) and the file name must indicate the name of individual evaluator or the company.
6. Contact details (email and phone with international dialling code) of the individual evaluator. For companies, the name, designation and contact details of the designated contact must be included.
7. All documents must be in English.

Deadline

The Eol should be emailed to the ASEM InfoBoard Administrator (admin@ASEMinfoboard.org) with "Eol for ASEM InfoBoard evaluation" in the subject line. Eols must be received by Friday, 9 June 2017.