



**TERMS OF REFERENCE (TOR) FOR
CONSULTANT
INSTITUTIONAL EXPERT SERVICE – ACCELERATOR**

**PROJECT NAME:
“ENHANCEMENT OF CLEAN ENERGY TECHNOLOGY ECOSYSTEM
AND ITS CONNECTIVITY IN ASEAN”**

**DEADLINE:
3 March 2025**



PROJECT NAME

Enhancement of Clean Energy Technology Ecosystem and Its Connectivity in ASEAN

POST TITLE

Institutional Expert Service – Accelerator

BACKGROUND

The ASEAN Centre for Energy (ACE) is an intergovernmental organisation that independently represents the 10 ASEAN Member States' (AMS) interests in the energy sector. The Centre serves as a catalyst for the economic growth and integration of the ASEAN region by initiating and facilitating multilateral collaborations as well as joint and collective activities on energy. It is guided by a Governing Council composed of Senior Officials on Energy from each AMS and a representative from the ASEAN Secretariat as an ex-officio member. Hosted by the Ministry of Energy and Mineral Resources of Indonesia, ACE office is located in Jakarta.

The Enhancement of Clean Energy Technology Ecosystem and Connectivity in ASEAN Project aims to scale transformative energy-climate solutions by fostering investments and business growth within the cleantech innovation and entrepreneurship ecosystem (CIEE) across ASEAN Member States (AMS). This initiative contributes to the AMS goals of achieving energy security, accessibility, affordability, and sustainability while advancing global climate targets and the Sustainable Development Goal (SDG) 7: Affordable and Clean Energy and SDG 13: Climate Action.

The project supports the transition toward a sustainable, clean energy system within ASEAN. By promoting the development and commercial expansion of cleantech businesses, the project further contributes to the implementation of the ASEAN Economic Community Blueprint 2025. The initiatives also support climate tech solutions with the potential to contribute to the region's adaptation and resilience to impacts of climate change, with a focus on clean energy for adaptation solutions.

Part of the efforts to fulfil its function as a regional centre of excellence that builds a coherent, coordinated, focused and robust energy policy agenda and strategy for ASEAN, ACE conducts joint studies, policy dialogues and capacity buildings for ASEAN Member States to support the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2016-2025.

This project aligns with the APAEC Phase II: 2016-2025, particularly the Energy Efficiency and Conservation (EE&C) Programme Area Outcome-Based Strategy (OBS) 2: Enhance Participation of Private Sector and Financial Institutions including Energy Service Companies (ESCOs) and Clusters for EE&C promotion. The project could also contribute to the Renewable Energy Programme Area OBS 6: Enhance the ASEAN RE Information and Training Centre and Regional Energy Policy and Planning Programme Area OBS 5: Attract Investment and Financing to Accelerate ASEAN's Energy Infrastructure Growth.

The project's primary beneficiaries are Micro, Small, and Medium Enterprises (MSMEs) across AMS, with a target of engaging 40% women-led businesses to address gender gaps. MSMEs and start-ups are central to ASEAN's economy, serving as innovation drivers; however, they



face constraints, such as limited access to finance, knowledge, and technology. These constraints are reflected in AMS rankings in the Global Innovation and Competitiveness Indices. Accelerating cleantech innovation and entrepreneurship is essential to address these challenges and foster sustainable energy solutions in ASEAN.

The project also engages ASEAN EE&C Focal Points in a collaborative network, linking government, enterprises, and accelerators across AMS and Japan. Additional beneficiaries include regional energy policymakers, who will gain insights from diverse entrepreneurial experiences to inform MSME policies in the cleantech sector, as well as academia, which will participate in consultations and analyses. The general public will ultimately benefit from the climate-resilient solutions emerging from the strengthened CIEE.

In addition, the project will benefit from ongoing intervention by the United Nations Industrial Development Organization (UNIDO), which launched its Innovation Acceleration Programme in 2013, funded by the Global Environment Facility. UNIDO currently implements phase 2 of the programme covering around 15 countries, including AMS countries, i.e., Cambodia, Indonesia, and Viet Nam. UNIDO will be partnering with the ACE as the Implementing Agency and ensuring its active engagement with the project providing advisory services as well as effective and efficient interventions across the designated project activities leveraging its expertise and experiences accumulated through the UNIDO's Innovation Acceleration Programme and linking them to the project, for example, by sharing existing tools and methodologies, guidebooks and other materials for the project to adjust and adopt as necessary to operationalise the accelerator program.

This project will deliver three primary outputs across distinct areas: (1) capacity building and technical knowledge enhancement for cleantech MSMEs and startups; (2) policy and institutional support to foster an enabling environment for cleantech entrepreneurship within ASEAN Member States (AMS); and (3) strengthened linkages and partnerships within the cleantech innovation and entrepreneurial ecosystem (CIEE), involving governments, enterprises, institutions, and accelerator alumni within AMS and extending to Japan.

ACE is seeking an **experienced institution** to organise the ASEAN Accelerator Programme, which is designed for cleantech MSMEs and startups in energy efficiency and renewable energy sectors. This project is supported by the Japan-ASEAN Integration Fund (JAIF).

OBJECTIVE AND OUTCOMES

The primary objective of this consultancy is to establish and operationalise the ASEAN Accelerator programme, in collaboration with ACE and United Nations Industrial Development Organization (UNIDO). The expected outcomes are capacity building and technical knowledge development to enhance the scalability of cleantech MSMEs or startups in the energy sector.

SCOPE OF THE STUDY

The technical service is provided for organising the ASEAN Accelerator Programme. This will include designing and organising a series of activities:

- 1) **Pre-Accelerator** programme to develop initial concepts and formation of early-stage entrepreneurs.



2) **Accelerator** programme to conduct calls for application and screening to select participants, provide mentoring and training support, judging and selection of finalists, as well as awarding and announcement of winners.

3) **Advanced Accelerator** programme to support business growth and commercialisation support, including through business matchmaking and regional investment facilitation event.

TASKS TO BE UNDERTAKEN

A. Pre-Accelerator

1. Technical support on guideline development
 - a. Provide technical advice on adopting methodologies, tools, training systems, and guidebook, for operationalising the AMS accelerator including for Pre-Acceleration and ASEAN Accelerator Programme, adopted from the UNIDO's Innovation Acceleration Programme. UNIDO will develop accelerator guidebooks that outline a comprehensive operational plan encompassing the various phases of the project, including the pre-accelerator, accelerator, and advanced accelerator stages. The Accelerator Institutional Expert will offer technical expertise and advisory support to adopt these guidelines into detailed methodologies and training materials.
2. Conduct Pre-Acceleration online workshop
 - a. Design the concept and agenda of the pre-acceleration online workshop, including interactive formats such as hackathons, start-up camps, or mini competitions, ensuring gender-responsive strategies.
 - b. Identify at least 120 startups in energy efficiency and renewable energy sectors, and categorise their products to align with the objectives of the Accelerator Programme.
 - c. Invite various stakeholders, such as entrepreneurs, government, institutions, and accelerator alumni.
 - d. Organise the Pre-acceleration online workshop and prepare all necessary materials. This online workshop will be supported by ACE's platform and ICT team.
3. Conduct online training and certification for cleantech experts (trainers, mentors, judges), ensuring at least 40% women experts
 - a. Develop a detailed syllabus for the training and certification of cleantech innovation and entrepreneurship experts (trainers, mentors, judges), in collaboration with ACE and UNIDO.
 - b. Develop gender-responsive training and certification materials, in collaboration with UNIDO. The materials include the course introduction, objectives, outlines, training slides, worksheets/templates, course notes, and exercises.
 - c. Develop guidelines for the methods for assessing and certifying the mentors and trainers, including the Selection Criteria for trainers, Assessment Criteria documented for certifying/qualifying Trainers, and Certificate designs.
 - d. Develop detailed Terms of Requirements (TOR) to select cleantech innovation and entrepreneurship experts, consisting of 5 trainers, 10 mentors, and 5 judges, ensuring at least 40% women experts. Applicant assessment will be conducted with ACE.



- e. Conduct online training certification for trainers with a duration of at least 1 hour. This online training will be supported by ACE's platform and ICT team.
- f. Conduct online training and certification for mentors with a duration of at least 1 hour. This online training will be supported by ACE's platform and ICT team.
- g. Conduct two online training and certification for judges with a duration of at least 1 hour for each. One training session before competition round 1 and another session before round 2 or 3. This online training will be supported by ACE's platform and ICT team.

B. Accelerator Programme

1. Develop detailed concept and implementation plan for a competition-based ASEAN Accelerator Programme, including webinar training series, mentoring sessions, and the final judging event.
2. Identify suitable participants from the Pre-Acceleration event and other potential startups or MSMEs in energy efficiency and renewable energy sectors.
3. Develop gender-responsive syllabus or curriculum which specifies and outlines the coursework of the training system for cleantech startups or MSMEs, in collaboration with ACE and UNIDO. The training materials include course introduction, objectives, outlines, training slides, worksheets/templates, course notes, and exercises.
4. Develop Terms of Reference (TOR) for the applications of the ASEAN Accelerator Programme, targeting cleantech start-ups and MSMEs in energy efficiency and renewable energy sectors. The TOR includes gender-responsive strategies to ensure at least 40% women-led businesses.
5. Shortlist applicants into 30 potential participants to join the ASEAN Accelerator Programme.
6. Conduct webinar training series for accelerator participants, covering elements of the business model. This webinar training will be supported by ACE's platform and ICT team.
7. Organise at least 3 times mentoring sessions by the mentors, to provide inputs and guidance for accelerator participants. The online mentoring sessions will be supported by ACE's platform and ICT team.
8. Organise the final pitching and judging event to find the winner of the ASEAN Accelerator programme. The budget for the final judging event is excluded from the fee for the Institutional Expert Service – Accelerator. This event will be integrated into the ASEAN Energy Business Forum (AEBF) 2025 in Malaysia.

C. Advanced Accelerator

1. Develop a comprehensive concept and structured agenda for a business matchmaking event, which will be organised in Japan, in collaboration with the Ministry of Economy, Trade and Industry (METI) of Japan. This event aims to connect the winning startups with potential investors, industry partners, and key stakeholders. The event design may incorporate a range of engagement formats, such as one-on-one meetings, pitch sessions, panel discussions, and networking opportunities, to maximise collaboration and investment potential. The budget for the business matchmaking event is excluded from the fee for the Institutional Expert Service – Accelerator.
2. Identify high-potential investors aligned with the programme's objectives and the participating startups' needs. The potential investors may include venture capital firms, angel investors, private equity firms, and corporate investors with an interest in cleantech startups or MSMEs in energy efficiency and renewable energy sectors.



D. Event Promotion and Dissemination

1. Develop and implement comprehensive promotional strategies to enhance visibility and engagement for both the Pre-Acceleration and Accelerator Programme, including designing key messages, identifying target audiences, creating high-quality promotional materials, executing multi-channel outreach campaigns, and engaging key industry players and media outlets to maximize dissemination and impact.
2. Develop press releases following the Pre-Acceleration event and the final judging of the Accelerator Programme. The press release covers a summary of key discussions and outcomes, an analysis of the participant demographics, insights and testimonials from speakers, mentors, and participants, significant achievements and future implications of the programme, along with other relevant content.
3. Develop and publish a startup booklet, including gathering detailed profiles of participating startups/MSMEs, conducting interviews with participants to feature success stories and experiences, incorporating testimonials from mentors, ensuring a professional and visually engaging publication for distribution to entrepreneurs, investors, and policymakers.

E. Technical Reports

1. Develop an inception report that identifies the designated personnel for each activity, outlines the work plan, and specifies the methodologies for executing activities and providing all deliverables for the whole period of the contract.
2. Develop a mid-term progress report after the Pre-Acceleration activities. The mid-term progress report explains the completed activities and a work plan moving forward at the time of submission.
3. Develop a final report within one month after the final judging event. The final report covers all the activities for the whole period of the contract including detailed project activities conducted and deliverables.

EXPECTED DELIVERABLES

A. Pre-Accelerator

1. Pre- Acceleration online workshop
 - a. Concept and agenda of the pre-acceleration online workshop
 - b. Identification of at least 120 startups in energy efficiency and renewable energy sectors
 - c. Pre- Acceleration online workshop
 - d. Press release content to be published on the ACE website and social media
2. Online training and certification for cleantech experts (trainers, mentors, judges)
 - a. Detailed gender-responsive syllabus for training and certification of entrepreneurship experts (trainers, mentors, judges)
 - b. Identification of candidates for trainers, mentors, and judges
 - c. Gender-responsive training material, including the course introduction, objectives, outlines, training slides, worksheets/templates, course notes, and exercises
 - d. Guideline for methods for assessing and certifying mentors and trainers, including:
 - Selection Criteria for trainers
 - Assessment Criteria for certifying trainers
 - Certificate designs



- e. Gender-responsive Terms of Requirements (TOR) for cleantech experts (trainers, mentors, and judges).
- f. Online training and certification for trainers.
- g. Online training and certification for mentors with a duration of at least 1 hour.
- h. Two online training and certification for judges.

B. Accelerator Programme

- 1. Detailed concept and implementation plan of the ASEAN Accelerator Programme.
- 2. Gender-responsive materials for webinar training and mentoring sessions. The training materials include the course introduction, objectives, outlines, training slides, worksheets/templates, course notes, and exercises.
- 3. Gender-responsive Terms of Reference (TOR) for the applications of the ASEAN Accelerator Programme, targeting cleantech start-ups and MSMEs in energy efficiency and renewable energy sectors.
- 4. Shortlisting of applicants into 30 potential participants.
- 5. Webinar training series for accelerator participants.
- 6. At least 3 times mentoring sessions for accelerator participants.
- 7. Final pitching and judging event to find the winner of ASEAN Accelerator programme.

C. Advanced Accelerator

- 1. Concept of the business matchmaking event.
- 2. Identification of potential investors for the business matchmaking.

D. Event Promotion and Dissemination

- 1. Promotion of the Pre-Acceleration event
- 2. Press release following the Pre-Acceleration event to be published on the ACE website and social media.
- 3. Promotion of the Accelerator Programme
- 4. Development and publication of a startup booklet
- 5. Press release following the final Accelerator Programme event to be published on the ACE website and social media.

E. Technical Reports

- 1. Inception report, specifying identified personnel, activities and workplan.
- 2. Mid-term progress report, explaining the completed activities and workplan moving forward at the time of submission.
- 3. Final report, covering all the activities for the whole period of the contract including detailed project activities conducted and deliverables.

The format and content of each report will be determined by ACE.

The Institutional Expert Service – Accelerator guarantees that all deliverables will meet the standards set by ACE. If they do not meet these standards, the Institutional Expert Service – Accelerator shall make corrections at no additional cost.

WORK MECHANISMS

The implementation of the project is arranged as below:



- Led by the Energy Efficiency and Conservation (EE&C) Department and Project Management Unit (PMU), ACE is responsible for the project's full implementation. It will manage and facilitate the work and communication with government officials from ASEAN (EEC-SSN focal points) and ASEAN Secretariat, including with other official parties, if needed.
- External Consultant to provide the policy and technical expertise as described in this TOR. During the work period, the consultant must have regular check-in meetings with ACE to discuss progress in every step of the work. Any interaction with the external parties to support the project by the consultant must be approved by ACE.

DURATION OF ENGAGEMENT

The consultant awarded with the assignment will be hired from **February 2025 until October 2025** and obliged to work within the required deadlines and be available for call if needed. An indicative timeline is provided below:

No	Deliverables	Deadline
1.	Inception report	
	a. Kick-off meeting	14 March 2025
	b. Inception report	21 March 2025
2.	Event Promotion and Dissemination	
	a. Promotion of the Pre-Acceleration event	27 March 2025
	b. Press release following the Pre-Acceleration event	13 May 2025
	c. Promotion of the Accelerator Programme	20 May 2025
	d. Development and publication of a startup booklet	1 September 2025
	e. Press release following the final Accelerator Programme event	September 2025
3.	Pre-Acceleration	
	a. Concept and agenda of the Pre-Acceleration online workshop.	27 March 2025
	b. Identification of at least 120 startups in energy efficiency and renewable energy sectors	27 March 2025
	c. Pre-Acceleration online workshop.	12 May 2025
4.	Online certification for trainers, mentors, and judges	
	a. Syllabus for training and certification of entrepreneurship experts (trainers, mentors, and judges).	9 April 2025
	b. Training manual for cleantech experts (trainers, mentors, and judges)	9 April 2025
	c. Guideline for certifying mentors and trainers	9 April 2025
	d. TOR for cleantech experts (trainers, mentors, and judges)	9 April 2025
	b. Identification of candidates for trainers, mentors, and judges.	9 April 2025
	f. Online training and certification for cleantech experts (trainers, mentors, judges)	2 -6 June 2025



5.	Mid-term progress report	30 June 2025
6.	Accelerator Programme	
	a. Concept and implementation plan of the ASEAN Accelerator Programme	20 June 2025
	b. TOR for accelerator participants	20 June 2025
	c. Shortlisting of applicants into 30 potential participants	
	d. Materials for webinar training and mentoring sessions.	20 June 2025
	e. Webinar training series	July – August 2025
	f. Mentoring sessions	July – September 2025
	g. Final pitching and judging event in ASEAN Energy Business Forum (AEBF) 2025	September – October 2025
7.	Advanced Accelerator	
	a. Concept of the business matchmaking event	1 October 2025
	b. Identification of potential investors for the business matchmaking	1 October 2025
8.	Final report	October 2025

QUALIFICATION FOR THE INSTITUTIONAL EXPERT SERVICE – ACCELERATOR

The ASEAN Centre for Energy (ACE) seeks a consulting institution with demonstrated expertise in designing and implementing accelerator or incubation programmes for startups and MSMEs. The selected institution must have the capacity to deliver the specified tasks and deliverables mentioned above.

A. Technical expertise and experience

- Demonstrated at least five (5) years' experience in clean energy, energy efficiency, renewable energy, energy entrepreneurship and innovation acceleration programmes, particularly in Southeast Asia.
- Proven track record of at least five (5) years of experience in developing and implementing accelerator programmes, including pre-acceleration activities and certification training for cleantech experts.
- Expertise in designing gender-responsive training syllabus, mentoring sessions, pitching events, and interactive workshop formats (e.g., hackathons, start-up camps) for startup competitions.
- Competence in developing and applying assessment frameworks for certifying trainers, mentors, and judges in cleantech innovation.
- Proficiency in coordinating with diverse stakeholders, including government agencies, private institutions, startups/MSMEs in energy sector.

B. Gender inclusivity

- Ability to incorporate gender-sensitive strategies ensuring at least 40% participation of women experts and accelerator participants.



- Demonstrated capacity to promote inclusivity in training and participation, particularly targeting MSMEs and women-led cleantech enterprises.
- Possess linkages and network to women-led businesses in energy sector, especially in energy efficiency and renewable energy.

C. Knowledge of the ASEAN energy landscape

- Understanding of the ASEAN energy landscape and policies as outlined in the ASEAN Plan of Action for Energy Cooperation (APAEC) Phase II: 2016-2025
- Ability to tailor international frameworks (e.g., UNIDO's Innovation Acceleration Programme) to the ASEAN context.

D. Organisational and reporting skills

- Capability to organise and manage large-scale online workshops, webinar training, mentoring sessions, and pitching event for startup accelerator programme, targeting diverse participants.
- Competence in producing detailed and comprehensible reports, including inception report, mid-term progress, and final report.
- Ability to develop communication materials such as press releases, presentations, and project reports for dissemination on platforms like the ACE website and social media.
- Excellent command of English and capacity to write high-quality reports in the language.
- Capacity and flexibility to complete the assignment within the required time frame.

SERVICE FEE

- For satisfactory performance of the assignment, Consultant will **be paid a fixed fee, not exceeding USD 60,000.**
- The service fee awarded to the consultant will depend on the scope of the work and tasks to be delivered. ACE and consultant will agree upon a detailed price breakdown before the start of the activities.
- We strongly encourage all interested candidates to submit a competitive price proposal. Given the high level of competition, proposals that demonstrate equivalent qualifications at a more favourable price point will be given preferential consideration.
- Payment will be made to Consultant's nominated bank account.
- ACE is an intergovernmental organisation and not liable for any taxes. The consultant shall file and settle any payment for income tax arising from the income from ACE. ACE shall not be responsible for any consequences of your failure to fulfil your obligation relating to income taxation laws of your respective country.

REQUIRED DOCUMENTS

Interested consultants should submit a proposal (maximum 15 pages), divided into two sections:

A. Technical Proposal

1. Executive Summary:



A concise overview of the proposal, demonstrating the consultant's comprehensive understanding of the tasks, objectives, and scope of the project.

2. Methodology and Approach:

This section should explain detailed methodology to conduct the tasks and provide all deliverables, especially:

a. **Pre-Acceleration online workshop:**

The workshop's concept, including interactive formats such as hackathons, start-up camps, or mini competitions, ensuring gender-responsive strategies.

b. **Online training and certification for cleantech experts (trainers, mentors, judges):**

- Detailed gender-responsive syllabus for training and certification of entrepreneurs hip experts (trainers, mentors, judges).
- Guidelines for methods for assessing and certifying mentors and trainers
- Gender-responsive strategies to include at least 40% experts.

c. **Accelerator programme:**

- Detailed concept and implementation plan of the ASEAN Accelerator Programme.
- Gender-responsive materials for webinar training and mentoring sessions.
- Gender-responsive strategies to include at least 40% women-led startups/MSMEs in the cleantech energy sector.

d. **Advanced Accelerator**

- Detailed concept of the business matchmaking event.

e. **Event promotion and dissemination**

- Promotional strategies for the Pre-Acceleration and Accelerator Programme events
- Development and publication of a startup booklet

3. Work Plan and Timeline:

This section should ensure that the project will be completed within the required time frame. Provide a detailed project schedule that outlines the key milestones, tasks, and deliverables for each phase of the project, such as:

4. Team Composition and Expertise

- a. Profiles of Experts: Include the CVs of the experts, highlighting their qualifications in clean energy, energy efficiency, renewable energy, energy entrepreneurship and innovation acceleration programmes.
- b. Roles and Responsibilities: Clearly define the role of each team member showing how their skills align with the tasks outlined in the project.

5. Relevant Experience and Track Record

- a. Examples of previous projects in clean energy, energy efficiency, renewable energy, energy entrepreneurship and innovation acceleration programmes, particularly in Southeast Asia.
- a. Track record of previous projects where the consultant developed and organised accelerator programmes, including pre-acceleration activities and certification training for cleantech experts (trainers and mentors).



6. Detailed Plans to Fulfil the Deliverables

Outline the planned activities for achieving each deliverable, and identify the experts responsible for each activity. Additionally, the consultant must specify the number of working days required for each deliverable. The consultant must provide an exact breakdown of the working days allocated to each deliverable. Consultant must submit the detailed plan following the format specified in **ANNEX 2** (two) of this TOR.

7. Risk Management Strategy

Outline potential risks related to project implementation (e.g., data collection, stakeholder engagement, event organisation, etc) and the strategies that will be employed to mitigate these risks.

B. Financial Proposal

Provide a detailed financial proposal which must provide a detailed cost breakdown (man-days x rate based on Proforma Costs provided by JAIF) and payment schedule following **ANNEX 1** (one) to this TOR. Financial components may include rate per day, days per deliverable, and total cost per deliverable.

SELECTION PROCESS AND TIMELINE

The selection process and timeline for this procurement are as follows:

- Call for Proposals : 13 February – 3 March 2025
- Shortlisting of Proposals : 4 March 2025
- Interview : 5 - 10 March 2025
- Final Evaluation : 11 March 2025
- Clarification with the Winner : 11 March 2025
- Winner Announcement : 12 March 2025

SUBMISSION OF APPLICATION

Please submit the proposal alongside with Consultant's CV or Company Profile by email with the subject: "**Institutional Expert Service for ASEAN Accelerator Programme**" to ACE's Procurement Division (procurement@aseanenergy.org) and cc to cee@aseanenergy.org, tung.phuong@aseanenergy.org no later than **3 March 2025 (GMT+7)**.

We encourage early applications as the recruitment process will close upon the selection of a suitable candidate.

AMENDMENT TO TERMS OF REFERENCE

These Terms of Reference may be amended in writing only, subject to the agreement of both parties.

CONFIDENTIALITY AGREEMENT

The consultant is responsible for completing deliverables in accordance with the agreed terms. The consultant shall be fully liable for any losses incurred by ACE due to errors or negligence in the execution of their duties. Without written permission from ACE, the consultants shall not



disclose any data or information to external parties. In the event of a breach of this provision, the consultant will be subject to a penalty or termination of the contract by ACE.

ACE GOVERNANCE POLICIES ON FRAUD AND CORRUPTION

ACE takes a zero-tolerance approach to fraud and corruption involving ACE Staff Members and third parties concerning their work with ACE. ACE encourages the use of the Whistle-Blower Policy to report any identified cases of fraud and/or corruption in ACE operations.

COPYRIGHT AND INTELLECTUAL PROPERTY

All material produced under this assignment will belong to ACE and remain the property of ACE. The consultants will not have any control over copyright claims and intellectual property.

CONTACT PERSON

All communications and queries related to this ToR shall be submitted in writing through email to cee@aseanenergy.org and cc to procurement@aseanenergy.org



ANNEX 1

Fees and Payment Schedule **(To be submitted as part of the Financial Proposal)**

A. FEES

Table 1. Consultant Fee

Deliverable	Description	Rate per day (USD)	Days	Costs (USD)
I: Inception report	Institutional Expert Service	\$ 571		\$ 18,000
II: Pre-Acceleration (including event promotion and dissemination)		\$ 571		\$ 12,000
III: Online Certification		\$ 571		\$ 12,000
IV: Mid-term Progress Report		\$ 571		\$ 12,000
V:Accelerator Programme (including event promotion and dissemination)		\$ 571		\$ 30,000
VI: Advanced Accelerator		\$ 571		
VII:Final Report		\$ 571		\$ 6,000
Total			105 days	\$ 60,000

- Rate per day is according to the JAIF Proforma Costs for Institutional Expert Service (\$571 per day)

B. PAYMENT SCHEDULE

ACE shall make payment of the total contract amount to the Consultant upon completion of the specified deliverables, as outlined in the following table:

Table 2. Payment Terms and Deliverables

Payment Term	Percentage	Deliverables	Date
First Payment	30%	I: Inception Report II: Pre-Acceleration (including event promotion and dissemination)	May 13 th , 2025
Second Payment	20%	III: Online Certification IV: Mid-term Progress Report	June 30 th , 2025



Third Payment	50%	V: Accelerator Programme (including event promotion and dissemination) VI: Advanced Accelerator VII: Final Report	October 31 st , 2025
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The payment shall be remitted to the following bank account:

Name of Bank :

Address of Bank :

BIC* (Swift Code): Account No. :

Beneficiary's Name :

ANNEX 2

Detailed Plans to Fulfill the Deliverables

(To be submitted as part of the Technical Proposal)

A. PLANS FOR DELIVERABLES

Table 3 Format of Person-days Proposed by External Consultant

No	Deliverables	Planned Activities	Deadline	Proposed Expert(s)	Involved Working Days
1					
2					
3					
4					
5					
6					