

REQUEST FOR PROPOSAL (RFP) Development of Single AccessPoint for ESG Data (SAFE) Platform

A. PROJECT REQUIREMENT

The Sustainable Finance Institute Asia (SFIA) is interested in receiving proposals for the development of a Single AccessPoint for ESG Data (known as “SAFE”) platform with specific functionalities to support holistic data reporting and disclosures, as detailed in this request for Proposals (RFP), and is seeking submissions from qualified technology providers who may be interested in participating in this platform

For clarity, the SAFE platform is owned by the SAFE Community, with SFIA playing the role of Project Lead and managing the operations and transactions on behalf of the Community. All data submitted and stored on the SAFE platform must remain the property of the submitting parties but may be licensed for use, subject to terms and conditions.

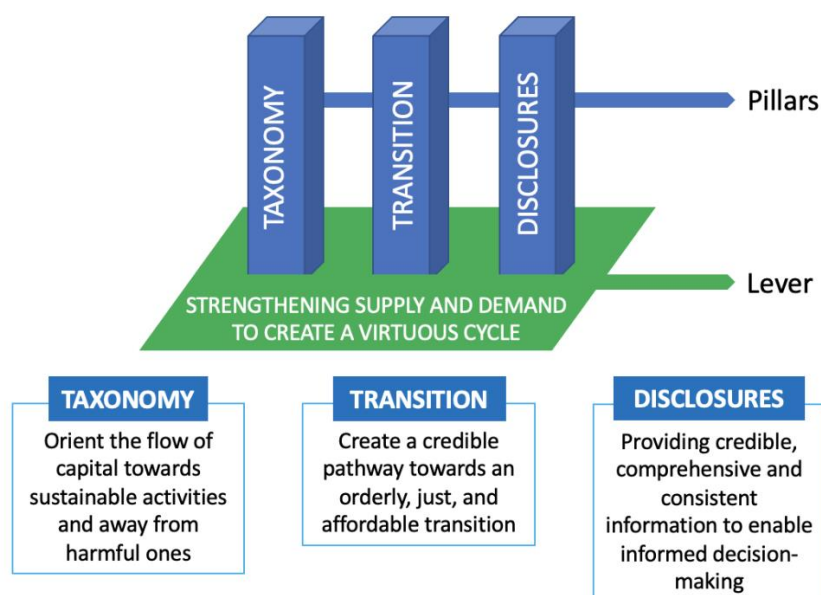
SFIA intends that submissions contain detailed information in relation to the scope, delivery, and methodology of the technology solution that is being proposed. SFIA also welcomes information on additional functionalities that may enhance the development of a holistic SAFE platform.

Participants to the SAFE platform will work in collaborative, community-centric manner, as part of the bigger SAFE Community, which is guided by the SAFE Community Sherpas and the SAFE Community Working Group. While there are opportunities to participate as a vendor, priority will be given to proposals with a revenue-sharing model.

B. BACKGROUND

Incorporation of SFIA

SFIA is an independent organisation whose aim is to promote sustainable finance in Asia, particularly in the ASEAN region. It does this through, inter alia, guiding the sustainable finance agenda, catalysing ideas at the policy level, propelling action in support of such policy ideas, advocacy, and building awareness.



One of the key pillars required to enable sustainable finance in ASEAN is the availability of reliable, timely and consistent data. All around the world, the requirements of reporting are growing, putting even more pressure on large companies and SMEs alike, particularly those embedded in the global supply chain. Recognising this, SFIA initiated Project SAFE, with the aim of addressing ESG data requirements and disclosure gaps in ASEAN through a Community-led approach – bringing together key official sector representatives and industry towards tackling a common problem.

SAFE Community

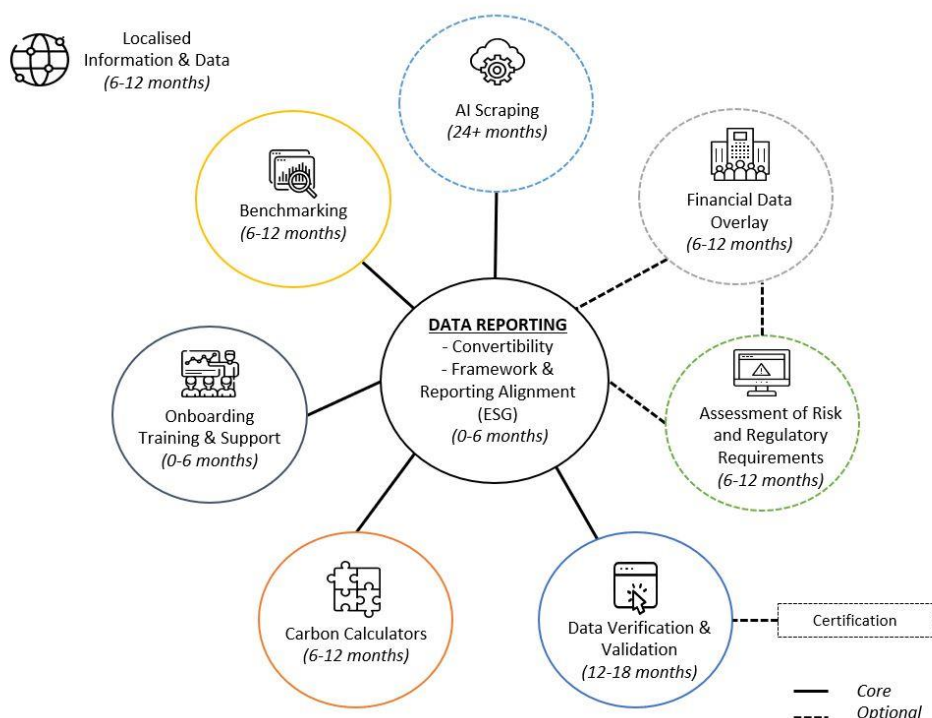
The SAFE Community has been formed through the collaboration from participating ASEAN members coming from different public and private sectors (e.g. Banking, Capital Markets, Insurance etc.) in the region. The Community will be the main advisor of the project and SFIA will act as the project lead throughout the duration of the project based on the timeline provided in the RFP.

The SAFE Community will be providing guidance to SFIA as the project lead, which will then form the framework in SFIA’s collaboration with the appointed technology providers to ensure the functionalities of the platform meet with the needs of the users in ASEAN.

SAFE Platform

The SAFE platform intends to provide an optimal solution for data gathering, curation, assurance, and disclosure while ensuring governance and data protection. It is envisioned to act as a single point of access for ESG data input and meet the reporting and disclosure requirements of participating stakeholders from the ASEAN region. The core configuration is intended to be modular and flexible and additional functionality will be added based on the evolving SAFE Community needs.

The functionalities of the SAFE platform are provided as per the diagram below: *(additional functionalities can be added in through the consideration from SAFE Community with respect to the project timeline)*



The execution of the functionalities within the platform will be modular in a way that it fits with the needs of the SAFE community and the project timeline provided in the Request for Proposal.

As part of participating in this Request for Proposal, potential applicants are to submit proposals based on the functionalities provided in the diagram above, indicating the area(s) in which they are intending to support.

C. SERVICES REQUIRED

As detailed in the section above, the SAFE platform intends to modularly integrate different functions and aspects based on the proposed timeline. Technology providers intending to participate in this RFP should be guided by the functionality list as detailed below:

No.	Item	Details
Data Reporting (0-6 months)		
1.	<ul style="list-style-type: none"> Provide mechanism to be able to effectively capture relevant datapoints as required based on established frameworks and standards. Provide ability to convert datasets between different established frameworks and standards. Provide ability to generate reports based on established frameworks and standards. Provide flexibility to introduce new frameworks and standard requirements (e.g. ISSB and ASEAN Taxonomy) or demonstrate ability to do so within a practicable timeframe. Able to provide for future interoperability as part of the extended timeline to link up with other platforms under potential data arrangements. Demonstrate security features that protects the submitted data and provide visibility on how the data is shared on the platform. 	<p>Priority will be given to Technology providers with platforms that already fully or partially offer the detailed functionality.</p> <p>Technology providers should clearly indicate if any of the functionalities under Data Reporting is not yet ready.</p>
Onboarding, Support and Training (0-6 months)		
2.	<ul style="list-style-type: none"> Provide training (either online or in person) for users who are not familiar with the area of ESG and ESG reporting, to support their onboarding, and eventual reporting. Provide online content/support, documented Standard Operating Procedures (SOPs) and user guides to be shared prior to implementation, in order to support users during the input and reporting process. 	<p>Priority will be given to Technology providers who have a track record of providing training and support to first-timers who have never undertaken ESG reporting.</p> <p>Where possible, please indicate prior experience, and share type of supports that can be offer based on the items listed, with references.</p>

Localised Information and Data (6-12 months)		
3.	<ul style="list-style-type: none"> • Provide option for data to be stored on-shore, for ASEAN countries that currently require it or may require it in the future. • Provide option for localised interface for reporting in local language, wherever required. • Support uniformity of data aggregation even if the data is reported in local language. • Provide flexibility to define more granular permission accesses to information and services to maintain data privacy. • Demonstrate capabilities for data privacy to ensure the platform is able to cater to varying regulatory requirements and maintain the confidentiality of sensitive data. • Demonstrate industry standard SOPs including safeguards for data storage and restoration. 	<p>Priority will be given to Technology providers who are able to show prior experience in similar service provision.</p> <p>Where possible, please indicate what languages and countries can be supported.</p>
Carbon Calculators (6-12 months)		
4.	<ul style="list-style-type: none"> • Provide an accurate and optimal way to calculate carbon emissions, with emphasis on ease of use and accessibility of input data. • Map the data output against relevant areas of data reporting based on identified frameworks 	<p>Technology providers should detail the methodology and assumptions behind their carbon calculators.</p> <p>Where possible, also include information on future plans on improvements to the accuracy of the carbon calculators.</p>
Benchmarking (6-12 months)		
5.	<ul style="list-style-type: none"> • Provide tools and visualisations for benchmarking of ESG performance against a data pool e.g. industry peers or specific sustainability indices. • Identify reporting entities' areas of improvement, set targets and provide evaluation over time. • Enable users/stakeholders to assess the effectiveness of their sustainability initiatives through visualisation of either dashboards or microsites that allows users to use. • Demonstration of user-friendly UI/UX is an advantage. 	<p>Priority will be given to Technology providers who are able to demonstrate existing experience and capabilities in this area.</p> <p>Where possible, please indicate specificities of the benchmarking, both current and planned.</p>

Financial Data Overlay (6-12 months)		
6.	<ul style="list-style-type: none"> Provide relevant financial information that can be integrated with the ESG data collected to provide insights and information for decision-making. 	
Assessment of Risk and Regulatory Requirements (6-12 months)		
7.	<ul style="list-style-type: none"> Provide support for entities looking for legal ESG compliance support, with localisation wherever necessary. 	
Data Verification and Validation (12-18 months)		
	<ul style="list-style-type: none"> Provide tools to verify the data being reported is accurate, complete and consistent with the underlying data sources. Validate the reported data against predefined and desired quality standards to ensure completeness, correctness and consistency. 	
AI Scraping (24+ months)		
8.	<ul style="list-style-type: none"> Provide AI-assisted reporting capabilities that is able to scrape submitted documents and lift relevant information to be included in the data submission 	
Others		
9.	<ul style="list-style-type: none"> Provide details on any relevant functionalities that would be value-add to the SAFE Platform. 	

For each of the functionalities identified, potential technology providers should highlight the associated financial implications, including potential one-off implementation cost, required minimum participation for service provision, and associated charges to users, as well as other relevant information.

D. INFORMATION REQUIRED

The proposal for the development of the SAFE platform should include detailed information regarding information security controls, as per items listed in the services required section. Please include information on cyber security operations controls, including access control, security monitoring, and incident response, that are implemented to ensure the confidentiality of information.

Furthermore, SFIA would require proof of control measures to validate the integrity of the platform, such as vulnerability assessment and penetration testing (VAPT) report or a network security assessment before deployment. Providing such comprehensive details on these security measures in the RFP response is required to ensure the robust development of the SAFE platform.

E. TIMELINE

The following dates are set for informational and planning purposes. SFIA reserves the right during this procurement to change any of the dates. If changes are made, SFIA will publish changes on its website.

SFIA reserves the right to award contracts as a whole or in parts, based on the timeline highlighted.

	RFP Schedule	Date
1.	RFP Release	11 April 2023
2.	Technology Provider issue Written Questions (if Any)	17 April 2023
3.	SFIA reply to questions raised	18 April 2023
4.	Notice of Intent to Participate (due by 5PM GMT+8)	19 April 2023
5.	Proposal due (due by 5PM GMT+8)	3 May 2023
6.	Interview of finalist	16 May 2023
7.	Notify winning service provider	23 May 2023

Questions and Answers

All questions must be submitted in writing by email to yazmin@sfinstitute.asia and wan@sfinstitute.asia by 17th April 2023. Questions submitted to SFIA after this period will only be answered if SFIA determines the questions are critical to the success of the RFP process.

Notice of Intent to Participate

Notice of Intend to Bid must be received by 19th April 2023 (due by 5PM GMT+8). The notice should be emailed to yazmin@sfinstitute.asia and wan@sfinstitute.asia

Right to Reject Proposals

Issuance of this RFP in no way constitutes a commitment by SFIA. SFIA reserves the right to reject any or all proposals or portions of proposals received in response to this RFP, to request modifications or clarification of any part of a proposal, or to cancel this RFP if it is in the best interest of SFIA and the SAFE Community to do so. SFIA may reject any proposal if it is considered incomplete, conditional, contains irregularities, or does not meet qualifications, requirements, or specifications. Failure to furnish all information may disqualify the proposal.

Ownership of Proposals

Proposals and any other materials submitted to SFIA in response to this RFP will become the exclusive property of SFIA upon receipt and will not be returned. SFIA is not liable for any costs incurred by bidders as a result of responding to this RFP.

F. SUBMISSION OF PROPOSAL

- i. Your proposal should provide a straightforward, concise description of the company's ability to meet the requirements of this RFP (in any one or all of the scopes provided above). Proposals must be based solely on the requirements contained in this RFP with the services intended to bid. Issuance of this RFP in no way constitutes a commitment for service.

ii. Information Required

- Company profile;
- Relevant experience including projects managed by the company that includes current project and information on the parties involved in the project.
- Key team members for the project and their respective resumes;
- Proposed schedule for the project including review time; and Indicative financial requirements/implications for each functionality, preferably with line-by-line details by service provision

iii. Any financial requirements/implications are quoted are to be:

- In US Dollars (USD);
- Broken down by appropriate product grouping/line items
- Inclusive of all applicable taxes; and
- Inclusive of estimated associated/indirect costs (e.g. out of pocket expenses).

iv. The following designated contacts should be used for all queries relating to the RFP.

Name: Yazmin Azman
Organisation: Sustainable Finance Institute Asia
Title: Chief Operating Officer
Email: yazmin@sfinstitute.asia

Name: Wan Azizan
Organisation: Sustainable Finance Institute Asia
Title: Senior Analyst
Email: wan@sfinstitute.asia

v. Your proposal should reach SFIA no later than **Wednesday 3 May 2023 at 5 p.m. (GMT+8)**