



## ASEAN REGIONAL MINE ACTION CENTER

# CALL FOR PROPOSALS

### **Task Assignment: Development and Implementation of the ASEAN Victim Assistance Management Information System (VAMIS) – Phase II**

#### **1. Background**

The ASEAN Regional Mine Action Center (ARMAC) was established following the *ASEAN Leaders' Statement on the Establishment of an ASEAN Regional Mine Action Center*, adopted on 18 November 2012. ARMAC commenced its operations in 2017, serving as a regional center of excellence to address the humanitarian impact of explosive ordnance (EO) for interested ASEAN Member States (AMS). More information on ARMAC is available at: <https://aseanmineaction.org/>.

Recognizing ARMAC's mandate and functions, as well as the critical need to strengthen assistance for EO victims, ASEAN Member States, in collaboration with ARMAC, initiated the "Enhance Victim Assistance Programme in the ASEAN Member States" (VA Project). Phase I of the Programme was implemented with support from the Government of the Republic of Korea through the ASEAN–Korea Cooperation Fund (AKCF). Further information on AKCF is available at: [www.aseanrokfund.com](http://www.aseanrokfund.com).

Building on the achievements of Phase I, Phase II of the Programme is designed to consolidate results, strengthen regional coordination mechanisms, and further advance evidence-based and survivor-centered approaches to victim assistance. Under Phase II, ARMAC's Mine Action Programme Team, in collaboration with relevant stakeholders, continues to build on existing foundations to ensure that project results contribute meaningfully to improving victim assistance services in the focal countries and among related stakeholders.

The outcomes of Phase II are expected to contribute to the implementation of the ASEAN Political–Security Community Blueprint (APSC) 2025, particularly Action B.4.5.i—*"Promote the ASEAN Regional Mine Action Center to study, document, and share best practices to address the humanitarian aspects of landmines and explosive remnants of war"*—and to further strengthen regional cooperation in humanitarian mine action.

In this context, the ASEAN Regional Mine Action Center (ARMAC) is pleased to announce the launch of a Call for Proposals for an Expert Consultant / Firm to support the development and implementation of the ASEAN Victim Assistance Management Information System (VAMIS) – Phase II, as outlined below.

#### **2. Objective of the Assignment**

The objective of this assignment is to design, develop, and operationalize VAMIS – Phase II as a secure, scalable, and collaborative regional information management platform that enables ASEAN Member States to collect, manage, analyze, and visualize victim assistance data in a standardized and sustainable manner.

#### **3. Scope of Task Assignment**

The selected **Expert Consultant / Firm** will be responsible for the following key tasks:

**1. Information Management Assessment**

- Review the existing VAMIS Phase I system, architecture, workflows, and datasets.
- Assess national victim assistance data practices and reporting needs across participating AMS.

**2. System Architecture and Development**

- Design and configure a cloud-based, role-based VAMIS Phase II platform ensuring data security, confidentiality, and national data ownership.
- Develop standardized data structures, metadata, validation rules, and access protocols.

**3. Dashboards, Analytics, and Visualization**

- Develop interactive regional and national dashboards, including geospatial mapping tools.
- Align indicators with relevant international and regional frameworks (e.g. SDGs, CRPD, APMBC, CCM, CCW).

**4. Workflow and Reporting Tools**

- Establish data validation, approval, and quality assurance mechanisms.
- Configure automated reporting outputs for ASEAN, partners, and relevant frameworks.

**5. Capacity Building and System Rollout**

- Conduct training for ARMAC staff and AMS focal points.
- Prepare user manuals, technical documentation, and training materials.

**6. Post-Deployment Support and Handover**

- Provide post-deployment technical support and system refinement.
- Deliver final handover documentation and system administration access to ARMAC.

**4. Expected Deliverables**

- Fully operational VAMIS Phase II platform.
- Standardized data framework and metadata structure.
- Regional and national dashboards with analytical tools.
- Training materials and system user manuals.
- Final technical documentation and handover to ARMAC.

**5. Technical Requirement**

The system must meet the following minimum standards:

- **Platform:** ArcGIS Online-based solution with integrated data visualization and sharing tools.
- **Architecture:** Cloud-hosted, modular, and low-maintenance; accessible 24/7 with automatic system updates.

- **Security:** Role-based access control and encrypted data transmission; no two-factor authentication required.
- **Usability:** Simple and intuitive interfaces suitable for non-technical users.
- **Scalability:** Capacity to onboard additional AMS or new data categories.
- **Data Protection:** Compliance with ASEAN data privacy standards and international good practice.
- **Automation:** Data processing and dashboard outputs must automatically refresh upon data input or validation (no automated report generation required).
- **Interoperability:** Import/export templates; open standards; optional API endpoints for future integration with national systems

## 6. Duration of Assignment

The assignment is expected to be implemented over an **estimated period of 12 months**, in accordance with the detailed Terms of Reference (ToR).

## 7. Eligibility

Proposals are invited from **qualified consultants or firms** with demonstrated experience in:

- Information management system development (preferably cloud-based and/or GIS-enabled);
- Regional or multi-country development or humanitarian programmes;
- Mine action, victim assistance, disability-inclusive programming, or related fields.

## 8. Proposal Development and Submission

Interested applicants are invited **to submit a Technical Proposal and Financial Proposal in accordance with the attached Terms of Reference (ToR).**

The **Financial Proposal / Quotation** should clearly detail all associated costs required for the full implementation of the assignment, including **system development, configuration, training, post-deployment support, and any applicable software or platform licensing fees, where relevant.**

### Submission emails:

**To:** [secretariat@aseanmineaction.org](mailto:secretariat@aseanmineaction.org) ; [recruitment@aseanmineaction.org](mailto:recruitment@aseanmineaction.org)

**CC:** [anggiet.arielfianto@akpmt.org](mailto:anggiet.arielfianto@akpmt.org)

**Email subject:** "Proposal – VAMIS Phase II (Consultant/Firm Name)"

**Deadline:** 30 December 2025, 17:00 (GMT +7)

Only shortlisted candidates or firms will be contacted.

## 9. Attachments

- **Terms of Reference (ToR):** *Development and Implementation of the ASEAN Victim Assistance Management Information System (VAMIS) – Phase II*

