



ASEAN PARLIAMENTARIANS FOR HUMAN RIGHTS

APHR Request for Proposals (RFPs)

A. Requirement

Group Medical Insurance, Personal Accident and Life Insurance

B. Background

ASEAN Parliamentarians for Human Rights (APHR) is a not-for-profit membership organization made up current and former parliamentarians from Southeast Asia and beyond, who use their unique positions and innovative means to prevent discrimination, uphold political freedom, and promote democracy and human rights throughout the region.

APHR is a non-political, non-partisan membership organization and has no links or affiliations to any political parties and does not work directly with political parties. It supports the work of civil society and human rights defenders and encourages sustainable solutions that increase pressure on governments and multilateral bodies to ensure accountability and uphold and enforce international human rights laws and standards. APHR currently works on five thematic areas of work, namely: democracy and fundamental freedoms, freedom of religion or belief, business and human rights, climate change and human rights, and refugee rights and related rights concerns.

APHR was founded in June 2013 with the objective of promoting democracy and human rights in all ASEAN states. It represents a regional response to human rights concerns, utilizing the specific characteristics and abilities of parliamentarians to advocate for the protection of human rights throughout the region. APHR has an existing and active network of over 118 MPs from eight ASEAN nations (Cambodia, Indonesia, Malaysia, Myanmar, Philippines, Singapore, Thailand) including Timor Leste, and has demonstrated track-record in hosting high-level conferences and workshops, and coordinating a response when human rights violations occur.

APHR has been registered in Indonesia since 2015. APHR has a Secretariat of 11 full-time staff with 2 incoming staff in 2022 spread across the ASEAN capitals (KL,



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Manila, Jakarta, and Bangkok). Currently, it has 11 Board Members from the 8 ASEAN countries (Cambodia, Malaysia, Myanmar, Indonesia, Philippines, Singapore, Thailand, and Timor Leste).

C. Description of the Requirement

APHR is looking for an insurance service provider or insurance brokerage that shall provide the following coverage and benefits including any additional benefits:

1. Group Medical Insurance

- a. Outpatient Coverage
- b. In-Patient Coverage
- c. Emergency Cases
- d. Covid-19 Coverage

2. Life Insurance

3. Personal Accidents (work-related)

4. Business/Travel Insurance (work-related)

5. Crisis Response Insurance (legal assistance and personal support for work-related situations)

D. Number of Insured Persons

A total of 13 full-time staff and 11 Board members. Please include an additional quotation (optional) for family members.

E. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of APHR by indicating the following:

- a) Profile – describing the nature of business, field of expertise, location/offices, licenses, certifications, accreditations;
- b) Track Record – list of clients for similar services as those required by APHR, indicating description of contract scope, contract duration, contract value, contact references;



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- c) Experience working with non government organizations, humanitarian organizations, or human rights organizations in Southeast Asia or other regions.
- d) Experience working with human rights defenders and NGO workers in volatile and crisis situations.

F. Recommended Presentation of Offer

Service Providers may submit the following requirements to procurement@aseanmp.org with Subject heading “**Group Insurance Proposal**” by **Friday 18 February 2022**:

- Cover letter including company name, project, contact person, email of contact person and telephone
- Technical Proposal
- Financial Proposal
- Brochures/Certificates/Company Profile

Note: For additional inquiries and clarifications, please contact citra@aseanmp.org, HR, Administration and Logistics Officer.
