I. Background

The IAI Attachment Programme at the ASEAN Secretariat for Junior Diplomats of Cambodia, Lao PDR, Myanmar and Viet Nam (15th Batch) and the 4th Batch: Attachment of Officers from Cambodia, Lao PDR, Myanmar, and Viet Nam for AEC and ASCC Involvement at the ASEAN Secretariat commenced on 13 December 2017. The programmes aimed to provide government officers from the relevant ministries of CLMV with the opportunity to enhance understanding on regional cooperation as well as experience the work of ASEAN and the ASEAN Secretariat through a one-year attachment at the ASEAN Secretariat. One common activity of both programmes is the participation of the attachment officers in a training course on diplomacy and regional cooperation organised by a regional institution in any of the ASEAN-6 countries.

The training will cover topics under the three ASEAN Community pillars, which includes: regional and international issues, elements of diplomacy, negotiation skills, as well as professional skills (writing skill, presentation skill, communication skill and media skills). The training will be delivered through lectures, interactive methods, group discussions and study visit to relevant government institutions.

II. Needs and Objectives

The objective of the training is to enhance understanding of the AOs on the theories, practices and elements of diplomacy, ASEAN and international affairs.

The training will cover topics under the three ASEAN Community pillars, which includes: regional and international issues, elements of diplomacy, negotiation skills, as well as professional skills (writing skill, presentation skill, communication skill and media skills). The training will be delivered through lectures, interactive methods, group discussions and site visit to relevant government institutions.

Besides the preparation and delivery of the course content, the training institution will be responsible for organising and conducting the scheduled activities of the agreed training course, as well as provide the following arrangement:

- Training room facility;
- Meals during the training sessions;
- Accommodation for the participants; and
- Airport transfer and any transportation required during the training.

III. Outputs

A short term training course that comprises of at least the following:

- Course duration of two weeks which include delivery of course content includes regional issues, diplomacy, negotiation skills, presentation skills, communication skills and team work; and
- Site visit to one or two government institutions which could serve as best practice or model in the region.
IV. Tasks/Activities
The following activities will be undertaken by the Contractor in order to achieve the outcomes and outputs presented above.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Activity</th>
<th>Working Weeks</th>
<th>Completion Date</th>
<th>Schedule of Milestone Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Programme and list of speakers and/or lecturers of the two-weeks training course</td>
<td>• Finalise the programme and list of speakers and/or lecturers of the two-weeks training course</td>
<td>One (1) week</td>
<td>14 May 2018</td>
<td>Milestone Payment 1: Two (2) weeks after the issuance of written approval by ASEAN</td>
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</tbody>
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Approval of Programme by ASEC (two (2) weeks)

| 2 Two-weeks training course | • Logistical and administrative arrangements for the participation of the AOs in the training course (i.e. flight, accommodation, airport transfer, transportation, course materials). • Delivery of course for duration of two weeks which include delivery of course content includes regional and international issues, elements of diplomacy, negotiation skills, as well as professional skills (writing skill, presentation skill, communication skill and media skills); and • Site visit to one or two government institutions which could serve as best practice or model in the region. | Two (2) weeks | 25 June – 2 July 2018 | |

Approval of Completion Report by ASEC (two (2) weeks)

| 3 Completion report | • Submission of completion report which include: - List of participants; - Overall evaluation; - Written assignments; - Final programme; - List of speakers; and - Financial Completion Report. | Two (2) weeks | 16 July 2018 | Milestone Payment 2: Two (2) weeks after the issuance of written approval by ASEAN |
All outputs and reports will be submitted in draft format to the Initiative for ASEAN Integration & Narrowing the Development Gap Division (IAI&NDG Division), with copy to the JAIF Management Team, and following ASEC’s approval, in final form. In cases of delays due to the ASEC, the Parties will mutually agree on any adjustments.

V. **Staffing**

The Contractor will provide the professional expertise to accomplish the task as follows:

- Delivery of course content includes regional issues, diplomacy, negotiation skills, presentation skills, communication skills and team work;
- Site visit to one or two government institutions which could serve as best practice or model in the region;
- Logistical and administrative arrangements for the participation of the AOs in the training course (i.e. flight, accommodation, airport transfer, transportation, course materials).

All professional staff must be approved by ASEC prior to mobilisation.