



TERMS OF REFERENCE (TOR)

Jakarta-based Virtual Event Organising Service Provider **1st ASEAN Youth Dialogue Hybrid Pre-Departure Virtual Programme of the** **9th ASEAN-Korea Frontier Forum**

Education, Youth and Sports Division
ASEAN Secretariat

1. Introduction

The 9th ASEAN-Korea Frontier Forum project is a recurring project supported by the ASEAN-ROK Cooperation Fund (AKCF) and endorsed by the ASEAN Senior Officials Meeting on Youth (SOMY) that aims to empower and nurture young generations of 10 ASEAN Member States and South Korea to discuss and plan ASEAN-Korea cooperation in diverse aspects, particularly on the emerging regional and global challenges such as the fourth industrial revolution, digitalisation, and post-pandemic recovery.

The 1st ASEAN Youth Dialogue appears as one of the sectoral forums held under the project. Structured around the theme “*Youth in the Era of Fourth Industrial Revolution: Opportunities and Challenges in Post-Pandemic Recovery*”, the Dialogue will invite 75 youth delegates, comprising 5 youth delegates from each ASEAN Member States and 25 youth delegates from South Korea to participate in the two phases of the programme, namely, the Hybrid Pre-Departure programme to be held in Jakarta and via Videoconference on 18 – 20 July 2022 and On-Site Programme which to be held in Siem Reap, Cambodia on 24 – 27 July 2022.

The ASEAN Secretariat through the Education, Youth and Sports Divisions (EYSD) will serve as the implementing agency for the Dialogue, in coordination with the Ministry of Youth and Sport of Cambodia to deliver the following:

- a. The perceptions and aspirations of ASEAN and Korean youths on the Digital Era are articulated through a set of recommendations on thematic issues by the youth participants encompassing the views of youth and officials
- b. Recommendations of the ASEAN youth to SOMY, SOMY+3 and other relevant sectoral bodies on how to advance youth participation and engagement in ASEAN-ROK cooperation on 4IR, which will inform the Mid-Term Review of the ASEAN Work Plan on Youth 2021-2025 and the ASEAN Plus Three Work Plan on Youth 2021-2025

The Education, Youth, and Sports Division (EYSD) of the ASEAN Secretariat in Jakarta, Indonesia, is seeking a Jakarta-based Virtual Event Organiser to support the implementation of the 3-days hybrid pre-departure programme of the Dialogue, which will play a critical role in setting up the context of the discussions, immersing delegates with the policy recommendation formulation processes, and briefing the delegates on the technical arrangement for the forthcoming on-site programme of the 1st ASEAN Youth Dialogue.

2. Scope of Work

The service provider shall assist the Education, Youth and Sports Division of the ASEAN Secretariat, with the details as follows:

- a. Virtual event organising for the **3-day pre-departure programme on 18-20 July 2022** in a hybrid format (physically in Jakarta, Indonesia and virtually connected with the other 9 ASEAN Member States and South Korea);
- b. Virtual event organising for the **2-day main event on 25-26 July 2022** in a hybrid format (supporting the physical event in Siem Reap, Cambodia from Jakarta and livestreaming in ASEAN Secretariat's platforms);

These are inclusive of the:

- Provision of equipment, logistical arrangements, and manpower for organising the hybrid event (including the ASL translator for the 2-day main event) for videoconferencing, livestreaming, and D-1 Rehearsal;
- Design and production of digital audio-visual materials as well as other professional supports for the smooth transitions and management of virtual activities; and
- Coordination with the relevant ASEAN Secretariat teams.

3. Duration of Assignment

The assignment is expected to be delivered and completed within one (1) month from 1 to 31 July 2022 with five (5) days of event.

4. Administrative Arrangements

The Event Organiser will:

- a) Be guided by and report to the Head of Education, Youth, and Sports Division (EYSD) of the ASEAN Secretariat and work in close coordination with the relevant desk officers of EYSD or other relevant divisions as recommended by EYSD;
- b) Be contracted by the ASEAN Secretariat. Payments for the services rendered will be made directly by the ASEAN Secretariat upon certification of

satisfactory performance, completion, and acceptance of the required documents by the Head of EYSD and consistent with this TOR;

- c) Have access to data and information to be provided in a timely manner by the ASEAN Secretariat; and
- d) Abide by the ASEAN Secretariat's policy on the confidentiality of the documents and information shared.

Any deviation from this TOR may be negotiated in writing between the consultant and the ASEAN Secretariat through the EYSD.

5. Qualifications

The Event Organiser should ideally possess the following qualifications:

- a) Demonstrated advance professional experience in managing conferences and events (Mandatory to provide portfolios);
- b) Demonstrated advance professional experience in audio-visual design and management of digital meeting platforms. Familiar with the work of ASEAN or similar intergovernmental organisation is an advantage (Mandatory);
- c) Quality of previous two (2) work samples and provide at least three (3) testimonials from notable users; (Mandatory)

Interested applicants are invited to submit **two (2) samples of the portfolios of previous works and relevant links to video documentation, as well as three (3) references from previous clients.**

6. Payment of Fees

The payment will be based on the agreed quotation that is prepared by the vendor and received by the ASEAN Secretariat, with Indonesian Rupiah (IDR) as a currency.

The full amount will be paid on IDR upon satisfactory completion of services rendered, by the end of September 2022 at the latest.

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