

Terms of Reference

Consultancy for the Operation of ASEAN Gallery

2022

1. BACKGROUND

Established in 2001, the ASEAN Gallery is a dedicated art space at the ASEAN Secretariat (ASEC) housing artworks from the ten ASEAN Member States, ASEAN's external partners, and private donors. The Gallery, which is being operated on a non-profit basis, is managed by the Community Relations Division (CRD) to reach out to ASEAN's stakeholders through the art medium.

With a view to further promoting appreciation for ASEAN arts among the public, since 2016, CRD has taken concrete steps to improve the operations and management of the Gallery. The improvement covers data administration, maintenance of ASEC artwork collection as well as outreach art event establishment.

In 2018, a consultant was hired to provide technical support to the administration of ASEAN Gallery. Since then, the consultancy was undertaken annually for a period of one full year. However, for 2022, the consultancy will be offered in the 2nd semester from July to December (six months).

2. PURPOSE OF THE PROJECT

The aims of this project are:

- a. To assist CRD in developing a robust management system for the Gallery.
- b. To provide ASEC with guidance on proper maintenance of the Gallery and its collection
- c. To help strengthen CRD's outreach program using the Gallery as a platform.

3. SCOPE OF WORK

For this project, the Consultant is expected to deliver the following activities/outputs:

- a. provide valuation of selected art works in the gallery (see attachment);
- b. provide expert advice on
 - how to enhance the running of the Gallery including, but not limited to, how to improve the space of the ASEAN Secretariat, turning both the heritage and the new buildings into exhibition area
 - the implementation of ASEAN Artists Residency Programme (AARP), and
 - the Gallery management/ preservation
- c. link-up any potential stakeholders for joint-collaborations;
- d. conduct one themed ASEAN Gallery exhibition (including planning, organising, and post-event follow up);and
- e. submit final report of services and outputs provided.

4. REQUIREMENTS

The applicants **MUST**

- a) have at least 5 years of experience in Gallery consultancy/ art projects management, especially on Southeast Asian art and culture,

b) submit the following:

- Cover letter addressed to Community Relations Division, ASEAN Secretariat, sharing his/her interest to work on this consultancy with clear reason;
- Detailed quotation of professional fee (on a lump sum basis) in USD.
- A proposal indicating how they plan to fulfill the TOR of the project (point a to point d). The proposal shall include overall approach, methodology, work plan, timeline and contingency plan (in case the work plan does not meet timeline).
- Up-to-date curriculum vitae
- Brief description of similar consultancies completed or currently being carried out

5. LOGISTICS AND ADMINISTRATIVE ARRANGEMENTS

A lump sum amount will be paid to the Consultant covering his/her professional fee and one themed exhibition at ASEAN Gallery. The Consultant is expected to conduct work from home/ own office and arrange initial meetings with ASEC as needed. If and when necessary, ASEC will arrange for the Consultant to visit ASEAN Secretariat for specific tasks. Unless stipulated otherwise, flights, accommodation, daily subsistence allowance, airport transfers and the production of exhibition as outlined in 3 – “Scope of Work.” Point C, will be under the responsibility of the consultant.

6. DURATION OF SERVICES

The consultancy will run for six (6) months and start on 1 July 2022 until 31 December 2022 i.e. from acceptance of engagement through the delivery of the outcomes to submission of final report and other materials as outlined in 3 – “Scope of Work.”

7. LETTER OF APPOINTMENT

Upon agreement, the consultant will be provided with a letter of appointment (in the form of PO – Purchase Order). The decision of the ASEAN Secretariat on the selection of the candidate is **final and no appeal will be entertained.**

8. TERMS OF PAYMENT

- a. 50 % upon signing of Purchase Order
- b. 20 % upon CRD's confirmation of completion of deliverables a, b and c listed in “3. Scope of Work”;
- c. 30 % upon CRD's confirmation of completion of deliverables d and e listed in “3. Scope of Work”