

**TERMS OF REFERENCE (TOR)
EVENT ORGANISER**

**SYMPOSIUM ON ASEAN IDENTITY AND STRENGTHENING ASEAN-ROK
COOPERATION: NOW AND BEYOND**

Implementation Period: July 2022 – May 2023

1. Introduction

The Symposium on ASEAN Identity and Strengthening ASEAN-ROK Cooperation: Now and Beyond is a multi-stakeholder conversation on the various perspectives on ASEAN Identity. It is in line with the Narrative of ASEAN Identity adopted by the ASEAN Leaders at the 37th ASEAN Summit in 2020. The Symposium is planned to be held as a 1-day event at the ASEAN Secretariat on 22 September 2022.

A key main theme of the Symposium is the role of the arts, media, humanities including literature and history in building and promoting ASEAN identity. The Symposium aims to: (1) engage stakeholders from various sectors (academe, creative makers, and media) in a discussion of ASEAN identity and its role in building the ASEAN Community; and (2) provide a platform for cross-sectoral consultation in promoting the Narrative of ASEAN Identity (NAI). It will also invite presenters from the Republic of Korea (ROK) to share their experiences in cultural diplomacy as exemplified by the success of the *Hallyu*, which can inspire the creation of an ASEAN-Wave to foster a shared regional identity.

The ASEAN Secretariat through the Culture and Information Division (CID) will serve as the proponent and implementing agency for the Symposium.

The CID of the ASEAN Secretariat is seeking a Jakarta-based Event Organiser to support the implementation of the Symposium to be held on 22 September 2022 at the ASEAN Secretariat in Jakarta, Indonesia. As part of the Symposium, an exhibition will be organised at the same venue, featuring the ASEAN Communication Master Plan 2018-2025 (ACMP II), ASEAN Identity Logo Competition, and ASEAN-ROK initiatives. Additionally, a post-symposium publication that captures the main points of the speakers and discussion with all participants and articles/essays from the speakers related to ASEAN identity will also be produced, and is planned to be launched in the second quarter of 2023.

2. Duration and Dates of Assignment

The Event Organiser will be involved in the preparation, implementation, and post-implementation of the Symposium on ASEAN Identity and Strengthening ASEAN-ROK Cooperation: Now and Beyond.

The assignment is expected to take place from acceptance of engagement through the deliverance of the services as outlined under 3 – Scope of Work. The task is expected to be completed by May 2023.

3. Scope of Work

The Event Organiser will perform the work and deliver the expected outputs based on the following indicative work plan:

No.	Activity	Indicative Timeline
1.	Liaising with the speakers and participants for their travel arrangements Booking of roundtrip air tickets for $\pm$ 32 pax (domestic and international) Booking of accommodation for $\pm$ 32 pax (single room, not exceeding USD 170/night)	Mid-August 2022 Mid-August 2022
2.	Pre-Symposium Campaign Design and production of online promotional collaterals (for ASEAN website, ASEAN Instagram and FB)	Mid-August 2022
3.	Arranging the venue and meeting layout (including decorations, rental of round tables, chairs and sofas for the panellists) - Sourcing round tables format for 60 pax and sofas for 6 panellists on the stage - Hybrid format preparations (Webinar style for 1 day)	Mid-September 2022
4.	Meeting package (2 coffee breaks and 1 lunch)	Mid-September 2022
5.	Finalisation of design and production of the event's collateral materials - ID tags – 60 pax - Conference bags – 60 pax - Programme booklet – 60 pax	Mid-September 2022

	- Backdrop – 1 pc - Standing banners -2 pcs	
6.	Sourcing of medical services for Covid-19 related matters (health personnel and antigen tests for 60 pax)	Mid-September 2022
7.	Sourcing of airport transfer for 32 pax	Mid-September 2022
8.	Sourcing an Editorial Team (1 rapporteur, 1 editor, 1 photographer), who will handle the following: - Documenting the proceedings and discussions of the plenary and breakout sessions - Providing photography services for the publication and other promotional purposes - Producing a report that summarises the meeting discussions (the summary will also be part of the ASEAN identity publication)	Early September 2022 22 September 2022 22 September 2022 first week of October 2022
9.	Finalisation of design and production of Exhibition Panels (including design, printing, and set up - 4 panels)	Mid-September 2022
10.	Finalisation of production of an ASEAN Identity Video and interactive presentations	Mid-September 2022
11.	Providing documentation services for the event Sourcing of a videographer	Mid-September
12.	Implementation of the Symposium	22 September 2022
13.	Production of the Post Symposium Publication - Editing Post Symposium Publication - Lay out, design, consultation and	November 2022 – March 2023 September 2022 – April

	production of the Post Symposium Publication (not more than 100 pages in print and PDF formats, for 500 pcs) - Launch and shipping of publication (250 pcs)	2023 May 2022
14.	Pre-Post Symposium Publication social media campaign Design and production of online promotional collaterals (for ASEAN website, ASEAN Instagram and FB)	May 2022

4. Administrative Arrangements

The Event Organiser will:

- a. Be guided by and report to the Head of CID of the ASEAN Secretariat and work in close coordination with the relevant desk officers of CID;
- 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 CID of the ASEAN Secretariat 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 Event Organiser and the ASEAN Secretariat through the CID.

5. Qualifications

The Event Organiser should ideally possess the following qualifications:

- a. Demonstrated advance professional experience in managing conferences and events; familiar with the work of ASEAN or similar intergovernmental organisation or experienced in dealing with international and national experts and institutions is an advantage (Mandatory to provide portfolios);

- b. Demonstrated advance professional experience in audio-visual design, and event documentation including meeting reports, and video production, and management of digital meeting platforms (Mandatory to provide portfolios);
- c. Demonstrated quality of previous two (2) work samples and relevant links to video documentation (Mandatory to provide);
- d. At least three (3) testimonials from notable users/previous clients; (Mandatory to provide);
- e. Availability to respond to urgent requests for assistance and coordination;
- f. Accuracy and attention to detail;
- g. Ability to work under pressure and meet tight timelines without affecting the quality of the work;
- h. Excellent command of spoken and written English; and
- i. Must be based in Indonesia and must be willing to cover their own necessary travel cost.

6. Payment of Fees

The funding for the consultancy project shall be obtained from the ASEAN-Republic of Korea Cooperation Fund (AKCF).

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

The funds will be released based on the following schedule:

- 80 %** upon the signing of the contract;
- 10 %** upon the implementation of the Symposium;
- 10 %** upon the completion and submission of Final Completion and Financial Reports.

The ASEAN Secretariat shall have the right to refuse any request for reimbursement by the Event Organiser should the Event Organiser fails to present the proper invoice, receipt or related documents as supporting materials in requesting for the reimbursable expenses.

7. Reporting

The Event Organiser shall:

- a. Report to the CID of the ASEAN Secretariat.
- b. Submit a report (in English) on the achievement of deliverables to the ASEAN Secretariat for reporting purpose to the SOMCA and SOMRI.
- c. Prepare a financial report (in English) of all expenses with the original supporting documents attached to be submitted to the CID of the ASEAN Secretariat.

All documents shall be submitted in modifiable electronic forms e.g. Word and Excel.

8. Status, Rights and Obligations

The Event Organiser and its employees shall not be considered in any respect as employees of the ASEAN Secretariat. The rights and obligations of the Event Organiser and its employees are strictly limited to the conditions stipulated in the TOR. Accordingly, the Signatory from the Event Organiser and its employees shall not be entitled to any benefit, subsidy, compensation or pension from the ASEAN Secretariat, except as expressly provided in this TOR.

The Event Organiser and its employees are responsible for any taxes should they be levied on monies received under this TOR.

9. Title Rights

The title rights, copyrights and all other rights of whatsoever nature in any material produced under the provisions of this TOR shall be vested exclusively in ASEAN.

10. Unpublished Information

The Event Organiser and its employees shall not make use of any unpublished or confidential information, made known to them in the course of performing their duties under the TOR, except upon authorisation of the ASEAN Secretariat. This provision shall remain in force until the end of this assignment.

11. Standards of Conduct

The Event Organiser and its employees shall conduct himself/herself at all times with the fullest regard for the purposes and principles of ASEAN, and in a manner befitting their relationship with the ASEAN Secretariat under this contract. The Event Organiser and its employees shall not engage in any activity that is incompatible with those actions, purposes and principles or the proper discharge of their duties and assignments. They shall avoid any relationship that may impinge on the objective performance of their duties and assignments. While the Signatory from the Event Organiser and its employees are not expected to give up any national sentiments or political and religious convictions, they shall at all times bear in mind the reserve and tact required by reason of their relationship with the ASEAN Secretariat.

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