



**TERMS OF REFERENCE ("TOR")
FOR
Provision of Training Course on Diplomatic and Regional Cooperation for Attachment Programme**

I. Background

The IAI Attachment Programme at the ASEAN Secretariat for Junior Diplomats of Cambodia, Lao PDR, Myanmar and Viet Nam (17th Batch) and the 6th Batch: Attachment of Officers from Cambodia, Lao PDR, Myanmar, and Viet Nam for AEC and ASCC Involvement at the ASEAN Secretariat commenced on 2 February 2023. The programme aims 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 various divisions of the ASEAN Secretariat. A common activity of the programme for all 12 Attachment Officers (AOs) is the participation in a two-week training course on diplomacy and regional cooperation organised by a regional institution in any of the ASEAN-6 countries (Brunei Darussalam, Indonesia, Malaysia, Singapore, Philippines or Thailand).

II. Needs and Objectives

The objective of the training is to enhance knowledge and understanding of the AOs on ASEAN regional cooperation and integration, exposure to international current issues and to equip them with effective communication skills.

The training will cover topics under the three ASEAN Community pillars, including regional and international issues, elements of diplomacy, etiquette and communication skills e.g. presentation and negotiation skills. The training is to be delivered through lectures and other suitable methods of training such as case study discussions, group presentations, as well as study visits to relevant government institutions. The use of interactive methods of training including the use of digital tools are highly encouraged.

Besides the topics and delivery of the course content, **qualifications** that required for the training provider are as following:

- Provide proven track records and experiences in conducting and organising training on ASEAN issues, diplomacy, etiquette and communication skills;
- Provide evidence of training delivery method: digital tools used, variety of training methods (e.g. lecture-style, group discussion, quizzes, site visit to the relevant fields etc);
- Provide Curriculum Vitae (CV) of speakers/presenters which highlighted knowledge and experience related to ASEAN at regional and international level relevant to CLMV countries;
- Provide work plan to deliver the assigned tasks and all the expected deliverables within a continuous period of four (4) calendar months and the training course to be conducted by 30 November 2023

Furthermore, the training provider will also be responsible for organising and conducting scheduled activities for the 12 participants as part of the training course, as well as providing the following facilities/arrangements:

- Training room facility to accommodate 12 - 15 participants with standard equipment (one screen, one beamer, one computer, flipcharts, and internet access).
- Course materials covering topics on regional & international issues, elements of diplomacy, etiquette, and communication skills;
- Daily meals for 12 participants, including breakfast, lunch and dinner;
- Single accommodation for 12 participants at least a deluxe room or equivalent;

- Airport transfer for 12 participants (airport-hotel-airport);
- Any transportation required during the training (**if the hotel and training venue are not in the same location**), and transportation for at least 2 site visits during the training programme for 12 participants.

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; and
- Two site visits to government / related 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.

No	Deliverables	Activity	Month 1				Month 2				Month 3				Month 4			
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
1	Deliverable 1: Programme and list of speakers and/or lecturers of the two-week training course	Finalise the programme and list of speakers and/or lecturers																
2		Milestone 1 payment: Two (2) weeks after the issuance of written approval by ASEAN																
3	Deliverable 2: Delivery of training course	• Logistical and administrative arrangements for the participation of 12 AOs in the training course (i.e. training room facility, course material, meals, accommodation, airport transfer, and local transport). • Delivery of course for duration of two weeks which includes regional and international issues, elements of diplomacy, etiquette and communication skills e.g. presentation and negotiation skills; and • Site visit to one or two government institutions which could serve as best practice or model in the region.																
4	Deliverable 3: Completion report	Submission of completion report which include: • List of participants; • Overall evaluation; • Evaluation of participants (pre- and post-test); • Written assignments; • Final programme; • List of speakers; and • Financial Report.																
5		Milestone 2 payment: 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 ASEAN Secretariat's approval, in final form. In cases of delay due to the ASEAN Secretariat, the Parties will mutually agree on any adjustments.

V. Staffing

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

- Delivery of course;
- Two site visits to government / related 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.

All professional staff must be approved by ASEAN Secretariat prior to mobilisation.