



## TERMS OF REFERENCE ("TOR") FOR

### Provision of Training Course on Diplomatic and Regional Cooperation for Attachment Programme

#### I. Background

The Initiative for ASEAN Integration (IAI) Attachment Programme for Cambodia, Lao PDR, Myanmar, Viet Nam (CLMV), and Timor-Leste Officers at ASEAN (2024/2025) commenced on 26 February 2025. This one-year programme aims to enhance the competency, capacity, and confidence of participating CLMV and Timor-Leste officers in managing ASEAN-related matters within their respective home ministries through direct exposure and practical experience at the ASEAN Secretariat. As part of the programme, the 15 Attachment Officers (AOs) will participate in a two-week training course on diplomacy and regional cooperation, organised by a leading regional institution in one of the ASEAN-6 countries (Brunei Darussalam, Indonesia, Malaysia, the Philippines, Singapore, or Thailand). This training is designed to further strengthen their understanding of ASEAN's working mechanisms, regional cooperation frameworks, and diplomatic practices.

#### II. Needs and Objectives

The objective of the training is to enhance knowledge and understanding of the AOs on regional cooperation and integration, 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 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 for 15 participants outside Jakarta, as well as provide the following arrangement:

- Training room facilities to accommodate 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 15 participants during the training sessions, including breakfast, lunch, and dinner;
- Single accommodation for 15 participants at least a deluxe room or equivalent;
- Airport transfer for 15 participants (airport-hotel-airport); and
- 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 15 participants.

#### III. Outputs

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

- Course duration of two weeks which include delivery of course content; 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.

| 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                                                     | <ul style="list-style-type: none"> <li>Logistical and administrative arrangements for the participation of 15 AOs in the training course (i.e. training room facility, course material, meals, accommodation, airport transfer, and local transport).</li> <li>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</li> <li>Site visit to one or two government institutions which could serve as best practice or model in the region.</li> </ul> |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |
| 4  | Deliverable 3: Completion report                                                               | Submission of completion report which include: <ul style="list-style-type: none"> <li>List of participants;</li> <li>Overall evaluation;</li> <li>Written assignments;</li> <li>Final programme;</li> <li>List of speakers; and</li> <li>Financial Report.</li> </ul>                                                                                                                                                                                                                                                                                                                                 |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |
| 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;
- 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.

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