



## **Terms of Reference (ToR) for AADCP II Part-Time Editor**

**Program:** ASEAN-Australia Development Cooperation Program Phase II (AADCP II)  
**Position/title:** Part-Time Editor  
**Duration:** 50 working days, in the period of July to December 2021.

### **1. Background**

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. ASEAN comprises ten (10) countries in Southeast Asia. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the ASEAN Leaders during their 27th Summit, 2015. The ASEAN 2025 calls for the ASEAN Community in forging ahead together, and to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat (ASEC) was established in 1976 by the Foreign Ministers of ASEAN with the basic function of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities.

The Government of Australia through the ASEAN-Australia Development Cooperation Program Phase II (AADCP II) supports ASEAN in establishing and deepening ASEAN economic integration, as envisaged in the ASEAN Economic Community (AEC) Blueprint 2025. Working through ASEC, the program provides up to AU\$57 million to support ASEAN in implementing key strategic actions across various sectors in the AEC Blueprint 2025. It also supports strengthening of the ASEAN Secretariat, to help it deliver on its mandate more effectively. As per 28 February 2021, AADCP II has 75 completed projects and 22 projects ongoing or in initiation stage.

As AADCP II nears its end in December 2021, the Program needs to communicate important program information, particularly its progress and achievements, to a range of stakeholders. For this purpose, the AADCP II Program Planning and Monitoring Support Unit (PPMSU) will develop a number of reports and communication products including a program final report and a number of factsheets highlighting AADCP II's work in various sectors. The key audience for these communication products includes the Department of Foreign Affairs and Trade (DFAT) of Australia, ASEAN Secretariat, ASEAN Sectoral Bodies and Working Groups, ASEAN Dialogue Partners and representatives of the ASEAN Member States (AMS). Derivative products will also be developed based on these products, including Powerpoint presentations, infographics, animations etc.

The AADCP II is seeking a part-time Editor to support preparation of these communication products, and its derivative products. The Editor will be tasked to edit, copy-edit and proofread all products to ensure quality of texts in terms of structure, coherence of content, syntax, style, presentation. The Editor will be responsible to ensure that the products are well-structured and written in a way that is easily understandable by a lay reader.

In addition to AADCP II communication products, the Editor will be tasked with editing outputs of AADCP II-supported projects, as required. This will entail editing, copy-editing and proofreading reports, executive summaries, guidelines etc. These materials may cover various sectors supported by AADCP II, including tourism, agriculture, support for Micro, Small and Medium Enterprises, e-commerce among others.

This is a home-based, part-time position. The Editor will be expected to undertake up to 50 days of work between 1 July and 31 December 2021. The Editor will report to the AADCP II Program Coordinator. S/he will liaise with relevant officer(s) in AADCP II PPMSU, ASEAN Secretariat (ASEC) and other AADCP II contractors/consultants in the preparation of communication products, as appropriate.

## **2. Activities**

The Editor will be required to do the following:

- a) Review written products (including reports, executive summaries, guidelines, fact-sheets etc) and recommend edits on the draft;
- b) Coordinate with AADCP II M&E Officer and AADCP II Program Coordinator in editing the products;
- c) Coordinate with ASEAN Desk Officers in editing AADCP II project outputs; and
- d) Liaise with contractors including graphic designers and videographer/ animator, as needed.

## **3. Expected outputs**

The editor will be required to produce at least the following outputs:

- a) Draft AADCP II Final Report, to be finalised in August 2021;
- b) Draft AADCP II Presentation materials including animation narrative, presentations, infographic (text only);
- c) AADCP II factsheets for at least 6 (six) sectors, namely ASEAN Connectivity, Initiative for ASEAN Integration (IAI), agriculture, tourism, energy and investment. Additional factsheets may be determined in the future. These factsheets should be finalised in November 2021; and
- d) Edited project outputs, which may include reports, guidelines, executive summaries (as tasked).

## **Timeframe and fee:**

The Editor will be expected to submit 2 (two) invoices covering July – September 2021 and October - December 2021 billing period. Fees will be paid approximately two weeks following submission of invoice to the AADCP II and AADCP II's acceptance of outputs produced within the billing period.

## **Requirements:**

- Demonstrated experience in editing and proofreading in English, preferably international development/ government-related publications;
- Demonstrated experience in editing a broad range of documents (e.g. annual report, guidelines, studies, newsletters);
- Ability to work in a multi-cultural environment; and
- Experience working with ASEAN Secretariat or Australia Department of Foreign Affairs and Trade (DFAT) is considered an advantage.

### **Submission of Quotation**

Consultants are invited to submit a quotation in response to this ToR. The quotation should include the consultant's CV, a cover letter highlighting the consultant's past experience in undertaking similar assignments, relevant sample(s) of writing/editing, and professional fee in US\$/word (inclusive of income tax and other relevant charges, if any). **Please note that price quotes in the form of daily rates (US\$ per day) will not be considered.**

Applicants should send their quotation indicating "**AADCP II Part-Time Editor**" as the subject via email to **tender@aadcp2.org**, no later than **Wednesday, 25 April 2021 at 5:00pm, Jakarta time.**

Any queries on this TOR should be sent to **contact@aadcp2.org** with the subject line: "**AADCP II Part-Time Editor**".

### **Additional Notes on Terms and Conditions of this Assignment**

- As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim or any tax liability which may be imposed by any law in relation to any amount payable by the ASEAN Secretariat.