

Terms of Reference

Event Management Specialist Consultant



Position Title	<p>Events Management Specialist Consultant</p> <p>Four consultants, each based in the capital cities:</p> <ul style="list-style-type: none"> • Vientiane (Lao PDR) • Bangkok (Thailand) • Dili (Timor-Leste) • Ha Noi (Viet Nam)
Work Area	Aus4ASEAN Futures - TSSP
Supervisor	Activity and Program Quality Manager
Location	<ul style="list-style-type: none"> • Vientiane (Lao PDR) • Bangkok (Thailand) • Dili (Timor-Leste) • Ha Noi (Viet Nam)
Period of Consultancy	April 2026 – April 2028
Submission Instruction	<p>Interested individuals should submit their Expression of Interest (EOI) by emailing supportaus4asean@tetrattech.com on or before 24 March 2026.</p> <p>Submissions will be assessed on a rolling basis.</p>

Scope of Work Summary:

The Aus4ASEAN Futures – TSSP is inviting Expressions of Interest (EOI) for Event Management Specialist Consultants to lead the planning, coordination, and delivery of high-quality ASEAN events across activities implemented in selected ASEAN Member States, including Lao PDR, Thailand, Timor-Leste, and Viet Nam.

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors across the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of

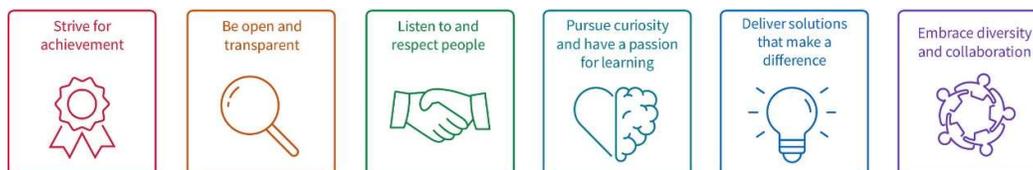
Tetra Tech International Development

specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of AUS4ASEAN Futures

The Aus4ASEAN Futures Initiative is a 10-year, AUD204 million investment by the Australian Government, progressing the Comprehensive Strategic Partnership (CSP) between ASEAN and Australia established in October 2021. It is a vital program in strengthening the relationship and positive dialogue between Australia and ASEAN. At the core of the support is a trust fund that will support jointly approved ASEAN priority projects. Aus4ASEAN Futures will work across ASEAN's three community pillars, namely the Economic Community (AEC), Socio-Cultural Community (ASCC) and Political-Security Community (APSC). It also supports cross cutting issues within ASEAN and further strengthens engagement between Australia and ASEAN.

Aus4ASEAN Futures is embedded in the ASEAN Secretariat (ASEC), mobilising resources through an ASEAN trust account, and using ASEAN systems. Aus4ASEAN Futures is governed by a Joint Planning and Review Committee (JPRC) comprised of representatives from ASEAN Member States (AMS) and Australia that meets annually to review program progress and approve forward work planning. A Program Management Team (PMT) comprised of the Aus4ASEAN Program Director(s) and representatives from ASEC are responsible for the delivery of the Program within ASEC. They are supported in the implementation of the program by a Program Planning & Monitoring Support Unit (PPMSU), based in the ASEAN Secretariat, Jakarta.

The PPMSU was established in early 2023 when the program primarily supported the ASEAN Economic Community and related cross-cutting priorities, such as Connectivity. It is expected that Aus4ASEAN Futures' support will continue to expand to increasingly cover the ASEAN Socio-Cultural and Political Security Communities as well. The PPMSU works closely with:

- a) The ASEAN Secretariat (ASEC);
- b) The Australian Mission to the ASEAN (DFAT); and
- c) The Technical Services and Support Program (TSSP) Team

DFAT has contracted Tetra Tech to support Aus4ASEAN Futures. As the Managing Contractor for the Technical Services and Support Program (TSSP) component of Aus4ASEAN Futures, Tetra Tech provides technical, logistics, and project support for Aus4ASEAN Futures activities designed to enhance partnership and integration into ASEAN systems across all three ASEAN community pillars.

Purpose and Objectives

The Aus4ASEAN Futures TSSP is seeking to recruit four dedicated Event Management Specialist Consultants, each based in the capital cities of Vientiane (Lao PDR), Bangkok (Thailand), Dili (Timor-Leste), and Ha Noi (Viet Nam) to support the planning, management, organisation, and delivery of high-quality Aus4ASEAN

Purpose and Objectives

Futures-funded events from April 2026 to April 2028. The Consultant's services will be on need basis. The Consultant will be responsible for overseeing the successful execution of ASEAN events in their assigned city. These events will require comprehensive logistical and technical support to ensure smooth execution, particularly considering the hybrid format and location-specific risks. Reporting to the Head of TSSP and supervised by the Activity and Program Quality Manager, Operations Lead, as well as Travel and Logistics Manager, the Event Management Specialist Consultant will be responsible for ensuring the successful delivery of high-quality, professional events. This will be achieved through meticulous planning, thorough preparatory activities, effective on-site coordination, and comprehensive logistical support. Key responsibilities include detailed event planning and budgeting, leading preparatory efforts, managing logistics, and collaborating closely with subcontractors and service providers such as hotels and event venues. The Consultant will act as the main point of contact for TSSP, providing regular updates and reports on the progress of events. The Consultant will coordinate regularly with the DFAT, PPMSU, Events Management Firms, and relevant suppliers/sub-contractors.

Key Responsibilities

The Event Management Specialist Consultant's key responsibilities are as follows:

- In collaboration with TSSP team, drive and deliver high-quality events through effective event coordination, including liaising with internal and external stakeholders such as PPMSU, DFAT, ASEC, ASEAN bodies, ASEAN Member State government agencies (primarily but not limited to the Lao PDR, Thailand, Timor-Leste, or Viet Nam), event partners, Event Management Firms (EMFs), PR & Marketing agencies, and relevant venue or service providers.
- Manage all event-related details across all phases – pre-event, onsite, and post-event, ensuring high standards of service and consistent alignment with directions provided by the Activity and Program Quality Manager.
- Prepare operational tools and documentation, including event operational plans, execution timelines, and resources allocation charts.
- Update and maintain the event budget planners and expense trackers.
- Supervise Event Management Firms (EMFs) and other service providers/sub-contractors before, during and after the events, to ensure end-to-end quality service delivery.
- Provide technical coordination for hybrid events, ensuring a clear understanding of the technical, logistical, and operational requirements for integrating virtual and onsite participation.
- Conduct site visits, gather local insights and resources, and support pre-event meetings to facilitate stakeholder decision-making on event design and planning.
- Coordinate logistics for assigned events, including support in contract negotiations, guest arrangements, venue preparation, presentation materials, security, catering, transportation, equipment, décor, and marketing materials.
- Serve as the local focal point for TSSP on events taking place in Lao PDR, Thailand, Timor-Leste, and Viet Nam, ensuring on-the-ground coordination in alignment with the overall event management plan and direction.
- Prepare and submit timely updates and summary reports before, during and after each event, ensuring all reporting follows the requirements and instructions set by TSSP.
- Monitor and report on external developments that may impact fieldwork including, but not limited to the weather, health, safety and security risks, for timely consideration and decision-making.
- Establish and maintain strong working relationships with local vendors, including EMFs, hotels, and other service providers.
- Ensure full compliance with TSSP, PPMSU, DFAT and ASEAN Secretariat's protocols, policies and guidelines in the performance of all duties.

Selection Criteria and Expression of Interest (EOI) Submission Requirements

Qualifications

- Bachelor's degree related to events management, public relations, hospitality or other related fields.

Experience

- Minimum 10 years' experience and proven track record in organising high-level meetings and workshops/events with international organisations, government officials, domestic and international.
- Prior event management experience with ASEAN, the Government of Australia and ASEAN Member State Government (primarily but not limited to Lao PDR, Thailand, Timor-Leste, or Viet Nam) is highly desirable.

Knowledge and Skills

- Proven ability to plan, execute and supervise high level events and workshops.
- Good knowledge of protocols in organising high-level and international-level events involving countries' leader and senior government representatives.
- Proven ability to develop and maintain relationships with vendors such as event organiser company and hotels
- Knowledge and experience in organising inclusive and accessible events and logistics arrangement is highly desirable.
- Demonstrated familiarity with the events and hospitality sectors in Lao PDR, Thailand, Timor-Leste, and Viet Nam context.
- Strong communications and negotiations skills.
- Comprehensive computer skills, including Microsoft Word, Excel, Office 365, Outlook and PowerPoint

Personal Attributes

- Ability to adapt and deliver high standards of work under tight deadlines.
- Commitment to quality and ability to maintain high standards during event delivery.
- Creative, with strong attention to detail and highly organised.
- Ability to work independently and collaboratively.
- Flexible and willing to adapt to changing circumstances.
- Possess and demonstrate high cultural awareness and sensitivity.

Risk Considerations

Given that the event will be held in Lao PDR, Thailand, Timor-Leste, and Viet Nam, certain contextual factors should be considered to ensure smooth implementation. These include:

- Local infrastructure readiness, particularly in terms of internet connectivity and transportation logistics.
- Regulatory and administrative procedures, which may differ from other ASEAN countries and require early coordination.
- Language and cultural nuances, which may affect vendor communication and service delivery.
- Contingency planning, including health and safety protocols, to address any unforeseen circumstances.

The Event Management Specialist Consultant is expected to proactively assess these aspects and incorporate mitigation strategies into the overall event plan.

Selection Process

TSSP will apply a three-step process to select the Consultants:

- Step 1: Interested Consultants are invited to submit an EOI outlining their qualifications and capabilities.

Selection Criteria and Expression of Interest (EOI) Submission Requirements

- Step 2: Shortlisted candidates will be invited to attend online interviews, during which they will present their portfolios and relevant experience to a selection panel.
- Step 3: Successful candidates will enter into contracts with Tetra Tech and will be included in the panel of technical experts.

EOI Submission Requirements

The EOI must include the following:

- Curriculum Vitae

Please note that the submission of an EOI does not constitute a commitment of work at this stage. Subject to available engagement opportunities, the Program will contract the selected Consultants through a Work Order for the duration required by the assignment.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.