

T e r m s o f R e f e r e n c e

**Documents Review, Validation of Evidences,
Gathering of Supporting Information
and Preparation of Case Studies for Nominees
*2019 Australian Alumni Excellence Awards***

May 2019

1. Background

The Australia Awards and Alumni Engagement Program – Philippines (AAAEP-P) manages the Australia Global Alumni initiatives in the Philippines. These initiatives include various networking, collaboration, and knowledge exchange opportunities for Filipino alumni. One of its major activities is the *Australian Alumni Excellence Awards*, which recognises the achievements and contributions of Australian-educated Filipinos in their field, industry, or community. The program has three award categories: Alumni of the Year, Excellence in Innovation, and Young Achievers Award.

Nineteen (19) nominations for the 2019 Australia Alumni Excellence Awards were received as of 15 May 2019 and will be shortlisted to five (5) nominees per category for validation and case study preparation.

2. Objectives

The main objective of the engagement is to produce a case study for each nominee that will provide a comprehensive profile as well as a report of confirmed achievements and evidences to support his/her nomination.

3. Scope of Services

The service provider's responsibilities and tasks are the following:

1. Review nominations and supporting documents submitted and validate accuracy of information given and authenticity of evidences provided.
2. Conduct a background check on nominee's integrity and professional standing in his/her industry sector.
3. Conduct phone or face-to-face interviews with at least two (2) listed referees and one (1) unlisted credible source on the nominee's professional and personal credentials.
4. Conduct desk research on other information about the nominee from credible sources and records.
5. Prepare a case study for each nominee to include:
 - Personal and professional profile
 - Verified evidences of achievements and/or projects completed and other supporting information
 - Results of interview with referees and reliable sources,
 - Pictures and/or video clips* of achievements and/or projects as supporting evidences
6. Generate five (5) case studies of nominees per category (for 3 categories) for a total of fifteen (15) individual case studies.
7. Attend project meetings with the AAAEP-P team.

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4. Service Provider Requirements

The LSP must have a team with extensive competencies and demonstrated experience in conducting case study research with strict and short implementation timeline. The LSP should have an adequate number of qualified and experienced interviewers and case writers in its team, as well as a support team that would ensure that the assignment will finish on time.

The Team Leader, should have a minimum of five (5) years demonstrable experience in conducting qualitative research. He/she should also have experience leading the conduct of a minimum of five (5) cases study research assignments with a team of at least 5 case writers.

The core team should also have the following qualifications:

- a. Have a minimum of five (5) years demonstrable experience in conducting background checking, case study research and writing reports based on these results;
- b. Have conducted a minimum of five (5) case study research assignments with short and strict timelines (these studies should form part of the technical proposal).
- c. Have a working knowledge about AAAEP-P and Australian Awards Scholarships

5. Deliverables and Indicative Timeline

Output	Timeline
Review of nomination forms, submitted documents and desk research	21-24 May 2019
Validation of evidences, interviews and gathering of additional information and preparation of case studies	25 May – 2 June 2019
Submission of drafts of case studies	3 June 2019
Final submission of Case Studies	5 June 2019

5. Duration

The assignment will run from 22 May 2019 to 05 June 2019.