

## 2019 Australia Alumni Excellence Awards Exhibit Set-up

### Terms of Reference

#### *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 (AAEA)*, 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.

From 1 February to 15 May 2019, nominations were opened for the *2019 Australian Alumni Excellence Awards (AAEA)*. The winners and nominees for each category will be honoured through a gala night in June 2019, which will be hosted by the Australian Embassy in the Philippines.

#### *Objectives*

The main objective of the engagement is to provide support in setting up panels for an exhibit of AAEA winners (past and present) during the 2019 Australia Alumni Excellence Awards Gala Night.

#### *Scope of Services*

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

1. Help conceptualise the structure and overall look of the exhibit
2. Set up 14 panels (or 7 panels back-to-back) with lighting
3. Produce and mount exhibit materials\* on the panels
4. Manage ingress and egress of the exhibition
5. Attend project meetings with the AAAEP-P team.

*\*Note: Ready-to-print files of the exhibit materials shall be provided by the Program*

#### *Service Provider Requirements*

1. Must have at least 3-5 years experience in exhibit construction.
2. Demonstrated experience in organising and setting up similar exhibitions. Sample work should be provided along with the proposal.
3. Excellent interpersonal and facilitation skills, including the ability to effectively work with and support a wide range of stakeholders in multicultural settings

#### *Deliverables and Indicative Timeline*

| Output                        | Timeline     |
|-------------------------------|--------------|
| Exhibit concept and blueprint | 14 June 2019 |
| Exhibit installation          | 24 June 2019 |