

## **Development of an Information Packet for Australia Awards Dependents Terms of Reference**

### *Background*

The Australia Awards have been an essential component of the Australian Government's aid program in the Philippines. It provides high-achieving Filipino development leaders with the opportunity to pursue postgraduate studies in Australia's premier academic institutions and contribute to Philippine development. Since the 1950s, the program has sent over 3,500 Filipinos to study in Australia and make a difference in the Philippines through their re-entry action plans (REAPs). Australia Awards is committed to gender equality and inclusivity, and these are key principles that the program promotes.

One of the privileges of a scholar is the opportunity to take dependents (spouses and children) with them while living and studying in Australia. Recognising that dependents also face similar issues to scholars and have a role in furthering people-to-people links between Australia and the Philippines, the Australia Awards and Alumni Engagement Program - Philippines (AAAEP-P) aims to provide relevant information to dependents that will support them throughout their journey, including preparation for their life in Australia.

### *Objectives*

The main objective of the engagement is to develop an information packet that would orient dependents on matters such as going to Australia, visa conditions, living, working and studying in Australia, contacts in Australia, and reintegration upon return to the Philippines. Additional themes may be identified by a sample of dependants via a survey or similar tool.

### *Scope of Services*

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

- 1) Conduct desk research on Australia Awards (including existing information to be included) and the roles and needs of the scholars' dependents and support provided by Program.
- 2) Develop and conduct a short survey to identify key (e.g. top five) issues faced by dependents during their time moving to Australia, living in Australia, and leaving Australia and reintegrating back into the Philippines.
- 3) Provide strategic advice on the content of the information packet.
- 4) Develop the content of the information packet including developing manuscript, copywriting, and editing of material as needed.
- 5) Provide creative direction on the packaging of the information packet from conceptualisation to execution:
  - a) Conceptualise packaging of material
  - b) Develop user-friendly design and layout (online and printed)
  - c) Develop illustrations, icons, and infographics to support manuscript
- 6) Attend project meetings with the AAAEP-P team.
- 7) Ensure that all corrections and inputs from the AAAEP-P team are incorporated in the final artwork.
- 8) Submit the final artworks in PDF and editable formats.

### *Service Provider Requirements*

1. Demonstrated experience in content development.
2. Demonstrated experience in writing and editing of various communication and knowledge management (KM) products including information packets, brochures, booklets, etc.

3. Demonstrated experience in conceptualising and developing content for various formats
4. Demonstrated experience in graphic design and layout of various formats including information packets, brochure, booklet, infographics, poster, event collaterals, etc.
5. Excellent interpersonal and facilitation skills, including the ability to conduct surveys and effectively work with and support a wide range of stakeholders in multicultural settings

*Deliverables and Indicative Timeline*

	Timeline/Indicative Due Dates
<b>Engagement Period</b>	<b>20 May to 28 Jun 2019</b>
Concept note, design studies and survey period	27 May 2019
First draft of manuscript, design and layout	12 Jun 2019
Edited draft of manuscript, design and layout	20 Jun 2019
Submission of final draft of information packet	28 Jun 2019