

Development of Profile Features on 2019 Australian Alumni Excellence Awards Winners 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*, 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*. 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 produce profile feature stories on the winners of the 2019 Australia Alumni Excellence Awards, with focus on how they are currently making a difference in their chosen fields using their Australian education.

Scope of Services

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

1. Conduct interview with three alumni
2. Conduct desk research on alumni and their chosen fields as needed
3. Develop a profile feature story on each subject (600-1,000 words)
4. Revise and finalise feature story based on feedback from AAAEP-P
5. Attend project meetings with the AAAEP-P

Service Provider Requirements

1. Bachelor's degree in communications, journalism or English
2. At least five years of professional experience in journalism, communications or related field.
3. Demonstrated experience in producing human interest stories, feature stories, and/or special profile
4. Excellent English language writing and editing
5. Ability to meet deadlines
6. 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
Story 1 (Feature on Alumni of Year)	19 July 2019
Story 2 (Feature on Excellence in Innovation)	2 August 2019
Story 3 (Feature on Young Achievers Award)	16 August 2019