Global Gateway

Funded by the European Union

EU-ASEAN Sustainable Connectivity Package - Higher Education Programme (SCOPE-HE)

Terms of Reference

Event Assistant

EU-ASEAN Peer Learning Workshop:
Aligning Frameworks in a Changing World

12 - 14 February 2026,
Manila, Philippines

1. Background and Context

The EU-ASEAN Sustainable Connectivity Package – Higher Education Programme (SCOPE-HE) is an initiative (2024–2028) funded by the EU and endorsed by ASEAN, implemented by Nuffic and DAAD. The SCOPE-HE is organising a Peer Learning Workshop titled "Aligning Frameworks in a Changing World". The workshop, scheduled for 12-14 February 2026 in Manila, will bring together stakeholders from ASEAN and EU countries, including technical experts, government representatives, and regional bodies to exchange experiences and explore ways to align qualifications frameworks.

The three-day programme will include a matchmaking session, plenary discussions, breakout group sessions, and networking activities, with around 60 to 80 participants expected. The agenda will be held in a hybrid format; therefore, we require event assistants to support the programme's coordination and smooth delivery.

2. Event Information

- Date: 12-14 February 2026
- Location: Makati Diamond Residences, Makati City

3. Description of Services Required

Responsibilities

- Manage the registration desk, which will also serve as the help desk on both days of the event. SCOPE-HE will provide the finalised list of participants from online registration.
- Serve as ushers, event runners, and liaison officers (LOs) for VIP participants.
- Ensure regular communication with the SCOPE-HE Team regarding all matters and event-related updates.
- Provide administrative support for reimbursement processes and other administration-related tasks, in coordination with the SCOPE-HE Team.

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Pre-Event Preparation

We will engage a total of **five (5) Event Assistants** for the workshop, and **2–3 of these assistants will also be required to support the pre-event** preparation activities (e.g. materials, logistics, administration), for approximately 3 working days prior to the event.

- Applicants who are **available for pre-event work** are highly encouraged to **indicate this in their cover letter**.
- Those selected must have the flexibility to be physically present at the event venue or other designated locations such as printing suppliers during pre-event tasks.

Qualifications

- Bachelor's or master's student (preferable), or graduate in any field.
- Strong command of English, both spoken and written.
- Preferably with prior experience in events, project coordination, or administrative support in an international setting.
- Able to work full-day shifts during the event period (12–14 February 2026) in Makati.
- Basic proficiency in Microsoft Office.
- Open to applicants of all nationalities who currently reside in Metro Manila or nearby areas.

Terms, Conditions, and Remuneration

- This is a paid position, compensated on a per-day basis in Euro.
- Payment applies only to days worked (event days and, where applicable, pre-event days).
- A timesheet will be required to record and verify working days and hours.
- No accommodation, travel reimbursement, or travel insurance will be provided.
- Candidates must be able to arrange their own transportation and, if needed, accommodation.

How to Apply

Please send your CV and brief cover letter with the subject line: "Application: Event Assistant – SCOPE-HE Workshop" to scope-he@daad.de, with cc to farhatani@daad.de and jasmine@daad.de, no later than 5 January 2026. Only shortlisted candidates will be contacted.

We look forward to receiving your application!