



Call for Proposals

Training Design & Delivery on the Topic of Human Rights & Children (6-9 November 2017, Sofia, Bulgaria)

17th Informal ASEM Seminar on Human Rights “Human Rights and Children” (7-9 November 2017, Sofia, Bulgaria)

Overview

The Informal Asia-Europe Meeting (ASEM) Seminar on Human Rights promotes mutual understanding and co-operation between Europe and Asia in the area of political dialogue, particularly on human rights issues, and encourages an open and non-confrontational debate between representatives of civil society organisations and officials from all ASEM Partners. The Seminar series is co-organised by the Asia-Europe Foundation (ASEF), the Raoul Wallenberg Institute, the Ministry of Foreign Affairs and International Development of France, the Department of the Foreign Affairs of the Philippines, and the Federal Department of Foreign Affairs of Switzerland.

In 2017, the co-organisers introduced a capacity-building component on human rights to support the Seminar’s overall objective of promoting mutual understanding and cooperation on human rights issues in ASEM. Capacity-building will be delivered via an annual human rights training, related to the Seminar theme.

The 17th Informal ASEM Seminar on Human Rights will take place on 7-9 November 2017 in Sofia, Bulgaria, on the theme “Human Rights and Children”. A human rights training on the same topic will be conducted on the sidelines of the Seminar on 6-9 November 2017 in Sofia, Bulgaria.

Call for Proposals

ASEF is seeking an individual trainer / training organisation to design and deliver a training on human rights and children with a view to:

- Build capacity and improve competency of ASEM Partners to implement international and regional frameworks protecting children’s rights, such as the UN Convention on the Rights of the Child (CRC)
- Provide theoretical and practical learning on a human rights-based approach to promote and protect children’s rights
- Improve understanding of human rights in the context of ASEM/Asia-Europe relations

Role: Trainer(s) (individual trainer or training organisation)

Training dates: 6-9 November 2017

Location: Sofia, Bulgaria

Time frame: July–November 2017 (preparation, implementation and reporting)

The Trainer(s) is expected to:

- Design the training curriculum and materials, in consultation with ASEF
- Coordinate and deliver a 3.5-day training
- Prepare a training report

For details about the scope of the training, please refer to the annex below. Quotations for the training can be up to the limit of **SGD 60,000**. Please note that proposals with quotations above SGD 60,000 will not be considered.

Candidate Requirements

- Experience in designing and delivering trainings on human rights, and

children's rights (international and regional frameworks, national level policy-making)

- Experience of conducting trainings for governments, inter-governmental organisations and/or NGOs
- Qualifications in human rights, children's rights, law or related social sciences certified in human rights education methodology, and facilitation
- Up-to-date knowledge on regional human rights systems related to children's rights, including the newly adopted EU Guidelines for the Promotion and Protection of the Rights of the Child
- Citizens of an ASEM country (for individual trainers) and/or located in an ASEM country (for organisations)¹
- Familiarity with the ASEM process, and Asia-Europe relations in general;
- Experience of utilising mixed methodology in the design and delivery of trainings
- Strong communication, facilitation and inter-personal skills including tact and cultural sensitivity
- Proactive and flexible; able to work with an international team
- Fluency in written and spoken English; strong writing skills to prepare final training reports

Deadline & Contact Details

Submission of proposals to ASEF must include an outline of the methodology, curriculum and training activities, budget breakdown, CVs of the trainer/organisation (using Europass template) and cover letter. To download a template of the Europass CV, please click [here](#).

Proposals should be emailed to ASEF at the following address: humanrights.seminar@asef.org

Expressions of interest must be received **by Wednesday, 19 July 2017, 12:00 midnight (Singapore time)**.

¹ The **Asia-Europe Meeting (ASEM)** is an intergovernmental process established in 1996 to foster dialogue and cooperation between Asia and Europe. Presently it comprises 53 partners: 30 European and 21 Asian countries, the European Union and the ASEAN Secretariat. ASEM addresses political, economic, social, cultural, and educational issues of common interest, in a spirit of mutual respect and equal partnership. For more information, please visit www.ASEMinfoboard.org

Annex I: Training Design and Delivery on the topic of Human Rights and Children

Role:	Trainer(s) (individual trainer or training organisation)
Starting date:	July 2017
Training dates:	6-9 November 2017
Location:	Sofia, Bulgaria
Time frame:	July – November 2017 (preparation, implementation and reporting)

1. Background

The Informal Asia-Europe Meeting (ASEM) Seminar on Human Rights promotes mutual understanding and co-operation between Europe and Asia in the area of political dialogue, particularly on human rights issues, and encourages an open and non-confrontational debate between representatives of civil society organisations and officials from all ASEM Partners.

Initiated by France and Sweden on the occasion of the first meeting of ASEM Foreign Ministers in February 1997 in Singapore, it was decided that the seminars would be organised within the ASEM framework on average every 12 to 18 months. Since 2000, ASEF has been the acting secretariat for the Seminar. In 2010, the Republic of the Philippines joined as a co-organiser of the Informal ASEM Seminar on Human Rights. Switzerland joined as a co-organiser in 2016.

In 2017, the co-organisers introduced a capacity-building component on human rights to support the Seminar's overall objective of promoting mutual understanding and cooperation on human rights issues in ASEM. Capacity-building will be delivered via an annual human rights training, related to the Seminar theme. The 17th Informal ASEM Seminar on Human Rights will take place on 7-9 November 2017 in Sofia, Bulgaria, on the theme "Human Rights and Children". A human rights training on the same topic will be conducted on the sidelines of the Seminar on 6-9 November 2017 in Sofia, Bulgaria.

2. Training Objectives

The training is part of the Informal ASEM Seminar on Human Rights series which aims promote better mutual understanding and co-operation on human rights issues in Asia and Europe. The objective of the training is to increase participants' knowledge on human rights and children in the context of Asia and Europe, as well as enhance their capacity to promote and protect the rights of children in their daily work.

Through the training, participants will:

- Learn how to implement international and regional frameworks protecting children's rights, such as the UN Convention on the Rights of the Child (CRC), in their daily work;
- Gain theoretical knowledge and practical skills on how to utilise the existing international and regional human rights instruments to implement children's rights in practice;
- Improve understanding on how to foster and strengthen cooperation on children's rights in the context of ASEM/Asia-Europe relations.

2.1 Methodology and training curriculum

It is estimated that the training will be held over 3.5 days. It will be led by the trainer(s) along with 5-6 guest-lecturers/speakers. The training can be a mix of lectures and hands-on exercises. The trainer will be required to develop the course outline and the activities to guide the participants through the training.

A detailed methodology for the curriculum will be proposed by the trainer and finalised in consultation and agreement with ASEF. Where possible, the background paper developed for the 17th Informal ASEM Seminar will be incorporated into the curriculum. The curriculum of the training could comprise of the following (*to be developed further after discussions with the selected trainer*):

General modules on human rights:

- Introduction of ASEM, ASEF and the Informal ASEM Seminar on Human Rights
- Introduction to human rights principles
- Human rights in Asia and Europe

Specific modules on children's rights:

- Understanding and implementing the UN Convention of the Rights of the Child (CRC) and its Optional Protocols
- Regional human rights systems related to children's rights, including the new EU Guidelines for the Promotion and Protection of the Rights of the Child adopted in 2017
- Specific children's rights issues (such as violence against children, migration, child poverty, displacement etc) and their intersectionality between the CRC and other human rights instruments (disability, trafficking, armed conflict, sustainable development goals, etc.)
- Child-inclusive policies and practice

Speakers must be experts on the topics and must include experts from both Asia and Europe. The final set of speakers will be jointly selected by the trainer/training organisation and ASEF. The trainer/training organisation must provide advance readings and exercises so that the participants can prepare for the training. Post-training, the presentations and training materials will be made available to educational and other human rights institutions for knowledge-sharing.

2.2 Training participants

The training will be targeted to 18-25 participants of early to mid-level practitioners (3-5 years relevant work experience) from across the ASEM Partners. The target group of participants includes (but not limited to):

- ASEM government ministries (such as ministries of foreign affairs, justice or social welfare) or departments (such as human rights), working on children and human rights
- National and regional human rights institutions working on human rights and children's rights
- Civil society organisations working on the implementation of the CRC

ASEF will launch the call for participation, shortlist and select the participants together with the trainer, based on their experience and suitability for the training.

3. Timeline

The overall timeline for the training is as follows:



The timeline for deliverables is as follows:

- First draft of the training materials to be delivered by early August 2017
- Final version of the training materials to be presented by early September 2017
- Training to be delivered on 6-9 November 2017
- Training report to be completed by end-December 2017

4. Procedures and Logistics

Regular emails, phonecalls or meetings (depending on location) will be set up between the trainer and ASEF to discuss the detailed workplan, training preparations and follow-up. ASEF will provide relevant seminar documentation to the trainer as well as facilitate contacts with potential speakers.

5. Financial arrangements

Travel and accommodation costs for the participants (i.e. those receiving the training) will be borne directly by ASEF; logistical arrangements and venue costs for the training will be done by ASEF. All other costs including the curriculum costs, trainers' and speakers' costs (personnel costs, per diems, travel, accommodation etc) must be included in the training proposal.

5. Outputs

The expected outputs of the training are:

- Training curriculum and materials produced by the trainers
- Certificate of completion received by ASEM officials/NHRIs/civil society trained in human rights
- Training report prepared by the trainer at the end of the training

6. Contracting Arrangements

ASEF is commissioning the training and will contract the trainer and coordinate with all relevant stakeholders.

7. Confidentiality

All unpublished information transmitted between the ASEF and the trainer, shall not be published or disclosed to a third party without the prior written consent of ASEF. In addition, no publicity is to be given to the training without the prior consent ASEF.

8. Time required

It is expected that the training design and delivery will require up to 50 days work over the months of July – November 2017, including 1 trip to the training location in Sofia, Bulgaria (included in fee).