



Call for Proposals

Training Design & Delivery on the Topic of Human Rights & Disabilities

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.

The 16th Informal ASEM Seminar on Human Rights took place on 8-10 November 2016 in Beijing, China, on the theme “*Persons with Disabilities and Human Rights*”.

To support the Seminar’s overall objective of promoting mutual understanding and co-operation on human rights issues in ASEM, the co-organisers are introducing a capacity-building component in the form of a training to be delivered on the topic of human rights and disabilities.

Call for Proposals

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

- Build capacity and improve competency of ASEM Partners to implement international and regional frameworks protecting the rights of persons with disabilities, such as the UN Convention on the Rights of Persons with Disabilities (CRPD)
- Provide theoretical and practical learning on a human rights-based approach to promote and protect the rights of persons with disabilities
- Improve understanding of human rights in the context of ASEM/Asia-Europe relations.

The training is planned to take place before August 2017. 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.

Candidate Requirements

- Experience in designing and delivering trainings on human rights, and disabilities (international and regional frameworks, national level policy-making)
- Qualifications in human rights, disabilities, law or related social sciences certified in human rights education methodology, and facilitation
- 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 conducting trainings for governments, inter-governmental organisations and/or NGOs

¹ The **Asia-Europe Meeting (ASEM)** is an informal process established in 1996 to foster dialogue and cooperation between Asia and Europe. Presently it comprises 53 partners: 21 Asian and 30 European countries, the ASEAN Secretariat and the European Union. 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

- 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**

Proposals must include an outline of the curriculum and training activities, budget breakdown, CVs of the trainer/organisation and cover letters. Proposals should be emailed to ASEF at the following address: humanrights.seminar@asef.org

Expressions of interest must be received **by Sunday, 12 February 2017, 12:00 midnight (Singapore time)**.

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

Role:	Trainer(s) (individual or organisation)
Starting date:	Beginning of February 2016
Location:	Training location in Asia (to be determined)
Time frame:	February – August 2017

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.

The co-organisers are introducing capacity-building 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. In 2016, the 16th Informal ASEM Seminar on Human Rights took place on 8-10 November 2016 in Beijing, China, on the topic "Persons with Disabilities and Human Rights".

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. Specifically, the objectives of the training component are:

- Build capacity and improve competency of ASEM Partners on human rights; specific to this training, will be to improve ASEM Partners' capacity to implement international and regional frameworks protecting the rights of persons with disabilities, such as the UN Convention on the Rights of Persons with Disabilities (CRPD)
- Provide theoretical and practical learning on a human rights-based approach to promote and protect the rights of persons with disabilities
- Improve understanding about human rights in the context of ASEM/Asia-Europe relations

2.1 Training curriculum

It is estimated that the training will be held over 3.5 days. It will be led by the trainer 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. The curriculum of the training could comprise of (to be

developed further after discussions with the selected trainer):

- General module on ASEM, human rights in Asia and Europe, introduction to human rights principles
- Specific modules on the rights of persons with disabilities, comprising of
 - The Seminar background paper
 - Additional training materials as required

Speakers must be experts on the topics and must be from Asia and Europe. Speakers will be jointly selected by the trainer and ASEF. Participants will be required to prepare for the training via advance readings and exercises. 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

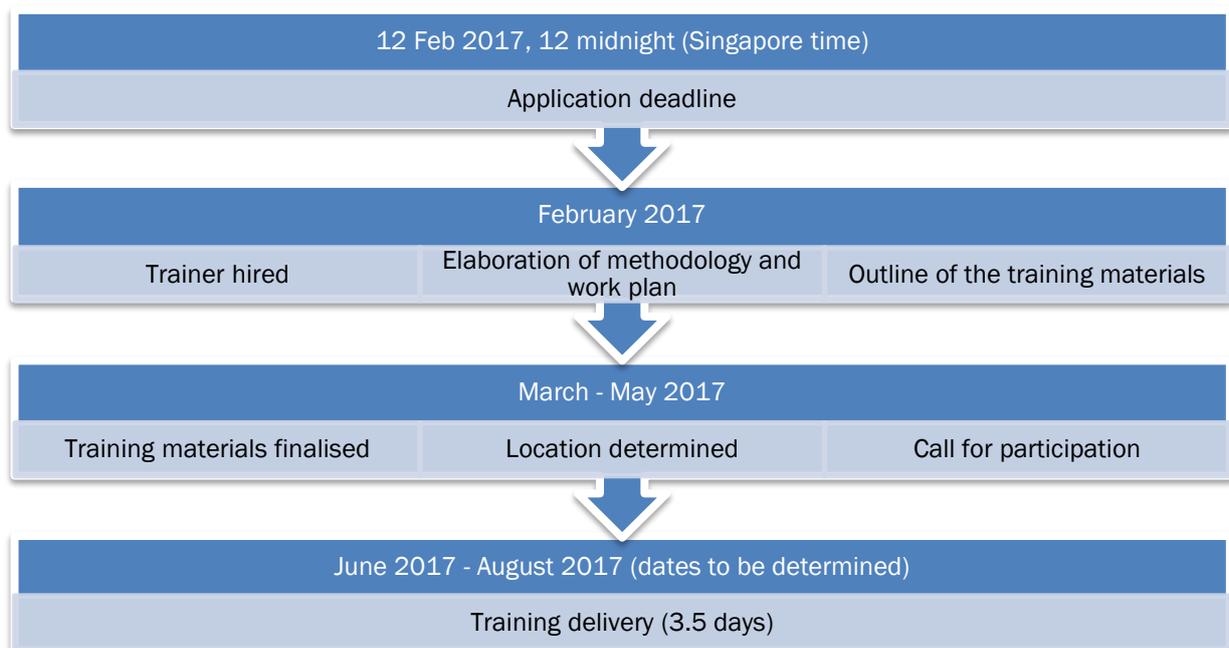
The training will bring together 18-25 participants from across the ASEM Partners. The target group of participants includes:

- ASEM government representatives – departments/ministries working on human rights and the rights of persons with disabilities
- Judiciary
- National and regional human rights institutions
- Civil society

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 March 2017;
- Final version of the training materials to be presented by May 2017;
- Training to be delivered by mid-August 2017;
- Training report to be completed by end-August 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. Travel and accommodation costs for the participants (i.e. those receiving the training) will be borne directly by ASEF; logistical arrangements for the training will be done by ASEF.

5. Outputs

The expected outputs of the training are:

- Training 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 60 days work over the months of February – August 2017, including 1 trip to the training location to be determined (included in fee).