Call for Facilitators

Overview
The Education Department of the Asia-Europe Foundation (ASEF) is seeking an Expert Facilitator for the 2nd ASEF Higher Education Innovation Lab (ASEFInnoLab).

About the Asia-Europe Foundation (ASEF)
ASEF is an intergovernmental not-for-profit organisation which brings together the peoples of Asia and Europe to address common global challenges. ASEF promotes understanding, strengthens relationships, and facilitates cooperation among the people, institutions and organisations of Asia and Europe. For more information, please visit https://asef.org/about/what-we-do

About the Education Department
ASEF’s Education Department (ASEFEdu) connects youth, students, teachers & educators, higher education & EdTech experts with policy makers from 51 countries across Asia and Europe. Our projects facilitate exchange of knowledge and peer learning and contribute towards innovation in formal and informal education through technology. ASEFEdu contributes to the ASEM Education Process, a bi-regional policy and collaboration platform by Asian & European Ministries of Education and informs the ASEM Education Ministers’ Meetings (ASEMMEs) with evidence based project outputs. For more information, please visit https://www.asef.org/projects/themes/education

About the 2nd ASEF Higher Education Innovation Lab (ASEFInnoLab2)
The ASEFInnoLab2 is a 6-week long online learning and networking experience for managers, administrators, and academics in higher education. In partnership with Fudan University (Shanghai, China) and the Association of Pacific-Rim Universities (APRU), the project will explore the role of universities in national and regional innovation ecosystems in the age of artificial intelligence and assist participants in building action plans to position their organisations.

Key Facts
- When & Where | 6 weeks between 4 November – 9 December 2021, Online
- Participants | 40 higher education managers, administrators and academics selected from 51 ASEM countries by an Open Call for Applications
- Intended Learning Outcomes
  - Enhanced understanding of Data and AI Innovation ecosystems
  - Increased insights and knowledge to advance innovation ecosystems at participants’ universities
  - Capacity to prepare an action plan to get ahead of change

For more information about ASEFInnoLab2, please visit https://asef.org/projects/asefinnolab2/
About the Position
We are looking for a Facilitator or a pair of Facilitators to work directly with the ASEFInnoLab team at ASEFEdu to deliver the programme. They are expected to help finetune the programme and take the lead in the implementation of the live online sessions. Their job is to ensure that participants learn from guest speakers, exchange their knowledge and experiences, network with each other, and come up with an action plan by the end of the programme.

The Facilitators should maintain constant communication with the ASEFInnoLab team from the beginning until the end of the engagement. Ideally, they should be comfortable working in a multicultural environment and able to balance the strategic goals of different stakeholders.

Main Responsibilities
Work in close collaboration with the ASEFInnoLab team in the following areas:

♦ Finetune a 6-week long online programme for university managers
♦ Facilitate the 6-week long online programme between 4 November – 9 December 2021 ensuring that the programme meets the learning outcomes
♦ Facilitate effective exchanges among participants and guest speakers, facilitate networking among participants, work closely with selected speakers to prepare for the sessions

The concrete extent of above responsibilities are subject to agreement.

Requirements for the Position
♦ Must be a citizen of an 51 ASEM Partner Country
♦ Excellent communication skills (Please note that the working language is English)
♦ Substantial prior experiences in managing or facilitating workshops for executives or managers, especially on strategy and innovation in higher education

Candidates who have prior experience in designing and facilitating workshops on Innovation and or/ Artificial Intelligence would be an advantage.

Honorarium
Selected candidate will be offered an honorarium which will be discussed during the interview. The quotation below serves as an indication to define the amount based on the scope of work.

Selection Process
A limited number of candidates will be invited to submit their quotation according to the template below. All candidates qualify for the position. Selection will be decided by ASEFEdu based on the quotations.

More Information
For more information, please contact Ms Reka TOZSA (E: reka.tozsa@asef.org).
Please fill up the template below in order to provide a quote.

<table>
<thead>
<tr>
<th>Personal particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, position, institution of Facilitator:</td>
</tr>
</tbody>
</table>

**Please attach your CV to the quotation.**

<table>
<thead>
<tr>
<th>Scope of Activities &amp; Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Part 1</td>
</tr>
<tr>
<td>Estimated timeframe: 11 October – 4 November 2021</td>
</tr>
</tbody>
</table>

**Description of Scope of Activities**

**Activity 1. Advise ASEFEdu and partners on the methodology & building blocks of the programme,** making sure that the programme elements meet the learning outcomes, and they utilize different collaborative learning and peer learning elements.

**Activity 2. Brief selected speakers** on their expected contribution to the programme, if necessary, during programme deliver period too

<table>
<thead>
<tr>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 4-6 times prepare for and participate in meetings with ASEFEdu and partners</td>
</tr>
<tr>
<td>• ca 4 briefing calls with group of invited speakers</td>
</tr>
</tbody>
</table>

**Part 2 | Programme delivery**
Estimated timeframe: 4 November – 9 December 2021

**Description of Scope of Activities**

**Activity 1. Prepare for and facilitate 6 live online sessions** for ASEFInnoLabs participants (detailed schedule to be confirmed in due course) according to the programme design prepared in advance, provide suggestions on improving the programme on the go.

**Activity 2. Advise and follow-up on potential activities resulting from individual sessions** (e.g., addressing participants’ questions or needs) and/or from the overall programme (e.g., adjustments of future subsequent sessions or the programme’s future development).

<table>
<thead>
<tr>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Prepare and deliver 6 facilitated sessions for participants followed by a short debrief with ASEFEdu</td>
</tr>
<tr>
<td>• 1 General recommendations document for ASEFEdu after the delivery of the programme</td>
</tr>
<tr>
<td>• 1 Post programme feedback session with ASEFEdu</td>
</tr>
</tbody>
</table>

**Your quote for Part 1&2:** EUR

**Comments if any:** Please use this section if you have anything to add or explain related to the above description of activities and deliverables.

<table>
<thead>
<tr>
<th>Date</th>
<th>E-Signature</th>
</tr>
</thead>
</table>