1. **Cover Letter**

Aside from expressing your intent to apply to be the training organisation to design and deliver the capacity-building activity in the second half of 2022, you should highlight the strengths of your training team. It should clearly prove your experience in designing and delivering trainings on **human** **rights-based approach to climate action**. The letter should also demonstrate your knowledge of the ASEM Process and the work of ASEF. (Max. 1,000 words)

1. **Summary of Training Proposal**

Provide an overview of the training’s approach and its key objectives, and how the links between the **21st Informal ASEM Seminar on Human Rights (ASEMHRS21)** on the theme **“Human Rights and Climate Change”** and the proposed training will be established. (Max. 50 words)

1. **Objectives**

Specify the learning objectives of the training programme, which should be aligned with the training goals enumerated in the Call for Proposals. Make sure that the learning objectives are observable and measurable. (Max. 200 words)

1. **Framework and Methodology**

Explain the framework that you will adopt for the training, including the different phases involved. The framework should help in managing the expectations of the participants and in evaluating the training programme and implementation.

The methodology should cover an overview of the human right impacts of climate change and the corresponding human rights obligations; professional facilitation, easily adaptable tools, and when possible, a follow-up activity. A model evaluation of a project impact or a simulation of an impact assessment should be incorporated in the training programme.

The proposal should include the names and expertise of suggested facilitators and trainers. The profiles of the facilitators/trainers should be attached to the proposal as an annex.

Define and justify the choice of target group(s) and the choice of Learning Management System (LMS) for the online programme. (Max. 1,500 words)

1. **Timetable**

Provide details of the training schedule including weekly tasks and live sessions. (Max. 500 words)

1. **Costs**

Refer to the table below for the breakdown of costs. All costs should be in Singapore Dollars only.

|  |  |  |  |
| --- | --- | --- | --- |
| **Price component** | **Unit Price** | **Quantity/Period** | **Total** |
| ***Human Resource*** |  |  |  |
| Person X  (lead trainer) | SGD 0.00 per day | # days of work | SGD 0.00 |
| Person X  (trainer) | SGD 0.00 per day | # days of work | SGD 0.00 |
| Person X  (staff) | SGD 0.00 per day | # days of work | SGD 0.00 |
| Person X    (speaker 1) | SGD 0.00 per day | # days of work | SGD 0.00 |
| Person X    (speaker 2) | SGD 0.00 per day | # days of work | SGD 0.00 |
| Sub-total (1) |  |  |  |
| ***Others*** |  |  |  |
| Item X  (e.g. LMS) | SGD 0.00 | 6 months access for 30 pax | SGD 0.00 |
| Item X  (e.g. communications) | SGD 0.00 |  | SGD 0.00 |
| Item X  (Misc.) | SGD 0.00 | # | SGD 0.00 |

 Note: Please clearly define the role of each staff/trainer/speaker in the proposal and indicate whether the participation of trainees/trainers/speakers in the training program is confirmed.

1. **Others**

Add anything you find relevant for the training. If you plan to develop a follow-up activity for the participants after they take the course, you may include that here.

Please also include a declaration of non-conflict of interest.