CALL FOR PROPOSALS:
Training Design & Delivery on the Topic of Human Rights & Poverty Reduction
September 2023 (TBC)

Overview
The Informal Asia-Europe Meeting (ASEM) Seminar on Human Rights promotes mutual understanding and co-operation between Asia and Europe 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 (nominated by the Swedish Ministry of Foreign Affairs), the French Ministry for Europe and Foreign Affairs, the Department of the Foreign Affairs of the Philippines, the Federal Department of Foreign Affairs of Switzerland, and the Ministry of Foreign Affairs of the People’s Republic of China.

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 is delivered via an annual human rights training related to the Seminar’s overall theme.

The 22nd Informal ASEM Seminar on Human Rights will take place later in the year 2023 on the theme of “Human Rights and Poverty Reduction”.

Call for Proposals

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ASEF is seeking a training organisation to design and deliver training on the above topic with a view to:

- **Build capacity and technical knowledge** in support of relevant stakeholders’ efforts to strengthen the integration of a human rights-based approach in the national poverty reductions strategies and action in line with the 2030 Agenda for Sustainable Development’s central commitment to ‘Leave No One Behind’.
- **Provide practical, participatory, and interactive learning** about the methodologies and approaches to addressing poverty through human rights framework and people-centered development.
- **Take stock of the progress** of human rights-based poverty reduction strategies as case studies and identify best practices which to refer to when preparing or implementing poverty eradication programmes.

The training organisation may explore any of the following sub-topics:

1. Integration of Human Rights in Poverty Reduction Strategy and Measurement
2. Poverty Reduction and Those in the Most Vulnerable Situations
4. From Local to Global: Multistakeholder Partnerships for the Advancement of Human Rights in Poverty Reduction
or propose other(s) in line with the **Concept note** of the 22nd Informal ASEM Seminar on Human Rights or the United Nations Agenda 2023 for Sustainable Development.

**Scope**

The Trainer is expected to:

→ Design the training programme, curriculum, and materials, in consultation with ASEF,
→ Coordinate and deliver a 3-day training,
→ Prepare and conduct pre- and post-training assessment survey,
→ Prepare a training report and make recommendations for follow-up discussions during the 22nd Informal ASEM Seminar on Human Rights.

ASEF would prefer the Trainer to also:

→ Host the training or secure a suitable venue and provide organisational support,
→ Assist in finding a hotel for the organisers and participants,
→ Assist in other logistical arrangements, such as:
  - Visa support letter, if applicable
  - Local transportation
  - Arranging a cultural tour

We encourage interested training organisations to prepare or develop a follow-up activity to commit participants to an action after taking the course.

*Please refer to the annex for further details.*

**Candidate Requirements**

The candidates are required to have the following qualifications:

→ Experience in designing and delivering trainings on human rights, specifically on issues relating to poverty reduction (e.g. international and regional frameworks, national level policymaking and strategy, capacity-building, technical support),
→ Experience in conducting trainings for the proposed target group (i.e. government officials, civil society organisations, national human rights institutions),
→ Experience in human rights-based training methodology and facilitation,
→ Qualifications in human rights, international human rights law, economics, development, or other related fields,
→ Broad knowledge on international and regional human rights systems and frameworks related to poverty reduction, including the 2030 Agenda on for Sustainable Development Goals (SDGs),
→ Familiarity with Asia-Europe relations
→ 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.

**Deadline & contact details**

Proposals (including budget) should be submitted via [this form](#) by 23h59 (Singapore time) Sunday, 18 June 2023.

Any queries can be emailed to Ms Armi Hannele AARNI ([armi.hannele.aarni@asef.org](mailto:armi.hannele.aarni@asef.org)) and Ms Laura VAN DER KNAAP ([laura.vanderknaap@asef.org](mailto:laura.vanderknaap@asef.org)). Please cc [humanrights.seminar@asef.org](mailto:humanrights.seminar@asef.org).

Please use the enclosed proposal template. Each CV should not exceed 2 pages.

Role: Trainer (training organisation)
Start Date: September 2023 (TBC)
Format: Face-to-face
Time Frame: 5 months (preparation, implementation and reporting)
Coordination: Project Coordinator, Governance & Sustainable Development Department, Asia-Europe Foundation (ASEF)

1. Background
ASEF, together with its Partners, has been organising regular human rights meetings for the ASEM members since 1997. The aim of this initiative is to promote mutual understanding and co-operation between Asia and Europe in the area of political dialogue, particularly on human rights issues.

After each conference, the main recommendations are sent to the ASEM governments. The outcomes of the discussions are gathered in a publication that may be used by governments and civil society as a reference on the state of play of the debate on human rights in ASEM countries. Since 2017, an annual training component has been implemented with the aim of improving the knowledge and capacity of relevant actors in Asia and Europe on the theme of the Seminar.

2. Training Objectives
The training is part of the Informal ASEM Seminar on Human Rights Series which aims to promote better mutual understanding and cooperation on human rights issues in Asia and Europe. The training aims to enhance the capacity of the relevant target group(s) and increase participants’ knowledge and understanding of the interlinks between human rights and poverty reduction, and how human rights frameworks and obligations can support poverty reduction efforts at the national, regional, and international levels.

Through the training, participants should:
- Gain practical, participatory, and interactive learning about human rights-based approach (HRBA) to poverty reduction,
- Gain relevant knowledge and tools to better understand and address poverty from a human rights-based approach and people-centered development strategy
- Exchange knowledge and evidence-based best practices and successful models on promotion and protection of human rights through poverty reduction with their peers from Asia and Europe.

3. Methodology & Training Curriculum
The training will be held for 3 - 3.5 days and will be led by the Trainer along with 5-6 speakers/trainers from Asia and Europe.

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.

The Trainer must guarantee that at least 60% of its proposed speakers, trainers and panellists can commit to the event. It is expected that the proposed names are in close association with the Trainer.
The Trainer will propose a detailed methodology for the curriculum, which will be finalised in consultation and agreement with ASEF. The training method should be learner-centred and focused on human rights aspects that are relevant to the work of the target audience. The training should present international standards, cover intersectional perspectives, and the substantive content in the curriculum should be relatable to corresponding policies & practices in the learners’ institutions & organisations. Where possible, the Background paper of the 22nd Informal ASEM Seminar on Human Rights (to be published) will be incorporated into the curriculum.

Speakers must be experts on the topics and comprise Asians and Europeans. The final set of speakers will be jointly selected by the Trainer and ASEF.

The Trainer must provide advance readings and exercises so that participants can prepare for the training. Post-training, the presentations and training materials may be made available to educational and other human rights institutions for knowledge-sharing.

The Trainer must also draft and administer:
1. A pre-training survey: to assess the knowledge of participants on the subject matter and identify their learning goals.
2. A post-training survey: to evaluate the participants’ learning experience and assess the relevance, effectiveness and impact of the training.

4. Training Participants
The training will be targeted to approximately 30 participants of early to mid-level practitioners (with 3–10 years of relevant work experience) from across the ASEM Partners. Depending on the focus of the training, the proposal shall include a suggestion of one or multiple of the following target group(s):
- Government officials working for ASEM Ministries (such as Ministries of Social Affairs, Community/Local Development, Economic Affairs, Sustainable Development, Gender Equality, Trade and Commerce)
- Representatives of national and regional human rights institutions
- Representatives of offices of national ombudspersons
- Representatives of relevant civil society organisations

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. The selection of participants will also take into consideration of their potential multiplier effect.

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1 Ideally, from the following ASEM nationalities: Australia, Austria, Bangladesh, Belgium, Brunei, Bulgaria, Cambodia, China, Croatia, Cyprus, Czech Rep, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Kazakhstan, Korea, Laos PDR, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, Netherlands, New Zealand, Norway, Pakistan, Philippines, Poland, Portugal, Romania, Singapore, Slovakia, Slovenia, Spain, Sweden, Switzerland, Thailand, UK, Vietnam.
5. Tentative Timeline

Below is the overall timeline of the training, which may be subject to changes.

**The timeline for deliverables is as follows:**

- Proposal to be submitted by **Sunday, 18 June 2023** (2359 – Singapore time)
- Outline of training materials and workplan to be submitted by **end July 2023**
- Final version of the training materials to be presented by **August 2023**
- Call for participation will be launched in **August 2023**
- Training to be delivered in **September/ October 2023** (latest by November 2023)
- Training report to be completed by end **November 2023**

6. 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 also be covered 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.²

7. Procedures & Logistics

Regular emails, phone calls or virtual meetings will be set up between the Trainer and ASEF to discuss the detailed work plan, training preparations and follow-up. ASEF will provide relevant seminar documentation to the Trainer as well as facilitate contacts with potential speakers. The ideal methodology will be one that is logically structured while also providing some flexibility for the context of the project series’ structure and evolution.

8. Financial Arrangements

All training costs (personnel costs, trainers, platform fees, etc.) must be included in the training proposal.

9. Outputs

- Training curriculum and materials produced by the Trainer
- Certificate of completion received by participants trained in human rights and poverty reduction.
- Training report prepared by the Trainer at the end of the training
- Recommendations for follow-up discussions during the 22nd Informal ASEM Seminar on Human Rights

10. Contracting Arrangements

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

11. 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 from ASEF.

² For the training venue and accommodation, the Trainer must clearly state in the proposal whether it can help arrange them on behalf of ASEF or if it only prefers to focus on designing and delivering the training.
12. Time Required
The training design and delivery is estimated to require up to 50 days work.

The Organisers

The Asia-Europe Foundation (ASEF) promotes understanding, strengthens relationships and facilitates cooperation among the people, institutions and organisations of Asia and Europe. ASEF enhances dialogue, enables exchanges and encourages collaboration across thematic areas of culture, education, governance, economy, sustainable development, public health and media. ASEF is an intergovernmental not-for-profit organisation located in Singapore. Founded in 1997, it is the only institution of the Asia-Europe Meeting (ASEM). ASEF runs more than 25 projects a year, consisting of around 100 activities, mainly conferences, seminars, workshops, lectures, publications and online platforms, together with about 150 partner organisations. Each year over 3,000 Asians and Europeans participate in ASEF’s activities, and much wider audiences are reached through its various events, networks and web-portals. For more information, please visit www.ASEF.org

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