

Training Design & Delivery on the Topic of *Human Rights and Artificial Intelligence*

PROPOSAL TEMPLATE

A. Cover Letter

Aside from expressing your intent to apply to be the training organisation to design and deliver the capacity-building activity in the first half of 2026, you should highlight the strengths of your training team. It should clearly prove your experience in designing and delivering trainings on **human rights and artificial intelligence**. The letter should also demonstrate your knowledge of the work of ASEF explain the relevance of the training in the broader Asia-Europe context (Max. 1,000 words).

B. Summary of Training Proposal

Provide an overview of the training's approach and its key objectives, and how the links between the 23rd Informal ASEM Seminar on Human Rights (ASEMHRS23) on the theme "Human Rights and Artificial Intelligence", and the proposed training will be established. (Max. 50 words)

C. 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)

D. 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 rights implications of artificial intelligence and the corresponding obligations under international human rights law.; 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).

(Max. 1500 words)

E. Timetable

Provide details of the training schedule) (Max. 500 words)

F. 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 <i>Responsibilities:</i> <i>Availability:</i> (lead trainer)	SGD 0.00 per day	# days of work	SGD 0.00
Person X <i>Responsibilities:</i> <i>Availability:</i> (trainer)	SGD 0.00 per day	# days of work	SGD 0.00
Person X <i>Responsibilities:</i> <i>Availability:</i> (staff)	SGD 0.00 per day	# days of work	SGD 0.00
Person X <i>Availability:</i> (speaker 1)	SGD 0.00 per day	# days of work	SGD 0.00
Person X <i>Availability:</i> (speaker 2)	SGD 0.00 per day	# days of work	SGD 0.00
Sub-total (1)			
Others			
Item X (e.g.venue cost)	SGD 0.00		SGD 0.00
Item X (e.g. training material	SGD 0.00		SGD 0.00
Item X (Misc.)	SGD 0.00	#	SGD 0.00

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

G. 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.