

Call for Consultant / Facilitator for Asia-Europe Capacity-Building on Gender Equality & Women's Participation

BACKGROUND

Women's participation is essential to achieving the 2030 Agenda for Sustainable Development and to strengthening inclusive, equitable societies. Yet progress remains uneven due to persistent barriers to women's leadership, limited access to resources, and gaps in legal and institutional protections. These challenges are further compounded by inadequate gender-disaggregated data, weak monitoring mechanisms, and insufficient gender-responsive budgeting.

ASEF is seeking an experienced **Individual Consultant / Facilitator** to support the design and facilitation of a **three-day capacity-building programme** on gender equality and women's participation. The programme will aim to:

- Equip 20–25 diverse Asian and European participants with actionable tools to mainstream gender equality and women's leadership in policymaking, programming, advocacy, and community-level initiatives.
- Strengthen target group's ability to promote and enhance women's participation and leadership across sectors;
- Build practical skills in using gender-sensitive data, gender-responsive budgeting, and monitoring frameworks;
- Highlight the cross-cutting importance of women's participation for achieving SDG 5 and related Goals, including climate action, peace and security, digital transformation, and inclusive governance;

SCOPE

The selected Consultant/ Facilitator will work **in close partnership with ASEF** to facilitate the delivery and evaluation of the training programme. While ASEF will provide overall coordination and institutional guidance, the Facilitator will play a central role in shaping the learning process, moderating discussions, and ensuring an inclusive, participatory training environment.

The assignment will support ASEF's objectives of strengthening capacity, enabling knowledge exchange, and fostering cross-regional collaboration in response to shared challenges between Asia and Europe.

Core Responsibilities



The Facilitator will be expected to:

- **Co-design the training programme** with ASEF, including the curriculum structure, target group, methodology, and supporting materials.
- **Recommend and coordinate with** co-trainers and subject-matter **experts** and **facilitate three to four sessions** during the three-day programme.
- **Design and administer pre- and post-training assessment** tools to evaluate participant learning and training effectiveness.
- **Prepare** a concise **training report** summarising the facilitation process, key outcomes, participant feedback, and recommendations for follow-up capacity-building initiatives.

Follow-up Engagement

To foster lasting impact, we encourage interested Facilitators to **develop a follow-up activity or initiative** that engages participants in concrete and/or long-term **actions** after completing the training.

For further logistical and technical details, please refer to the *“Tentative Timeline and Working Arrangements”* and *“Submission Guidelines”*.

SELECTION CRITERIA FOR FACILITATOR

- 1. Expertise in Gender Equality & Women’s Participation**
 - a. At least **7–10 years of professional experience** in gender equality, women’s empowerment, women’s leadership, or gender mainstreaming within the sustainable development and governance context.
 - b. Demonstrated understanding of the barriers to women’s participation in governance and decision-making, and of effective strategies to promote inclusive, gender-responsive leadership and institutional practices.
 - c. Strong familiarity with international treaties and standards on gender equality, including *CEDAW*, the *Beijing Platform for Action*, and the *UN 2023 Agenda for Sustainable Development*.
- 2. Training & Facilitation Skills**
 - a. Proven experience designing and delivering gender-related training, including participatory and adult-learning methods in an English-speaking environment.
 - b. Ability to facilitate discussions with diverse stakeholders (government, civil society, academia, private sector).
- 3. Technical Knowledge**
 - a. Practical experience in gender analysis, gender-responsive budgeting, and use of gender-disaggregated data.

- b. Familiarity with monitoring and evaluation frameworks to track progress on women's participation.
- 4. Regional & Cross-Cultural Experience**
 - a. Experience working in [ASEM member countries](#) or multi-cultural environments.
 - b. Demonstrated ability to integrate intersectional and inclusive approaches.
- 5. Others**
 - Availability to travel to Yunnan, China, during the first half of September 2026.

TENTATIVE TIMELINE & WORKING ARRANGEMENTS

1. Timeline

Below is the overall timeline of the training, which is still subject to changes

- **6 April 2026** (23:59, Singapore Time): Application deadline
- **April-May 2026:** Facilitator selected; methodology and workplan developed; training materials outlined
- **July-August 2026:** Finalisation of training programme, curriculum, and materials
- **September 2026:** Delivery of the three-day on-site training programme in Kunming, Yunnan, China
- **November 2026:** Submission of the training report

2. Working Arrangements and Logistics

Regular communication (via email, phone calls, or virtual meetings) will be established between the Individual Consultant and ASEF to discuss the workplan, training preparations, and follow-up.

ASEF will provide relevant background documentation and facilitate contact with potential speakers or resource persons.

The proposed methodology should be logically structured while allowing sufficient flexibility to accommodate the project context, training format, location, and host country considerations.

3. Financial Arrangement

All consultancy-related costs, including professional fees and economy-class travel expenses, must be fully reflected in the financial proposal. The consultancy fee (all inclusive) is up to **SGD 10,000**, depending on the consultant's experience, location, and the overall quality of the proposal.

4. Expected Outputs

The Individual Consultant will be responsible for delivering the following outputs:

- A complete training curriculum and supporting training materials.



- A final training report summarising the delivery, learning outcomes, and key recommendations.

5. Contracting Arrangements

ASEF will commission the consultancy and enter into a contract with the selected Individual Consultant.

6. Confidentiality

All unpublished information exchanged between ASEF and the Individual Consultant shall be treated as confidential and shall not be disclosed to third parties without prior written consent from ASEF. No publicity related to the training may be undertaken without ASEF's prior approval.

SUBMISSION GUIDELINES

Deadline for Submission: Monday, 6 April 2026

Format: Proposals should be no more than 4 pages, and include:

- Name(s) and affiliation(s) of Facilitator
- Name(s) and affiliation(s) of proposed expert trainer(s) or co-facilitator(s)
- Objectives and expected learning outcomes
- Proposed target group and relevance of the target group to the overall theme of the training
- Training methodology (interactive elements are encouraged)
- Any technical or logistical requirements
- Proposed budget (including economy travel and accommodation in Kunming, Yunnan, China)

Submit the proposal through this [link](#)

Enquiries and contact details:

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