



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

PROPOSAL TEMPLATE

Call for Facilitator - Capacity-Building Programme on Gender Equality

A. Cover Letter

Applicants are invited to submit a cover letter expressing their interest in serving as Facilitator responsible for the design and facilitation of the capacity-building programme on gender equality, to be implemented in the second half of 2026. The letter should highlight the strengths and skills of the applicant and clearly demonstrate his/her experience in designing and delivering capacity-building activities on gender equality, women's participation, and related Sustainable Development Goals (SDGs).

The cover letter should also demonstrate the applicant's understanding of the work and mandate of the Asia-Europe Foundation (ASEF) and explain the relevance of the proposed training within the broader Asia-Europe context.

(Maximum 1,000 words)

B. Summary of Training Proposal

Applicants should provide a brief overview of the proposed training approach and its key objectives, including how the programme will contribute to strengthening women's participation and accelerating action towards SDG 5 (Gender Equality) and related SDGs within the Asia-Europe context.

(Maximum 50 words)

C. Objectives

Applicants should specify the learning objectives of the training programme, ensuring alignment with the goals outlined in this Call for Proposals. Learning objectives should be clearly defined, observable, and measurable, with a focus on capacity-building for gender equality, inclusive governance, and sustainable development.

(Maximum 200 words)

D. Framework and Methodology

Applicants should describe the overall framework guiding the training programme, including its key phases and how the framework will support expectation management, implementation, and evaluation.



The methodology should outline how the training will address gender equality and women's participation in relation to the SDGs, and may include policy analysis, case studies, interactive exercises, professional facilitation methods, and adaptable tools. Where possible, Facilitator is encouraged to propose a follow-up activity to sustain engagement and learning beyond the training.

The proposal should include:

- Outline of the training
- The names, roles, and areas of expertise of proposed co-trainers (if applicable)
- A clear definition and justification of the target group(s);
- An explanation of how the methodology supports practical application and impact.

(Maximum 1,500 words)

E. Timetable

Applicants should provide a detailed training schedule outlining sessions, formats, and indicative timing.

(Maximum 500 words)

F. Costs

Applicants are requested to provide a detailed cost breakdown of the proposed expenses, presented in **Singapore Dollars (SGD)**.

Note: Please clearly define the role and key responsibilities of any other proposed trainer, or speaker, and indicate whether their participation is confirmed.

G. Other Information

Applicants may include any additional information relevant to the proposed training programme. If a follow-up activity or longer-term engagement for participants is envisaged, this should be described in this section.

Applicants must also include a **declaration of non-conflict of interest**.