

Call for Proposals

Training Design & Delivery on the Topic of Human Rights Education & Training May 2020

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, the Ministry for Europe and Foreign Affairs of France, the Department of 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 will be delivered via an annual human rights training, related to the Seminar theme.

The 19th Informal ASEM Seminar on Human Rights (ASEMHRS19) took place on 4-6 November 2019 in Tromsø, Norway on the theme "*Human Rights Education & Training*". A human rights training on the same topic will be conducted either in April or May 2020. The venue of the training is yet to be decided.

Call for Proposals

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

- Support ASEM Partners' efforts to strengthen the implementation of national programmes in human rights education (HRE)¹
- Take stock of the progress of some HRE programmes as case studies and identify best practices and challenges related to their implementation
- Build capacity and improve competency in using existing practical tools, methods and techniques to evaluate the implementation of HRE programmes
- Facilitate information-sharing on evidence-based best practices in human rights education

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

- Human Rights Education in School Systems
- Human Rights Education in Higher Education
- Human Rights Education and Learning Beyond the Classroom: Non-Formal and Informal Education
- Equal Access to Human Rights Education
- Human Rights Education and Professional Training

ASEF and the training organisation will agree on the programme content. The curriculum will draw from the outcomes and proceedings of ASEMHRS19.

¹ Ideally, the programmes should be within the frameworks of the World Programme for Human Rights Education and/or the Sustainable Development Goals (SDGs), particularly Target 4.7. Target 4.7 is: "By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development."

Important: The training organisation must be an established organisation.

Role: Trainer (training organisation)

Training date: April/May 2020 (exact dates tba)

Location: ASEM country, preferably in Asia

Time frame: February – May 2020 (preparation, implementation and reporting)

The Trainer is expected to:

- Design the training programme, curriculum and materials, in consultation with ASEF
- Coordinate and deliver a 3-day training
- Prepare a training report
- Prepare a post-training assessment survey²

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
- Arrange 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.

Refer to the annex for further details.

Candidate Requirements

The candidates are required to have the following qualifications:

- Proven experience in designing and delivering trainings on human rights education, preferably on issues relating to curriculum development, professional training, evaluation, education of marginalised groups, gender and education (international and regional frameworks, national level policy-making)
- Experience in human rights education methodology and facilitation, and utilising mixed methodology in the design and delivery of trainings
- Experience of conducting trainings for CSOs, governments, and/or inter-governmental organisations;
- Qualifications in human rights, education or related studies
- Up-to-date knowledge on international and regional human rights systems related to human rights education and training, including the *World Programme for Human Rights Education*
- [Located in an ASEM country](#)
- Familiarity with the ASEM process, and Asia-Europe relations in general
- Strong communication, facilitation and inter-personal skills including tact and cultural sensitivity; able to work with a diverse group of participants
- Proactive and flexible
- Able to work with an international team
- Fluency in written and spoken English with strong writing skills to prepare a final training report

² The survey will be administered by ASEF several months after the end of the course to determine the training's impact.



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Deadline & Contact Details Queries, CVs, cover letters, and proposals (refer to the accompanying form) should be emailed to Ms Armi Hannele AARNI and Ms Trishia OCTAVIANO at humanrights.seminar@asef.org; and copy Dr Yannick BINEAU at yannick.bineau@asef.org. Expressions of interest must be received by 23h59 (Singapore time) on Friday, 7 February 2020.

Annex I: Training Design & Delivery on the General Topic of Human Rights Education & Training

Role: Trainer (training organisation)

Start date: February 2020

Location: Asian ASEM country (tba)

Time frame: 4 months (preparation, implementation and reporting)

Coordination: Project Team, Governance & Economy Department, Asia-Europe Foundation (ASEF)

1. Background

ASEF, together with its Partners, has been organising regular human rights meetings for the ASEM Partners. 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 2014, additional outreach activities have also been conducted to disseminate the outcomes further. Since 2017, an annual training component has been implemented with the aim of utilising the human rights meetings' outcomes to train professionals on human rights topics.

2. Training Objectives

The training is part of the Informal ASEM Seminar on Human Rights Series, which aims to promote better mutual understanding and co-operation on human rights issues in Asia and Europe. The objectives of the training are to increase participants' knowledge on human rights education and training in the context of Asia and Europe, as well as to provide practical guidance on developing, adopting and implementing a national plan of action for human rights education.

Through the training, participants will:

- Gain practical and participatory learning about utilising existing practical tools (e.g. digital tools), techniques and approaches to evaluate the implementation of HRE programmes
- Learn through information-sharing on evidence-based best practices in human rights education

3. Methodology & Training Curriculum

The training will be held for 3 days and will be led by the Trainer along with 5-6 speakers/trainers from Asia and Europe (all from ASEM Partner countries). Each speaker/trainer is required to have at least 15 years of professional experience relevant to the training programme.

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.



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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 background paper developed for the 19th Informal ASEM Seminar on Human Rights should be incorporated into the curriculum.

The curriculum of the training should have the following general modules (to be developed further after discussions with the selected Trainer):

- Introduction of ASEM, ASEF and the Informal ASEM Seminar on Human Rights
- Introduction to human rights principles
- Human rights in Asia and Europe

Speakers must be experts on the topics and must be comprised of Asians and Europeans from ASEM Partner countries. 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 will be made available to educational and other human rights institutions for knowledge-sharing.

4. Training Participants

The training will be targeted to about 30 participants of early to mid-level practitioners (3–10 years relevant work experience) from across the ASEM Partners. The training should target *either* civil society organisations working on human rights education *or* ASEM government agencies (e.g. human rights commissions, commission on high education, etc.).

ASEF will launch the call for participation, shortlist and select the participants based on their experience and suitability for the training.

5. Tentative Timeline

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





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The timeline for deliverables is as follows:

- First draft of the training materials to be delivered by end February 2020
- Final version of the training materials to be presented by end March 2020
- Training to be delivered in April 2020 or May 2020 (exact dates tba)
- Training report to be completed by end June 2020

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 be done 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.³

7. Procedures & Logistics

Regular emails, phone calls or meetings (depending on location) 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. Outputs

- Training curriculum and materials produced by the Trainer
- Certificate of completion received by ASEM officials/civil society trained in human rights
- Training report and assessment survey prepared by the Trainer at the end of the training

9. Contracting Arrangements

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

10. 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.

11. Time Required

The training design and delivery is estimated to require up to 50 days work over the months of February – May 2020, including 1 trip to the training location (included in fee).

³ 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.