

# Call for Proposals

## Training Design & Delivery on the Topic of Human Rights & Prevention of Violent Extremism (September 2019)

### 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 of Foreign Affairs and International Development of France, 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 will be delivered via an annual human rights training, related to the Seminar theme.

The 18<sup>th</sup> Informal ASEM Seminar on Human Rights took place on 5–8 November 2018 in Yogyakarta, Indonesia on the theme “*Human Rights and Prevention of Violent Extremism (PVE)*”. A human rights training on the same topic will be conducted in the 3<sup>rd</sup> quarter of 2019. The venue of the training is yet to be decided.

### Call for Proposals

ASEF is seeking a training organisation to design and deliver a training on the general topic of human rights and prevention of violent extremism with a view to:

- Build capacity and improve competency of ASEM Partners (governments, inter-governmental organisations and NGOs) to develop measures to prevent violent extremism with respect for human rights
- Provide theoretical and practical learning on a human rights-based approach to taking good preventive initiatives
- Improve understanding of human rights in the context of ASEM/Asia-Europe relations

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

- PVE through education, employment and inclusion
- PVE and the youth
- PVE and social media

ASEF is open to accommodating other subtopics which may be proposed by the training organisation so long as they are relevant to Asia and Europe.

**Role:** Trainer (training organisation)

**Training date:** September 2019 (exact dates tba)

**Location:** Preferably in Asia

**Time frame:** June–September 2019 (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; plus, to organise a half-day public outreach, which can take any form, e.g. lecture, seminar, symposium, or panel discussion
- Prepare a training report
- Host the training or secure a suitable venue and provide organisational support

ASEF would prefer the Trainer to also:

- Assist in finding a hotel for the organisers and participants
- Assist in other logistical arrangements

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, preferably on issues relating to the prevention of violent extremism, education or young people (international and regional frameworks, national level policy-making)
- Experience of conducting trainings for governments, inter-governmental organisations and/or NGOs
- Qualifications in human rights, security studies, law, or related social sciences
- Experience in human rights education methodology and facilitation
- Up-to-date knowledge on international and regional human rights systems related to PVE, including the *UN Secretary-General's Plan of Action on Preventing Violent Extremism*
- Located in an ASEM country
- Familiarity with the ASEM process, and Asia-Europe relations in general
- Experience of utilising mixed methodology in the design and delivery of trainings
- 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 with strong writing skills to prepare a final training report

## Deadline & Contact Details

Queries, CVs, cover letters, and proposals should be emailed to Ms Armi Hannele AARNI ([armihamnele.aarni@asef.org](mailto:armihamnele.aarni@asef.org)) and Ms Trishia OCTAVIANO ([trishia.octaviano@asef.org](mailto:trishia.octaviano@asef.org)). Please put [humanrights.seminar@asef.org](mailto:humanrights.seminar@asef.org) in Cc. Expressions of interest must be received by 23h59 (Singapore time) on Wednesday, 15 May 2019.

## Annex I: Training Design & Delivery on the General Topic of Human Rights & Prevention of Violent Extremism

**Role:** Trainer (training organisation)

**Start date:** June 2019

**Location:** Asia (tba)

**Time frame:** 5 months (preparation, implementation and reporting)

**Coordination:** Project Manager, 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 Europe and Asia 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 and prevention of violent extremism in the context of Asia and Europe, as well as to enhance their capacity to develop measures to prevent violent extremism with respect for human rights.

Through the training, participants will:

- Learn means to implement the UN Secretary-General's Plan of Action to Prevent Violent Extremism across regional, national and community levels
- Gain theoretical and practical learning on how to apply a human rights-based approach to preventing violent extremism
- Improve understanding of human rights in the context of ASEM/Asia-Europe relations

### 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. It 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.

Aside from holding a 3-day training, the Trainer is required to organise any form of public outreach, such as a lecture, a seminar, a symposium, or a panel discussion. As the activity will be open to the public, attendees may have a different profile from the selected participants of the training.

The Trainer will propose a detailed methodology for the curriculum, which will be finalised in consultation and agreement with ASEF. Where possible, the background paper developed for the 18<sup>th</sup> Informal ASEM Seminar on Human Rights will be incorporated into the curriculum. The curriculum of the training could comprise of the following (to be developed further after discussions with the selected Trainer):

General modules on human rights:

- 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 include experts from both Asia and Europe. 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

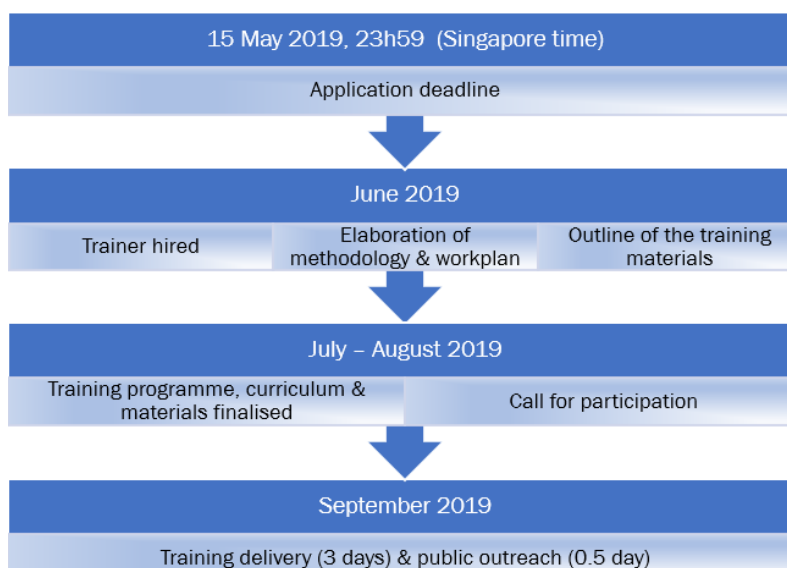
The training will be targeted to about 20–30 participants of early to mid-level practitioners (3–10 years relevant work experience) from across the ASEM Partners. Depending on the focus of the training, the target group of participants may include (but not limited to):

- ASEM government ministries (such as Ministries of Foreign Affairs, Justice or Education)
- National and regional human rights institutions
- Civil society organisations working on human rights, peace, security and/or with young people

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.

## 5. Tentative Timeline

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





# Call for Proposals

The timeline for deliverables is as follows:

- First draft of the training materials to be delivered by June 2019
- Final version of the training materials to be presented by end July 2019
- Training to be delivered in September 2019 (exact dates tba)
- Training report to be completed by mid-November 2019

## 6. 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.

## 7. 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.

## 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 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 June–September 2019, including 1 trip to the training location (included in fee).