

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 2020, you should highlight the strengths of your training team. It should clearly prove your experience in designing and delivering trainings on human rights education. The letter should also demonstrate your knowledge of the ASEM Process and the work of ASEF. (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 19th Informal ASEM Seminar on Human Rights (ASEMHRS19) 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 the basics of human rights education, professional facilitation, easily adaptable tools, and when possible, a follow-up activity.¹ The training organisation may consider incorporating a model evaluation of a project impact or a simulation of an impact assessment should be incorporated in the training programme.

The name and expertise of every suggested facilitator or trainer should be provided. The profiles of the facilitators/trainers should be attached to the proposal as an annex.

(Max. 1,500 words)

E. Venue and training logistics

Justify why the specific training location is proposed. Provide details of the level and amount of logistics assistance that the training organisation can extend to the organisers. (Max. 500 words)

F. Timetable

Include training sessions, social and cultural activities. (Max. 500 words)

¹ The training organisation may consider incorporating a model evaluation of a project impact or a simulation of an impact assessment in the training programme.

G. Costs

Refer to the table below for the breakdown of costs.

Price component	Unit Price	Quantity/Period	Total
Human Resource			
Person X (lead trainer)	EUR/USD/SGD 0.00 per day	# days of work	EUR/USD/SGD 0.00
Person X (trainer)	EUR/USD/SGD 0.00 per day	# days of work	EUR/USD/SGD 0.00
Person X (staff)	EUR/USD/SGD 0.00 per day	# days of work	EUR/USD/SGD 0.00
Person X (speaker 1)	EUR/USD/SGD 0.00 per day	# days of work	EUR/USD/SGD 0.00
Person X (speaker 2)	EUR/USD/SGD 0.00 per day	# days of work	EUR/USD/SGD 0.00
Sub-total (1)			
Others			
Item X (Flight cost)	EUR/USD/SGD 0.00	1 round-trip ticket	EUR/USD/SGD 0.00
Item X (Accommodation)	EUR/USD/SGD 0.00	6 nights; 3 units	EUR/USD/SGD 0.00
Item X (Misc.)	EUR/USD/SGD 0.00	#	EUR/USD/SGD 0.00

Note: Please clearly define the role of each staff/trainer/speaker in the proposal.

The above table does not include the costs of the training venue, conference package and related logistical arrangements. This may be provided at the latter stage of the process should your organisation get selected.

H. References

Name some of the trainings you organised with international organisations on the topic of human rights education. Provide supporting evidence such as links to publications, articles, online modules/curricula or any other online documents.

I. 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.