

Terms of Reference for Coordinator and Logistics Consultant
Deep-dive Training Workshop: Effectively Engaging Decision-Makers
Malaysia, 7-11 October 2023



I. Background:

The Hanns Seidel Foundation's office (HSF) focuses on training and capacity-building, exchange programmes, political dialogue, and public awareness-raising to contribute to the enhancement of democratic structures and processes in Indonesia and within ASEAN in the context of the Sustainable Development Goals (SDGs), in particular, SDG 5 Gender Equality, SDG 13 Climate Action and SDG 16 Peace, Justice and Strong Institutions.

The promotion of democracy and participatory processes to achieve the SDGs takes place in cooperation with a diverse range of local partners. With youth constituting over 34% of the population in ASEAN, HSF places a significant emphasis on engaging young people in its work and contributing to greater youth participation and engagement in regional development in line with the ASEAN Community Vision 2025. One area of concern is policy-making & implementation in the field of climate change, environment and biodiversity, which mainly takes place at a high policy level during inter-governmental meetings. However, most stakeholders and actors agree that sustainable change can only be achieved through a multilevel governance approach.

The Kunming-Montreal Global Biodiversity Framework (KM GBF) was adopted during COP15 in December 2022. This agreement aims to implement broad-based action to bring about a transformation in society's relationship with biodiversity, ensuring that by 2050 the shared vision of 'living in harmony with nature' is fulfilled. It comprises 23 Targets to be achieved by 2030 to set the world on a path to recovery and towards the 2050 vision. Among the adopted targets of the KM GBF, Target 22 mandates the Youth to be involved and engagement in all levels of the National Biodiversity Strategy and Action Plan (NBSAP) development and implementation.

Young people all over the world, including from Southeast Asia, have directed significant efforts to make their voices heard in the development of the GBF. It is important to increase the capacity development and engagement with decision-makers to prepare their meaningful participation.

To address this issue, HSF Indonesia, together with the Global Youth Biodiversity Network (GYBN), will organise a **Deep-dive training on: “Effectively Engaging Decision Makers”, in Malaysia, on 7-11 October 2023**. This training will focus on youth in ASEAN countries, with the participation of Youth Biodiversity Leaders (YBL), the alumni and current members of the youth training programme by the ASEAN Centre for Biodiversity (ACB).

The workshop will include lectures, practice, and learning methods. Prior to the onsite workshop, a short virtual phase is envisaged to prepare the participants on the topic in advance.

II. The Objective of Work:

The objective of the work for the Coordinator and Logistics Consultant is to support HSF Indonesia on:

- a) Provide programmatic guidelines and content support for the Deep-dive training,
- b) Onsite Support,
- c) Communication & logistics,
- d) Project Outcomes, evaluation and Post-workshop phase,
- e) Reporting and recommendations on Effective Engagement with Decision Makers.

To achieve this objective, the expert shall, in particular, produce the following results:

- 1) Provide recommendations on the project conceptualization and programme methodologies;
- 2) Provide guidance on key tools and project materials, including Technical Tools for online and onsite facilitation, Programme materials (virtual and onsite elements);
- 3) Support the HSF Programme Manager on site in Malaysia with the participant's liaison, where needed (e.g., documentation of participation, communication, etc.);
- 4) Support the Expert for Youth Engagement to ensure the workshop run smoothly and all participant are engaged;
- 5) Develop an outreach and communication plan for the project with a selected target group and coordinate the execution, including the design of project materials;
- 6) Identify and propose the Local Committee;
- 7) Lead the local committee coordination on analyzing information to identify and solve any logistics matters for the workshop with planning, organising, managing, processing and controlling;

- 8) Work in collaboration with the Local Committee Coordinator to prepare relevant administrative and logistic matters on-site;
- 9) Work in collaboration with the Local Committee Coordinator to prepare relevant travel matters;
- 10) Support the HSF Programme Manager in the timely completion of the workshop outcomes and provide guidance to ensure high-quality products (see key project materials, communication outputs, survey questionnaire and analysis, etc.);
- 11) Support the design and contribute to the post-project phase activities in 2023;
- 12) Support the preparation of the final report of the Deep-dive training workshop, including recommendations/guidelines for meaningful Engagement in Policy and decision-making processes in ASEAN in the given context.

III. Contract Duration: The Coordination, Communication, Logistics and Design work are scheduled for **August to 30 November 2023**. It shall entail up to 20 days of office work. The expert is expected to implement the work in close liaison with Mrs Julia Berger, the HSF office in Indonesia.

IV. Financial Remuneration: The expert will receive an honorarium based on working hours, deliverables and service on the scope of work during the period of the contract.

V. Application:

Applicants should fulfil the following criteria and demonstrate these skills, knowledge and experiences in their application documents:

- International expertise in implementing youth programmes in the areas of climate change, sustainable urbanisation and Biodiversity
- Working experience in Southeast Asia of at least 3 years
- Experience in advising and providing support on the design, methodology, outreach and coordination of similar events

Interested applicants should submit their proposal in English, including an updated CV, a cover letter stating reasons for their proposed selection for this position, and a detailed quotation to HSF Indonesia **latest by 4th September 2023**. Applications should be sent via email to Ms Purnama Yantje (purnama.yantje@hss.de) with the subject *“ToR for Coordinator and Logistics Consultant - Deep-dive Training Workshop”*.