

TERMS OF REFERENCE

2 Facilitators for the RLS SEA's International Partner Conference "Socio-Ecological-Transformation – Perspectives from Latin America, Europa and Southeast Asia" 4-5 April, 2016

Title of Position: Facilitator

Location: Hanoi, Vietnam

Duration of Assignment: 2 working days 4-5 April 2016

Languages Required: English

I. Introduction

The Rosa Luxemburg Stiftung (short forms the "RLS" or "Rosa") originated from the registered association in Germany once called "Social Analysis and Political Education" and founded in Berlin in 1990. In 1996, the RLS was recognised by the Party of Democratic Socialism (PDS) as its close political education institution. The Party of Democratic Socialism transformed itself into "Linkspartei" ("Left Party"), which together with the so-called "WASG" formed the new party "Die LINKE" ("The Left") in 2007. Nowadays, the RLS is affiliated with this German political party and works closely together with "The Left" worldwide.

The RLS has become a provider of civic education and a centre for progressive social research in both Germany and throughout the world. As one of six party-affiliated political foundations in Germany it supports partners in developing countries striving for social justice, strengthened public participation and economic development. In April 2009, the RLS Regional Representative Office for Southeast Asia was opened in Hanoi (Vietnam) managing activities and partnerships in Vietnam, Cambodia, Laos and Myanmar.

In the Southeast Asian region, Rosa embraces the mission of assisting transformation countries, such as Cambodia, Laos, Myanmar and Vietnam to a socially just, sustainable, participatory and democratic society. Currently, it is cooperating with approximately 15 partner organisations like academic institutions and "grass-root" organisations as well as state partners on a variety of issues within the three components of social justice, socio-ecological transformation and participatory politics.

RLS SEA is currently seeking 2 experienced English-speaking facilitators to provide service for the 2 days of the RLS SEA's International Partner Conference "Socio-Ecological-Transformation – Perspectives from Latin America, Europa and Southeast Asia" 4-5 April, 2016. Further information about this position is as follows.

II. Scope of Work

The facilitator will be responsible for the following tasks:

- Create a facilitation schedule
- Facilitate the workshop based on the agreed agenda, objectives and outputs
- Responsible for the smooth running of the workshop
- Advise on the processes and workshop agenda to be able to achieve the desired results
- Facilitate a process steering the group of stakeholders before and during the workshop
- Coordinate daily review as needed
- Daily preparation for the working group sessions
- Ensure that contributors are available and on time to perform their roles
- Produce documentation of the meeting & carry out the final editing of the report
- Produce the workshop report and recommendations including observations on training, next steps and recommendations and send directly to the RLS SEA Director

III. Level of efforts

ROSA LUXEMBURG STIFTUNG SOUTHEAST ASIA

Activity	Duration
Meeting to prepare for conference and suggestions on the content of the program	0.5 day
Facilitating and moderating	2.0 day
Informative report including policy recommendations	1 day
Total	3.5 days

IV. Profile, Experience and Qualifications

- The facilitator should have more than five years of experience in facilitating strategic planning, learning and transitional processes in the field of education, civil society and governance programs for institutions in an Asia context;
- The successful facilitator should have excellent soft skill;
- Possession expertise and experience in social sciences especially knowledge of development would be an added advantage;
- Proven track record of facilitation at high visibility international conferences or events.
- Native English speaker
- Excellent analyzing and reporting skills

V. Application

- Most updated CV;
- Rate Offer;
- Deadline of submission: 14th March 2016 to Ms. Nguyen Thi Nhu Trang – Project Manager at nguyen.nhutrang@rosalux.vn;
- We only consider applications meeting all above required conditions.