



HUMAN RIGHTS EDUCATION HOTSPOT

TERMS OF REFERENCE FACILITATOR

Project: “Human Rights Education Hotspot”

Type of service: Facilitation of Short-term Mobility Activity;

Position: Facilitator;

Duration: 14 days

Starting date: April 10th 2021

Ending date: July 15th 2021

I BACKGROUND:

Human Rights Education Youth Network (HREYN) - an international organisation which recently underwent a reform and as a result got re-registered in Brussels and adopted a Strategic Plan 2019-2024 is implementing a Partnership Building Activity as an opportunity to kick-start the international partnerships and projects on human rights education for, with and by youth. The Activity is foreseen as a ramp to reach the objectives and initiate the strategic plan. The partnership building activity will be solely focused on implementing the strategic plan of the network and thus contribute to building the culture of human rights through education and youth work in Europe. This activity will also build the capacity of the network and the synergy between the member organisations.

The Activity consists of 5 days which will include the inputs on project management, quality criteria, grant opportunities, it will also encourage networking, team building and project development facilitated by the facilitators and board of HREYN. By the end of the activity participants are expected to create subgroups working on project proposals initiated throughout the process. The subgroups are to draft the project proposals for the upcoming deadlines of various funding opportunities (Erasmus+, European Youth Foundation, Norway Grants, UN grants...).

II OBJECTIVE OF ASSIGNMENT:

The main objective is to support the board to facilitate the partnership building activity - create the programme, execute it, evaluate it and report back to the board.

III DESCRIPTION OF TASKS:

The facilitator is responsible for further developing the programme of the partnership building activity regarding methodology and pedagogy on the basis of the already existing programme elements, in close co-operation with the HREYN board and co-facilitator. The facilitator ensures the consistency of content and methodology, as well as, effective delivery of the sessions and production of project outputs. Furthermore, the event facilitator might guide the participants during informal settings and/or joint evening events.

The expert is expected to undertake the following tasks:

- Creating the detailed programme and session outlines;
- Facilitation the sessions, ensuring the short group reflections, feedback and evaluation of the programme;
- Communicating with the board of HREYN;
- Creating the assignment report on the partnership building activity.

The programme is based on the non-formal learning methodologies, with a lot of formal inputs, the facilitators should be ready to be flexible on programme changes. Facilitators should arrive a day earlier to the venue to prepare for the activity.

III DELIVERABLES:

- > Inception report that will include a detailed programme with session objectives and description of methodologies to be reviewed by the HREYN board;
- > Detailed session outlines;
- > Required list of materials;
- > Programme evaluation plan;
- > Facilitation of 5-days programme;
- > A short Assignment Report, and accomplishment report for each session to be delivered to the HREYN board.

V EXPECTED OUTPUTS AND TENTATIVE TIMELINE

1. Selected applicants to be announced / April 10th 2021
2. Facilitators meet with the representative of the HREYN board / April 13th 2021
3. Inception report / April 20th 2021
4. Detailed session outlines, programme evaluation plan / May 5th 2021
5. List of materials / May 25th 2021
6. The residential activity / June 6-12 2021
7. Session accomplishment reports / July 10th 2021
8. Assignment report / July 15th 2021

VI QUALIFICATIONS AND REQUIREMENTS

- Minimum 4 years of work experience as a trainer or facilitator;
- Knowledge of human rights, human rights education, knowledge of relevant key international documents and situational analysis;
- Ability to work in a multicultural context;
- Ability to work online, skills in relevant softwares (google drive, microsoft word, excel, collaborative platforms);
- Excellent command of spoken and written English (Knowledge of Russian and French languages will be prioritised).
- Flexibility and adaptability.

VII REMUNERATION

The payment for the service amounts to EUR 800 and will be paid upon signing the acceptance letter by the legal representative of HREYN. HREYN will cover the travel costs to and from the venue, as well as costs for food and accommodation.

VIII EXPRESSION OF INTEREST AND DOCUMENTS TO BE SUBMITTED

The candidates willing to apply for the above mentioned position are requested to submit the following:

1. A detailed resumé;
 2. A letter of intent (approximately 1 page);
 3. A letter of recommendation (preferably from an individual who has already worked with HREYN board);
 4. Timeline of activities, including deliverables.
- HREYN board may request additional information.

The candidates willing to apply for the above mentioned position are requested to submit their resumé alongside with the letter of intent (approximately 1 page) to contact@hreyn.net under the subject “HREH Facilitator - Expression of interest” no later than March 31, 2021, 23:00, Brussels time.

IX FORCE MAJEURE

Should the situation of force majeure arise, such as war, insurrection, health crisis, or natural disasters, tampering the project plans the sides are to negotiate about changing the agreement. HREYN board may decide to change the dates of the project and timeline of the ToR should COVID-19 pandemic impede the planned activities.