



The Foundation of Asia Pacific Network of Service Workers (APNSW)

มูลนิธิเครือข่ายเอเชียแปซิฟิก เซอร์วิส เวิร์กเกอร์

128/359 Phayathai Plaza, fl.33rd, Phayathai Road, Thung Phayathai, Rachathewi, Bangkok 10400

128/359 อาคารพญาไทพลาซ่า ชั้น 33 ถนนพญาไท แขวงทุ่งพญาไท เขตราชเทวี กรุงเทพฯ 10400

Terms of Reference (ToR) for Facilitator (Urgent!)

The Foundation of Asia Pacific Network of Service Workers is hiring experienced consultant for the facilitation of a mentoring program with leaders of sex worker-led organization, with specific topics.

1. Background of the Training Program

The sex worker movement across the Asia-Pacific region plays a vital role in advocating for the rights, health, and well-being of sex workers, who often face significant marginalization. Despite these efforts, many sex worker-led organizations within the region face challenges in building organizational capacity, ensuring strategic program management, and achieving financial sustainability due to limited resources and training opportunities. The Mentoring Program for Sex Worker Leaders to Support Organizational Development and Program Management, supported by the Red Umbrella Fund (RUF), aims to address these challenges by providing mentorship and skills-building opportunities to leaders from APNSW member organizations in Australia, Fiji, Malaysia, the Philippines, Sri Lanka, and Singapore. This program will help develop essential skills in leadership, strategic program management, and financial sustainability, which are critical for organizational resilience and effectiveness.

2. Objective of the Facilitator

The facilitator will lead participants through an intensive 7-day program designed to enhance their expertise and practical skills. This role involves delivering sessions aligned with the agenda, planning and facilitating hands-on exercises, and fostering a collaborative learning environment. The facilitator should possess expertise, or at a minimum, advanced knowledge and training in program management, leadership in community-led organizations, advocacy strategies, financial management, and mentoring.

3. Scope of Work

The facilitator will be responsible for:

- 1) Pre-Workshop Preparation:
 - Reviewing the program agenda and aligning content with the program objectives.
 - Developing session materials and any additional resources required for participant engagement.
- 2) Workshop Facilitation:

Leading sessions according to the agenda as of following:

 - a. Day 1: Leadership and team building in sex worker-led organizations.
 - b. Day 2: Program management, implementation strategies, and case study analysis.
 - c. Day 3: Risk management for sex worker programs, with focus on identification, assessment, and mitigation.
 - d. Day 4: Self-paced revision with optional mentoring and support sessions.
 - e. Day 7: Action plan development, mentoring frameworks, and continuous mentoring.
- 3) Post-Workshop Support:
 - a. Assisting in summarizing outcomes and next steps for participants.
 - b. Contributing feedback and recommendations for enhancing future mentoring programs.

4) Key Responsibilities of the Facilitator

- a) Deliver sessions in line with the program agenda, ensuring objectives are met and participants are actively engaged.
- b) Foster a safe, inclusive, and collaborative learning environment that encourages open dialogue and participation.
- c) Prepare detailed session plans, including objectives, interactive activities, and supporting materials tailored to the program's focus areas.
- d) Develop and lead hands-on exercises, group discussions, and role-plays that allow participants to practice and apply new skills.
- e) Provide constructive feedback and guidance during activities to support participants in refining their skills and approaches.



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- f) Mentor participants by offering insights, advice, and support on leadership, advocacy, program management, and financial management.
- g) Assist participants in creating actionable plans and mentoring frameworks for implementation within their organizations.
- h) Collect and review participant feedback to assess learning progress and identify areas for improvement.
- i) Summarize key learnings and participant progress for the program evaluation.
- j) Submit a final report on workshop outcomes, including participant feedback, key learnings, and recommendations for future trainings.

5) Qualifications of the Facilitator

- Demonstrated expertise in community-led organization leadership, preferably in the sex worker rights or human rights sector.
- Strong background in program management, advocacy, financial management, and M&E.
- Proven experience as a facilitator in a similar training environment.
- Excellent communication and interpersonal skills.
- Ability to foster a safe and inclusive learning environment.

6) Application Process

Interested candidates should submit:

- A detailed CV,
- A cover letter outlining relevant experience and approach to facilitation.

7) Payment Terms

The Mentoring Program takes place in Bangkok on the 21 -27 November 2024. The expenses will be covered including the fee.

The facilitator will work 6 – 9 days (for preparation and facilitation, can be negotiated later) and the fee is approx. 300 – 350 USD per day (rate depends on the fund received date) on three installments. The first payment of 30% will be given upon signing the contract, second payment of 50% will be given upon the day of program, and the final payment of 20% is upon completed and approved deliverable. The facilitator must submit the invoice prior to each payment made by APNSW.

8) Acceptance

All information and resources provided for this project is strictly the property of APNSW. The facilitator is not to distribute or use for any purpose the information gathered in the report. By signing the Term of Reference, the contractor and service provider agrees to the terms and conditions outlined.

Applications should be submitted to admin@apnsw.net with the subject line “APNSW’s Mentoring Program – Overall Facilitator” by 17th November 2024.

Sherqueshaa Ananya Sany

Regional Coordinator of APNSW

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