

**Terms of Reference (Consultancy):
Event Planning and Implementation of an
Online Workshop of the Young South Asia Network**

Title:	Event planning and implementation of a regional online workshop on <i>Urban Sustainability</i> for young leaders from South Asia
Project goal:	The dialogue between socio-political multipliers in the South Asian region and from South Asia and Germany / Europe has been established.
Time frame:	15 July - 6 August, 2022
Requirement:	An experienced expert on sustainable development who can develop, plan and implement an interactive dialogue and training event with young stakeholders and other experts from all over South Asia
Location:	Online

1. CONTEXT

The Young South Asia Network (YSAN) is the latest initiative by the German Hanns Seidel Foundation (HSF) to support young and promising future leaders from South Asia by providing them the opportunity to engage with their global counterparts and enable them to shape their countries' future. These highly-qualified young leaders from science, politics, media and administration need an understanding of different perspectives in society and politics. HSF supports this exchange and enables them to conduct a healthy multilateral discourse on global challenges.

South Asia is a rapidly urbanizing region with its urban population growing by 130 million between 2001 and 2011, and is projected to rise by almost 250 million by 2030. The cities of the world's emerging economies are increasingly drivers of global prosperity while the planet's resources are fast depleting. Climatic risks such as sea-level rise, rising temperatures, and extreme weather events will amplify the vulnerability of South Asian cities.

There is an urgent need for regional and global cooperation to address collective and sustainable infrastructure, mobility, energy, housing, water, and waste management needs, committed professionals need to connect with each other and exchange best practices. Young minds from South Asia can play an important role as change-makers to aspire for liveable urban spaces for the future. Hence, the 2022 edition of YSAN focuses on *Urban Sustainability*. The virtual workshop on *Urban Sustainability* will be the first step of interaction between the YSAN participants.

For more information, please visit <https://asia.hss.de/en/ysan/>.

2. OBJECTIVES

The overall objectives of this activity are to bring young South Asian leaders (24-35 years old) from different backgrounds together in an online workshop (tentative dates: 2-3 August, 2022) and create first interaction between them, foster regional understanding and cross-learning in the areas of culture, politics and science.

Since the online workshop will start the YSAN activities in 2022, it aims to firstly familiarize the YSAN cohort with each other and the fundamentals of *Urban Sustainability* in South Asia. It should serve as the inaugural meeting platform for all participants and include both, thematic exchange with South Asian (and possibly European) experts and soft skills development of the participants.

Furthermore, the workshop shall equip the participants with the exposure, connections and knowledge needed to address different questions of *Urban Sustainability* and contribute to the academic discourse on Sustainable Development Goal 11. The online workshop will be international and interdisciplinary. All participants have submitted essays on the topic and a general understanding of *Urban Sustainability* challenges and its implications. In the workshop, they should get the opportunity to deepen their knowledge and develop new ideas and perspectives on the topic with the help of experts and each other.

Therefore, the workshop should stimulate a fruitful discussion to find visions, ideas and solutions for *Urban Sustainability* as a common project. For instance, the discussion results could include criteria to identify a sustainable city, case studies on different cities from South Asia, and recommendations to make South Asian cities more sustainable.

The online workshop will be later continued by a study trip to Germany (tentative dates: 24 September to 2 October, 2022) and an Alumni online event (tentative date: 10 October, 2022).

3. ACTIVITY DETAILS

The two-day workshop (six (6) hours of activities excluding one (1) one-hour break per day) will take place online (Zoom, WebEx or similar) with participants from all over South Asia. It shall include:

- an interactive introduction session of all participants,
- a session on participant expectations of the different YSAN phases,
- an introductory expert presentation on *Urban Sustainability* in South Asia,
- expert lectures on the topic, covering subthemes such as the following: Climate Change Adaption and Mitigation in Cities, Sustainable Infrastructure and Mobility, Urban Governance and Active Citizen Participation, (Plastic) Waste Management – From a Linear to Circular Economy,
- discussions of “the way forward” and how to best prepare the said Germany delegation trip,
- and a feedback session with the participants on all of the above.

4. TIMELINE

The workshop should take place from 2-3 August, 2022, but its date will be finalized by HSF at least two (2) weeks before it takes place.

5. QUALIFICATION AND EXPERIENCE REQUIREMENTS

- A Masters or PhD degree in a relevant academic field
- At least ten (10) years of demonstrable experience of developing and conducting training workshops, ideally in the fields of sustainable development and leadership
- Working experience with political stakeholders including civil society, office bearers and law makers

- Excellent communication and public speaking skills, including at online events
- Identification with the regional dialogue goals of HSF and political neutrality

6. RESPONSIBILITIES AND EXPECTATIONS

For this two-day training (six (6) hours of activities daily), the Consultant's work (40 hours in total) will comprise of: developing/adjusting all training material including the training agenda and coordinating with HSF and other speakers and subject experts (20 hours in total), technical preparation and implementation (14 hours in total), training content delivery (four (4) hours in total), necessary practical event preparations and wrapping-up (one (1) hour in total), and a verbal or written feedback report (one (1) hour in total).

This work will include:

- I. The Consultant shall suggest the participation of two to four (2-4) other speakers and subject experts whose engagement will be defined in independent consultancy contracts. He shall coordinate with HSF and the other speakers and subject experts before, during and after the event.
- II. The Consultant shall develop/adjust each day's training material including the training agenda in coordination with HSF and the other speakers and subject experts.
- III. The Consultant shall be responsible for the overall technical implementation of the training workshops.
- IV. Training material: In each of his/her own training sessions, the Consultant will use material (in the form of notes and/or power point presentations) for the audience. He/she will adapt this material to the demands and makeup of the audience. This material needs to be shared with HSF beforehand. This also includes preparation/revision of the day's training agenda.
- V. Delivery of training content: This includes lectures/presentations/group work/moderation and any other forms of content delivery according to the finalized agenda training. The contents include but are not limited to the topics mentioned in §3.
- VI. Immediately before and after each training day, the Consultant will manage practical tasks such as installing and testing his/her technical equipment.
- VII. At the end of the consultancy period the Consultant shall report verbally or in writing to the HSF about the success and/or room for improvement of the event. The report should be based on his/her personal observations, minutes and recordings of the event.
- VIII. To suggest and plan a future social media training for interested YSAN participants. The training will be conducted by a social media expert on a later date.

7. APPLICATION FORMAT

Individual applications:

- (i) Proposal including draft program for two days
- (ii) CV
- (iii) Daily rate

8. APPLICATION DEADLINE

5 July 2022