



**TERMS OF REFERENCE:**  
**Trainers for Learning and Accreditation Program on  
Responsible Investment in Food, Agriculture and Forestry**

**BACKGROUND:**

Established by the World Economic Forum in collaboration with the ASEAN Secretariat in 2015, Grow Asia is a multi-stakeholder platform that builds regional and country partnerships to broker market driven solutions for more inclusive, resilient, and sustainable food systems in Southeast Asia. We do this by convening global and regional stakeholders from public, private, civil society and farmer organizations around macro-level issues (e.g., agritech innovation, women's economic empowerment, responsible investing, and climate change resilience) and by facilitating the development of more inclusive and sustainable value chains through partnership brokerage, developing and sharing best practice, and creating an ecosystem that supports pre-competitive collaboration. The Grow Asia network comprises our regional office in Singapore and six national chapters - which we refer to as our Country Partnerships - in Cambodia, Indonesia, Myanmar, Papua New Guinea, the Philippines and Viet Nam. The network collectively engages 580+ partner organizations and supports 44 Working Groups that are reaching over 2 million smallholders across Southeast Asia.

As of 2020, Grow Asia has been accredited as an Entity Associated with ASEAN. The accreditation recognizes the important role Grow Asia plays in the region, particularly in facilitating multi-stakeholder partnerships for more inclusive, resilient, and sustainable food systems in our region.

One of Grow Asia's four regional Flagship Programs is "Responsible Agriculture Investing". The core project under this Flagship is a collaborative project to create, disseminate and operationalize the ASEAN Guidelines for Promoting Responsible Investments in Agriculture, Food and Forestry ('ASEAN RAI'). Grow Asia and International Institute for Sustainable Development (IISD) developed the ASEAN RAI, in partnership with the ASEAN Secretariat and other partners, as a framework for environmentally, socially, and economically responsible investments in ASEAN's agriculture, food and forestry sectors. The ASEAN RAI is meant to balance the rights and interests of stakeholders involved in large-scale investments along value chains: producers, agribusinesses, government, and financial institutions. The ASEAN RAI was adopted by the ASEAN Ministers of Agriculture and Forestry in October 2018.

Starting in 2020, Grow Asia with our partners have launched Phase 1 of the ASEAN RAI 10-year Implementation Plan, which aims to facilitate a measurable increase in responsible and sustainable private sector investment in ASEAN by 2030. The overall aim is that the ASEAN RAI will become the de facto framework for large scale agribusiness investments.

A key element in the 10-year Implementation Plan will be the creation of a Learning and Accreditation Program (LAP) on responsible agricultural investment ('ASEAN RAI Academy'). The RAI Academy will build a cadre of 400+ individuals with detailed knowledge of the ASEAN RAI,

equipped with the necessary know-how and skills to support the application of the 10 Guidelines that comprise the ASEAN RAI in practice and in the field. The RAI Academy will provide training to stakeholders from three primary learner groups: private, public and producer/civil society sectors. The LAP is currently under development, with a plan to launch its pilot cohort in September 2022.

## **SCOPE OF WORK**

The ASEAN RAI Learning and Accreditation (LAP) is an accredited training for professionals in the food, agriculture and forestry sectors looking to gain practical skills needed to drive responsible investments.

Grow Asia seeks up to 4 trainers ('Consultants') for the delivery and assessment of the LAP pilot program. Together, these trainers will support program participants during 15 hours of e-learning, at tutorials, at 4 day in-person workshops in both Cambodia and Vietnam (TBC), and as the participants' design 'change projects' that address related challenges at their workplace to demonstrate their ability to apply new learning. Trainers should be experts in both the content area, as well as experienced at facilitating training programs.

This engagement takes place over specific dates between **15 July 2022 – 15 February 2023**. The successful candidate should be able to join two online half-day 'Train the Trainer' sessions with Grow Asia's learning experts (one in July and one in August); facilitate sessions at the in-person workshop in Cambodia (28 - 30 September 2022) and closing workshop in Viet Nam (1 day only, in early December 2022); and support learners during the online learning and 'change project' design process (1 October - 1 December 2022).

## **DUTIES AND RESPONSIBILITIES:**

1. Participation in 2 half day Train-the-Trainer sessions
  - Participate in the preparatory session and consultation with the team members (Grow Asia and learning experts)
  - Understand the existing training curriculum, specific training materials on selected training topics to be delivered.
  - Participate in the design and development of a facilitation plan to be executed at the in-person Sessions
2. Facilitation of in-person Workshops in Cambodia and Viet Nam
  - Facilitate the training curriculum, applying design and facilitation techniques
  - Use the facilitation plan as a basis for facilitation the training
  - Gather feedback from participants on the training
3. Provision of online support to participants during e-learning and for the design of change projects
  - Prepare for and attend weekly 1.5-hour sessions 'drop-in sessions' over 10 weeks (October - December)
  - Join group sessions in Module 4 to support individuals as they design 'change projects' for up to 4 sessions, 1.5 hours each (November)
4. Submission of Training reports
  - Draft and finalize a comprehensive training report on lessons learned from the delivery of the program, to enhance delivery for future cohorts (January - February 2023).

## KEY OUTPUTS AND DEADLINES:

- Inception meeting with the team: 20 July 2022
- Attend and complete two half-day Training of Trainers sessions: 30 July and 15 August 2022
- Facilitate in-person sessions at the 3-day launch workshop: 28 - 30 September 2022
- Lead review and provide feedback of learning content during 8 weekly 1.5 hour drop-in sessions (online): (1 Oct to 30 November 2022)
- Provide support for the design of 'change projects' to teams over 2 sessions/ meetings: 30 November 2022[1][2]
- Facilitate 1-day closing workshop: 15 December 2022 (TBC[3][4])
- Training report due: 15 February 2023

## QUALIFICATIONS AND COMPETENCIES:

- Familiarity with the outlined Learning Program content, with relevant field-level experience in the agriculture, food and/or forestry sectors (at least 5 years) preferably in an ASEAN context.
- Strong cross-cultural communication skills relevant to training learners from diverse backgrounds:
  - Verbal communication skills (clear pronunciation, pace of speech.)
  - Non-verbal communication skills (effective use of eye contact, gestures.)
  - Strong listening skills, with the ability to ask follow-up questions that promote deeper thinking and application
- Strong interpersonal skills: Respectful and patient, able to dialogue with and manage participants from different backgrounds, education, and roles
- Good instructional design / lesson planning skills with a focus on delivering learner-centered training is a plus
- Experience delivering training with clearly defined learning outcomes; using contextualized learning activities that are aligned to the learning outcomes; using learning aids (slides, videos, flipcharts for in-person training), and tech tools to support virtual Zoom-based training
- Ability to adapt to changing group needs and dynamics during both in-person and virtual sessions with learners
- Must be currently living in/based in any ASEAN Member State
- Fluency in English required; other ASEAN languages are a significant advantage

## **APPLICATION:**

To apply, submit the following to **Hendrietta Retno** at [retno@growasia.org](mailto:retno@growasia.org) by **30 June 2022** with the subject line "ASEAN RAI – LAP Trainers":

- Resume/CV
- Portfolio or sample of relevant work
- Reference to any previous work completed with Grow Asia

Due to the volume of applications expected, only shortlisted candidates will be notified.

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*As a multi-stakeholder platform we believe all voices matter, and we actively seek to bring them to the table. Aligned with this ethos, Grow Asia is committed to equal employment opportunity regardless of race, religion, sex, national origin, sexual orientation, age, marital status, disability or gender identity.*