

Terms of Reference

International Consultant for Governance and Organisational Development

1. Context

FORUM-ASIA was founded in 1991 with the mission to promote and protect all human rights, including the right to development, through collaboration and cooperation among human rights organizations and defenders in Asia. It is a membership-based non-governmental organization with 48 members in 19 countries and in Special Consultative Status with the United Nations Economic and Social Council (ECOSOC). Registered in Geneva as an international non-governmental organization, its main office (Secretariat) is in Bangkok. It operates an international office in Geneva, an ASEAN Advocacy office in Jakarta and a South Asia Office in Kathmandu.

FORUM-ASIA's vision is to build a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia, where all human rights of all are fully respected and realized in accordance with internationally accepted human rights norms and standards. The overall organizational objective is to "strengthen the promotion and protection of human rights and democracy in Asia and beyond by consolidating Asian human rights movements through effective collaboration with members and partners on international solidarity action as well as engagement with states and other stakeholders at national, regional and international levels."

In 2016, FORUM-ASIA held its 8th General Assembly and elected a new leadership (Executive Committee). During the General Assembly, a set of draft guidelines was shared by the outgoing chair on how best to communicate and coordinate among the various layers between the Secretariat, member organisations and the Executive Committee. A final conclusion on the nature of governance guidelines was not reached at the time The General Assembly assigned the new leadership to ensure further development of the guidelines.

The Senior Management Team of FORUM-ASIA therefore seeks to engage an external consultant to develop a Governance Manual for the organisation

2. Objective of the Consultancy

The objective of the Consultancy is to develop a Governance Manual for FORUM-ASIA which will

- a) be based on the Memorandum of Association and founding documents of FORUM-ASIA, in consultation with the members of the Executive Committee and members

- of the Senior Management Team of the FORUM-ASIA Secretariat;
- b) review best practices of other regional and international organisations and develop the optimal and most effective guidelines to ensure active membership, and clarify roles and responsibilities of different committees, sub-committees, the Executive Committee and the management leadership of the Secretariat.

3. Scope of the Work

The work will involve

- a) a review of the current set-up and challenges faced, via the analysis of secondary data and interviews held with all present EC members, SMT and a selection of active members of FORUM-ASIA,
- b) a review of existing documents with suggestions for improvements
- c) the writing of a final Governance Manual in consultation with the Chair and members of the Senior Management Team.

4. Timing and Duration of the Consultancy

The consultancy will be conducted in June/July 2017.

The calculated duration for the review will be 20 working days.

Five (5) days will be allocated for a review of documents and the establishment of a Governance Manual structure.

Five (5) days will be allocated for the collection of further information and interactions with stakeholders.

Ten (10) days will be allocated for drafting and finalising the Governance Manual.

6. Deliverables

The consultancy will cover the following output-related deliverables:

- ***A note on the methodology and process*** should be submitted after five working days
- ***A draft Governance Manual*** should be submitted to the SMT after eighteen working days
- ***A final Governance Manual*** incorporating feedback from FORUM-ASIA should be submitted on completion of the allocated twenty working days.

7. Selection criteria:

The selected candidate will be expected to have:

- Proven expertise and experience in the area of governance and organisational development, and of working with non-profit civil-society organisations
- Minimum of ten years' experience in leading an organisation
- Direct experience of operating at the governance level of one or more organisations at national, regional or international level in the Asia-Pacific region
- Excellent analytical skills
- Excellent oral and written English skills
- Excellent communication and document writing skills

Direct experience of working with Human Rights institutions and regional networks will be desirable

Candidates wishing to be considered for this assignment are required to submit their resume to demonstrate their qualifications together with a self-introduction letter to applications@forum-asia.org before **30 May 2017**, midnight Bangkok Time (UTC+7).

Please state “**International Consultant for Governance and Organisational Development Application**” in the subject line.

Please note only successful candidates will be notified of the outcome of the shortlisting process.