

APHR Consultant Notice

A. Project Title

APHR Regional Conference on Climate Change: “Strengthening parliamentarians’ role in addressing climate change in Southeast Asia”

B. Background

As part of its work to support parliamentarians in addressing climate change throughout the region, APHR is convening its first regional conference on climate change in Bangkok, Thailand. This conference will convene parliamentarians who have worked on climate change issues in Southeast Asia, as well as partners and stakeholders including members of think tanks, academia, NGOs, CSOs, UN agencies, and donors. The conference will introduce the fundamentals of climate change mitigation and adaptation to participants, including their differentiated impact on communities, strengthen a coalition of committed MPs in liaison with civil society groups and equip them to respond strategically to the issue.

The conference will be a two-day event to be held in-person in Bangkok, Thailand. Approximately 40 participants are invited to attend.

C. Scope of Work

APHR is hiring a Local Coordinator for Thailand to implement the preparation for the conference:

- Assist in identifying the names of Members of Parliament (MPs) and other potential participants to be invited to the conference;
- Assist in sending of invitations and confirming participation of members of parliament and other target participants from Thailand to the conference and working group meeting;
- Provide logistical support to identifying and confirming the training venue, printing and compilation of materials, and other relevant administrative requirements.
- Translate the invitation letter and relevant documents for sending to participants; and
- Attend the conference; and
- Conduct any follow-up necessary and relevant tasks after the activity including activity report

D. Expected Outputs and Deliverables

Expected deliverables	Timeline
List of participants to be invited	1 October 2022
Invitation, follow up, and confirmation of Thai MPs and CSOs participation	1 October to 28 October 2022
Administrative support for identifying and confirming Meeting Venue	15 October 2022
Participation and logistical support to the activity	29-30 October 2022
Inputs for Activity Report	15 November 2022

E. Institutional Arrangement

The Local Coordinator will report directly under the supervision of APHR's Advocacy and Campaign Officer for Climate Change and Human Rights.

F. Duration of Work

The local coordinator is expected to immediately commence work on 1 October 2022 and conclude on 15 November 2022 after completing any follow up tasks that may be required after the activity.

G. Duty Station

- Bangkok, Thailand

H. Qualification of the Successful Contractor

- Previous experience working with parliamentarians, civil society organizations, and relevant stakeholders in Thailand;
- Relevant experience in organizing programs and activities; and
- Proficient in English and Thai, verbal and written.



ASEAN PARLIAMENTARIANS FOR HUMAN RIGHTS

I. Recommended Presentation of Offer

Applicants may submit the following requirements to procurement@aseanmp.org with subject heading “Local Coordinator” by **Friday, 30 September 2022**:

- Cover letter (1 page max) including why they consider themselves as the most suitable candidates for the assignment.
- Please also indicate your proposed consultancy fees.
- Personal CV indicating all relevant past experience.

Please note that only shortlisted candidates will be contacted.

APHR is committed to diversity and inclusion within its workforce, and encourages qualified candidates of all genders from all national, religious, and ethnic backgrounds, including persons living with disabilities, to apply.