



## ASPBAE Capacity Support and Advocacy Adviser Position Description and Selection Criteria

### About ASPBAE

The Asia South Pacific Association for Basic and Adult Education (ASPBAE) is a regional association of over 150 civil society member organizations (CSOs) from 30 countries in the Asia Pacific Region, committed to advocating for quality, empowering education for all, especially for marginalised groups. Further details about ASPBAE can be found on our website [www.aspbae.org](http://www.aspbae.org)

Amongst other roles, ASPBAE provides capacity support to eligible national civil society education advocacy coalitions in the Asia Pacific region under the Education Out Loud (EOL) fund for advocacy and social accountability (Operational Component 1) of the Global Partnership for Education (GPE). Further details about the fund can be found on [www.partnershipforeducation.org](http://www.partnershipforeducation.org)

ASPBAE's capacity support and network building aims to ensure strong, capable and credible civil society engagement to improve national level education policy and implementation. In the Asia Pacific region ASPBAE currently provides capacity support through EOL funds to 15 national education coalitions in Bangladesh, Pakistan, Nepal, Afghanistan, Kyrgyzstan, Tajikistan, Mongolia, Vietnam, Cambodia, Philippines, Timor Leste, Papua New Guinea, Solomon Islands, Vanuatu, and Samoa.

### Position Description

ASPBAE is seeking a Capacity Support and Advocacy Adviser (CSAA) who will join the existing international team of CSAAs to:

1. Work with and provide capacity support to identified national education coalitions in South East (SE) and South Asia, including undertaking partner visits as requested (if and when international travel becomes safe and available again)  
Capacity support includes working with coalitions to:
  - promote sound coalition administrative, financial and programme management and reporting systems
  - strengthen coalition education policy and budget analysis skills
  - develop effective coalition education advocacy and campaign strategies
  - strengthen coalition networking and constituency building capacities
  - ensure coalition organizational learning, monitoring and evaluation mechanisms are in place
  - develop strong and viable funding proposals
2. Liaise with CSOs, government officials, donors and other stakeholders on behalf of ASPBAE as required
3. Assist in the design and implementation of workshops, trainings and other capacity strengthening support measures
4. Assist in the development of policy briefs and case studies on aspects of education, and the writing and review of project proposals and narrative and financial reports
5. Participate in lobbying and advocacy initiatives at national, regional and international level as required
6. Support the management and implementation of ASPBAE's EOL programme, especially in SE and South Asia
7. Proactively participate as part of ASPBAE's regional EOL capacity support team and undertake other tasks as required by the EOL Regional Coordinator

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<https://www.facebook.com/ASPBAE-Adult-Education-and-Lifelong-Learning-in-the-Asia-South-Pacific-597530156983962/>

The CSAA will report to the EOL Regional Coordinator.

**Post Location:** Negotiable, within the SE Asia / South Asia region provided there is ease of travel and visa requirements.

**Selection Criteria:**

**a) Experience and Knowledge**

- Sound knowledge of Asia Pacific political, economic and social development issues, preferably through first-hand experience in Asia Pacific countries, especially SE and South Asia.
- Experience working with CSOs at a national level in SE and / or South Asia. CSO work at a regional level would be strong advantage
- At least seven years' experience in program management, design, implementation, monitoring and evaluation
- Experience in lobbying and policy advocacy and education campaigns would be an advantage
- Experience in writing reports and proposals and developing budgets
- Experience as a community-based educator / facilitator and familiarity with participatory learning approaches would be an advantage
- Experience in mobilizing resources
- A relevant undergraduate or postgraduate degree

**b) Skills and Personal Attributes**

- Excellent cross-cultural, gender-aware, interpersonal and representational skills
- Excellent English language oral and written communication skills
- Strategic planning skills
- Workshop, group and meeting facilitation skills
- Mentoring skills
- Networking and liaison skills
- Sound analytical, organizational, project and time management skills
- Skills in word processing and using spreadsheets, internet and email communication, including online meeting platforms.
- Ability to work independently and also as part of a team
- An energetic, creative, flexible problem solver, with an ability to listen and evaluate

The position is initially for 12 months, subject to final confirmation, but with a good prospect of continuing for further years. ASPBAE can offer up to USD \$2,000 gross compensation, per month at full-time work, depending on qualifications and experience.

Applicants are requested to send a cover letter addressing the selection criteria, a detailed Curriculum Vitae, and two character references (with names, email and phone details), addressed to: Bernie Lovegrove at [aspbae.jobs2020@gmail.com](mailto:aspbae.jobs2020@gmail.com)

The selected person will be able to operate through online, distance modes of work, and must be willing and available to travel in the Asia Pacific region if and when international travel becomes safe and available again.

**Applications will close by Monday, 12 July 2021**