<u>Terms of Reference</u>

Key Qualifications	
	Title: SDG Academy Indonesia Instructor for the SDG Leadership Program **Category:** Expert **Duty Station:** Intermittent (Subject to COVID−19 situation) **Educational Background:** Advanced Degree in Applied Science and/or Social Science **Working Experience:** - Minimum 15 years working experience in higher education, learning instruction, facilitation, and assessment; - Experience in facilitating blended and fully online learning approaches; - Experience in development work both academic and non-academic context; - Experience in pedagogical, curriculum/educational consultancy and development work. **Competencies:** - Excellent understanding of curriculum systems; - Focus on impact and result for the direct beneficiaries, response positively and give feedback timely, as well as timely response to queries; - Have a strong ability to analyze and synthesize information from different sources, and to draw from it key themes and issues; - Ability to produce overall training report of the program; - Ability to work interdisciplinary mixed ability teams; - Ability to carry out and conduct the training on leadership and management, Sustainable Development Goals (SDGs) issues and individual final projects related to SDGs; - Ability to accommodate cultural sensitivity, respect human rights and genders issues in the workplace; - Familiarity with 2030 agenda; - Excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies; excellent ability to identify significant

	capacity building opportunities; • Actively works toward continuing personal learning and development on one or more practices area; • Excellent communication skills; • Self –starter able to work in fast-paced environment and complete task independently.
Contract Duration	**5 Months (for 1 batch of Program)**
Brief Description of the Assignment	The Lead Instructor will be the face of the program, to lead the implementation of teaching and learning in the SDG Leadership Program for state and non-state leaders towards achieving SDGs. The Lead Instructor general responsibilities on this context shall include, but not limited to the following: 1. Oversee and ensure all learning materials and assessment tools are ready to be delivered to the participants of SDG Leadership Program; 2. Facilitate interactive learning activities as well as assessment under the SDG Leadership Program design, as scheduled for; Leadership and Management, SDG Content and Capstone Project; 3. Work closely with Teaching Assistant to ensure administrative requirements for learning activities and assessment are well managed; 4. Work closely with mentors to ensure capstone project mentoring and coaching process are well implemented; 5. Recommend and justify best practices source persons to be invited to best practices sharing sessions.; 6. Recommend and justify External Assessors for the SDG Academy Indonesia Colloquium to assess the capstone project individual presentation; 7. Provide advice to the SDG Academy Indonesia team on improvement needed in context of curriculum and learning materials, assessment tools, learning experience journey, and other concerning issues related to the program.
Major Outputs for this Assignment	In general, a few of the job desk of the Instructors and Mentors are similar. However, when it is compared against the Deliverables, both roles are different. Major outputs of the Instructors are: 1. Program readiness report for each batch to ensure and oversee all learning materials and assessment tools are ready 2. Teaching report of learning activities as well as assessment implemented as scheduled in lesson plan 3. Final report for each batch of SDG Leadership Program consists of summary of learning journey, number of participants, general review of the assessment, and notes for improvement.

Payment Terms	Deliverables/Output	Working Days	
	Deliverable 1: Teaching report of overall learning activities and assessment implemented, for Workshop 1, including: • Survey Brainstorming and SDGs Discussion • Leadership and Management for SDGs • Implementation of SDGs	6	

	• Risk Management towards Achieving SDGs • SDGs and I: Individual and Organization Context • Problem Identification & Root Cause Analysis • Capstone Project Information • SDG Content (Poverty Issues and Quality Education)	
	Deliverable 2: Teaching report of overall learning activities and assessment implemented, for Workshop 2, including: • Design Thinking • Sustainable Business Model Canvas • SDG Content (Poverty Reduction and Quality Education)	5
	Deliverable 3: Teaching report of overall learning activities and assessment implemented, for Workshop 5, including: • Finalization of Capstone Project • Colloquium • Graduation	5
	TOTAL	**16**

*The deliverables must be submitted in Bahasa Indonesia.

Payment shall be made upon satisfactory submission and approval by The Director of SDG Academy Indonesia, Ms. Juliaty Sopacua, on achievement of deliverables as stated above.