# Terms of Reference

| Key Qualifications | **Title:**<br>SDG Academy Indonesia Mentor for SDG Leadership Program<br><br>**Category:**<br>Expert<br><br>**Duty Station:**<br>Intermittent (Subject to COVID–19 situation)<br><br>**Educational Background:**<br>Advanced Degree in Applied Science and/or Social Science<br><br>**Working Experience:**<br>• Minimum 10 years working experience in areas related to Sustainable Development Goals (SDGs) Topic(s) that is offered;<br>• Experience in facilitating learning and capacity building activities;<br>• Experience in providing feedback, trough coaching or mentoring for a project management process.<br><br>**Competencies:**<br>• Excellent understanding of project management;<br>• Familiarity with 2030 agenda and issues of education and quality education;<br>• Excellent writing, and communication skills and along with high–level skills in developing learning toolkits and coaching and mentoring;<br>• Self–starter able to work in fast-paced environment and complete task independently. |
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| Brief Description of the Assignment | The Mentor will be the face of the program, particularly for the related SDGs Goal(s), specifically in Indonesia context. The Mentor is meant to guide the implementation of teaching and learning in SDG Leadership Program for state and non-state leaders towards achieving SDGs, specifically the capstone project.<br><br>The Mentor general responsibilities on this context shall include, but not limited to the following:<br>1. Oversee, and ensure guideline and learning materials for capstone project and mentoring tools are ready to be delivered to the participants of SDG Leadership Program.<br>2. Facilitate discussions, encouraging support groups, and mentoring |

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|  | process are under the SDG Leadership Program design, as scheduled.<br>3. Work closely with the Instructor, other mentors and Teaching Assistant to ensure capstone project mentoring and coaching process at all streams are well implemented.<br>4. Work closely with Teaching Assistant to ensure administrative requirements for mentoring process well managed.<br>5. Recommend and justify best practices source persons to be invited to best practices sharing sessions.<br>6. Recommend and justify panelist for the SDG Academy Indonesia Colloquium to assess the capstone project individual presentation.<br>7. Provide advice to the SDG Academy Indonesia team on improvement needed in context of coaching and mentoring, as well as other concerning issues related to the program. |  |
| Major Outputs for this Assignment | Major outputs for this assignment are:<br>    Mentoring Report of each session consists of summary of coaching and mentoring, as well as general review of the process and progress, and notes for improvement. |  |

| Payment Terms | Deliverables/Output | Working Days |
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|  | Deliverable 1: Teaching report of coaching and mentoring implemented, for Workshop 1 including<br>• SDG and I: Individual and Organizational Context<br>• Capstone Project Info and Sharing Session<br>• SDG Content | 2 |
|  | Deliverable 2: Teaching report of coaching and mentoring implemented, for Workshop 2 including<br>• Design Thinking<br>• Sustainable Business Model Canvas<br>• SDG Content | 3 |
|  | Deliverable 3: Teaching report of coaching and mentoring implemented, for Workshop 3 including<br>• Mentor for Selected Topic: Capstone Project Peer Sharing<br>• SDG Implementation Tool: Capstone Project Target & Indicators<br>• Mentor for Selected Topic: Sharing Action Plans | 3 |
|  | Deliverable 4: Teaching report of coaching and mentoring implemented, for Workshop 4 including<br>• Mentor for Selected Topic: Capstone Project Progress<br>• SDG Implementation Tool: Monitoring and Contingency Plan<br>• Mentor for Selected Topic: Sharing Action Plans | 3 |
|  | Deliverable 5: Teaching report of coaching and mentoring implemented, for Workshop 5 including<br>• Finalization of Capstone Project | 2 |

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| | • Colloquium<br>• Graduation | |
| | TOTAL | 13 |

*The deliverables must be submitted in Bahasa Indonesia and must consider the required outputs mentioned above as the indicators for an acceptable deliverable. 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 in the TOR.