

Terms of Reference

Key Qualifications	<p>Title: SDG Academy Indonesia Teaching Assistant for SDG Leadership Program</p> <p>Category: Support Specialist</p> <p>Duty Station: Intermittent (Subject to COVID-19 situation)</p> <p>Educational Background: Degree in Applied Science and/or Social Science</p> <p>Competencies and Working Experience:</p> <ul style="list-style-type: none"> • Minimum 5 years working experience in related to education, learning management, or capacity development facilitation. • Experience in facilitating or co-facilitating learning activities, assessment programs, and graduation process • Relevant experience in utilizing e-learning platforms to facilitate blended learning program • Experience in providing administrative support to professor / lead instructor to ensure success of learning journey, including report development • Strong project management and organizational skills: ability to balance a wide variety of tasks simultaneously with a varying level of complexity and urgency and meet tight deadlines • Familiarity with Sustainable Development Goals (SDGs) • Excellent communication, and interpersonal skills • Ability to handle multitasking situations • High degree of compliance to work plan and deadlines • Fluency in Bahasa and English with excellent written communication / copywriting skills
Brief Description of the Assignment	<ol style="list-style-type: none"> 1. Ensuring readiness of learning journey for each batch <ul style="list-style-type: none"> • Ensuring all participants listed confirm their attendance • Checking learning materials and assessment tools are prepared • Preparing participants' kit 2. Assisting the Instructor to facilitate learning activities and assessment <ul style="list-style-type: none"> • Coordinate closely with the Instructor for anything, including administration, needed for the learning activities and assessment • Coordinate closely with all the mentors for anything, including administration, needed for the coaching and mentoring process • Coordinate closely with all best practice's speakers for anything,

	<p>including administration, needed for best practices sharing session under the SDG Leadership Program</p> <ul style="list-style-type: none"> • Coordinate closely with all Assessors, including administration, needed for the for the SDG Academy Indonesia's Colloquium • Facilitating participants' inquiry related to the implementation process of the SDG Certification Program • Collect, analyse, and report assessment process under the SDG Leadership Program • Assisting the graduation process, including administration, from preparation to execution • Ensuring names of the participants are correctly written for the Certificate. <p>3. Provision of learning journey report for each batch</p> <ul style="list-style-type: none"> • Collect, analyse, and report program evaluation from participants of each batch • Suggest notes for improvement for the next implementation cycle of the SDG Leadership Program 		
Major Outputs for this Assignment	<p>Major outputs for this assignment are:</p> <p>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.</p>		
Payment Terms	Deliverables/Output		Working Days
	Deliverable 1:		18
	<ul style="list-style-type: none"> • Program Readiness Report • Report of Monitoring and Evaluation to the learning activities and assessment implemented, for Workshop 1 • Report of Monitoring and Evaluation of the Mentoring Session for Month 1 		
	Deliverable 2:		18
	<ul style="list-style-type: none"> • Report of Monitoring and Evaluation to the learning activities and assessment implemented, for Workshop 2 • Report of Monitoring and Evaluation of the Mentoring Session for Month 2 		
	Deliverable 3:		18
	<ul style="list-style-type: none"> • Report of Monitoring and Evaluation to the learning activities and assessment implemented, for Workshop 3 • Report of Monitoring and Evaluation of the Mentoring Session for Month 3 		
	Deliverable 4:		18

	<ul style="list-style-type: none"> • Report of Monitoring and Evaluation to the learning activities and assessment implemented, for Workshop 4 • Report of Monitoring and Evaluation of the Mentoring Session for Month 4 	
	Deliverable 5: <ul style="list-style-type: none"> • Report of Monitoring and Evaluation to the learning activities and assessment implemented, for Workshop 5 • Report of Preparation for Colloquium and Graduation 	18
	TOTAL	90
	*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.	