Asia Pacific Network of Refugees

Terms of Reference

Module Lead for Skills Enhancement Programme

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1. Background

The Asia Pacific Network of Refugees (APNOR) is a regional network of refugee-led initiatives and organisations established in 2018. APNOR works to strengthen refugee leadership, amplify lived-experience voices in regional and national policy spaces, and support the development of sustainable refugee-led structures across the Asia-Pacific.

APNOR's Skills Enhancement Programme is designed to build technical and organisational skills while also supporting leadership development, peer learning, and long-term organisational resilience among refugee leaders and refugee-led organisations (RLOs).

2. Programme Overview

APNOR delivers the Skills Enhancement Programme for refugee leaders and refugee-led organisations seeking to strengthen core organisational competencies. The programme covers areas such as fundraising and sustainability, project planning and management, leadership and governance, advocacy and partnerships within the Asia-Pacific refugee context.

The programme is delivered remotely through a series of practical, interactive modules over a period of approximately six months. Sessions emphasise applied learning and provide participants with tools, templates, and resources tailored to the operational realities of RLOs.

3. Purpose of the Role

The Module Lead will be responsible for developing and/or building on existing materials from past iterations, facilitating live online training sessions, and providing structured support to participants as part of the Skills Enhancement Programme. Module Lead is expected to take strategic ownership of the module, ensuring it is contextually relevant, pedagogically sound, accessible, and aligned with APNOR's broader capacity-strengthening objectives.

4. Position Details

Position Title	Module Lead
Duration	1.5 months
Time Commitment	approx. 12-14 days (calculated at 8 hours per day)
Location	Remote/ Online
Compensation	AUD 300-400 per day

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4. Expected Time Commitment

Total time commitment for 1 module is **approximately 12-14 days** (calculated at 8 hours/a day)

Training sessions *1.5 - 2 days per session*	• 4 training sessions per module • Total: 7-8 days, including preparation, delivery, and follow-up
Participant support *3 days*	• 1:1 meetings • Email-based support to respond to questions • Follow-up with participants
Assignment review *2 days*	• reviewing participant assignments • providing feedback to participants

4. Key Deliverables

The Lead will carry out tasks in accordance with this Terms of Reference, including:

A. Training Delivery for each session (in 1 module, there will be 4 sessions)	• Planning, coordination, and debrief with the Project Coordinator *(approximately 0.5 day)* • Development of training materials, including slides and any relevant tools or templates *(approximately 1 day)* • Delivery of a 2 - 3 hour live online training session *(approximately 0.5 day)* - Each training session will be billed at half-day increments, which includes preparation, delivery, and post-session reflections.
B. Content & Resources	• A training outline shared in advance for review and discussion • Presentation slides for each training session • At least one practical resource (template or tool), where relevant
C. Participant Support	• Providing individualised support through one-on-one meetings and/or email-based remote support • Developing and sharing a calendar and schedule for 1 - 1 meetings (60-minute slots) to be offered to participants • Allocating one day per week for participant support during the module period

D. Reporting & Administration	• Submission of a **brief report** following completion of the training sessions and 1-1 participant support, capturing:
	  ○ Summary of topics covered, key reflections & observations
	  ○ Tools, activities, and resources used
	  ○ Emerging questions arising from 1-1 calls with participants
	• Participation in a **debrief call with the Programme Coordinator** to discuss the report and key learnings
	• Submission of invoice detailing days worked, along with a copy of ID and relevant banking/transfer information

📩 Application Link: Form Here || Questions: localhubs@apnor.org