

## The Recruitment of Discussion Facilitator

### Recruitment Guideline of Facilitator for Ship for World Youth (SWY) Online Program FY2021

#### 1. What is SWY Online Program?

SWY Online Program is a leadership training program organized by Cabinet Office, Government of Japan (CAO), which accommodates approximately 80 youths (Age range: approximately 18 to 30) from 9 different countries including Japan (Australia, New Zealand, Sultanate of Oman, Republic of Poland, Russian Federation, Republic of South Africa, Democratic Socialist Republic of Sri Lanka, Kingdom of Sweden and Japan ). This online program consists of 4 sessions and will be implemented during the period from January 2022 to February 2022.

Having participants from every corner of the world, this unique inter-cultural program aims to develop their leadership skills and encourage them to contribute to the betterment of the world. The program offers various trainings such as academic discussion, cultural exchange events and participants-led activities, which strengthen human network beyond national borders and cultivate cross cultural communication skills.

The program recruits 4 facilitators who take charge of Course Discussion, the academic learning activity.

\*Due to the global spread of novel coronavirus (COVID-19), this year's program will be conducted online. For the details of the face-to-face SWY program which is normally conducted with the majority of time spent onboard the ship, please refer to the following URL.

<https://www8.cao.go.jp/youth/kouryu/en/swy/2019/swy.html>

#### 2. What is course discussion?

During this online program, participants are divided into 4 different thematic groups and engage in academic discussion. Each discussion group consists of approximately 20 participants and 1 facilitator, who coordinates teaching/learning activities that focus on course theme. Course Discussion is a series of 4 main sessions. Duration of one session is approximately 120 minutes including break time.

Through the lens of discussion theme, participants will deepen their understanding on issues of their home countries as well as global society, and develop their leadership skills to change the world to be a better place. Being exposed to diverse cultural backgrounds of fellow participants, Course Discussion also aims to cultivate their communication skills and a spirit of mutual understanding.

### 3. Course themes

For the Course Discussion in the online SWY program, 4 themes will be selected under the common theme of SDGs\*(A. Social Issues, B. Gender Issues, C. Economic Issues, D. Environmental issues).

\* JAPAN SDGs Action Platform (FYI)

<https://www.mofa.go.jp/policy/oda/sdgs/index.html>

To apply for facilitator position, please choose your specialized area from A to D and fill out the application form that indicates your course title and course outline (syllabus).

<Course titles from the past (FYI)>

- Global Environment and Climate Change (FY2019)
- Health and Wellbeing (FY2019)
- Diversity and Inclusion (FY2017)

### 4. Period of Contract

Facilitators are required to attend the following schedule

November 4 and 8, 2021	Program preparatory meeting (online)
December 4 and 11, 2021	Japanese participant's training session (online)
January 15, 22, 29 and February 12, 2022	<b>Official program:</b> 4 sessions (Saturdays)(online) *The detail is as follows.

Tentative time table of the **official program** is as shown below (Date and Time: JST)

Week 1 (1/15 Sat. 15:00-18:00)	Opening, Orientation, Lecture, Discussion 1
Week 2 (1/22 Sat. 15:00-18:00)	Discussion 2, Workshop1
Week 3 (1/29 Sat. 15:00-18:00)	Discussion 3, Workshop2
Week 4	Holiday (No sessions)
Week 5 (2/12 Sat. 15:00-18:00)	Discussion 4 (Presentation of Discussion Result), Workshop3 (Presentation for each country), Closing

\*There will be workshop sessions at the end of discussion session 2, session 3 and session 4 around 60m each.

\*The lecture would be conducted by the 4 experts of the 4 themes.

## 5. Expected Roles of Facilitator

Facilitators take charge of group discussion for approximately 20 participants with different nationalities and cultural backgrounds. For the well -focused discussion, facilitators are expected to provide participants with interactive exercises and learning materials.

Facilitators are also expected to support participants' learning opportunities throughout the program and pave the way for their active contribution to the global society.

## 6. Job description

- Create course outline (syllabus including pre-assignment, goals and contents of Course Discussion)
- Participate in program preparatory meeting and deepen understanding on program overview and facilitator's duty.
- Participate in Japanese participant's training session and provide Japanese participants with an introductory session in regard with course theme.
- Organize a series of 4 main sessions during the program.
- Plan and organize the presentation of discussion results which will be held in session 4, where participants give presentation in regard with outcome of Course Discussion.
- Create the report of Course Discussion and conduct necessary tasks in regard with the operations of Course Discussion which are requested by CAO.

\*CAO will be outsourcing some operations of this program to a contractor. Facilitators shall follow the instructions and advices from the contractor.

## 7. Qualification Requirements

- Strong command of the English language to facilitate the discussion (reference level: TOEIC 860, TOEFL (iBT)100, IELTS 7.0, or equal ability).
- Knowledge on the theme of discussion and ability to facilitate the discussion.
- Must be able to attend on all dates shown on number 4.
- Must be in good health

## 8. Expenses to be Covered by CAO

Honorarium for the dates shown on number 4. (Tentative honorarium will be 18,300 JPY per day (including tax))

\*Honorarium stated above is an amount for 3 hours per day with official program. Honorarium for other meetings that may be longer than 3 hours per day shall change in accordance with the time length.

## 9. Recruitment Numbers

4 facilitators

#### 10. Application Deadline

Friday, September 3th, 2021, 10:00 A.M. (JST)

\*Facilitators will be selected by mid-October, 2021.

#### 11. Documents to submit

- 1 Application Form (Use the form attached) / You can apply to maximum 2 themes (Only one reference letter is needed)
- 1 Reference Letter (Free format)

\*Reference Letter must be written by a person who can certify the specialized knowledge and experience of the applicant. As we may take contact with the recommender regarding the aptitude of the applicant, please write the recommender's name, information of organization and/or affiliation, and contact information.

#### 12. Application method

Once your name and E-mail address entry in appreciation form is done, you will receive the E-mail from Cabinet Office. Please send the E-mail attached the application form by deadline.

\*Make sure to attach all the documents necessary in PDF

#### 13. Contact Information

Ship for World Youth Program, the International Youth Exchange unit, the Cabinet Office