



Moving Capital Towards Impact

**TERMS OF REFERENCE**  
**POLICY RESEARCH AND FACILITATION PARTNER**  
**AI OPPORTUNITY FUND : ASIA-PACIFIC**  
**AI INCLUSIVE WORKFORCE SKILLING POLICY DIALOGUES AND TOOLKIT DEVELOPMENT**

## **1. ABOUT AVPN**

AVPN is Asia's largest social investment network. We are an ecosystem builder that works to increase the flow of capital towards impact in Asia, ensuring that resources are most effectively deployed. At AVPN, we approach social investment as a continuum of capital, in which funders may combine grants, debts, and equity across multiple investments within their portfolio, to achieve a deeper impact. Our network includes over 600 social investors, such as philanthropic organizations, impact investors, institutional funders, and corporate partners, who collaborate on knowledge sharing, capacity building, pooled capital deployment, and policy initiatives. Through these efforts, AVPN fosters engagement and collaboration across various social causes, sectors, and markets to drive meaningful change.

## **2. BACKGROUND**

AVPN, in collaboration with Google.org and the Asian Development Bank (ADB), has launched the [Artificial Intelligence \(AI\) Opportunity Fund Asia Pacific](#). This three-year programme aims to equip Asia's workforce with the essential AI skills needed to adapt to the evolving job landscape, particularly for underserved communities. The Fund selected various organisations across the Asia-Pacific with the capacity to effectively engage workers most impacted by AI-driven workforce transitions. Selected organisations receive financial support, expert guidance, and access to tailored AI training programs designed by partners to ensure their workforce development efforts align with industry needs.

To enhance the programme's broader impact, AVPN will collaborate closely with AI experts, policymakers and key stakeholders to host regional and local dialogues, focusing on AI's impact on employability and promoting responsible AI practices. The goal is to foster collaboration and share best practices across programs and partners, aiming to improve AI learning outcomes and promote the responsible and equitable use of AI.

## **3. SCOPE OF ASSIGNMENT**

AVPN is seeking a research and facilitation partner with expertise in AI trends, global and APAC-specific AI policy frameworks, and AI / digital workforce inclusion, particularly for underserved communities.



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The partner will:

1. Organise a series of dialogues across APAC with AI experts, policymakers, and other key stakeholders to explore trends, opportunities, and best practices.
2. Produce a comprehensive policy toolkit with actionable frameworks and case studies, highlighting how governments and civil society can leverage AI for positive impact in labor markets, skills development, education, and sustainable economic growth.

The partner should have a proven track record in engaging government officials and cross-sector stakeholders across Asia Pacific, including NGOs, universities, civil society groups, and private investors.

The project will span from February 2025 to November 2025, divided into two phases:

Phase 1: AI Inclusion Policy Framework Development and Launch

Phase 2: Case Studies Development and Launch

**Terms used in next section:**

- *"AI Workforce Inclusion Policy Framework" provides an overview of the current landscape of AI inclusion policies across the region, along with global references. It includes frameworks for assessing AI maturity and inclusion levels in a country or region based on various criteria, guidelines for evaluating inclusiveness, and a suggested roadmap for policy implementation. It also outlines a monitoring and evaluation schema to assess improvements in AI inclusive workforces over time.*

- *"Case Studies" consist of detailed examinations of policy initiatives and partnerships that have contributed to AI inclusion for the workforce. They highlight the stakeholders involved, key activities, outcomes, and provide an assessment of the success and challenges faced. The case studies aim to identify factors that are crucial for the adoption and scalability of similar initiatives, offering practical insights and lessons learned to inform future policy development.*

- *"Comprehensive AI Policy Toolkit" includes both the "AI Inclusion Policy Framework" and the "Case Studies". The toolkit combines theoretical frameworks with real-world examples, and is designed to provide policymakers and stakeholders with a set of practical resources to guide the development, implementation, and evaluation of inclusive AI workforce skilling policies.*

### 3.1 Phase 1: AI Inclusion Policy Framework Development and Launch

In this phase, the research partner will review the forthcoming AVPN research report on the impact of AI transitions on the workforce across the Asia-Pacific region, as well as other relevant sources, to



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identify key stakeholders and assess existing policies and outcomes. The partner will develop a practical policy framework for AI skilling and inclusive opportunity that can be adapted to countries at various stages of AI development and economic growth.

The partner will work with AVPN to design and facilitate dynamic and interactive dialogues through both in-person and virtual multi-stakeholder events. This includes suggesting and inviting relevant stakeholders, conducting research to inform discussions, and producing pre-reading materials and resources to ensure participants are well-prepared for meaningful discussions. After each session, the partner will draft a summary document outlining key insights and recommendations from the dialogue.

Insights and recommendations from the stakeholder dialogues will be synthesised into a final policy framework. The framework will include actionable policy recommendations for governments in Asia, with visual aids, including infographics, used where appropriate. A bibliography will be included, and the playbook will be reviewed by AVPN prior to publication. The policy playbook which will be launched at a multilateral policy event.

Insights and recommendations from the stakeholder dialogues will be synthesised into the final policy framework, to be launched at a multilateral policy event. The playbook should include practical policy recommendations and call to action that can be implemented by governments in Asia. Infographics and other data visualisation methods will be employed where appropriate to aid knowledge transfer. A bibliography will also be compiled. The final report will be subject to review by the AVPN team.

The research partner will support in producing interim media pieces, highlighting key discussions and proceedings from the stakeholder dialogue around the launch, and work with AVPN's communications and marketing team to inform the AVPN community of the progress of the dialogues and amplify the call for collaborative action around AI skilling and inclusion.

### 3.2 Phase 2: Case Studies Development and Launch

After the framework launch, the partner will continue collaborating with AVPN to design and facilitate multi-stakeholder dialogues (referred to as “roadshows”), aimed at driving engagement with the policy framework and gathering content for 3-4 key implementation case studies and actionable best practices. The focus of each roadshow will be subject to discussion and approval by AVPN. As in Phase 1, the partner will draft a summary document outlining key insights and recommendations from each session.



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The case studies and best practices will be released at a separate multilateral policy event. The partner will provide stakeholder dialogue preparation, event curation, and media support to AVPN, as in Phase 1.

The comprehensive AI Inclusion policy toolkit, comprising the policy framework, case studies, and best practices, will be finalised and shared publicly after the launch.

### DELIVERABLES & TIME FRAME

| Milestone                                                   | Deliverable                                                                                 | Timeline     |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------|
| <b>Phase 1: Policy Playbook Development and Launch</b>      |                                                                                             |              |
| <b>1: Inception &amp; Planning</b>                          | Work plan, outline, and stakeholder mapping agreed upon                                     | Feb 2025     |
| <b>2: Draft Policy Framework</b>                            | Draft version of the policy framework shared                                                | Mar 2025     |
| <b>3: Stakeholder Consultations</b>                         | 3- 4 stakeholder consultations/dialogues conducted                                          | Apr-Jun 2025 |
| <b>4: Policy Framework Review &amp; Refinement</b>          | Revised framework incorporating feedback shared                                             | Jun 2025     |
| <b>5: Completion of Policy Framework &amp; Launch Event</b> | Framework launched at multilateral policy event                                             | End Jun 2025 |
| <b>Phase 2: Case Study Development and Launch</b>           |                                                                                             |              |
| <b>6: Roadshows &amp; Implementation Case Studies</b>       | *2-3 roadshows conducted; case studies developed                                            | Aug-Oct 2025 |
| <b>7: Case Studies and Launch Event</b>                     | Case studies presented at launch event, along with the toolkit                              | Oct 2025     |
| <b>8: Finalised Toolkit</b>                                 | Comprehensive toolkit (comprising framework and case studies) finalised and shared publicly | Nov 2025     |



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## REQUIRED QUALIFICATIONS

The individual or organisation must meet the following specifications:

1. Demonstrated expertise in AI policy, including its application to workforce transformation.
2. Commitment to equitable inclusion and support for underserved communities.
3. Strong track record in creating engaging, high-quality policy briefs, reports, and toolkits tailored to diverse stakeholders.
4. Experience in planning, organising, and executing high-profile events, such as dialogues, roundtables, and roadshows.
5. Ability to engage and facilitate conversations with high-level stakeholders with professionalism, intentionality, and diplomacy.
6. Prior experience working in Asia Pacific is required; experience working in local contexts and proficiency in languages is preferred.

## PROCEDURE

The assignment will be awarded to the individual or organisation(s) that submit the most compelling proposal that meets the criteria above. Shortlisted candidates will be invited for a clarification interview over Zoom.

Call for Proposals: 20 January 2025

Deadline for Expression of Interest: 4 February 2025

Please note, the timelines outlined are estimates and may be adjusted as needed. Applicants will be informed of any changes in the schedule.

## RESPONDING TO TERMS OF REFERENCE

Interested parties are required to submit a detailed proposal, including a fee breakdown, outlining how they meet the qualifications and the approach they will take to fulfill the assignment. If applying as a team or consortium, the proposal should clearly explain the specific roles and responsibilities of each team member or partner. For example, applicants should specify who will be responsible for dialogue facilitation and who will focus on research. The proposal should also include examples of relevant work and a timeline for deliverables.

Please submit your proposal to **this [Google Form](#)** by **23:59 SGT on 4 February 2025**. Enquiries can also be made on the same Google Form.