

**Terms of Reference (TOR)
for the Network of Experts on
Inclusive Entrepreneurship
for ASEAN**



one vision
one identity
one community



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Inclusive Entrepreneurship for ASEAN**

The ASEAN Secretariat
Jakarta

The Association of Southeast Asian Nations (ASEAN) was established on 8 August 1967. The Member States are Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam.

The ASEAN Secretariat is based in Jakarta, Indonesia.

For inquiries, contact:

The ASEAN Secretariat

Community Relations Division (CRD)

70A Jalan Sisingamangaraja

Jakarta 12110, Indonesia

Phone : (62 21) 724-3372, 726-2991

Fax : (62 21) 739-8234, 724-3504

E-mail : public@asean.org

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A. BACKGROUND

1. In December 2006, the United Nations adopted the Convention on the Rights of Persons with Disabilities (CRPD), which became effective in 2008, and aims to ensure equal rights and opportunities for persons with disabilities. The Convention states that consultancy with and involvement of persons with disabilities through their representative organizations is necessary to implement the Convention, and highlights the roles of civil society and private entities towards its implementation. The General Principles, as described in Article 3 of the Convention, includes, among others: respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons; non-discrimination; full participation and inclusion in society; equal opportunity; and accessibility.
2. The UN Economic and Social Commission for Asia and the Pacific (UNESCAP) proclaimed the first Asia Pacific Decades of Persons with Disabilities 1993-2002, which was extended to 2003-2012, and UNESCAP has proclaimed the Asian and Pacific Decade of Persons with Disabilities (2013-2022) with

supporting guidelines for action under the Incheon Strategy to “Make the Right Real” for Persons with Disabilities in Asia and the Pacific. Emphasizing Goal 1 of the Incheon Strategy on reducing poverty and enhancing work and employment prospects which aims to eliminate extreme poverty among persons with disabilities, increase work and employment for persons of working age with disabilities who can and want to work, and increase participation of persons with disabilities in vocational training and other employment-support programs funded by governments.

3. Articles 1 (11) and (13) of the ASEAN Charter aim “to enhance the well-being and livelihood of the peoples of ASEAN by providing them with equitable access to opportunities for human development, social welfare and justice” and “to promote a people-oriented ASEAN in which all sectors of society are encouraged to participate in, and benefit from, the process of ASEAN integration and community building”.
4. The ASEAN Socio-Cultural Community (ASCC) Blueprint Action Line A.6.iii calls for the establishment of an ASEAN network of experts on entrepreneurship to, among others, conduct skills training for out-of-school youth, older persons and persons with disabilities.

5. At the 19th ASEAN Summit held in Bali, Indonesia in November 2011, ASEAN Leaders proclaimed the ASEAN Decade of Persons with Disabilities (2011-2020) as the thematic years to promote disability inclusive development in ASEAN. The “Bali Declaration on the Enhancement of the Role and Participation of Persons with Disabilities in the ASEAN Community”, adopted at the 19th ASEAN Summit, reaffirms the commitment of ASEAN towards equal rights and opportunities of all persons with disabilities in every sphere of ASEAN society. The mobilization framework of the ASEAN Decade of Persons with Disabilities (2011-2020) highlights Priority Area 3: Employment and Decent Work, which aims to promote the establishment of a network of entrepreneurs/ business owners to contribute towards employment of persons with disabilities, leading to reduction of the poverty rate.

6. “Network of Experts on Inclusive Entrepreneurship for ASEAN” is a project under the ASEAN Strategic Framework on Social Welfare and Development (2011-2015) with a priority area on persons with disabilities. Under this particular priority area, Thematic Area B: Capacity Building in Human Resources Activity 22 focuses on, among others, out-of-school youth, older persons, and persons with disabilities. It is widely accepted these groups face poverty and marginalization from mainstream society. Greater attention from governments and private sectors,

related stakeholders and civil society is needed to allow all vulnerable groups to live with their full potential, become self-reliant, and achieve quality of life.

7. At the 9th SOMSWD Meeting held in September 2013 in Siem Reap Cambodia, First Draft Terms of Reference (TOR) of the Network of Experts on Inclusive Entrepreneurship for ASEAN was reviewed and the List of Nominations for the Ad Hoc Preparatory Committee as recommended by the ASEAN Workshop held in May 2013 in Phuket was considered by SOMSWD.

B. DEFINITION OF PROJECT TERMS

8. Inclusive Entrepreneurship is a strategy and process of assisting persons with disabilities and/or other vulnerable groups to become entrepreneurs through business planning and development, use of customized business development goals and support, and access to financial resources from diverse public and private partners working within a consensus-driven, collaborative framework.

Experts are individuals, organizations, institutions, or networks which may come from out-of-school youth, older persons, and persons with disabilities and other vulnerable groups, business/social enterprises, and government representatives whose activities, program and projects are driven by the goals of achieving inclusive entrepreneurship.

A social enterprise is an organization that applies entrepreneurial strategies to maximize improvements in social and environmental well-being, rather than maximizing profits for shareholders. Social enterprises can be structured as a for-profit or not for-profit venture, and may take the form of a cooperative, mutual organization, a social business or a charity organization.

C. PURPOSE

9. The Network of Experts on Inclusive Entrepreneurship for ASEAN is envisaged to be an organization that will promote inclusive development, promote the participation of persons with disabilities and other vulnerable groups in society, and support the growth of social entrepreneurship among ASEAN Member States.

10. The objectives of the Network of Experts on Inclusive Entrepreneurship for ASEAN are as follows:
 - 10.1. To provide a platform for ASEAN Member States' government officials, private sector representatives focusing on social enterprise, disabled people's organizations, vulnerable groups and other stakeholders to exchange views, knowledge and implementation mechanisms on inclusive entrepreneurship through the development of social entrepreneurship programs. These

programs will address the human rights and empowerment-needs of, among others, persons with disabilities and other vulnerable groups, and in addition pursue research and development efforts.

- 10.2. To promote and support the rights of persons with disabilities and other vulnerable groups in the ASEAN Community.
- 10.3. To recognize and promote the ASEAN Decade of Persons with Disabilities (2011-2020): The Thematic Years to Promote Disability Inclusive Development in ASEAN.
- 10.4. To enhance national, regional and international cooperation on the rights of vulnerable groups towards equal enjoyment of all human rights and equal opportunities for persons with disabilities and other vulnerable groups.
- 10.5. To encourage ASEAN Member States to adopt and implement policies that will support the development of markets for products and services offered by organization of and for persons with disabilities—and other vulnerable groups.

D. NETWORK ROLES AND FUNCTIONS

11. The roles and functions of the Network of Experts on Inclusive Entrepreneurship for ASEAN include the following:

- 11.1. Facilitate the exchange of knowledge and information, and sharing of best practices on inclusive entrepreneurship through peer-to-peer learning and discussions, and other effective means.
- 11.2. Develop, strengthen, and support national, regional and international collaboration on inclusive entrepreneurship and social enterprise among government agencies, private sector and civil society which includes disabled people's organizations and all vulnerable groups, where possible.
- 11.3. Advocate for the inclusion of disability perspectives in all mechanisms and policies within ASEAN.
- 11.4. Encourage multi-stakeholders (including government, private sector, civil society, educational institutions, and academia) to recommend policies, programs, and projects that promote inclusive entrepreneurship with persons with disabilities and other vulnerable groups.
- 11.5. Raise awareness on inclusive entrepreneurship and the rights of persons with disabilities and other vulnerable groups.
- 11.6. Build capacities and encourage continuous human resource development for persons with disabilities, and other vulnerable groups to enable them to live independently

within society through training, workshops and dialogue among government officials, representatives of private sector and civil society.

- 11.7. Serve as an information network and/or as consultant/facilitator and provide general and technical support and/or facilities to social enterprise as a means of promotion and marketing of products and services produced by persons with disabilities and other vulnerable groups in the ASEAN region.
- 11.8. Coordinate trade fairs, exhibitions and other activities as a means of promoting and marketing of products and services produced by persons with disabilities and other vulnerable groups in the ASEAN region.
- 11.9. Promote to ASEAN Member States to ensure markets for products and services of persons with disabilities and other vulnerable groups by adopting policies supporting procurement of at least 10% of their requirements of goods and services from those organizations, where possible and applicable.
- 11.10. Develop and maintain the Network's website and regularly issue publications to facilitate communication among the Network's members and other stakeholders.
- 11.11. Act as the venue for addressing regional issues and concerns. Topics may include, but not

limited to, inclusive entrepreneurship barriers, entrepreneurship education, integrated business support, finance access, and best practices of inclusive entrepreneurship.

E. NETWORK COMPOSITION AND MANAGEMENT

Membership

12. Members of the Network from the ASEAN Member States include:
 - 12.1. Government ministries/departments, chambers of commerce, and/or other agencies, focusing on persons with disabilities and other vulnerable groups.
 - 12.2. Private sector organizations/associations engaged in inclusive entrepreneurship and social enterprise development.
 - 12.3. Civil society (includes disabled people's organizations, all other vulnerable groups, organizations, and academics).
13. The Preparatory Committee shall be identified as the initial network members.
14. Applications for memberships in the future and membership procedures for all members are to be managed and reviewed by the Network Coordinator as and when necessary.

15. Member organizations and/or individual members of the Network should inform their respective SOMSWD Focal Points for the state representation and database.

F. ORGANIZATIONAL STRUCTURE

16. The Network of Experts of Inclusive Entrepreneurship for ASEAN shall adhere to the principles of democracy, participation, transparency, due diligence, and accountability in its structure and processes. Decision-making shall be based on consensus.
17. In the first two years of the Networks implementation, Thailand will be the Country Coordinator with the support of the Network Members.
18. Upon formalization, the Coordinator shall rotate alphabetically every two years among ASEAN Member States able to serve the role.
19. The Coordinator shall:
 - 19.1. Convene and provide administrative support to the annual meetings, special meetings, and regional network conferences of the members.
 - 19.2. Lead in the preparation of work.
 - 19.3. Review and manage applications for membership and membership procedures for all members.

- 19.4. Prepare the accomplishment reports and all documents to be submitted to the ASEAN Secretariat.
- 19.5. Set up the Network website and e-groups collaborative platform for knowledge exchange and information sharing.
- 19.6. Review and manage the Network's Budget Allocation.
- 19.7. Perform other tasks that may be assigned by the Network, and SOMSWD.

Chairperson/Vice Chairperson

20. The Chairperson of the Network shall be appointed by and come from the Country Coordinator to serve a two-year term of service. The Vice Chairperson shall be appointed by the Chairperson.
21. The Chairperson is responsible for :
 - 21.1. Chairing annual meetings, special meetings, and regional network conferences.
 - 21.2. Coordinating with Network members at all times.
 - 21.3. Engaging with related entrepreneurship international bodies.
 - 21.4. Representing at national, regional and international events related to inclusive entrepreneurship for persons with disabilities and other vulnerable groups.

- 21.5. When deemed necessary, undertaking other specific functions entrusted by the majority of the Network Members.
- 22. The Vice Chairperson is responsible for:
 - 22.1. In the absence of the Chairperson, the Vice Chairperson assumes the responsibilities of the Chairperson.
 - 22.2. Perform other tasks that may be assigned by the Chairperson.

G. SOURCE OF FUNDING

- 23. Funding support of the Network shall be derived from the following sources:
 - 23.1. Members' financial contribution (optional).
 - 23.2. Donations/pledges.
 - 23.3. Exchange of expertise and learning resources on inclusive entrepreneurship.
 - 23.4. Resource mobilization from ASEAN Member States, Dialogue Partners and International Donor Agencies.
- 24. At the initial period, ASEAN Member States are encouraged to explore other funding sources to support the participation costs of members to attend the annual meetings, special meetings, and regional network conferences of the Network depending on the in-country arrangements in each ASEAN Member State.

Relationship with other ASEAN Entities/Organizations

25. The Network shall submit annual reports and other related documents through the ASEAN Secretariat to be tabled at the ASEAN Senior Officials Meeting on Social Welfare and Development (SOMSWD) and ASEAN Ministerial Meeting on Social Welfare and Development (AMMSWD) respectively, or other relevant bodies of ASEAN in accordance with policy and regulations. The Network can also render its assistance in providing expertise and technical support to SOMSWD and other relevant ASEAN bodies, when deemed necessary.

26. In doing its work, the Network may be open for collaboration with other relevant entities/organizations and/or networks within and outside ASEAN which includes, ASEAN Women Entrepreneurs' Network (AWEN), ASEAN Business Advisory Council (ABAC), and ASEAN CSR Network.



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