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 **REQUEST FOR LOCAL CONSULTANCY TRAINING FOR RADIO STATIONS**

BBC Media Action is the international development charity of the BBC. Established in 1999, the organisation seeks to reduce poverty and provide information to people around the world, through media Programmes and campaigns that inspire and inform. Since its foundation, BBC Media Action has worked in developing and transitional countries in Africa, Asia, the Middle East and Eastern Europe on projects that deal with issues of health, resilience, governance, education, environment, livelihoods and emergency response.

BBC Media Action believes in the power of media and communication to help reduce poverty and support people in understanding their rights. Our aim is to inform, connect and empower people around the world. We are passionate about people getting the information they need and in turn being able to communicate – to good effect – with those in power.

**Background of the Project.**

Life in Lulu project is underpinned by a social and behavior change approach, that is by design focused on sustainability. The project aims to give audiences the tools to consider their own role in their community in building peace, solving conflict and engaging with others. It aims to give the audience knowledge and tools to solve conflicts in non-violent ways, to change their attitudes to be less accepting of violence as a means to solve conflicts, and to encourage practices aimed at peacefully solve conflicts and being more resilient if conflict does break out. In that respect the programme is aimed at sustainability.

**The Objectives of the project**

1. **The audience**: encouraging practitioners to ensure audiences and their information needs are central to their work by gathering audience feedback and including contributions from the audience in programmes; mapping the current audience to understand them better, identifying signal reach;
2. **The practitioner**: training in journalism, production and technical skills, programme and schedule management.
3. **The organisation**: supported with training and assistance in management processes including financial management, fundraising and HR; assistance with the technical management of the station broadcasts.

The aim is to assist the stations to improve their capacity to manage finances and human resources more effectively. Activities will include skills training, but also a revision of current finance and HR systems to ensure more effective management of Five radio stations.

CONSULTANCY SERVICE DESCRIPTION OF ACTIVITIES

Under output 3.1: consultants will be required to do the following;

1. Train and mentor Radio Station Managers in organization management including; Operation, income generation, design strategic plan for sustainability.
2. Train all stations in financial management including book keeping, basic financial principals and revise/set up context appropriate finance and accounting systems.
3. Review existing HR management policies, HR manuals and provide recommendations for future developments.
4. Mentor Human resource personnel officers to be able to perform human resource functions and further develop other relevant human resource documents identified during the review of the human resource system.
5. Under output 3.2: Consultants are required to develop a menu of key management, financial and operational policies, systems and plans.

**Methodology**

The methodology will be developed and specified by the consultants and will cover the following:

1. **Reviewing** of the secondary assessment data.
2. **Data analysis:** the data collected from different field locations, will be analyzed as per scope and training content established.
3. **Practical and participatory approach**: based on collected and analyzed assessment, recommend and provide training in key areas identified.
4. **Sharing of Report**: with BBC Media Action after conducting the training.

**Assignment Duration, Location and Work Plan.**

This assignment is expected to take place in 5 different field locations targeting 5 radio station partners in the field locations of Yei, Wau, Torit, Pibor and Juba.

The consultancy assignment is expected to take a maximum of 5 working days per each field location. The consultant is required to design a proposed work plan with content for the training that will be approved by BBC Media Action following needs for each individual station.

**Deliverables**

Provide training to the radio station managers as per the output in the log frame.

Come up with a comprehensive report after conducting the training with recommendations and designed assignments for the partner stations to use for self improvements after the training.

The consultants should state clearly what the milestones will be able to achieve after the training to measure the performance of the partner stations over time.

**Qualifications, Skills and Experience Required.**

* Excellent knowledge with recognized expertise in Management, Finance, Human Resource and policy development.
* Must be a South Sudanese Registered firm or Company with valid eligible documentations of certificate of incorporation, tax clearance among others.
* A post graduate degree in Financial management, Human Resource Management, Organizational management and demonstrating capacity to conduct Training of Trainers and produce quality documented report.
* Extensive experience in marketing, radio management, radio station sustainability, human Resources, management and financial management.
* Familiarity with the South Sudan context
* Experience in undertaking similar role previously with proven record of success.
* Strong analytical and presentation skills
* Must submit at least two references providing evidence of successful work done in previous role.
* Knowledge of participatory approaches and tools
* Should submit curriculum vitae of the team that will be undertaking the consultancy job

**How to Apply**

Interested consultants are requested to submit their **technical proposal** (with work plan) and **financial proposal** demonstrating their ability to deliver on this assignment based on their qualifications and experience. The methodology to be used should be clearly explained.

The financial offer shall clearly indicate costs related to the consultancy service being offered.

**Note:** The flight cost, accommodation and meals will be covered by BBC Media Action for the four different field locations outside Juba, so please don’t include this cost in the financial proposal.

The applications shall be submitted by email to bbc.ma.recruitment@gmail.com in a zipped folder named “CONSULTANCY FOR CAPACITY BUILDING MANAGEMENT TRAINING FOR RADIO STATIONS 2019”

Deadline for submission of proposals is Friday 22nd March 2019 5.00 pm EAT