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## TERMS OF REFERENCE

### CAPACITY BUILDING CONSULTANT TO TRAIN AND MENTOR RADIO OUTLETS ON STATION MANAGEMENT AND PROGRAM DEVELOPMENT

#### Introduction and Background

AMDISS is a member-based national media development organization operating in Juba and across the states of South Sudan. The organization was founded in 2003 by senior South Sudanese journalists in the diaspora. The organization's core areas of work include media advocacy and training. As a result, AMDISS established the Media Development Institute (MDI) to provide tailored-made journalism training to budding journalists.

AMDISS, a technical partner to IREX implementing the Sustainable Independent Media Activity (SIMA), will be conducting capacity building for partner stations, some of which will use consultants. The project (SIMA) aims to improve South Sudanese citizens' access to credible, accurate, and reliable information by promoting the sustainability of high-quality, independent radio operations. SIMA is envisioned to contribute to intermediate results.

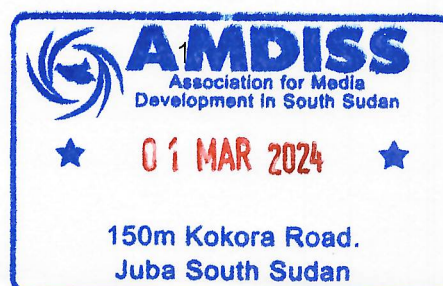
- Increased access to credible information by South Sudanese citizens leading up to and beyond national elections.
- Increased sustainability of independent commercial and community radio operations
- Improved quality of reporting from journalists and broadcasters

AMDISS is expected to work with the partner stations throughout the project to realize the project goals and results. Thus, an organization capacity assessment of these partner stations was undertaken to determine the gaps and develop a capacity development plan. The capacity assessment looked at capacity gaps in resource mobilization, financial management, radio station management, program development, production, and editorial values, access and quality of radio programs.

It is, therefore, against this background that AMDISS and IREX are seeking to recruit a consultant to support 7 radio outlets in improving their station management and program development in line with their sustainability plans. This can be offered through training, mentorship, and coaching. The training, mentorship, and coaching will center on the objectives below.

#### Objectives of the Assignment

- To provide comprehensive training, mentorship, and coaching to radio partner stations to improve radio station management and program development.
- To review draft editorial policy, gender policy, and other policies that align with the radio station partners' needs.







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### Vital elements of capacity building

Critical elements of capacity building will include feature story writing, enterprise story development, social impact reporting, conducting outreach programs, editorial capacity and understanding of roles and responsibilities, station management, and report writing skills, including success story profiling.

### Duties and responsibilities:

Under the overall supervision of the Organization Development Specialist, the Consultant will undertake the following duties and responsibilities:

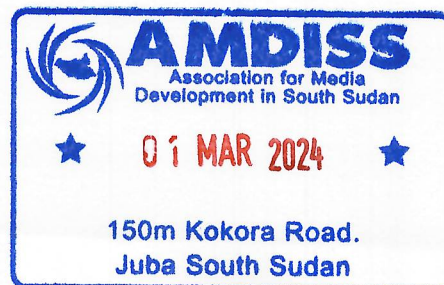
- Read and understand the capacity development plan developed from the capacity gaps identified in the assessment undertaken.
- Prepare a customized training, coaching, and mentorship methodology and plan for the 7 SIMA partner stations.
- Develop training content on the key vital elements of training on feature story writing, enterprise story development, social impact reporting, editorial capacity, reporting writing skills, success story profiling, station management, roles, and responsibilities. The training content will be shared with AMDISS, and once approved, the training can commence.
- Develop a training agenda or program and share it with AMDISS before the commencement of the training.
- Train and mentor Radio station Managers, program managers, reporters, and journalists in station management and program development.
- The consultant is required to review existing policies and develop non-existing policies.

### Consultancy period and timelines:

AMDISS and IREX expect this deliverable-based consultancy to begin in March and run through July 2024, working with the radio partners on the side and later remotely. The consultancy will be for 28 days, four (4) days per partner station. These 4 days include any training, mentorship, coaching, or any policy review and development as may be required.

### Qualification, Skills, and Experience:

- Excellent knowledge with recognized expertise in radio program presentation, interviewing, photography, feature story writing, video and photo production, investigative reporting, and writing.
- A post-graduate degree or master's in media and journalism, broadcast and digital journalism, and photography.
- Experience in undertaking similar assignments previously with a proven record of success in strengthening the capacity of journalists and staff in media outlet management.
- Strong analytical and presentation skills
- Must submit at least two referees providing evidence of successful work in the previous role.
- Familiar with production and scriptwriting





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Development in South Sudan



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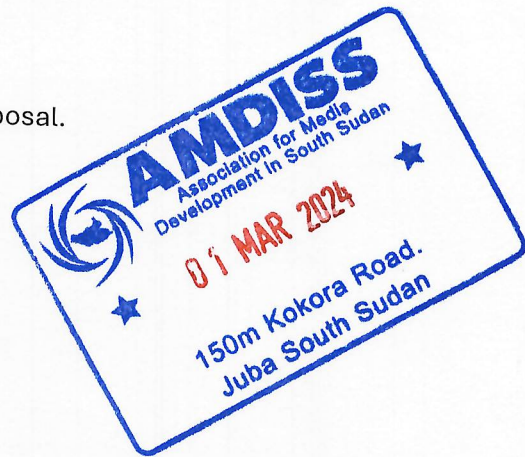


CIVIL SOCIETY & MEDIA  
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**Proposal Evaluation criteria:**

The following will be the criteria used to evaluate the proposal.

- Sufficiency of the methodology outlined (20%)
- Qualification of the consultant (20%)
- Individual capacity (20%)
- Experience and references (15%)
- Overall price competitiveness (15%)



**How to apply:**

Interested individual consultants are invited to submit the following by Friday, March 15, 2024, no later than 5:00 p.m. Central Africa Time.

- A technical proposal outlining the methodology and strategy for implementing the consultancy, qualifications/ skills, and experience matching the requirements of the consultancy.
- Expected daily rate/budget
- An updated Curriculum Vitae

Submissions can be made via e-mail at [info@amdiss.org](mailto:info@amdiss.org) with the subject line “**Capacity Building Consultant to Train and Mentor Radio Outlets on Station Management and Program Development.**” All proposals submitted must be valid for a period of not less than sixty (60) calendar days from the closing date indicated above.