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**TERMS OF REFERENCE FOR PARTNER RADIO STATIONS’ CAPACITY BUILDING TRAINING CONSULTANCY SERVICE FOR EUROPEAN UNION (EU) EMPOWER PROJECT**

**Background**

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.**

The EU Empower project aims to promote active citizenship and the empowerment of local CSOs, through access to relevant and quality TVET, to income generating opportunities and through a CSO Funding Mechanism for South Sudan. The Action will strengthen the TVET provision in order to promote equity, social cohesion and active citizenship among young people and will provide grant management services to strengthen civil society organizations (CSOs) through grant partnerships.

One of the specific objectives of this project is to improve the capacity of local Civil Society Organizations to manage projects that meet identified needs of people, especially for the most vulnerable, in the target community, through a 1 million Euro CSO Funding Mechanism. It seeks to improve the capacity of CSOs and radio stations to successfully implement and manage community projects. Radio stations are essential actors in any civil society and contribute to the plurality of voices which shape public opinion.

It’s thus against this backdrop that BBC Media action employs its social and behavior change communication (BCC) approach to change people’s attitudes and perception on Technical Vocational Education Training (TVET) and provide the much needed information to the people on availability and access to the TVET services.

**The overall Objective of the TOR/Project**

1. **Capacity Building of Contracted Partner Radio Stations**: Provide capacity building trainings to BBC Media Action’s Partner Radio Stations on editorial and production, technical broadcast engineer and audience reach, to create local content focused on youth and women’s citizen engagement and civic participation related to the issues that the Radio Stations/CSO projects are tackling.

**Deliverables for Consultants.**

The Consultants will be expected to present a work plan, develop training materials and provide training in the following brother areas;

* ***Editorial and Production****:* including (BBC MA’s editorial values, editorial meetings & editorial decision making, Program idea scripting/features story writing, journalism ethics and code of conduct, content development and programming scheduling, studio production, field production; presentation skills).
* ***Technical broadcast engineering:*** including (storing and archiving content – and why this is important, skills on configuring and use of adobe audition and multitrack, Systematic Troubleshooting, Radio-Frequency Circuits, Studio and Control Room Design, Microphone Types and their Techniques, Using Mixers, Consoles and Control Surfaces, Recording Digital Audio, Musical Instrument, Digital Interface (MIDI), Internet Audio, Mobile Media and Game Sound, Signal Processors, Editing, and Mixing).
* ***Audience research***: including (understanding your audience – including audience research; fact-checking and research skills; FGDs, interview skills).

**Other tasks include;**

* Together with the project manager, the consultant will be required to monitor the performance of partner stations through pre and post evaluation and writing reports from the trainings offered during the time period and be able to demonstrate how the milestones will be measured in the long run.
* Based on the pre and post evaluation test given to the participants, the consultant is expected to address the identified gaps that exist in the radio stations.
* Ensure that six (6) Capacity Building trainings for the 6 Partner radio stations are accomplished as planned.
* The most successful firm will be expected to present a work plan to BBC Media Action with a detailed proposal of conducting the 6 trainings. Each training is expected to last for only three (3) days, meaning the 6 trainings will run for 18 days in addition to one (1) day each per training to compile each training report, meaning 6 days in total for compilation and completion of Partner stations capacity building training report. So, the consultancy period in total takes a maximum of 24 - 25days.

**Location**

The Consultant will conduct one (1) Combined training for the 6 partner stations herein Juba, with support of the BBC Media Action’s Project Manager. So, the 6 partner stations’ 2 representatives each will be coming to Juba for the training from their field locations.

This will be followed by individual Partner station trainings at their stations in the field levels, that is; Aweil town, Turali, Tonj, Yei and Juba.

**Timings**

The consultancy services are expected to start in between 4th week November 2019 and 1st week of December 2019 with a break in between and will continue from January 2020 to end of March 2020. This is due to X-mass holidays/public holidays and differences in flights arrangement to the field locations.

**Methodology**

The Consultant is expected to come up with practical methodology approach to be used during the training course like developing the training materials, hands on training and participatory approaches that will be used to equip the participants with tangible experience to manage and mentor other trainers to effectively pass on the knowledge and skills learnt.

**Expectations.**

The consultant will be required to present proposals pertaining to technical aspect on how the tasks will be executed and the financial aspect of the charges for the consultancy services.

BBC Media Action team will be working with the consultant hand in hand and with participants from different field location to ensure the success of this planned capacity building training.

**Qualification & Requirements.**

Work experience of not less than 7 years in Radio Station Capacity building with track record for developing the capacity of radio station practitioners in the above mentioned required areas. The individual being sub contracted should be able to demonstrate their expertise and practical approach used over the years in carrying out practical radio station capacity building in this areas.

Overall assessment of proposals will be concerned with value for money, taking into account the cost and quality of the work delivered and the proven track record for this. Detailed implementation plan of the strategy that will be used to carry out the training.

**Expressions of interest**

Interested parties should contact bbc.ma.recruitment@gmail.com by Friday November 15. You should include a CV, application letter detailing why you should be considered for this commission, plus links to previous work if possible. Suitable candidates will then be invited for a creative discussion with the Life in Lulu team to talk through the project in more detail – and to present further examples of your work.

* Understand and comply with the Safeguarding policy and the staff Code of Conduct including Respect at the work place.