

## **TERMS OF REFERENCE FOR HIRING TRAINERS/FACILITATORS**

**Title:** Training facilitators

**Work Category:** training media practitioners

**Work location:** Kigali

**Type of contract:** Individual contract

**Expected starting Date:** Immediately

**Duration of Assignment:** Two weeks

### **1. Background**

Rwanda Media Commission (RMC) is a Media Self Regulatory Body in Rwanda instructed by Law NO. 02/2013 of 08/02/2013 Regulating Media most especially in its Article 2 (para 20) and established by Rwandan journalists in their General Assembly of 27/8/2013. RMC is mandated to Protect journalists, regulate their conduct and the daily functioning of media and advocate for media freedom in Rwanda.

In particular, the body enforces the journalistic code of ethics, acts as the primary and highest adjudicator of complaints against the media, and represents the broader interests of journalists to ensure that they operate ethically, including protection of their professional rights while protecting the public from any of media abuse to promote responsibility and accountability.

Given its mandate, RMC seeks to undertake a Webinar/Virtual training and related activities for media practitioners. The aim of these activities is to permit media practitioners access knowledge, interact and discuss on ethical issues, challenges and good practices to support and involve the media to play its role in countering and preventing the COVID-19 pandemic in our communities and, other similar activities that RMC may undertake to promote ethical, professional and accountable media using online/virtual systems of engagement since lockdown measures can't permit physical interactions and the moment.

## **2. Purpose**

The webinar will engage participants through hired facilitators using the best and appropriate technologies preferably Microsoft Team. The first virtual training /webinar group targets trainees on COVID 19 solicited from ABASIRWA (Rwanda Media network against HIV/AIDS and for health Promotion) and Community radios operators. The second group will be drawn from mainly media practitioners operating as freelancers and YouTubers. This second group will also integrate trainings on some identified laws and ethics that most journalists need to know for their safe working environment online. The implementation of the second group webinar will however be decided after (addendum).

## **3. Assignment**

Deliver virtual training on media response to COVID 19 to media practitioners whose list shall be provided by ABASIRWA and Community radio operators;

Moderate the training/virtual engagements that will ensure that all participants are actively engaged;

Solicit other experts who can willfully transfer their shared knowledge on COVID 19 and other required specific skills sets for the media to play its role;

Deliver reports in formats that will showcase the success of the training;

Undertake similar activities that RMC may seem relevant.

## **4. Duration and time frame**

The trainings shall be expected to be completed within 2weeks(2 trainings).

Three (3) days after signing of the contract the trainers/facilitators will have to provide to RMC with plan for implementing trainings that will articulate the overall requirements of the ToR including proposed methodology, work plan with clear timelines.

## **5. Experience and Skill Requirements**

- Proven knowledge relating to Media response to COVID 19 pandemic with supporting CV's;
- Proven and demonstrated broad knowledge of and ability to utilize and administer a Webinar/Virtual based training;
- Extensive knowledge of media sector in Rwanda;
- Extensive experience on building capacities;

- Excellent inter-personal communication skills including experience of facilitation of trainings/workshops and presentation;
- Excellent communication and written skills in English and Kinyarwanda would be an asset;

#### **6. Deadline and submission of expression of interest**

RMC invites interested Trainers to submit the following documents by **05th June 2020, at 04:00 PM** at RMC office located at Remera near Amahoro Stadium/Kigali Arena.

- A Technical and Financial Proposals in sealed envelope with letter expressing interest to deliver on the assignment. The technical proposal will among other show case the training program, methodology that suits the assignment, training topics, CV's, agenda of the training, etc. The Financial proposal will indicate facilitators fees and a breakdown of expenses (unit price together with any other expenses) related to the assignment

Other inquiries regarding a tender may be addressed to our toll free number 3536.

Done at Kigali on 01<sup>st</sup> June 2020

**Emmanuel MUGISHA**

**Executive Secretary**

