

Promoting Free, Responsible and Accountable Media

TERMS OF REFERENCE FOR HIRING A TRAINING FACILITATOR

I. Background

Rwanda Media Commission (RMC) is the media self-regulatory body mandated to regulate the daily functioning of the media and the conduct of journalists as provided for by the article 4 of the Law No 02/2013 of 08/02/2013 Regulating Media in Rwanda. RMC is mandated to protect journalists, regulate their conduct and the daily functioning of media freedom in Rwanda.

Considering that RMC has the mission of promoting professional media in Rwanda, RMC wishes to invite people with experience in online based trainings 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 Human Rights and judicial matters reporting 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.

II. Purpose

The webinar will engage participants through hired facilitators using the best and appropriate technologies preferably **Zoom platform**. The participants will be selected from journalists and media practitioners working with different media outlets. The training will be conducted on some identified laws and ethics that most journalists need to know for their safe reporting on Human Rights and judicial matters.

III. Assignment

The hired company will perform the following activities:

1. Deliver virtual training on Human Rights and judicial reporting to media practitioners specially focusing on the following topics:
 - i. Children, disabled and Gender based human rights issues;
 - ii. Education, Health and Environment based Human rights;
 - iii. Tools for reporting on human rights subjects;
 - iv. Communicating human rights issues in Rwanda with practical suggestions for journalists.

2. Moderate the training/virtual engagements that will ensure that all participants are actively engaged;
3. Engage a human rights law expert to gather relevant laws to be compiled into booklets;
4. Solicit various speakers from public institution and relevant non-governmental offices to interact with trainees for practical cases to transfer knowledge on Human Rights and judicial reporting;
5. Deliver reports in formats that will showcase the success of the training;
6. Undertake similar activities that RMC may seem relevant.

IV. Duration and time frame

The trainings shall be expected to last for 4 days and each training will last for 4 hours utmost.

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 Terms of Reference including proposed methodology, work plan with clear timelines.

V. Experience and Skill Requirements

- Proven knowledge relating to Media response to Human Rights and Judicial matters reporting 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;

VI. Deadline and submission of expression of interest

RMC invites interested Trainers to submit the following documents by **14th August 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 10th August 2020

Emmanuel MUGISHA

Executive Secretary

