

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT One-day Media Training (Radio and TV interviews)

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	<p>United Nations Population Fund (UNFPA) Jordan Country Office.</p> <p>UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.</p>
Purpose of consultancy:	<p>UNFPA Jordan is looking for a consultant / Trainer to provide a one-day media training for UNFPA key staff. The Training aims to enable UNFPA key staff (i.e management and analysts) to manage more effectively (difficult) media engagements specifically radio and TV interviews.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>In the context of the fast changing and often turbulent environment in which staff need to represent UNFPA towards key stakeholders, the media, donors and the general public, there is an increasing need to develop communication skills for UNFPA personnel through one-day training.</p> <p>Overall objectives of the training</p> <p>The overall objective of the training is to build the skills at various levels and functions within UNFPA to communicate effectively using the most up-to date techniques, methodologies and media in order to make the desired impact and achieve UNFPA's communication objectives.</p> <p>Approach and methodology:</p> <p>The selected trainer should design the training. The design should apply the principles stating clear learning objectives and describe detailed tentative training design including interactive activities supporting the learning objectives.</p> <p>Description of the Training:</p> <p>The training aims to enable UNFPA key staff to manage more effectively (difficult) media engagements. By the end of the training, participants will be able to:</p> <ul style="list-style-type: none"> • Formulate clear key messages • Formulate UNFPA messages on specific scenarios • Go into interviews and press conferences with confidence and get their messages across. • Remain composed and effective during hostile and/or tricky interviews. <p>Depending on the needs of the particular target audience, the provider should be ready and able to deliver the training in a one-day, as well as tailor the focus according to the needs of the participants, being able to cover all aspects of media engagement.</p>

	<p>Size of the target audience:</p> <p>Approximately 10-15 participants.</p> <p>Language for delivering training:</p> <p>The training will be conducted in English</p>
Duration and working schedule:	One-day training
Place where services are to be delivered:	A hotel in Amman
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> The selected trainer will be required to design and deliver a one-day Media training course in October 2021 (The exact date will be agreed upon with the trainer) The training handouts (According to the training methodology provided by the trainer)
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The JCO communication team will monitor the training outputs. The trainees and the communication team will evaluate the training after the training is conducted.
Supervisory arrangements:	The communication team will be responsible for supervising the deliverables of the training.
Expected travel:	Not applicable
Required expertise, qualifications and competencies, including language requirements:	<p>Required qualifications/profile of the trainer(s):</p> <ul style="list-style-type: none"> The trainer must have Bachelor degree preferably in journalism. The lead trainer must have minimum of 7 years of training experience in media. Demonstrable relevant professional experience Fluency in written and spoken English
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>Materials and Equipment</p> <p><u>Training materials:</u></p> <p>All training materials are to be designed and provided by the selected vendor(s) directly to the participants. This includes, if part of the design, burning DVDs, printing workbooks and other materials.</p> <p><u>Video recordings:</u></p> <p>If the workshop design includes video recording, the vendor will be responsible for:</p> <ul style="list-style-type: none"> Ensuring the equipment; The video recording and editing

	<p>If the training includes video taping participants, the vendor(s) will be responsible for :</p> <ul style="list-style-type: none"> • Ensuring a technician and equipment to record interviews and playback; • Distributing all video material to each participant irrespective of the location of the workshop. <p><u>Other Equipment:</u></p> <p>The technical equipment is to be provided by the vendor(s) with the exception of laptops or equipment that hotels and conference centres usually provide (i.e. projector, screen, and flipcharts). The vendor(s) should specify any equipment needed to conduct the training.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Payment will be paid upon satisfactory completion of the training.</p> <p>The trainer should submit a proposal of the training methodology, a financial offer and the resume.</p>
<p><u>UNFPA Work Environment:</u></p> <p>UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA is committed to workforce diversity and inclusion and promotes equal opportunities for all including persons with disabilities.</p> <p><u>How to apply:</u></p> <p>Interested candidates are kindly requested to provide us with their CVs, copy of academic credentials, financial proposal, and proposal of the training methodology (in a separate file attachment), through the email address: jco-consultants@unfpa.org , indicating the Consultancy Title in the e-mail's subject, by COB 10 October 2021.</p> <p>Candidates whom their proposals are seriously being considered will be contacted.</p>	