



# Call for Consultants: Facilitation of Training of Trainers

## *Terms of Reference*

### **1. Purpose of the consultancy contract**

The purpose of the consultancy contract is for a facilitator to work with the Media Defence Digital Rights Advocates Project Team to develop and facilitate a three-day virtual training of trainers in March 2021.

### **2. Background**

[Media Defence](#)'s vision is a world where journalists no longer face legal challenges that threaten their ability to report freely and independently on issues of public interest, allowing citizens to be better informed, able to hold those in power to account.

Media Defence's mission is to ensure legal protection of journalists and media workers under threat for reporting on issues of public interest, in the belief that freedom of expression is essential.

One of Media Defence's core activities is the delivery of litigation surgeries in East, West and Southern Africa. These litigation surgeries aim to increase the knowledge, skills and confidence of lawyers to litigate digital rights and online freedom of expression cases at national and regional courts. Media Defence has created a network of lawyers who have participated in these litigation surgeries.

These training alumni will soon be able to facilitate their own litigation surgeries in their countries of practice with financial support from Media Defence. Media Defence is therefore seeking a consultant to develop and facilitate a virtual training of trainers so that these lawyers can effectively carry out these surgeries. Participation in the training is a requirement prior to receiving the grant.

### **3. Training of Trainers**

Media Defence is looking to hire a consultant to assist in the facilitation and development of the virtual training of trainers to be held in March 2021. The facilitator will work with the Digital Rights Advocates Project Team to develop a three-day programme which will work in a virtual format and will be as interactive as possible.

During the training, the facilitator's primary role will be that of a facilitator and trainer, and they will ultimately be responsible for choosing and implementing a range of facilitation tools and techniques that appeal to the learning styles of the participants and prepare the participants to be able to facilitate their own sessions.

Media Defence has developed a number of different training materials which can be used by the participants in their own litigation surgeries. In order to successfully facilitate during the training, the facilitator will be expected to have a level of familiarity with Media Defence's training materials. The [training manuals](#) and [modules](#) are available on our [website](#).

## **4. Deliverables**

### **4.1 Deliverables prior to the training**

- (a) The facilitator will participate in a “kick-off” call with Media Defence to plan the outcomes, content and structure of the training;
- (b) The facilitator will read and attain sufficient level of familiarity with the training modules and manuals;
- (c) The facilitator will review the learning outcomes for the training set by Media Defence, and may provide comments and feedback;
- (d) The facilitator will create a training programme, with training slides and group exercises to help ensure that they sufficiently cover different learning styles and can maintain the focus of the participants;
- (e) The facilitator will provide *ad hoc* advice on ideas for group exercises (when needed);
- (f) The facilitator will provide feedback on the pre- and post-event surveys to ensure they capture the relevant information;

### **4.2 Deliverables during the training**

- (a) The facilitator will attend all training sessions during the training;
- (b) The facilitator will help ensure participants feel welcomed and involved understanding the approaches required for a virtual or in person training;
- (c) The facilitator will create and lead sessions on how to run a successful training;
- (d) On the first day of training, the facilitator will help the group establish ground rules for the training;
- (e) The facilitator will help establish the participants’ learning objectives at the start of each day of the training, and will review learning objectives with participants at the end of each day;
- (f) The facilitator will lead group discussion and exercises with the assistance of the trainers, and will summarise discussions to the group following group exercises;
- (g) The facilitator will provide facilitation throughout the training, and will assist in ensuring that all participants are engaged and benefitting from the training.

### **4.3 Deliverables following the training**

- (a) A debrief meeting with Media Defence for feedback.

## **5. Expected timeline**

- 21 February 2021: Deadline for submission of proposal
- 1 March 2021: Consultancy will begin
- 14-31 March 2021: Period in which training will take place, exact dates to be determined taking into account effect of global pandemic on programmatic activities.

## **6. Expected profile**

- Previous experience of developing and facilitating training, including training of trainers.
- Some demonstrated knowledge of freedom of expression with a particular focus on Sub-Saharan Africa.
- Availability to provide the deliverables within the expected timeline.

## **7. How to apply**

Please submit the following documents to [hannah.stoate@mediadefence.org](mailto:hannah.stoate@mediadefence.org):

- CV including previous relevant work undertaken.
- Quotation broken down in line with the deliverables (£).