

TERMS OF REFERENCE (TOR)

Redesign and finalisation of digital material for organisational training (MS Office products)

1. Introduction

Deutsche Stiftung Weltbevölkerung (DSW) is a global development organisation that focuses on the needs and potential of the largest youth generation in history. We are committed to creating demand for and access to health information, services, supplies, and economic empowerment for youth. We achieve this by engaging in advocacy, capacity development, and reproductive health initiatives, empowering young people to lead healthy and self-determined lives. Besides our **headquarters in Hannover**, DSW operates liaison offices in Berlin and Brussels, and maintains a strong presence in Ethiopia, Kenya, Tanzania, and Uganda.

1.1 Project Info

The SLALE project aims to enable 12 youth-focused Civil Society Organizations (CSOs) in Kenya and Tanzania to implement effective and coordinated FPRH (Family Planning and Reproductive Health) advocacy. To facilitate a general understanding, all 12 CSOs receive foundational trainings during the first year of project implementation. Based on its experience with previous projects, DSW will further develop its capacity development model to reach a broad group of CSOs with training, while adding a mentoring phase targeting fewer organizations more intensively as sub-grantees.

2. Justification and objective of the Assignment

During the first year of project implementation, DSW hosted foundational trainings for CSOs in Kenya and Tanzania. From May to July 2018, three trainings lasting three to five days were held. Based on thorough research and previous experience, project staff developed comprehensive training material, meaning toolkits for implementation, presentations, handouts and additional material to be provided. Throughout the training, developed material was tested and feedback from recipients and facilitators was collected. Based on the feedback, content and structure of the material was adapted. During 2019, the publication of training material is to be published on existing platforms, such as the Advocacy Accelerator (<https://advocacyaccelerator.org/>) and shared with partner organisations. The objective of the assignment is to:

- Revise design of existing material (powerpoint and word) based on existing design guidelines;
- Include all comments and changes into the given documents as agreed upon before;
- Finalise the given material into .docx, .pptx, .pdf.

3. Context

The assignment primarily focuses on the finalisation of existing Word- and Powerpoint-documents. The design framework (colour code, font, etc.) is given and predetermined by DSW. Detailed specifics will be discussed during a prior face-to-face meeting (to be held in Hannover, Germany). All documents need to be delivered in pdf and MS Office-format (.docx and/or .pptx).

- Standardized Handout documents (~ 25 documents)
- Standardized Facilitation Guide (3 documents á 5000-9000 words to be combined in one document)
- Standardized Presentation documents (~ 32 presentations with varying number of slides).

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4. Scope

4.1 List of expected stakeholders:

The SLALE Project Manager and Junior Project Officer will be the main contact persons for the service provider.

4.2 Tasks and Deliverables

4.2.1 Tasks

Together with the letter of interest, the service provider is expected to provide a rough suggestion on how to approach the objective of the assignment incl. estimated time needed. We understand that this can only be a rough estimate and will discuss this further at a later stage. The service provider should also indicate what kind of experience he/she can provide in terms of working with MS office and editing documents.

4.2.2 Deliverables and Duration

No	Task	Timeframe
1	<ul style="list-style-type: none"> • Finalization of Handout documents (.docx, incl. header and footer line, using content/list-function in Word, etc.) <ul style="list-style-type: none"> ○ Ca. 25 single documents to be edited/finalized ○ Provision in MS Office and PDF 	28 th June 2019
2	<ul style="list-style-type: none"> • Finalization of facilitation guide document (.docx, incl. header and footer line, using content/list-function in Word, etc.) <ul style="list-style-type: none"> ○ Ca. 3 single documents á 4500 – 8800 words to be edited/finalized and combined in one overall document ○ Provision in MS Office and PDF 	28 th June 2019
3	<ul style="list-style-type: none"> • Standardized redesign of Presentation documents <ul style="list-style-type: none"> ○ Ca. 32 powerpoint-presentations with varying length and content ○ Provision in MS Office and PDF 	28 th June 2019

5. Resources

Supporting key documents for the assignment will be:

- (i) Draft Documents in docx and pptx format;
- (ii) Detailed comments and remarks;
- (iii) Background/Reference documents.

6. Selection and Contracting Process

The service provider is required to send in:

- a letter of interest providing insights into previous experience relevant for the assignment
- CV

by 28th May 2019, to sabine.weber@dsw.org and greta.theilen@dsw.org.

Personal interviews will be held between **June 3rd and 7th in Hannover or Berlin.**