

TERMS OF REFERENCE (TOR)



Professional to moderate our virtual Stories of Change Conference for the Strengthening Local Advocacy Leadership in East Africa (SLALE) Project

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, Germany, DSW operates two liaison offices in Berlin and Brussels, as well as maintaining a strong presence in Ethiopia, Kenya, Tanzania, and Uganda.

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 advocacy. After having benefitted from foundational trainings, 12 organizations – the SLALE allies - were continuously involved in the project and engaged in networking activities to build and strengthen advocacy. 4 organizations became sub-grantees of the project to provide them with opportunities to implement locally driven advocacy strategies, while at the same time strengthening their technical and organizational capacity.

2. Context of the Assignment

Towards the end of the project we want to learn what all members of the SLALE Project (Allies, and DSW team) have learnt. To get a full picture of our learning, the project started to collect lessons learnt data, developed a set of inspiring and knowledge sharing Stories of Change, and reviewed project learnings through reflection and ideation sessions. These activities and products should:

- provide inputs for adaptation of DSW's approach on developing organizational and advocacy capacity
- capture lessons from collaboration among all partners in achieving the project goal "Strengthening Advocacy in the FPRH Sector"
- establish a common culture of mutual learning among project stakeholders

Ultimately these learnings and the Stories of Change will be showcased and discussed in a virtual Stories of Change Conference between 16-17th September

Ideas for conference setting:

- Up to 150 participants, different global locations, varying internet connection quality
- max. 4-5 Virtual Sessions with up to 1-1.5 h length on 2 half days between 16-17 September

TERMS OF REFERENCE (TOR)

3. Objective of the Assignment

Based on the Conference Concept the Consultant should:

1. Act as lead moderator ensuring a smooth convening of the conference and link different sessions
2. Encourage audience to engage in the chat with comments and questions;
3. Open and link between sessions and handover to co-moderators. Sessions are planned as follows:
 - 1. Session “Panel”: Panel discussion with up to 5 speakers in different locations, moderated by a DSW colleague, Questions and answers session (collected via the chat) (max. 2 hours)
 - 2. Session – Expert input on the “Power of Failure”
 - 3. Session “Stories”: Listening to audio/ video files in a moderated session. Potentially, there could also be live reading included. (max 2 hours, with e.g. talk show setting/Livestream, Moderator & up to 10 Stories)
 - 4. Session “workshop”: Breakout groups workshop on identifying key success factors (up to 4 breakout groups), max 1.5-2 hours. (breakout groups will be moderated by DSW staff, who will present results of discussions during the Closeout Session).
 - 5. Session “Closeout”, final plenary session with a panel presentation from breakout groups, max 5 speakers and a moderator, max 1,5 hours.

4. Scope

4.1 List of expected stakeholders:

The SLALE Project Manager will liaise between the expert, the Communications Manager, SLALE Team Members on country level & CSOs (indirectly via SLALE Team Members), as well as further needed local technical support staff - enabling the Consultant to ensure a technically well organised convening of the virtual conference. The estimated number of participants:

People involved	# of people
SLALE Project Manager, M&E Officer, Communications Manager, selected SLALE Team Members	5-7
Presenters, Panellists, Artist Inputs	30+
Approximate number of conference participants	150+

4.2 Tasks and Deliverables

4.2.1 Tasks

TERMS OF REFERENCE (TOR)

The ToR will be amended as per more detailed discussions with the final candidate. Depending on where the selected consultant will be located, the assignment will be virtual exchange, limited travel budget and face-to-face meetings are foreseen.

Task	# of working days
Familiarize with conference content and attend briefings with core conference team and preparations with the conference IT-Lead	2
Moderate (<u>LEad moderator role</u>) conference between 16 (afternoon) and 17 (afternoon) September 2021 (ideally from our Berlin office, if pandemic developments allow)	2
TOTAL	4

In addition, potentially travel costs (such as public transport & taxi rides) will be reimbursed based on DSW regulations. All bookings and prices need to be agreed upon with DSW.

4.3.2 Deliverables and Duration

No	Task	Timeframe
2	Content preparation, Briefings and coordination	23th August and 15 th September 2021
3	Acting as lead moderator throughout the conference	16-17 th September 2021

5. Supporting Documents

Supporting key documents for the assignment will be:

- (i) Conference Concept
- (ii) Draft agenda;
- (iii) Other project documents deemed important.

6. Requirements

The consultant is expected to submit technical and financial proposals comprising the following components:

1. The consultant's understanding of the Terms of Reference;
2. Proposed budget in Euro well broken down;
3. Proven record of experience and activities related to moderation of virtual conferences

TERMS OF REFERENCE (TOR)



4. Curriculum Vitae;
5. References with copies of relevant work undertaken in the last 3 years

6.1.2 Qualifications

1. Track record of excellent moderation skills in the NGO, SRHR and/or Capacity Development sector.
2. Excellent facilitation, coordination and negotiation skills and oral and written communication skills in English;
3. High drive for customer care through timely communication and support.

Applications reflecting the above listed requirements should be sent by 28th July 2021, to cornelia.rietdorf@dsw.org.

Virtual interviews will be held between 2-4 August through a zoom-call.