



## **TERMS OF REFERENCE**

### **Contract for individual consultant**

### **Event Moderator**

#### **IPDCTalks in The Gambia : Access to information and the potential for The Gambia's development**

#### **Banjul, September 28th 2018**

#### **IPDCTALKS: General Information**

The International Programme for the Development of Communication (IPDC) is the only multilateral forum in the UN system designed to mobilize the international community to discuss and promote media development in developing countries. The Programme not only provides support for media projects, but also seeks to secure a healthy environment for the growth of free and pluralistic media in developing countries. Over the last 30 years, the IPDC has focused on the most urgent topics in communication development all around the world, covering areas such as the promotion of media independence and pluralism, development of community media, radio and television organizations, modernization of national and regional news agencies, and training of media professionals.

Consequently, the IPDCTalks is a day of dialogue and exchange, held annually every September 28, to celebrate the [International Day for Universal Access to Information](#). The main goal of the event is to highlight the importance of Access to Information and to address core issues around this access, which are crucial for a sustainable development and future as well as good governance.

#### **IPDCTALKS 2018 & The Gambia Context**

The IPDC, in association with the Information for All Programme (IFAP) will organize the third IPDCTalks in Cartago, Tunisia as well as in about ten additional decentralized whole-day events spread across Africa, Asia Pacific, Europe and Latin America on September 28<sup>th</sup>, 2018. With financial support from the Netherlands, Finland and Lithuania, The Gambia has been selected to host the IPDCTalks this year. The country is in a unique position considering the recent country's peaceful transition. Since then, the media's role has continued to evolve, accommodating for innovative approaches to news items and encouraging active engagement among the public.

For this event in The Gambia, local actors from various industries- private, public, media/journalists, celebrities and educational- are targetted to showcase concrete examples of innovative and creative initiatives that foster public access to information and thereby facilitate engagement and progress towards country-relevant Sustainable Development Goals. In addition to these participants, an effort is driven to engage the next generation of decision-makers. To this end, prior to the event, a student video contest will be launched through which students will be asked to suggest (by submission of a 3 minute long video) original ideas and initiatives in relation to the theme and how it can be applied to The Gambia in particular. The winner will be granted the chance to present at the event on September 28th, the two runner-ups will be announced throughout the day.

The proposed format of the IPDCTalks consists of a morning and afternoon session during which a maximum of 10 speakers will deliver a 10-minute long TEDx-style speech. These concise, skillful and eloquently memorized talks are expected to convey the speakers' experiences and their conception on the topic of Access to Information for The Gambia's development. Subsequently, they will engage with the attendees through a Q&A session.

### **OBJECTIVE**

The immediate services of an event moderator are required to support UNESCO-Regional Office for West Africa (Sahel) based in Dakar, Senegal in coordination with the National Commission of The Gambia's Steering Committee to host the IPDCTALKS event to be held in Banjul, The Gambia, on September 28<sup>th</sup>, 2018.

### **TASKS**

The contractor will facilitate the event and be the anchor-person of the IPDCTalks event to be held in Banjul, The Gambia, on September 28<sup>th</sup>, 2018. The contractor will primarily perform the following tasks:

1. Ensure the proper moderation of the event by:
  - Carefully and eloquently introducing speakers to the stage
  - Mediating the 15 minutes allocated for Q&A
  - Assuring time keeping and that each speaker respects the time allocated for his/her presentation as well as to answer questions
  - Providing a quick explanation of the student video contest idea to the attendees and announcing the runner ups throughout event, allowing for the ultimate winner to be presented at last
  - Be eloquent, friendly and carefree in the manner utilized to present and interact with the speakers as well as attendees
2. Propose a schedule of his interventions during the event (brief overview of his interventions, monitoring of the interventions, order of passing, ...)
3. Submit a succinct report to UNESCO Dakar for approval

### **CONTRACT DURATION**

From September 26<sup>th</sup> to September 29<sup>th</sup>, 2018

### DELIVERABLES

The consultant is expected to coordinate a maximum of 10 speakers, lead the Q&A session that follows their speeches and ensure that the time allocated for each portion is respected.

- ✓ A two page maximum succinct report elaborating on the course of the day, recommendations and any highlights
- ✓ A schedule plan of his interventions during the event

### FEES AND WORK ARRANGEMENTS

UNESCO will remunerate a lump sum upon receipt and approval of the totality of deliverables. The contractor will perform duties in The Gambia.

### EXPERIENCE AND COMPETENCIES

- Bachelor's Degree in Communications, Journalism and/or any related field
- 5 to 10 years relevant professional experience in hosting events, shows or relevant programs
- Resides and/or currently lives in The Gambia
- Excellent oral and communication skills
- Full professional proficiency in English

***Interested candidates should submit their application including a resume, a cover letter and a financial offer to Ms. Théodora Samba (t.sambataliane@unesco.org) by August 10<sup>th</sup>, 2018.***