

## Terms of Reference

**22.08.2023**

Position:	Project Manager / Trainer
Project Name:	Displacement and Dialogue Asia
Location:	Cox's Bazar, Bangladesh
Assignment period:	01 January to 31 <sup>st</sup> December 2024
Availability:	130 days of project management per year, 40 days of training/mentoring per year (= 14 to 15 days a month)
Languages required:	English & Bangla (mandatory)
Expected starting date:	1 <sup>st</sup> January 2024

---

### I. Background

#### Introducing DW Akademie

DW Akademie is Deutsche Welle's center for international media development, journalism training and knowledge transfer. Our projects strengthen the human right to freedom of expression and in-dependent decisions based on reliable facts and constructive dialogue.

DW Akademie enables people throughout the world to make decisions based on independent information, reliable facts and constructive dialogue. We stand for free media, free expression and free societies worldwide.

#### Project Displacement and Dialogue Asia

DW Akademie supports displaced people and migrants in Asia, enabling them to exercise their right to access to information and freedom of expression. In Cox's Bazar, we support partners who work with Rohingya and Bangladeshi community volunteers. They are mentored to develop community communication skills. We also provide capacity-building for local journalists in Cox's Bazar as well as national and international journalists.

---

### II. Scope of work

The applicant will have the following duties and responsibilities:

- Coordinating with, consulting and monitoring of project partners and cooperation partners in Bangladesh to run joint activities including contract and budget negotiations, evaluation, administration
- Leading a small local team
- Advocacy activities in the context of the Rohingya response and the context of displacement in Asia
- Overseeing the mentoring of community volunteers (Rohingya, Bangladeshi) in the district of Cox's Bazar
- Training and mentoring of local, national and international journalists

- Moderation and facilitation of workshops and other events
- Fostering cooperation with local, national and international organizations

Other duties and responsibilities beyond the ones mentioned above may be required in the course of the project.

---

### III. Requirements and Qualifications

#### *Mandatory*

- University degree in business or international cooperation
- At least 5 years of work experience in refugee contexts, ideally in Cox's Bazar
- At least 5 years of work experience in all aspects of project management and coordination
- At least 5 years of work experience in media development cooperation, in Bangladesh or abroad
- 7 to 10 years of work experience as a journalism trainer
- 7 to 10 years of work experience as a journalist or editor (radio, TV/online)
- Proven intercultural competence
- Fluency in English and Bangla
- Ability to work under pressure and to tight deadlines
- Availability for regular travel within Bangladesh and abroad

#### *Desirable*

- Strong network with national and international organizations especially in the field of human rights, freedom of expression and refugee rights
- Strong professional network in Cox's Bazar and beyond
- Work experience with DW Akademie's processes, especially with regard to cooperation with project partners and project administration based on German procurement law

#### *Other requirements:*

The PM will mostly work from home and needs to have access to reliable internet.

---

### IV. How to apply (requirements)

Applications shall be made in writing and provide the following:

- Letter of application, clearly stating your motivation to apply for this position
- Curriculum Vitae (CV)
- Most recent educational and work-related certificates

Please submit your application in electronic form to [dw-akademie.asia-displacement@dw.com](mailto:dw-akademie.asia-displacement@dw.com).

The deadline is **6<sup>th</sup> September 2023, 8 p.m. Bangladesh time**.

Please send all required documents in one PDF for submission.

The size of the attachment should be limited to max. 3 MB.