



Terms of Reference: Local coordinator

Introduction:

DW Akademie In the framework of the project "No Hate Speech", funded by the German Foreign Office, and the European Union, is looking to engage an experienced coordinator to support the team in implementing a networking event in November. Also support the team in administrative and reporting matters. The selected candidate will receive a contract with a maximum of 5 days between October to December 2024.

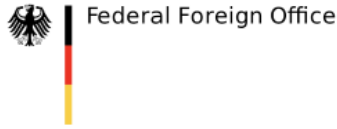
"No Hate Speech" is part of the regional project "Digital Innovation for Peace" which aims to increase the resilience against the growing danger of disinformation and hate speech on societies in the MENA region and promote peace in the digital space.

Scope of work:

The facilitator/co-trainer will have the following responsibilities:

- Collaborate with the organizing team to implement and finalize logistical arrangements for the in-person event.
- Coordinator with the local services and make sure that all services are valid according to the event plan.
- Ensure a conducive learning environment by addressing any technical or operational issues that may arise during the event.
- Provide administrative support, such as collating feedback forms, and reporting.

Required skills:



The trainer should possess the following qualifications and expertise:

- Experience in coordinating and supporting events, preferably in the context of advocacy and campaigning or related fields.
- Excellent organizational skills and attention to detail to ensure smooth logistical operations.
- Strong communication and interpersonal skills to interact effectively with participants and the project team.
- Proficiency in managing event-related documentation and administrative tasks.

Duration and time frame:

The contract will be issued for a maximum number of 5 days (3 full working days 2 preparation days) between October to December 2024.

Remuneration and Payment

Payment will be upon submission of invoice and timesheet monthly. The payment will be made in Euro via bank transfer.

Application deadline:

The application should submit an offer of your daily requested fees in PDF form along with your Updated CV. before September 28th 2024 via email to DW Akademie at: dw-akademie.digital-innovations-for-peace@dw.com