

Terms of Reference Local Project Associate

Introduction:

DW Akademie, within the framework of the project "Ready for the Future: An Explorer to Prevent Disinformation," funded by the German Foreign Office, is seeking to engage a Local Project Associate to provide logistical and administrative support for a training focused on equipping journalists and media professionals with critical skills to identify and counteract misinformation. The training will be held in Mauritania in December 2024.

The scope of work:

- Addressing any logistical or administrative issues that arise during the training, ensuring minimal disruption.
- Organizing training materials, supplies, and documents required for the sessions.
- Providing on-site support throughout the seven-day training, ensuring all logistical elements are handled smoothly.
- Coordinating daily transportation, meals, and refreshment breaks for participants and trainers.
- Assisting with participant check-in, distributing materials, and providing general information as needed.
- Taking attendance, collecting feedback forms, and maintaining records of participant engagement.

Qualifications and Experience

- Experience in Event Coordination or Project Support: Prior experience in event planning, project management, or administrative support, preferably in an international or non-profit context.

- **Strong Communication Skills:** Ability to communicate clearly and professionally with participants, trainers, and venue staff.
- **Organizational Skills:** Excellent time management and organizational abilities to manage multiple logistical tasks effectively.
- **Problem-Solving Ability:** Quick-thinking and resourceful in addressing logistical issues as they arise.
- **Language Proficiency:** Proficiency in Arabic and French (English languages are an asset).

Duration and time frame:

The contract will be issued for a maximum number of 9 working days for the training and preparation during December 2024.

Remuneration and Payment:

Rate of payment to be agreed on upon selection. Please submit your signed offer with full address details in PDF Form for the desired daily rate along with your Updated CV.

Payment will be made upon submission of invoice and timesheet after the event, in Euro via bank transfer.

Deadline of application submission:

The applicant should submit their offer in PDF form, before 23 of November 2024 via email to DW Akademie at: rachid.oussous@dw.com.