

Terms of Reference (ToR)

Service: Facilitation of Digital Safety and AI Resilience Mentorship and Training for Community Radio Stations and Media Houses in Tanzania

Project Title: Strengthening Digital Safety, Organizational Resilience, and Responsible AI Use in Community Media

Location: Dar es Salaam, Tanzania (*Venue to be confirmed*)

Assignment Period: 28 September - 02 October 2026 (5 days at full rate) and 2 days preparation and reporting at half rate and 2 days supporting Media partners developing policies at half rate.

Deadline: 07 September 2026

Language: English

I. Background

DW Akademie is Deutsche Welle's centre for international media development, journalism training, and knowledge transfer. DW Akademie's projects strengthen the human right to freedom of expression and unhindered access to information. Through its media development initiatives, DW Akademie supports media organizations and journalists to provide reliable information, facilitate constructive dialogue, and strengthen citizen participation. As part of ongoing efforts to strengthen community media in Tanzania, partner radio stations continue to play an essential role in amplifying the voices of women, youth, and marginalized rural communities. These stations serve as trusted platforms for community dialogue, accountability, and access to information.

However, as media organizations increasingly rely on digital technologies for newsroom operations, communication, audience engagement, and content distribution, they face growing digital security threats. These include phishing attacks, hacking, malware, ransomware, online harassment, surveillance, disinformation campaigns, unauthorized access to sensitive information, and emerging risks related to artificial intelligence (AI).

Such risks can undermine the ability of radio stations and media houses to safely engage audiences, protect confidential sources, safeguard organizational information, and continue broadcasting during crises. Women journalists, youth reporters, community correspondents, and media professionals working on sensitive social issues are often particularly vulnerable to digital attacks and online abuse.

At the same time, AI tools offer significant opportunities for content production, audience engagement, translation, transcription, and newsroom efficiency. However, media organizations require the knowledge, safeguards, and governance frameworks necessary to use AI responsibly while protecting editorial integrity, personal data, and confidential sources.

This training contributes to strengthening the organizational resilience of community media and supports media houses to safely create and distribute content that reflects and amplifies the perspectives, experiences, and concerns of women and young people in rural communities.

II. Objective of the Assignment

The two facilitators will jointly design and deliver a learner-centered and highly practical mentorship and training programme for representatives of partner radio stations and media

houses in Tanzania. The facilitators will combine their expertise to deliver both digital safety and AI resilience components of the assignment and ensures to:

1. Strengthens organizational digital safety and cybersecurity practices within media houses.
2. Enhances participants' capacity to identify, assess, and mitigate digital risks affecting newsroom operations.
3. Supports media organizations to develop practical digital safety policies, incident response procedures, and business continuity plans.
4. Strengthens protection of journalists, community correspondents, confidential sources, and organizational information assets.
5. Improves media organizations' preparedness to safely adopt and govern AI tools within newsroom operations.
6. Enhances the ability of participating media organizations to continue amplifying the voices of women, youth, and rural communities in a secure digital environment.
7. Applies practical exercises, simulations, risk assessments, and organizational planning tools.

III. Scope of Work

A. Mentorship and training Preparation

- Review and align the training agenda with DW Akademie's participatory learning standards.
- Prepare training curriculum and adapt training materials to the needs of radio stations and media organizations.
- Conduct a brief assessment of participants' digital safety challenges and organizational needs.
- Design practical exercises, simulations, case studies, and group activities.
- Prepare detailed session plans and organizational assessment tools.
- Develop pre- and post-training evaluation tools.
- Ensure training content is relevant to the Tanzanian media environment.

B. Mentorship Delivery

Facilitate all five days of mentorship training (28 September -2 October 2026) in line with adult-learning and participatory approaches. Lead interactive exercises including:

Digital Risk Assessment

- Organizational threat mapping.
- Information asset identification.
- Newsroom vulnerability assessment.

Organizational Digital Safety

- Computer security and digital hygiene.
- Malware, ransomware, and endpoint protection.
- Password management and multi-factor authentication.
- Protecting organizational systems and accounts.

Information Management and Source Protection

- Secure storage of information.
- Data retention and destruction protocols.

- Protection of confidential sources and whistleblowers.
- Metadata awareness and digital footprints.

Secure Communication

- Encrypted communication platforms.
- Secure E-Mail practices.
- Verification of contacts and identities.

Cybersecurity and Incident Response

- Phishing and social engineering simulations.
- Incident reporting procedures.
- Cyber crisis management exercises.
- Developing newsroom response plans.

Business Continuity and Resilience

- Backup strategies.
- Disaster recovery planning.
- Continuity of operations during digital incidents.

AI and Newsroom Safety

- AI opportunities in journalism.
- Risks related to AI, misinformation, and deepfakes.
- AI governance and newsroom policies.
- Responsible AI use for editorial operations.

Inclusive and Safe Digital Journalism

- Online violence against women journalists.
- Digital risks affecting youth reporters and community correspondents.
- Protection of vulnerable contributors and sources.
- AI bias and representation of women and youth.

The facilitator shall:

- Ensure gender-sensitive and inclusive facilitation practices.
- Promote active participation and peer learning.
- Guide group work, simulations, and action-planning sessions.
- Ensure at least 50% of the training consists of practical exercises and hands-on learning.
- Document key outputs and recommendations emerging from the training.

C. Reporting

- Provide a short post-training summary highlighting key outcomes, observations, lessons learned, and recommendations.
- Submit training materials and session plans used during the training.
- Document participant outputs and action plans developed during the workshop.
- Contribute to the final training report, if requested.

IV. Target Audience

Participants will include representatives from partner radio stations and media houses, including:

- Station Managers
- Editorial Managers
- News Editors
- Journalists
- Digital Content Producers
- IT and Technical Officers
- Community Correspondents

The training should foster participation from both women and men and encourage inclusion of young media professionals.

V. Duration

- Preparation: Prior to 28 September 2026
- Implementation: 28 September - 02 October 2026 (5 days)
- Reporting Input: Within 3 working days after completion

VI. Expected Deliverables

1. Finalized training agenda and detailed session plans.
2. Delivery of a five-day Digital Safety and AI Resilience Training.
3. Training materials and practical tools.
4. Documentation of group outputs and practical exercises.
5. Pre- and post-training assessment results.
6. Detailed post-training written report with observations and recommendations.

VII. Expected Outputs

By the end of the training:

- Participants demonstrate increased knowledge and skills in digital safety and cybersecurity.
- Participating media houses complete organizational digital risk assessments.
- Participating media houses develop draft Digital Safety Action Plans.
- Participating media houses develop draft Cyber Incident Response Plans.
- Participating media houses establish draft AI Use and Governance Guidelines.
- Participants strengthen mechanisms for protecting sources and sensitive information.
- Media organizations are better positioned to safely amplify the voices of women, youth, and rural communities.

VIII. Required Qualifications

The facilitator/institution should possess:

- Demonstrated experience in digital safety, cybersecurity, and organizational resilience training.
- Experience working with media organizations, journalists, civil society organizations, or human rights actors.
- Strong facilitation and presentation skills.
- Experience applying adult-learning and participatory methodologies.
- Expertise in AI governance, responsible AI use, and digital risks related to artificial intelligence.

- Knowledge of newsroom operations and media development approaches.
- Gender-sensitive and inclusive facilitation practices.
- Strong time management and structured training design skills.
- Experience working in East Africa is an added advantage.

IX. Reporting & Coordination

The facilitator/institution will report directly to the DW Akademie Project Manager or Project Officer and coordinate with participating media houses and designated focal points regarding training implementation, logistics, and preparation requirements.

X. Payment Terms

- Payment will be processed upon satisfactory completion of deliverables and submission of the post-training summary.
- Withholding Tax (WHT) of 15.83% will be applied in accordance with applicable regulations. Please include it in your daily rate.

XI. Consultant Arrangement

This assignment is expected to be delivered by two facilitators/consultants working collaboratively. Applications may be submitted by two individual consultants, a consulting team, or an institution proposing two qualified facilitators. The facilitators may be based in Tanzania or elsewhere, provided they demonstrate the required expertise and understanding of the East African media context.

XI. Required Documents

Applicants should submit the following documents to akademie.uganda@dw.com , with copies to warda.mansour@dw.com and moses.mutente@dw.com :

1. Letter of Application expressing interest in the assignment.
2. Updated CV(s) highlighting relevant expertise and experience.
3. Organizational Profile (where applicable).
4. Short Technical Proposal (maximum 3 pages) outlining the proposed methodology, approach, and training design.
5. Evidence of at least three similar assignments completed.
6. Financial Proposal indicating the daily rate and total cost, including 15.83% Withholding Tax (WHT).