TERMS OF REFERENCE

TRAINING AND MENTORING RESOURCE PERSON
FOR CFI “Scientific megastories” training program

July to December, 2020
Hanoi and Ho Chi Minh City, Vietnam
(Travel to Mekong Delta and Thai Binh might be required
based on training skills and availability)

Background and Justification

CFI is a French media cooperation agency mainly funded by the French Ministry of Foreign Affairs and International Development, and is responsible for coordinating and implementing public aid policy for promoting and enhancing the media in developing countries. CFI is currently involved in around thirty projects that fall within three major programmes: media and governance, media and enterprise, media and development.

CFI is implementing a project called “Mekong Sustainable News” to implemented activities related to media in order to support better understanding and coverage of environment related issues, in the field of SDG’ achievement. The project is helping the coverage of scientific news in the following countries: Cambodia, Laos, Myanmar and Vietnam.

In Vietnam, CFI is partnering with Center for Further Training of Professional Journalists, Vietnam Journalists Association (VJTC) to implement a training cycle aimed at training and mentoring 10 working journalists in Hanoi and Ho Chi Minh City to create compelling scientific mega stories. This training program will last from June to December 2020 and includes 4 specific training sessions in each city. It is also designed with the support of leading French research and scientific agencies (AFD, IRD, GRET…).

Objectives of the project

CFI’s main objective within the programme is to support digital journalism that will contribute to sustainable development in the Mekong region. CFI will simultaneously work on:

- Training courses on the basics of online journalism, paving the way for impactful online journalism writing skills, especially news related to sustainable development
- Tips and techniques on how to better engage audience through online story writing

Scope of work

1. Develop training material and modules with scientific experts and in coordination with VJTC, CFI national and regional coordinators and relevant partners and actors of the Mekong Sustainable News project in Vietnam.
2. Conduct training programmes in Hanoi or Ho Chi Minh on the following topics:
   - air quality
   - the impact of plastics on environment
   - agroecology and food safety
   - how to use data to illustrate these topics
3. Mentor up to 5 participants to improve their journalism, scientific and/or multimedia reporting skills
4. Coach a trainer in learning process on how to improve his/her training skills

**Expected outcomes**
- Develop a training program with modules covering each topic of interest
- Assist in selecting up to 10 digital journalists from the broad landscape of local media (print, news agencies, electronic) interested in the topics and having some experience of coverage. Selection shall be agreed with CFI and ;
- Cooperate with co-trainer(s) and share the experiences;
- Coordinate with the lead experts of the sector representing both the state and research institutions upon recommendation from CFI and its partners;
- Consider a session which will be specifically focused on digital storytelling techniques
- Provide at least ten quality megastories covering different aspects of sustainable development and environmental challenges in Vietnam
- Provide a summary report describing the process and main achievements of the assignment after each training session.

**Deliverables**
- 1 training program to train reporters on how to write megastories humanizing climate change and sustainable development, including 4 training modules on the following topics: air quality, the impact of plastics on environment, agroecology and datavisualization for environmental reporting
- 2 meetings with the selection committee to select suitable applicants to the training program.
- 4 trainings using the 4 developed training modules.
- Coaching sessions for the participants to ensure they produce at least 1 megastory during the program
- regular meetings with CFI national coordinators to follow up on the mentoring of participants and co-trainers

**Timing and contract arrangements**
- The total duration of the assignment is 60 calendar days over a time period of four months from August 2020 to February 2021
- The draft training program shall be provided for comments and approval 7 days after signing the contract.
- The payment will be made after each deliverable. The lead trainer will have to issue invoices detailing the service.
- All the costs related to the event (i.e. transportation, accommodation and meals) shall be covered by CFI directly.
- The training reports shall be provided within 7 calendar days after completion of each training. The Consultant shall report directly to Ms. MaiLan Nguyen, CFI Project Coordinator in Vietnam (mailan.mdm@gmail.com) and Mrs. Hang Dinh, VJTC director (hangdinh59@gmail.com ) in Hanoi.

**Tentative identified topics (will be defined by the end of July)**
- Air quality
- Plastic pollution
- Agroecology
- Water quality
- The use of data to illustrate online stories

**Qualification and Selection Criteria**

The Consultant shall meet the following criteria:

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The Mekong: sustainable news project is implemented by CFI, the French Media Development agency, with the support of the French Ministry of Europe and Foreign Affairs.
• Scientific journalism or environment oriented background
• Extensive experience in online journalism and media relations
• At least 5 years of experience in developing training materials and delivering trainings
• Excellent knowledge of the environmental and sustainable development field, in particular existing problems and challenges, particularly in Vietnam and in the Mekong region.
• Proficiency in Vietnamese and English languages, working level of English among the members of the team
• Computer literacy
• Previous engagement in CFI or VJTC Programs is a plus

Application process
Interested consultants should send a (1) resume with a (2) proposal for a draft program for the 1st training session (3 days – agro ecology) and a (3) financial quote for the whole assignment as well as (4) 2 pages on the method they will use to coach learning trainers.

This job will be a service contract directly signed with CFI and the total amount for the assignment (60 days with deliverables) is not to exceed 6,000 EUR (VAT included). Interested applicants must be registered consultants allowed to work in Vietnam.

Further information can be obtained by contacting Ms. Mai Lan Nguyen, CFI Project Coordinator in Vietnam (mailan.mdm@gmail.com) until July 13th, 2020.

Application documents must be delivered (in a written form) to the address below by July 13th, 2020:

• Ms. Mai Lan Nguyen, CFI Project Coordinator in Vietnam (mailan.mdm@gmail.com)
• Mrs. Hang Dinh, Director, Center for Further Training of Professional Journalists, Vietnam Journalists Association (hangdinh59@gmail.com) in Hanoi.

Timeline for the application process
Interviews with selected candidates: July 13th to July 17th, 2020
Selection of applicants: Final selection on July 20th, 2020
Curriculum building: July 27th, August 14th, 2020
Training will start in August 2020 until February 2021
Coaching is expected from September 2020 to February 2021

This position is available as part of CFI “Mekong: Sustainable News” project, implemented with the Vietnamese Journalists Training center (VJTC) in Vietnam and supported by the French Ministry of Europe and Foreign Affairs.

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