

Democracy Reporting International

Design of online events - Terms of Reference

1. Objectives

DRI is searching a trainer to provide a training for our staff members in headquarter (HQ) and country offices (COs) to help us better plan and design our online events (roundtables, high-level panels, facilitated discussions, conferences, working groups and small expert discussions).

2. Background

Democracy Reporting International (DRI) is a non-partisan, independent, not-for-profit organisation registered in Berlin. DRI promotes political participation of citizens, accountability of state bodies, and the development of democratic institutions worldwide. The headquarter of DRI is in Berlin with seven country offices in Pakistan, Myanmar, Libya, Lebanon, Tunisia, Sri Lanka and Ukraine.

DRI strives to provide relevant and timely analysis on democracy developments and works with stakeholders in many countries to improve democratic process. It conducts trainings and events on different issues such as the rule of law, election observation, human rights issues social media monitoring and regularly holds face-to-face events.

Events types include roundtables, webinars, high-level panels, facilitated discussions, conferences, working groups and small expert discussions. The current covid-19 pandemic has forced DRI to hold many of these face-to-face events online. DRI would therefore like to increase the professionalism of online events within the organisation to ensure quality delivery of events and trainings and professional moderation and facilitation of online events.

DRI currently uses Zoom (Pro and Webinar), Webex (Plus) and gotomeeting (Professional) as online event tools.

3. Content of the training

Training for around 50 staff members in HQ and COs to help us plan and design our own online events with a number of approx. 10 participants to approx. 500 participants at large conferences. The training should include the following content/answers the following questions:

- What are the differences between planning offline and online events?
- What online event formats are suitable for the work of DRI
- What are the (dis-)advantages of publicly streaming or making available such events? What needs to be ensured in such cases?
- Basics of online moderation techniques
- How to design an interesting online event/online discussion/webinar?
- How to motivate our target group to participate and discuss online? Techniques of moderation and facilitation online. Which tools can be used remotely (e.g. Online voting, virtual flip chart...)? How to facilitate group work? How to work interactively in small groups?
- What to consider on the technical side and the visual set-up?

- What else needs to be considered when organising online events (preparation - organisation - implementation - follow-up - evaluation).
- Security: How to prevent “Zoombombing” or other unwanted interruptions? How to react if such an attack happens during an event?
- Privacy: What is the best practice during calls in order to protect the privacy of participants?

4. Deliverables

- Online training for approx. 50 employees in HQ and COs. The training must also be made available for colleagues who were unable to attend the offered appointment or for future colleagues (e.g. via recording). To finalize the planning of the training, a conversation with DRI and the trainer will take place after the contract is signed. The trainer should also be available for questions after the training has ended.
- Creation of participation certificates
- Review and, if necessary, further development of existing checklists for the adequate organisation of online events (existing checklists are provided in advance of the training)
- Advice on different technical tools for online trainings, including video conferencing tools, online equivalents of flipcharts and white boards as well as tools for group work and small group discussions.

5. Time Schedule

The training should be completed by the end of September 2020. Offers should be submitted by **13th August**. Please send all the necessary information to tender@democracy-reporting.org.

6. Qualifications of the trainer

- Experience in facilitation of trainings and training techniques;
- Examples of having facilitated and developed online trainings and events;
- Experience with remote work, leadership, trainings;
- Development and facilitation of training of trainers;
- Knowledge of online tools and how to use them;
- Innovative thinker;
- Recent experience in successfully performing similar services, preferably with international governmental or non-profit organisations;
- Fluency in written and spoken English is required.

7. Information requested from bidders

Portfolio/CV

- Name, address, email, phone
- Years in business/years of experience;
- Proven experience and track record of similar trainings
- Experience with governments, international organisations or civil society groups;
- Demonstrated familiarity with similar trainings;
- References that include the names, contact names, phone numbers, and addresses of organisations with whom the respondent has previously contracted to provide similar services.
- Existing certifications

Project proposal

The offer should contain a project proposal which should include the following:

- The bidder should submit a project proposal for the training, in accordance with the outlined number of participants, content, deliverables and time schedule. The project proposal is also intended to provide information as to whether the training should be held in different subject areas or over several days, for example.
- Describe how the training is made available to colleagues who were unable to participate or to new colleagues. How can it be ensured that these colleagues have completed the training?

Financial proposal

The bidder should fill out the financial proposal form (Annex I).

Annex I – Financial Proposal
Democracy Reporting International Website

Name:

Address:

Prices

	Price offer in € net	Additional information or comments
Lump sum for the training based on the content and deliverables mentioned in the Terms of References		
additional hourly rate		

All prices are net prices and do not include VAT. The prices are fixed prices for the duration of the contract.

Place, date:

Signature of bidder: