



Global Development Awards Competition 2021 Communications Training Consultant

TERMS OF REFERENCE

Background

The Awards Competition is administered by the Global Development Network (GDN) and supported by the Ministry of Finance, Government of Japan. This award program has 2 categories:

- The Japanese Award for **Outstanding Research on Development (ORD)**
 - Competitive research grant program that identifies and funds outstanding research proposals that have a high potential for excellence in research and clear policy implications for addressing development issues.
- The Japanese Award for **Most Innovative Development Project (MIDP)**
 - Competitive grant program that supports Non-Governmental Organizations (NGOs) to recognize the innovative approach of their projects. The first prize winner is also eligible to compete under the Japan Social Development Fund for an additional grant of up to US\$ 200,000 to pilot their innovative work at a larger scale.

Objective of the assignment

The Global Development Network wishes to recruit a consultant to undertake a two-day communications training for the 12 finalists from both categories (ORD and MIDP) of the Global Development Awards Competition 2021.

The training will strengthen the 12 finalists' presentation and communications skills on their proposals, preparing them for their presentation in front of a high-level academic jury and the general public. The assignment includes the design, preparation and facilitation of the training.

Given the ongoing COVID-19 pandemic, the training is planned to take place in a physical setting in mid-October 2021 but it may take place online if there are still restrictions in place. Therefore, the consultant must be available for both cases and submit an application considering both scenarios.

Activities

The activities under this assignment include the following:

1. Preparation of the communications training

The consultant will design the agenda for the training, prepare materials, provide an equipment check-list, and draft questionnaire to gather participants feedback and the effectiveness of the training. The consultant will access the paperwork submitted by the finalists for the award, and will be able to interact with them before the training if needed. Background reading on the finalists' proposals will help to tailor the training to its participants by identifying potential headlines and key messages.

Deliverables: training agenda focused on learning objectives; training materials; equipment check-list; feedback/evaluation questionnaire (pre- and post-).

2. Facilitation of the training

The consultant will facilitate the training for the 12 finalists of the competition. In doing so, s/he will provide personalized feedback to help them improve their communications skills, refine their draft presentations, create a handout document, and prepare an elevator pitch. GDN will provide the room/platform, arranged in coordination with the consultant according to the agreed format. The training will enable participants to tell their stories, and make a pitch for an international award. At the end of the sessions, each participant must be able to connect with key audiences to clearly communicate the context and importance of their work, and provide details without losing sight of the big picture.

Deliverables: One PPT and handout per participant; two-day communications training.

3. Reporting

The consultant will prepare a brief report discussing his/her learning, insights on the needs of the trainees, a brief and critical presentation of pre- and post-training feedback from the participants, and suggestion for GDN for future trainings.

Deliverable: Final training report.

It is important to note that the participants in the training come from two different backgrounds:

- 3 are young researchers, finalists of the ORD category for research proposals addressing development issues with policy implications, and high potential for excellence
- 9 are representatives from non-governmental organizations (NGOs) or Civil Society Organizations (CSOs), 3 finalists per each of the 3 themes of the MIDP category for projects currently at the stage of implementation

GDN will share several documents with the consultants, including: proposals of the finalists; draft PPT and handouts of the finalists; training agenda and training report from previous editions.

The training will be conducted in English.

Profile Specifications

GDN seeks to engage a professional trainer with strong experience in translating and communicating research products for a wide audience, and proven experience in using online media to disseminate research.

Application Procedure

Applicants are required to submit

- Up-to-date CV with evidence of previous experience for similar assignments or relevant projects,
- Proposal of draft agenda for both scenarios (physical and online event)
 - Physical 2-day training – 20-21 October
 - Online up to a week training – 18-22 October

The deadline for submission of demonstrations of interest is on **31 July 2021 (Indian Standard Time 6:00 PM)** to be sent to the email addresses awards@gdn.int and jcosta@gdn.int (all communications to be addressed to both emails mandatorily).

Selection Criteria

- Expertise in research communications
- Relevance of previous similar training assignments
- Quality of the methodology (draft training agendas)

Timeline and Budget

A budget of **USD 9,250** is available for this assignment. In addition, GDN will cover the costs of airfare, stay and meals for one/two trainers for the duration of the training and the conference. The full payment will be processed in one installment upon completion of the activities.