

**Call for expression of interest
Capacity Building Facilitators: Botswana, Malawi, Mozambique or Zambia.**

Media Parity Capacity Building Programme

SYNOPSIS

[CFI Media Development](#) (CFI) and [Gender Links](#) (GL) seek the expertise of experienced capacity building/ training facilitators to develop and implement capacity building with journalists and media outlets on: a) gender-sensitive reporting and b) gender-focused professional development for journalists and media outlets to advance inclusive, gender aware and safer media workplaces (including addressing sexual harassment). Selected consultants will be based in or travel regularly to one of: Botswana, Malawi, Mozambique or Zambia.

Capacity building facilitators will be selected for each of the programme countries and become part of the team delivering a series of workshops and activities implemented under the CFI/GL Media Parity Capacity Building Programme. This call for Expression of Interests comprises 2 Lots. Facilitators with requisite skills are welcome to submit an EOI to one or both.

SUBMISSION INFORMATION AND TIMEFRAMES

The deadline for submission is: 15 January 2025

The format for expressing interest is attached as annex A. Short-listed candidates will be invited for an interview. Please note that late applications and/or applications that do not make use of the attached format and include all required documents will not be considered.

The EOI should be sent to mediaparity@cfi.fr and media@genderlinks.org.za with subject line: EOI Media Parity – Lot XX – Name of applicant

Please direct all queries to the same.

The consultancy is envisaged to take place during a period January 2025 to February 2026.

SCOPE OF WORK

LOT 1: Gender-sensitive journalism training workshop & mentoring

The selected capacity building facilitator will participate in co-constructing the agenda for and attend the Media Parity Capacity Building Programme's 2-day regional inception workshop (Johannesburg, South Africa). In partnership with CFI, GL and other capacity building team members, the selected facilitator will draw on GL's existing training resources and insights from the regional inception workshop to design an impactful capacity building intervention and related training content.

Facilitators in Malawi, Mozambique and Zambia will be responsible for delivering capacity building to 10 journalists, who will be identified by media outlets participating in the Media Parity Capacity Building Programme. The facilitator selected for Botswana will deliver capacity building to 14 journalists as journalists from Lesotho media outlets will join with Botswana. We envision a 5-day in-person training workshop in each country; however, this is flexible based on the intervention design stage and input received from media outlets during the inception workshop.

Following the in-person workshop, the capacity building facilitator will provide online/ virtual mentorship to the participating journalists to apply learning in practice in published articles and broadcast reports. Each journalist will produce 8 pieces of content over up to 6 months.

The goal of the capacity building workshop and mentorship is to build knowledge and capacity on:

- Research insights: women in media, stereotype, and representation.
- Policy frameworks and guidelines for gender in the media.
- Principles, knowledge & tools for gender-aware and gender balanced reporting.
- Proven journalistic approaches for unique gender perspectives.
- Improved women’s representation as sources.

All selected training facilitators are expected to take part in occasional coordination meetings and provide ongoing activity reports comprising implementation notes, recommendations, participant training evaluations, and tracking of pieces produced during the mentorship, format to be supplied. The final activity of the Media Parity Capacity Building Programme is a 2-day regional closing conference, facilitators will participate to synthesise learning, celebrate achievements, and assess impact.

Estimated time frames and required days

Activity	Deliverable/ Activity	Location	Time frame	Estimated Days
Regional inception workshop	<ul style="list-style-type: none"> • Co-constructed 2-day regional meeting programme/agenda • Regional inception meeting attendance & relevant session facilitation 	Johannesburg, South Africa	March 2025	Preparations: 2 – 3 Days Conference: 2 days + travel
Develop training workshop	<ul style="list-style-type: none"> • Training workshop approach and tailored content, in collaboration with GL/CFI 	Home-based/ Virtual	March 2025	5 Days
5-Day training workshops	<ul style="list-style-type: none"> • Workshop facilitated for 10 journalists (14 in Botswana) 	National Location TBD	April/May 2025	5 Days
Follow-up mentorship/ online coaching	<ul style="list-style-type: none"> • Mentorship (online coaching) for 10 journalists (14 in Botswana) • Estimated at half/day per piece, over up to 6 months. 	Home-based/ Virtual	May – October 2025	Malawi, Mozambique, Zambia: 40 Days Botswana: 48 Days
Reporting & Visibility	<ul style="list-style-type: none"> • Workshop report 	Home-based/ Virtual	Within 5 days of workshop	1 Day
	<ul style="list-style-type: none"> • Monthly mentorship production tracking & contribution to visibility (1 day/month) 	Home-based/ Virtual	May - October 2025	6 Days
	<ul style="list-style-type: none"> • Final report 	Home-based/ Virtual	November 2025	1 Day
Regional closing conference	<ul style="list-style-type: none"> • Synthesised learning and report on activities. 	Regional Location TBC	February 2026	Preparations: 2 Days Conference: 2 days + travel

LOT 2: Professional development & safer, professional workplaces

Selected facilitators will participate in co-constructing the agenda for and attend the Media Parity Capacity Building Programme's 2-day regional inception workshop (Johannesburg, South Africa). In partnership with CFI, GL and other capacity building team members, selected facilitators will draw on GL's existing resources and insights from the regional inception workshop to design an impactful professional development and safer workplaces intervention and related training content. As part of the design stage, facilitators will also conduct a brief scoping exercise to map relevant policy frameworks and promising ongoing initiatives in their country, to identify potential opportunities and linkages. Key questions and format to be supplied.

We envision the following. However, this is flexible based on scoping exercise, facilitator's guidance and input from the inception meeting.

Facilitators in Malawi, Mozambique and Zambia will be responsible for delivering professional development and safer workplaces capacity building with 20 journalists, who will be identified by media outlets participating in the Media Parity Capacity Building Programme. The facilitator selected for Botswana will deliver capacity building to 28 journalists as journalists from Lesotho media outlets will join with Botswana. The programme has planned for, and can support, up to 8 days of in-person workshops. These could be configured as workshops targeted for men and women separately, topically organised, or some other variation fit for purpose. Addressing sexual harassment is a key focus for the programme and must be included.

In addition, the selected facilitator will conceptualise and facilitate hosting sexual harassment focused Awareness Days in each of the participating media outlets. (Malawi, Mozambique and Zambia 5 each; Botswana 5 + Lesotho 2).

The goal of the professional development & safer, professional workplaces capacity building is to advance inclusive, gender aware and safer media workplaces (including addressing sexual harassment):

- Enhance leadership and commitment for gender equality as beneficial for individuals (both men and women), families and national development.
- Professional and personal development strategies to advance gender equality in editorial, media production processes and decision-making.
- Applying gender transformative approaches to question gender norms and stereotypes that hinder inclusive, respectful, safe workplaces.
- Knowledge, skills and strategies to ensure safer, professional workplaces, especially related to sexual harassment.

All selected capacity building facilitators are expected to take part in occasional coordination meetings and provide activity reports comprising implementation notes, recommendation, and participant training evaluations, format to be supplied. The final activity of the Media Parity Capacity Building Programme is a 2-day regional closing conference, training facilitators will participate to synthesise learning, celebrate achievements, and assess impact.

Estimated time frames and required days

Activity	Deliverable/ Activity	Location	Time frame	Estimated days
Brief scoping exercise	<ul style="list-style-type: none">• Map relevant policy frameworks and promising ongoing initiatives, to identify potential opportunities.	Home-based	February 2025	3 Days

Regional inception workshop	<ul style="list-style-type: none"> Co-constructed 2-day regional meeting programme/agenda Regional inception meeting attendance & relevant sessions facilitation 	Johannesburg, South Africa	March 2025	Preparations: 2 – 3 Days Conference: 2 days + travel
Develop capacity building	<ul style="list-style-type: none"> Capacity building/ workshop approach and tailored content, in collaboration with GL/CFI 	Home-based/ Virtual	March 2025	5 Days
In person workshops	<ul style="list-style-type: none"> Facilitate capacity building workshops <ul style="list-style-type: none"> Malawi, Mozambique and Zambia: 20 participating journalists Botswana, with Lesotho: 28 participating journalists 	National Location TBD	March/April 2025	8 Days
Media outlet Awareness Day	<ul style="list-style-type: none"> Conceptualise and facilitate hosting of Awareness Days. 1 day planning, 1 day facilitating at media outlet 	At each participating media outlet	October 2025	Malawi, Mozambique, Zambia: 10 Days Botswana + Lesotho: 14 Days
Reporting	<ul style="list-style-type: none"> Workshops report and photographs 	Home-based/ Virtual	Within 5 days of activity	1 day
	<ul style="list-style-type: none"> Awareness Day reports – brief report and photographs 	Home-based/ Virtual	Within 5 days of activity	3 Days
	<ul style="list-style-type: none"> Final report 	Home-based/ Virtual	November 2025	1 day
Regional closing conference	<ul style="list-style-type: none"> Synthesised learning and report on activities. 	Regional Location TBC	2025 TBC	Preparations: 2 Days Conference: 2 days + travel

KEY POINTS

- Media outlets and participating journalists will be pre-selected by GL/CFI.
- The Media Parity Capacity Building Programme will cover costs of the following (no need to include in EOI financial proposal): All participating journalists travel and accommodation; capacity building facilitators' travel and accommodation to regional opening and closing events & workshops; workshop hosting i.e venue and meals.
- Project country coordinators will organise workshop logistics, in consultation with the capacity building facilitator.

BACKGROUND

The [CFI Media Development](#) (CFI), in partnership with Southern African women's rights organisation [Gender Links](#), is implementing the Media Parity Capacity Building Programme to promote gender equality in the media, build journalists' capacity in gender inclusive reporting, and advance inclusive, gender aware and safer media workplaces (including addressing sexual harassment)

The programme comprises a series of capacity building training workshops and activities, in collaboration with 22 selected media outlets: 5 outlets in each of Botswana, Malawi, Mozambique, Zambia, and 2 in Lesotho.

Key project activities include the following:

- **Regional inception workshop:** Bringing together media outlet managers, organising team and training facilitation team to clarify project objectives and activities, and better understand media outlet priorities and needs to inform project activities.
- **National gender-sensitive journalism training workshop & mentoring:** Journalists from selected media outlets will participate in a country-based, 5-day training workshop (*Lesotho journalists will join the training in Botswana*), followed by mentorship to produce news/ content pieces applying learning.
- **Gender-focused professional development & safer workplaces:** Working in collaboration with selected media outlets, the project team will deliver activities to advance inclusive, gender aware and safer media workplaces (including addressing sexual harassment).
- **Regional closing conference:** The project will end with a closing conference which will bring together stakeholders from the five partner countries (journalists, civil society involved in the promotion of gender equality, regulatory bodies, etc.) to celebrate achievements, share experiences and contribute to cross-border networking.

Gender Links is a Southern African NGO founded in March 2001. The vision of the organisation is a region in which women and men are able to participate equally in all aspects of public and private life in accordance with the provisions of the SADC Protocol on Gender and Development. GL has four programme areas: the SADC Protocol on Gender and Development; media; governance and justice. See www.genderlinks.org.za.

CFI Media Developments is a French public agency that works for freedom of expression, press freedom and media independence. CFI provides support to journalists, media outlets and civil society across the world to ensure populations are as well informed as possible. Their actions revolve around the fight against misinformation, the safeguarding of gender equality, the protection of the environment, and the promotion of democracy and citizen engagement. See <https://cfi.fr/en>

QUALIFICATIONS & REQUIREMENTS

The capacity building facilitator will possess the following. Applicants may also identify a specialist co-facilitator.

- Highly skilled with demonstrated experience specific to the training activities outlined in the Lot being applied for.
- Exceptional knowledge and understanding of gender in the media, gender equality, and preferably gender transformative approaches.
- Proven experience designing and delivering training in media environments/ with journalists, using people-centred, interactive and engaging training methods.
- Experience and proven capacity working with differing kinds of media i.e print, radio, television.
- Ability to adapt and develop training materials to suit the diverse needs of participants.
- Be based in the country where you are applying to provide the services.
- Exceptionally organised with efficient systems for tracking and reporting.
- Excellent communication and facilitation skills.

EXPECTATIONS

The selected capacity building facilitator will be expected to commit to and undertake the following.

- Work in close collaboration with CFI, GL, country coordinators and other capacity building facilitators to develop and implement activities.
- Develop high quality, practical training and activities tailored to identified needs.
- Conduct interactive, engaging training sessions for participants, ensuring active participation.
- Facilitate discussions, group activities, and practical exercises to reinforce learning.

SPECIAL TERMS AND CONDITIONS

- Copyright of any and all content/ materials produced will belong to CFI/GL.
- Respondents will not be compensated for any expenses incurred in the process of responding to this EOI.
- No person shall be discriminated against on the basis of race, religious, physical disability, sex, ethnicity or any other basis prohibited by law.
- CFI/ GL reserve the right not to appoint any training service provider.

ANNEX A

FORMAT FOR EXPRESSION OF INTEREST

MEDIA PARITY CAPACITY BUILDING PROGRAMME: CAPACITY BUILDIN FACILITATORS

I. ADMINISTRATIVE INFORMATION

NAME OF CONSULTANT (If company or team, lead consultant)	
COUNTRY	
LOT(S) SUBMITTING EOI FOR	
ADDRESS	
E MAIL	
WEBSITE	
LINKEDIN PROFILE (if available)	
PHONE/CELL PHONE	

II. TECHNICAL PROPOSAL

Please include in your submission the following. If applying for more than one lot, please ensure that the following respond to each of the outlined training requirements.

- **Synopsis:** a brief description of key points in your submission (max half page)
- **Short approach proposal:** outlining the understanding of the assignment, proposed methodology and brief workplan (max 3 pages)
- **Capacity building style:** briefly describe the core principles central to your capacity building and training facilitation approach. (max half page)
- **Financial proposal:** detailing daily rate and all costs. *If applying for both Lots, please provide a financial proposal for each separately.*

III. FACILITATOR PROFILE

Please provide a brief narrative of your experience and qualifications, and where relevant any co-facilitators or company profile, which should include:

- Individual consultant or company profile
- Relevant work experience
- Educational qualifications
- Skills and competencies
- Knowledge of the gender & media in the country you are applying for

IV. SUPPORTING DOCUMENTATION

- CV(s) of training facilitator

Undertaking

The information presented here is true and reflective of the capacity and ability of the provider.

Name

Designation

Signed

Date