

CALL FOR PROPOSALS

DW Akademie is seeking a service provider in Timor-Leste for its project:

"Let's talk Climate! -- Information & Communication about climate topics"

DW Akademie, Germany's leading organization for international media development, is seeking a service provider based in Timor-Leste, such as an **environmental or journalistic organization, to coordinate and conduct an environmental journalism workshop for local media professionals as well as a community lab** in a community particularly affected by climate change. The workshop is part of the project **"Let's talk Climate! -- Information & Communication about climate topics"**, financed by Germany's Federal Foreign Office (Auswärtiges Amt). Its aims to support local media professionals from **Timor-Leste, Indonesia and the Philippines** in the production of high-quality video stories on environmental issues based on the needs of rural communities in affected regions.

About DW Akademie

DW Akademie is Deutsche Welle's center for international media development, journalism training and knowledge transfer. Our projects strengthen the human right to freedom of expression and enable people throughout the world to make independent decisions based on reliable facts and constructive dialogue. We stand for free media, free expression and free societies worldwide.

Project Background

The countries of South and Southeast Asia are among the most ecologically vulnerable areas in the world. Climate change and the increased demand for natural resources due to economic and population growth in the region have led to severe environmental problems and threaten the livelihoods of millions of people. The ones most affected are often the most vulnerable members of society: women, youth, indigenous people, ethnic minorities, members of marginalized groups, and people with disabilities.

The project aims to support local journalists from Timor-Leste, Indonesia and the Philippines in improving the quality of their climate reporting through journalistic contributions, networking, and joint media products with the local populations. Selected journalists will also receive the opportunity to report from COP 29 in Baku, Azerbaijan in November 2024.

Beneficiaries

In Timor-Leste, a maximum of **ten media professionals** can participate in the project. They should have 5-10 years professional experience and be based in a region of the country that the applicant together with the DW Akademie team identify as particularly affected by climate change. Applicants need to provide written approval from their media outlet to allow them to take part in the capacity building and (if selected) travel to Baku, Azerbaijan for the COP 29 in November. Moreover, their media outlets need to confirm that the journalist's video on a local climate change topic and, if applicable, two articles from COP 29 will be published.

Participating journalists will receive a small grant to produce a professional video addressing one of the topics identified in the community-lab topic and explaining its link to climate change.

Moreover, **local citizens** of a community affected by climate change will be invited to a community lab to identify relevant topics and cooperate with the selected journalists to develop small media products (photo stories, posts, short articles), to be published on social media.

Activities and Timelines

Capacity Building:

Journalists selected for this project will be offered an **online training (2 half days)** carried out by DW Akademie, followed by a **workshop on site (3-4 days)** between **June and August 2024**. The aim of the workshops is to empower participants to produce their own video stories on environmental and climate change issues. The topics that shall be addressed during the workshop are **climate change reporting, environmental storytelling, constructive journalism**, as well as **safety and security**.

Community Lab

A community lab will give local citizens interested in environmental and climate topics the opportunity to **identify environmental and climate topics relevant to their community**. Journalists participating in the project will join the community lab and, together with the local community, work on citizen journalism products (photo stories, posts, short articles), addressing the identified topics. These will be **published on social media**, via the journalists' and the local communities' channels. The community lab will take place between **June and August**. The location will be determined by the successful applicant and DW Akademie.

Mentoring

Participating journalists shall also receive mentoring organized by the successful applicant during the work with the local communities and the production phase of the video. This phase will take place from end of **June to latest mid-August (tbc)**.

Reporting from COP 29 in Baku, Azerbaijan

DW Akademie and the successful applicant will select one to two journalists out of the 10 participating reporters to attend the UN Conference of the Parties (COP 29) that addresses climate change topics in Baku, Azerbaijan, **in November 2024**, for eight to nine days. In preparation for the conference, the selected journalist(s) will participate in a DW Akademie organized "Getting ready for COP" training format, which is made up of several online trainings. Journalist(s) travelling to Baku are expected to publish two articles, explaining implications of decisions and main discussion made at the conference to local challenges.

DELIVERABLES

For the 3 days of training on-site, DW Akademie is looking for an organization that is **involved with environmental and/or journalistic topics** to help with logistics on the ground. The most important tasks include organizing a suitable venue, transport for all participants, accommodation and catering for the 10 participants, as well as a **local trainer** that assists with the facilitation of the training. Furthermore, the partnering organization is in charge of organizing the **mentoring for participating journalists** as well as **organizing and running the community lab**, as well as the journalists' exchange with the local communities. Responsibilities will include:

- Suggestions for **locations of the community lab**
- **Selection of ten journalists** working in close proximity to the suggested area, in collaboration with DW Akademie
- Organizing **travel logistics** to and from the training venue, as well as **accommodation** for ten participants and two trainers (between June and July 2024) for **4 nights and 4 days (3 training- and one arrival day)**
- Provide a **trainer/co-trainer** for the training on site, that will develop/localize the Training agenda together with DW Akademie's Trainer
- Provide translation for an international trainer (if necessary)
- Organizing a **training venue**, if possible, in the same building as the accommodation to minimize transport costs. If that is not possible, local transportation must be facilitated as well.
- **Organize catering** for participants and trainers (three meals a day, one special dinner for the closing ceremony)
- **Technical and organizational assistance** for the trainers during the three workshop days
- **Workshop logistics** such as **communication with participants**, providing a stable **internet connection**, as well as **training and technical equipment** such as flipcharts, markers, a projector with a screen, audio equipment, etc.
- **Documentation of the training** (e.g. photos, attendance list) in close exchange with the DW trainers and the DW Akademie project management team
- **Submitting a final training report in English** in close communication with the DW Akademie project management team
- Taking care of the community labs facilitation and **logistics**, such as **communication with participants**, providing a stable **internet connection** to ensure **exchange between journalists** and their group.
- Provide **mentoring for journalists** during the 3-4 weeks of video production (around one day per week) and assist with the publication via the journalist's media outlet

(safeguarding journalistic standards, such as accuracy, number of sources, etc., and technical quality of the video).

- **Pay out grants** to the 10 participating journalists to cover expenses of the video production (to be included in the applicant's budget based on average local costs)

Eligibility criteria and deadlines

Offers should be submitted to Ms. Dina Sielbeck (**dina.sielbeck@dw.com**) by **April 28, 2024**. The offer should not be longer than 6 pages and include:

- A narrative part presenting your organization, including past experiences in carrying out similar projects and qualifications of staff.
- Suggestions for possible hotel and training venues
- Suggestions for communities where activities would have most impact.
- A complete budget in EUR, including catering, accommodation for participants/staff, venue, local transport, grants for video production, mentoring, trainer, coordination of the training, community lab, etc. The budget shall not exceed **15.500 €**.

Applications will be shortlisted by April 28, 2024. All applicants will be informed about the final decision by May 5, 2024. The service contract will start at the beginning of June. Final documentation of the activities has to be delivered by September 15, 2024.

Any questions related to this TOR can be directed via email to Dina Sielbeck.