

# Request for Proposal

Deutsche Welle  
 DW Akademie  
 Afrika | Southern Africa | Namibia  
 Kurt-Schumacher-Straße 3, 53113 Bonn  
 Germany



23 April 2020

<b>Project Title</b>	MiLLi* Certificate Course -Train the Lecturers - E-learning module:	
<b>Project Number</b>	DAF20-NA110-M14	
<b>Period</b>	1. May to 15. December 2020	
<b>Days of Project</b>	max. of 30 working days, including up to 10 workshop days in Windhoek Namibia.	
<b>Location</b>	Germany & Windhoek, Namibia	
<b>Project Language</b>	English	
<b>Service</b>	Trainer	
<b>Description</b>	<p>Objectives and Scope: DW Akademie is commissioning a service contract for a MIL trainer for its MIL projects in Namibia in 2020 to further develop the capacities of lecturers of a Certificate Course in MIL Education. The starting date of the contract will be confirmed in accord with the applicant.</p> <p>The contract will be issued for a maximum number of up to 30 service days in 2020. The contractor will file an invoice to DW Akademie after each service day.</p> <p>The concrete objectives of the service contract encompass:</p> <ul style="list-style-type: none"> <li>a) Develop an interactive E-learning / blended learning module to train MIL-lecturers (Certificate Course)</li> <li>b) create training plans and materials in English,</li> <li>c) Train the interactive module using E-learning tools (language of instruction English)</li> <li>d) Monitor, evaluate and revise the E-learning pilot for the project partner MiLLi* (Media and Information Literacy Learning Initiative)</li> <li>e) Review and finalize E-learning module -</li> <li>f) conduct a MIL workshops in Windhoek / Namibia as a trainer</li> <li>g) conceptual advice on MIL projects for DW Akademie and its Cambodian partner organizations.</li> </ul> <p>The design and development of curriculum, and E-learning module will be done from the contractors place of residence. The face-to-face workshop will take place in Windhoek, Namibia, 5 Workshop days are scheduled to for the workshop.</p> <p>Requirements:          The applicants should have</p> <ul style="list-style-type: none"> <li>- in-depth knowledge and skills in the field of MIL (preferably a university degree with a focus on MIL or media education),</li> <li>- considerable experience as a MIL trainer and consultant in Africa, including curricula development</li> <li>- excellent English language skills in written and verbal form,</li> <li>- solid knowledge and skills in the field of media and social media,</li> <li>- solid knowledge and skills in the field of media production, especially with smartphones</li> <li>- current knowledge of media usage, media legislation and media literacy in Namibia,</li> <li>- didactical skills, especially in the field of participatory training methods as well as distance learning,</li> <li>- intercultural sensitivity,</li> <li>- willingness to travel.</li> </ul>	
<b>Technical Equipment</b>	Equipment provided by DW.	Workshop equipment and other necessary technical equipment will be provided by the DW Akademie Office in Windhoek.
<b>Postprocessing</b>	Post-processing of the project is not necessary.	Written report, adjustment of training material and training manual, documentation of the workshop, assessment of participants.
<b>Travel Expenses</b>	For travel on DW's behalf, DW shall reimburse the necessary travel expenses, provided that DW has given its prior consent and the distance from the place of deployment to the place of residence is more than 50 km. Required flights in economy class and train journeys in 2nd class will be reimbursed and booked by DW. The costs for the use of one's own car shall only be reimbursed if this is more economical than the use of public transport and DW has given its prior consent. If you use your own car, a mileage allowance will be paid. This amounts to 0.20 euros per kilometre driven, but not more than 130.00 euros in total. The contractual partner shall issue a separate invoice for the travel expenses, enclosing all original receipts. Other travel expenses will not be reimbursed.	

<b>Cancellation Fee</b>	DW does not pay a cancellation fee, if the project is cancelled due to unforeseen circumstances.
<b>Miscellaneous</b>	The application should be submitted by May 04, 2020 via email to DW Akademie at: dw-akademie.namibia@dw.com. The application should include your CV, details of your work experience, and an honorarium proposal. Please provide to daily rates - one for preparation, material development and distance learning, and one for workshop implementation in Namibia. DW Akademie is an equalopportunity employer and encourages applications from women. Please address your application and any questions about this application to DW Akademie country representative Peter Deselaers at the above-mentioned e-mail address.
<b>Granting of Rights</b>	The contractual partner shall grant DW the exclusive and factually, temporally and spatially unrestricted rights to use the work in unmodified, processed or redesigned form in respect of works and other products created for DW within the scope of its activities. DW shall be entitled to transfer the rights granted to it in whole or in part to third parties or to grant them rights of use.

**Please note: We require a gross final amount stated on the offer which includes all services and cost items. The work as a lecturer or trainer in Germany and abroad for training and further education in the profession of journalism is exempt from German VAT according to § 4 No. 21 a) bb) Value Added Tax Act. Corresponding certificates from the Cologne District Government dated 13 March, 10 May and 16 May 2006 are available to Deutsche Welle, DW Akademie and copies can be issued on request.**