



International Organization for Migration (IOM)

The UN Migration Agency

Terms of Reference

For the Development of Journalists Manual and Trainers Guide (both Print and E-module) on Reporting Irregular Migration Including Trafficking in Persons (TIP)

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## **1. Background:**

The International Organization for Migration (IOM), since 2001 has been working with the Federal Government of Nigeria to provide Assisted Voluntary Return and Reintegration (AVRR) support to Nigerian migrants. IOM is committed to the principle that humane and orderly migration benefits both migrants and society. As UN Migration Agency, IOM acts with its partners in the international and local community to assist in meeting the operational challenges of migration; advance understanding of migration issues; encourage social and economic development through migration, and uphold the human dignity and well-being of migrants. Through information campaigns, outreach and media reports, IOM seeks to equip vulnerable migrants with the information they need to migrate safely and access assistance when necessary. IOM also aims to address the root causes of vulnerability to Trafficking in Person (TIP) and Smuggling of migrants through engagement with the Fourth Estate and programming at the individual, household, community, and structural levels.

Within this framework, IOM is planning to strengthen journalists news reporting skills in the areas of migration and trafficking in persons (TIP) in high risk states of irregular migration, through developing a Journalists Manual and a Trainers Guide (both Print and E-Module), taking into consideration global best practices with respect to migration reporting, reducing discrimination and stigmatization of migrants, promoting safe and informed migration practices, awareness raising on the risks of irregular migration (including trafficking in persons and smuggling of migrants), and building communal support systems for returned migrants.

Given the important role played by the media in information dissemination, the Journalists Manual and Trainers Guide aims to equip Nigerian media houses and institutions with the fundamentals of migration news reporting by harmonizing different newsroom day-to-day experiences with fieldwork experience to provide a guide for practicing and aspiring journalists on safe migration practices and the dangers of irregular migration, including Trafficking in Persons and smuggling as well as the importance of accurate reporting.

Working under the overall supervision of the Awareness Raising Officer, the incumbent will develop a Journalists Manual and a Trainers Guide (Print and E-Module) that media practitioners can utilize in their various newsrooms. Where possible pictorials/illustrations will be included in each session to guide editors and reporters while conducting reporting.

## **2. The objective of the project**

The overall objective of this activity is to develop a comprehensive Journalists Manual and a Trainers Guide (both in Print and E-Module) on Reporting Irregular Migration including Trafficking in Persons with specific modules on finding and handling sources, data presentation, analysis and protection, victim protection in line with global media practice and local laws, newsroom strategies and ethical consideration in reporting human trafficking stories, understanding victims/survivors behaviours for media reporting and documentaries, interview guides, and starter questions, guidelines for photojournalism.

## **3. Expected deliverables and timeline.**

To complete this task, the service provider is estimated to take up to a total of 60 calendar days within four (4) months from the date of signing the contract.

In accordance with the following timetable the service provider will:

- Produce an inception report to demonstrate how she/he will accomplish the tasks in a timely fashion, outlining the baseline approach (sampling framework, data collection strategy and methodologies, tools, criteria etc.) and work plan. The inception report will be due within four (4) calendar days after signing of the contract and its finalization will involve the incorporation of feedback from IOM.
- Conduct training needs assessment in media houses in Lagos, Edo, Delta and Abuja.
- Provide literature review, best practice analysis and results of consultations with media houses, Nigerian Union of Journalist NUJ, Nigerian Guild of Editors NGE, Nigerian Broadcasting Commission NBC, and relevant government agencies National Agency for the Prohibition of Trafficking in Persons NAPTIP, National Orientation Agency NOA, Ministry of Information, in the four states mentioned above. The draft report will be due within thirty (30) calendar days after finalization of the inception report and will involve incorporation of feedback from the IOM team and reflect all mediums (print, radio, television and digital).
- Draft journalists' Manual and Trainers' Guide (Print and E-module) based on the results of the literature review, best practice analysis and incorporate feedback to be shared with IOM within twenty (20) days after the approval of the draft report with the media house.
- Presentation of the draft Journalists Manual and Trainers Guide (Print and E-module) including PowerPoint presentation to media executives at a one-day validation workshop where inputs from stakeholders will be collected. The final report of the final draft of the training guide will be finalized in 5 days after completion of the validation workshop.
- The service provider will facilitate two trainings (one for editors and one for journalists) based on the manual. At the conclusion of all tasks, a final report, training materials (PowerPoints) and the Journalists Manual and Trainers Guide (Print and E-module) incorporating feedback from IOM project team will be submitted to IOM.
- Note that the consultant may be asked to perform other duties within the project specification as may be assigned.

## **6. Supervision**

The service provider will work under the direct supervision and guidance of IOM's Project Officer, Migration Management/Awareness Raising, or her designated representative in coordination with the Public Information Unit.

### **Required qualifications and experience.**

- Minimum of an advanced degree in journalism, mass communication or other relevant fields in social sciences.
- The service provider should have a minimum of five (5) years' operational experience in conducting workshops and trainings to both government and non-government actors. Preference will be given to individuals who have experience working on migration and trafficking in persons issues.
- The service provider should have a minimum of five (5) years' experience in developing training manuals and curricula which target journalists and understand the peculiarity of the Nigerian media most especially with respect to Edo, Delta and Lagos States.
- Demonstrated experience in working as a journalist with at least 10-15 years' experience.
- The assigned staff from the service provider's company should have a minimum of 5 years' experience in facilitating capacity building and training activities for government and non-government actors, in media communication and in developing training manuals and curricula targeting journalists and media practitioners.
- Computer proficiency including MS Office products (Word, Excel, PowerPoint).

### **Languages**

Fluency in English; knowledge of multiple languages is advantageous.

### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates the ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

### **Core competencies – behavioural indicators**

- Extensive knowledge of national, regional and international media practice pertaining to migration reporting in a broad definition.
- Deep understanding of the Nigerian media context, best practices in human trafficking/smuggling prevention, forced migration, direct assistance to migrants, migration and development, labour migration, etc. intervention strategies and impacts in different economic, social, cultural and political settings evidenced by either publication on this subject matter or work on similar topics.
- Strong computer and analytical skills with the ability to write and review technical documents/reports, conduct interviews as part of background research.
- Demonstrated administrative, planning, organizational and advisory skills.
- Produces and delivers quality results in a service-oriented and timely manner and committed to achieving agreed outcomes.
- Accountability with respect to delivering services.
- Encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

## **Remuneration**

The service provider's payment shall be based on the financial proposal approved by IOM. Payment will be issued in percentages upon submission of the deliverables stated above within the deadline period.

During the specified period, the service provider will be paid based on agreed rates. The total fee for each product will be determined based on the estimated scope of work at the agreed rates. Selected individuals/agencies will be engaged based on agreed rates. Invoices must be submitted upon completion of work.

## **Method of application**

IOM invites experienced and interested media service provider, journalists and media manual developers' companies both at local and national levels working in the area of Migration and Trafficking in Persons to submit an Expression of Interest (Eoi), along with requisite organizational documents and a cover letter in support of their application.

1. The companies/service providers will be expected to submit their proposal as an Eoi including the CVs of team members and
  - a. Each proposal should be developed in accordance with the deliverables and responsibilities listed above.
  - b. Each proposal shall incorporate a detailed program design, including background and context, methodology and work plan.
  - c. Provide a detailed financial cost, mentioning rates and unit costs, broken down by activities and deliverables. Estimated costs/amount is all inclusive.
  - d. Each proposal should contain an organizational profile and a portfolio of previous work done in a similar field for similar organizations, especially on media reporting.
  - e. The organizational profile should include legal identity documents of the organization and programs and projects, past and current with short descriptions.

The completed Eoi should be placed in a plain, sealed envelope and clearly marked: **EXPRESSION OF INTEREST: Service Provider for the Development of Journalists Manual and a Trainers Guide in Print and E-Module** to IOM Nigeria, Lagos sub- Office by **2<sup>nd</sup> April, 2021 in the below address:**

## **To Procurement Lagos**

International Organization for Migration (IOM) Nigeria

1, Isaac John Street, GRA Ikeja, Lagos

**ONLY SHORTLISTED SERVICE PROVIDERS WILL BE ASSESSED**