

**Call for Proposal/ Terms of Reference (ToR)**

Trainer for Two One-Day Trainings on New Technologies, Digital Tools, and Forensics for Investigative Journalism in Zimbabwe

# 1. Background and Context

The media landscape in Zimbabwe faces significant challenges, including limited access to reliable data, constrained resources in newsrooms, and inadequate technological infrastructure. Investigative journalists often lack the tools and skills to leverage new technologies, digital tools, and forensic techniques to enhance their work, particularly in uncovering corruption, human rights abuses, and other critical issues.

To address these gaps, the Voluntary Media Council of Zimbabwe (VMCZ), in collaboration with partner organizations, seeks to conduct a one-day intensive training for journalists. The training will focus on equipping journalists with practical skills in using new technologies and digital tools for investigative journalism, while being cognizant of Zimbabwe’s contextual challenges.

# Objective of the Training

The primary objectives of the training are:

1. To introduce journalists to accessible and low-cost digital tools for investigative journalism.
2. To provide hands-on training on the use of forensic techniques for digital investigations, including verifying data, images, and information.
3. To demonstrate strategies for overcoming Zimbabwe-specific challenges, such as limited data access, resource constraints, and low digital infrastructure.
4. To empower journalists to incorporate digital tools and technology into their investigative work to improve accuracy, efficiency, and impact.

# 2. Scope of Work

The trainer will design and deliver a one-day practical training session that covers the following key areas:

1. Introduction to Investigative Journalism in the Digital Age
   * The importance of technology and digital tools in modern investigative journalism.
   * Contextualizing digital investigations in Zimbabwe: resource and infrastructure challenges.
   * Digital Tools for Data Collection and Verification
   * Overview of free and low-cost tools for collecting, analyzing, and visualizing data
   * Techniques for verifying information, including open-source intelligence (OSINT) tools
2. Forensic Techniques for Investigative Reporting
   * Identifying fake news, manipulated images, and deepfakes.
   * Tools for tracking digital footprints, analyzing metadata, and uncovering hidden patterns
3. Digital Security and Safety for Journalists
   * Best practices for protecting devices, sources, and information.
   * Low-cost tools for digital security, such as encrypted communication platforms
4. Addressing Zimbabwe-Specific Challenges
   * Strategies for investigative work with limited data access and bandwidth constraints.
   * Low-resource tools and platforms that can function in constrained environments.
5. Practical Application and Case Studies
   * Real-world examples of investigative stories that utilized digital tools.
   * Practical exercises for participants to apply tools discussed during the training.

# 3. Deliverables

The trainer is expected to:

* Develop a detailed one-day training program and agenda tailored to Zimbabwe’s context.
* Prepare practical materials, including training slides, toolkits, and case studies.
* Facilitate the two one-day training sessions, ensuring a hands-on and interactive approach.
* Provide a post-training report detailing the outcomes, key observations, and recommendations.
* Share all training resources and tools for participants’ future reference.

**4. Duration of the Assignment** The assignment will include:

* 2 days for training delivery.
* 2 days for preparation, material development, and post-training reporting.

# 5. Required Expertise and Qualifications

The trainer should possess the following qualifications and experience:

* Proven experience in investigative journalism, particularly using digital tools and forensic techniques.
* Strong knowledge of digital tools for journalism, including OSINT and verification tools.
* Experience delivering practical, hands-on training sessions for journalists, preferably in resource-limited environments.
* Understanding of the Zimbabwean media landscape and its challenges.
* Excellent communication and facilitation skills.

**6. Location**

The training will be held in Harare (one full day) and Bulawayo (one full day), Zimbabwe.

# 7. Reporting and Coordination

The trainer will report to the VMCZ Programs Officer and coordinate closely with designated project staff to ensure the training meets expectations.

# 8. Application Process

Interested trainers or organizations are invited to submit a detailed proposal including:

* An outline of the proposed training content.
* A clear methodology for delivering the training.
* A financial proposal, including fees and other costs.
* A CV or portfolio highlighting relevant experience and previous training assignments.
* References from at least two similar training sessions.

**Deadline for Submission**: 31 December 2024: All applications must be submitted by email to mediacomplaints@gmail.com, copying programmes@vmcz.co.zw and director@vmcz.co.zw

# 9. Evaluation Criteria

Proposals will be evaluated based on:

1. Relevance and quality of the proposed training methodology (40%).
2. Trainer’s qualifications and experience (30%).
3. Cost-effectiveness of the financial proposal (20%).
4. References and previous work (10%).

# 10. Contact Information

For any queries related to this Terms of Reference, please contact VMCZ via email, write to mediacomplaints@gmail.com, copying programmes@vmcz.co.zw and director@vmcz.co.zw

**Consultant Application Form-**

**Call:** Trainer for Two One-Day Trainings on New Technologies, Digital Tools, and Forensics for Investigative Journalism in Zimbabwe

Please complete all sections of this form. Attach any additional documents as requested.

**Submission Instructions**

Please email the completed form and all required attachments to [mediacomplaints@gmail.com](mailto:mediacomplaints@gmail.com) by **31 December 2024**.

**Personal Information**

|  |  |
| --- | --- |
| Full Name of Consultant |  |
| Organization (if applicable) |  |
| Address |  |
| Email Address |  |
| Phone Number |  |
| Sex |  |

**Qualifications and Educational Background**

|  |  |  |
| --- | --- | --- |
| Degree/Diploma/Certificate | Institution | Year of Graduation |
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**Relevant Experience**

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| --- | --- | --- | --- |
| Key Areas of Expertise | Previous Relevant Projects | Please briefly describe your role and key outcomes (*Not more than 50 words per key area*) | Reference (Name, Title, Phone Number & Email) |
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**Proposal Outline**

**Approach and Methodology**

Please outline your approach and methodology for conducting the training on New Technologies, Digital Tools, and Forensics for Investigative Journalism in Zimbabwe (maximum 200 words)

**Budget**

Please provide a detailed budget proposal, including fees and any other costs associated with the consultancy

**Declaration**

I declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that providing false information may result in disqualification from consideration.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**