



ToR for LAB on Accessible Information and Journalism

About Activity

As part of the CC4WBs programme, Culture and Creativity Learning Labs are to be developed. They will later act as multipliers of best practice in given topics in the WB region.

One independent expert should **lead a capacity-building training in form of two-day Lab**, as part of the Learning Lab project “**Laboratories on inclusive design and accessible communication**”, implemented by the United Nations Association Albania and Kosovo Glocal, and for beneficiary across the WB region.

Objective

The objective of the capacity-building training will be to transfer high-quality, relevant, current, professional knowledge, share experience and give advice to the project specific target group: five (5) journalists from Kosovo. The **main theme of the LAB is: “Accessible Information and Journalism”**.

The primary objective of the Lab is to provide participants with a comprehensive understanding of the accessible information and sensibilization of the journalist with the topic. The Lab aims to help journalist gain acquired knowledge and provide assistance on the accessibility of their articles.

Key elements to be considered during the Lab:

- **Theoretical and practical tools for Accessible Information and Journalism;**
- **Present an adequate methodology for the laboratory based on the needs of the participants (collected through the pre-assessments provided by the United Nations Association Albania);**
- **Prepare assignments and evaluate the works prepared by the participants during and after the laboratory;**
- **Give support and feedback through one-on-one online meetings with selected participants.**

SCOPE OF WORK

The expert will be responsible for delivering a **Lab on Accessible Information and Journalism**, as part of the activities of the project “**Laboratories on inclusive design and accessible communication**”

The work will be to a high quality, to the project budget limits and compliant with relevant British Council standards.

Main Tasks and Responsibilities

Expert should be responsible for the following activities:

- a. **Design of two-day Lab as part of the capacity building training with the main theme: “Accessible Information and Journalism” (including training materials) (up to 1.5 days preparation)**



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- b. **Lab delivery** (up to 2 days)
- c. **Delivery feedback session through one-on-one online meetings with selected participants** (up to 1 day)
- d. **Producing a short final report after completion of the Lab** (up to 0.5 day)

Deliverables

- Training materials
- Training delivery and feedback session – Lab
- Final report (one page min)

REQUIREMENTS

Experience and Education

The scope of the Expert's mandate defines the ideal profile for the position as including an established competence of potential candidates in the following areas, preferably at the WB or international level:

- Relevant degree (Master level or PhD), e.g. in Journalism, Social Science, or relevant fields related to Accessible Information for blind or visually impaired people or hold a certificate issued by relevant institution for accessible information;
- Relevant working experience in Accessible information and journalism for blind or visually impaired people.

Desirable

- Relevant experience and understanding of the CCI and Media Outlets in the WB region;
- Demonstrable experience in designing and providing training programmes (Face to face and online).

Language and skills

- Excellent Knowledge of English language and communication skills. The Workshop will be held in English language.
- Any knowledge of the local WB languages would be an advantage.

Duration of assignment

The assignment will start in the beginning of March 2024 and end in October 2024. Maximum working days is five (5). Exact dates to be agreed with the relevant project representative.

LOCATION

Lab will take place in Pristina, Kosovo and online.



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