

Terms of Reference

Writing for Children Trainer

Background

For over 90 years, Save the Children has been making a difference in children's lives in more than 120 countries. We are the world's largest independent child rights organisation, underpinned by a vision in a world in which every child attains the right to survival, protection, development and participation. Our mission to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children is an organization for talented people with different backgrounds and perspectives. We are proud that our people are representative of the children we work with and we thrive on our diversity. We are an equal opportunity organisation dedicated to our core values of Accountability, Ambition, and Collaboration. Creativity and Integrity. Our culture is embedded in these values, along with a strong commitment to our Child Safeguarding Protocol, ensuring that all representatives of Save the Children demonstrate the highest standards of behaviour towards children both in their private and professional lives.

In order to ultimately improve literacy acquisition and learning outcomes in Rwanda, Save the Children's Rwanda Children's Book Initiative (RCBI) vision is to get 'more children reading more and better books'. In particular, the Initiative aims to increase the availability of high quality Kinyarwanda books in the country and create a national culture of reading.

Consultancy Objectives

RCBI supports the publishing industry to produce high quality, age appropriate, Kinyarwanda children's books with a focus on ages 0 to 9. In order to create a varied range of quality books, the local publishing industry needs strong and passionate writers who understand specialized techniques that are used when writing for children. This consultancy seeks to identify a professional capable of building the capacity of local aspiring authors to develop strong and practical skills and knowledge in writing for children.

Scope of Services

The consultant shall ensure the completion of the following activities in accordance with the terms and conditions of the consultancy contract:

I. Facilitate a Writer's Retreat for adult authors

- Develop a contextualized Introduction to Writing for Children training curriculum for local authors that targets specific skills development such as writing for different ages, plot and story development, use of tension and humour, character development, etc.
- Deliver a three-day training based on this curriculum. The retreat is likely to take place in Kibuye.
- Submit a complete training report

II. Facilitate a Children's Writing Camp

- Develop a contextualized Children Writing for Children training curriculum for young aspiring authors. The training will target specific skill development such as story writing techniques, the elements of a quality children's story, how to write an effective and funny children's story, etc.
- Deliver a five-day training for upper-primary level students based on this curriculum. The camp will likely take place in Kigali.
- Submit a complete training report

Methodology

- The consultancy will involve two streams of work that require the consultant to use his/her experience in Rwanda to develop curriculum to build the capacity of both children and adult authors. Each of these activities will be documented in a brief report describing the work undertaken and the progress or challenges encountered.
- The reference point within SCI will be the RCBI manager with expected collaboration with RCBI Coordinator and the RCBI Publishing Officer.

Duration of role

The consultant is expected to train for a total of 8 days. Additional days required for the development of the curriculum will be determined by the consultant and included in the proposal submitted. Proposed dates for trainings are:

- The Writers Retreat: 25th to 27th November, 2015
- Children's Writing Camp: 1st to 5th December, 2015

The training outline should be submitted by Monday, 23rd November 2015. The consultant will also submit the report in a period of 30 days after the completion of the training.

Key selection criteria

- Degree in literacy, education or creative writing
- Proven experience delivering trainings to new and established writers, particularly in East Africa
- Experience in facilitating writing workshops with children
- Knowledge of Save the Children and its internal processes will be beneficial but is not essential

- Knowledge of the Rwandan book industry
- Fluency in spoken and written English, fluency in spoken Kinyarwanda preferred

Payment details

- Payment will be in accordance with a detailed budget breakdown as submitted through the proposal, and invoices will be expected from the consultant prior to payment

Application specifications

Candidates interested in the position will be expected to provide the following documentation:

- Detailed response to the ToR, with a specific focus addressing the scope of work, methodology to be used and suggested training outlines.
- Initial work plan based on methodology outlined, and availability of applicant
- Company profile or CV including a minimum of 3 references
- Detailed budget breakdown based on expected daily rates and initial work plan

Application specifications

To register interest in this consultancy, please send the following documentation to:

HR-Rwanda@savethechildren.org specifying '**Writing for Children Trainer Consultant**' in the subject line.

- Cover Letter
- Curriculum Vitae, including contact details for a minimum of 3 references
- An estimated work plan based on scope of services outlined
- Budget breakdown based on expected daily rates (gross) and initial work plan

Applications close on 23rd October 2015

We work with children, communities and governments all over the world and we believe in the right person for the job regardless of where you come from and how you identify yourself. We need to keep children safe so our selection process reflects our commitment to ensuring that only those who are suitable to work with children are considered for these posts. All successful applicants will therefore be required to provide a Police Clearance and must sign onto our Child Safeguarding Policy and organizational Code of Conduct.