Mentoring and Assessment Coordinator
Flood Crisis Information Project
Terms of Reference

Job Title: Mentoring Coordinator (FCIP)
Department: Humanitarian Information Project (FCIP)
Report To: Project Manager,
Based in: Either Sindh or Punjab
Start Date: TBC
End Date: TBC
Duration: 5 - 6 months (approx)

SUMMARY: Responsible for managing a team of mentors who are working with local journalist, editors and newsroom staff in all aspects of radio production for reporting on health issues for people affected by the floods and living in Sindh and Punjab. Coordinate and implement the monitoring and evaluation of the project.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Works under the supervision of Project Manager, Humanitarian Information Project (FCIP)
- Oversee the day to day activities of the field based mentors
- Ensure the mentoring program maintains high journalist standards
- Develop and approve work plans with individual mentors of upcoming activities
- In consultation with Project Manager, liaise with radio station management to ensure individual journalists are available for reporting
- In consultation with Project Manager, liaise with radio station management ensure programs are delivered for broadcast to partner stations
- Assist radio station in producing additional programming, such as call in segments, on health issues related to the floods
- Provides advice on scripts to ensure they are of a high journalistic standard and meet the program’s objectives.
- Work in field with reporters and provide mentoring to improve their reporting abilities and quality of stories.
- Provide feedback and advice to mentors, journalists and radio station staff on individual reports and overall program in terms of program quality and humanitarian content.
- In consultation work with key radio program staff assign stories to reporters, coordinate with/guide journalists in production of radio reports/stories.
- Conducts detailed discussions with reporters on story ideas and provide mentoring and technical assistance to reporters in production of radio programs
- Provides timely feedback to reporters on stories and fulfills role of program anchor when required.
- Identify ongoing training needs for all journalism staff on project.
- In consultation with Production Manager, arrange and conduct at least two dedicated training activities to reporters, producer and newsroom staff
- Ensures high journalistic and technical standards are met in program production.
Ensures radio reports are focused on the overall aims of the project. These include producing reports on the humanitarian response to the floods and other important humanitarian issues facing the affected population.

Ensures reporters’ work meets highest journalistic standard in line with project’s editorial policies.

Comes up with new program development ideas and keep improving the quality of programs

Meets regularly with the HLO to discuss and develop story ideas generated from the close contact with humanitarian community and their activities

Travels to field to oversee production of reports and stories.

Provides feedback on program activities for monthly and quarterly reports

Is available for staff, management and other meetings when required.

Be responsible for all aspects of data collection and report writing of radio story of project output

Provides weekly written reports of output and is involved in monitoring and evaluation of project.

**Feedback mechanisms.**

- In consultation with the Project Manager design, and implement a baseline survey on the information needs and information access in project area
- Analysis and write up findings from baseline survey
- Manage and conduct ongoing impact assessment of project though focus and listener groups
- Write reports and make recommendations on the program effectiveness from these impact assessments

**QUALIFICATIONS:**

- Advanced journalism degree
- At least three years' experience in radio journalism at producer and production management level.
- Demonstrated awareness of humanitarian relief issues and systems.
- Demonstrated awareness of local socio-political and media issues and needs in project areas
- Demonstrated ability to coordinate, mentor and manage a teams of journalists and production teams, operating in different/difficult locations.
- English and Pashto language required. Further relevant language skills a distinct advantage.
- Ability to use field and studio equipment and online tools.

**ADDITIONAL REQUIREMENTS:**

- Absence of hindrances to working with radio equipment or computers (vision, coordination, etc.).
- Availability to work on an irregular schedule or taking long business trips to challenging areas.