Terms of Reference

Facilitation Consultant required for virtual Hackathons

May - July 2021

1. The Organisation

Raleigh International is a youth-driven organisation supporting a global movement of young people to take action. We want a fair, inclusive, and green world where young people confront the planet’s most urgent crises. We exist to ignite youth-led action that creates solutions to the world’s most urgent problems. But while young people demand change now, they do not always know how to take action. We support young people by connecting them with the skills, networks, platforms and experiences to lead action on the change they demand.

We are creating a generation of young leaders who are taking action now. We work globally to promote the role of young people in decision making and civil society, creating meaningful youth employment and enterprise, protecting vulnerable environments and combating climate change, and ensuring the right to safe water and sanitation.

2. The Project

Raleigh International is seeking a consultant to design and facilitate six online hackathons in partnership with a corporate partner.

Collaborating with a global healthcare company, Raleigh International are delivering the hackathons as part of the corporate’s One Young World programme, developing future leaders and working towards meeting the global Sustainable Development Goals (SDGs). The vision of this programme is to increase the capacity of two youth-led civil society organisations and two youth-led social enterprises to address health, zero waste, and youth employment challenges. The programme will provide a platform for young people currently working on pioneering social and environmental change projects around the world, to address barriers they face to scaling or maximising the impact of their ideas. This will be achieved through youth-led collaborative innovation hackathons, where selected delegates of their One Young World programme, selected external One Young World scholars and young people involved with Raleigh International projects pool skills, knowledge and experience to offer solutions to defined project problems. Providing a platform away from their projects to discuss their ideas with others will foster a global, creative and innovative environment which lends itself to ideas and solutions.

Short term outcomes (STOs) are:

- 80+ young people with increased capacity for innovation and tackling complex problems
- As a result of innovations generated, one youth-led civil society organisation has increased capability to improve the enabling environment for sustainable youth livelihoods in Nicaragua.
• As a result of innovations generated, one youth-led civil society organisation has increased capability to increase the numbers of people who reduce, reuse and recycle plastics in Nepal.

• As a result of innovations generated, two youth-led social enterprises have increased capability to scale the impact of their health focused enterprises in Tanzania.

The global Sustainable Development Goals this programme will support are: SDG3 (Good Health and Wellbeing), SDG8 (Decent Work and Economic Growth), SDG10 (Reduced Inequality) and SDG12 (Responsible Consumption and Production).

The Hackathons will be delivered online via Zoom and will take advantage of the breakout room feature to facilitate maximum engagement and an enriching experience for all participants.

This will be a 100% remote role with no requirement to travel and no expenses anticipated.

The consultant role is framed as a maximum eight-day commitment. The day rate for this role is set at: £250/day

3. Deliverables and dates

The consultant will assume overall responsibility for planning and delivering the Hackathons. We expect them to produce the deliverables outlined below.

The consultant will primarily work with the Project Manager and report to them.

The consultant must be available on the hackathon dates indicated below.

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Deliverables</th>
<th>approx. number of day(s)</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design the Hackathon agenda and activities in consultation with RI</td>
<td>1x overall framework (one document including the agenda, innovation framework, activities) and associated documentation for planned activities.</td>
<td>2-3 days</td>
<td>05 May 2020</td>
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<tr>
<td>Attend briefing with PM</td>
<td>n/a</td>
<td>&lt;0.5 days</td>
<td>n/a</td>
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<tr>
<td>Attend Team briefing</td>
<td>Brief the team on the proposed hackathon plan and roles. Dates TBD</td>
<td>&lt;0.5 days</td>
<td>n/a</td>
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<tr>
<td>Attend preparation &amp; briefing sessions X3</td>
<td>Prior to each hackathon the Consultant will attend three virtual calls to meet with the Raleigh International participants and provide feedback on their presentations (overview of problem). Dates TBD</td>
<td>1 day</td>
<td>n/a</td>
</tr>
<tr>
<td>Run Hackathons X6</td>
<td>Facilitate 6 four-hour hackathons. Hackathon 1 – Tuesday 18 May 15:00-20:00</td>
<td>3 days</td>
<td>n/a</td>
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</tbody>
</table>
Hackathon 2 – Friday 21 May 01:00-05:00
Hackathon 3 – Tuesday 15 June 08:00 - 11:00
Hackathon 4 – Thursday 17 June- 11:30 – 15:30
Hackathon 5 – TBD (w/c 12 July)
Hackathon 6 – TBD (w/c 12 July)
(all times are in GMT)

De-brief and provide feedback | Attend de-brief calls (or via email) after each hackathon and provide a summary report of the hackathons. | 1.5 days | Summary report - Monday 2 August

4. Consultant specification

- Group Facilitation Experience:
  - Demonstrated experience in planning and designing participatory workshops with engaging facilitation methods and activities
  - Demonstrated experience of designing and delivering online workshops and/or Hackathons
- Understanding of innovation, design thinking methods, and hackathon approaches
- Demonstrated high awareness and practical and inclusive facilitation skills in working in multicultural and multi-lingual workshop settings
- Experience of working on corporate skills-based volunteering programmes
- Experience of working with young people is desirable
- Fluent in written and spoke English
- Language skills in Kiswahili, Nepalese or Spanish is desirable

5. Application process

We invite interested consultants to submit the following application documents:

1. A copy of your CV
2. Expression of interest letter, no longer than one page including examples of previous online workshop experience and responses to the following questions:
   a. What is your facilitation style?
   b. How would you approach the design of an online hackathon, please include details of your approach and style?

The deadline for applying is midnight on Wednesday 14 April 2021 (GMT)

Please email your applications to the Project Manager: Alessandra Wayman sbv@raleighinternational.org

Interviews will be arranged if considered necessary.