



INTEGRATED DISABLED WOMEN ACTIVITIES

Plot 10, Jalum Road, Northern Division, Iganga Municipal Council,
P.O. Box 556, Iganga, Uganda, East Africa, Tel: +256 772 449 270,
E-mail: idiwa2009@gmail.com, Website: www.idiwaug.org, Facebook: IDIWA NGO, Twitter: IdiwaNgo

TERMS OF REFERENCE FOR TRAINING ON VIRTUAL MEETING/CONFERENCE

1.0 Background

Integrated Disabled Women Activities (IDIWA) is a voluntary, not for profit non-governmental organization established in 2000 purposely to empower Women, People with Disabilities and other vulnerable groups to maximize their potential and improve their standard of living through Economic Empowerment and Livelihoods, Human Rights and Good Governance, Community Based Rehabilitation, Health and Reproductive Rights, and Education. IDIWA visualizes an inclusive society in which human rights; citizenship and potential of Women, People with Disabilities, and other vulnerable groups are respected.

IDIWA is focused on empowerment of Women and Girls with Disabilities (WGDs) by advocating for improved access to services, resources (ownership and control), participation in democratic and governance processes, economic opportunities and respect for their human and health rights. This is done through training, advocacy, lobbying, and networking and by involving community members because ideas are generated from them.

Advocating for the realization of human rights of persons with disabilities is an essential part of the work IDIWA does and it is also part of a wider component of our advocacy work to accelerate access to disability friendly SRH services by Women and Girls with Disabilities.

2.0 Justification for Virtual Conference

Currently, IDIWA depends on emails to communicate as well as organising physical meetings with her staff and partners.

Technology is advancing rapidly; participants can now join with ease and access live online meetings and events from their computers over the internet in various locations, remotely and in real-time face-to-face, without physically getting together in a conference room through virtual conference. In addition to the live events, virtual conference includes discussion fora, networking opportunities, a conference resource center, the ability to search for and chat with other conference participants, and other features. All of these are specifically designed to give virtual participants the same opportunity to get the same meeting experience as onsite attendees.

This reduces travel-related costs and enhances productivity through faster decision making due to reduced communication constraints. The virtual conferencing technology is also expected to facilitate meetings between IDIWA staff and Board member, and development partners from their various locations.

IDIWA would, therefore, seek to hire a competent Consultant to train her staff on how to use the different virtual conferencing technologies for effective communication.

2.1 Objectives of the Consultancy

- a) To deliver better user experience in virtual meetings by enabling participation in IDIWA-initiated video conferences from anywhere at any time - regardless of the audio/video conferencing tool, device or user interface - in order to promote expanded use of virtual meetings in the interest of productivity gain, and more efficient meeting practices
- b) To provide training on how to use video teleconferencing tool for effective collaboration.
- c) To provide training on how to use web conference for effective communication.

3.0 Scope of Work

- a) Identifying, installing and configuring current video conference software e.g. Skype, Zoom, etc. The consultant will work with the Communication's Officer and ensure that IDIWA computers have the required hardware resources to install the different video conference software as well as administrative privileges to configure them
- b) The Consultant will train staff on the different virtual meeting/conference technologies i.e. video conference, video teleconference, and web conference
- c) The consultant will develop a proper documentation of the training and deliver it to IDIWA

4.0 Submission of Proposals

Interested consultants are invited to submit technical and financial proposals that should include the following:

- Consultant's Curriculum Vitae (CV) (where more than one consultant will be involved, clearly indicate the overall lead consultant)
- Experience in similar works
- Suitability to undertake the assignment
- Methodology and Timeframe
- At least 2 references whom IDIWA may contact directly
- Commitment to undertake the assignment during the months of June, 2020
- Proposed budget for the assignment

5.0 Timeframe

The activity will take not more than one week including training and system set up.

6.0 Location:

The training will be held at a place prepared by IDIWA team including refreshments and facilitation of participants.

To apply to undertake this task, please use the following email: idiwa2009@gmail.com.
Proposals should be addressed to the **Executive Director, Integrated Disabled Women Activities**, not later than May 22nd 2020 at 5pm.