

TERMS OF REFERENCE FOR DESIGN AND DELIVERY **OF IDEA VIRTUAL CAMPUS OCTOBER 2020**



About IDEA: IDEA, the Irish Development Education Association, is the national network for Development Education in Ireland and a leading voice for the sector. We represent members involved in the practice, promotion and advancement of Development Education (DE) in formal, non-formal and informal settings. Together we work to strengthen DE in Ireland and to raise awareness of the crucial role of DE in achieving an equal, just and sustainable future.

Development Education (DE) is an educational process which enables people to understand the world around them and to act to transform it. DE works to tackle the root causes of injustice and inequality, globally and locally to create a more just and sustainable future for everyone. In Ireland DE is practised by a range of actors, from International Development NGOs, to Domestic NGOs, to Educational Organisations, and Individuals. It takes place across a wide range of formal, non-formal and informal settings, and involves learners of all ages.

Background to the Virtual Campus

IDEA runs an in-person day-long annual conference each year. In 2020 we planned to follow the conference with a 2-day Summer School for our members to come together to strengthen their knowledge and skills on a specific topic, as well as share learning and connect as a network. Due to the Covid-19 pandemic our annual conference and Summer School need to be transformed into an online event. We wish to run a virtual campus during 2 weeks in October (from 5 October) consisting of 3-4 sessions of 2-3 hours each during that period. The theme is currently being developed and the main target audience is IDEA members, practitioners in DE, civil society and key stakeholders such as policy makers. We also envisage that the participants would be supported to engage with the theme through asynchronous tools before, during and after the event.

Objectives of the event (still in draft form)

- Create a space for learning and exploration of the seismic changes taking place locally and globally during 2020
- Reaffirm the role of DE in this time of seismic change
- Celebrate DE and work of the sector
- Motivate members and strength our network
- Amplify IDEA's and our member's work by reaching key external actors (policy makers, political parties, influential civil society figures, etc) and audiences (other civil society, interested individuals)
- Strengthen DE's partnership within and beyond civil society
- Inspire action & co-create shared actions/campaigning based on the sectors asks of policy makers (IDEA's 'Vision 2025' process)

Elements to include in the Virtual Campus

- Keynote speaker(s) for opening and closing plenary sessions
- Panel sessions with a number of inputs/speakers
- Breakout sessions
- Workshop or skills-based session(s) possibly led by our members
- Artistic performance(s) or cultural session
- Social session e.g. a campfire

Purpose of the Role

IDEA is seeking an experienced online event organiser to assist us in the design and delivery of the IDEA Virtual Campus in October 2020. The successful candidate will coordinate the overall design of the online architecture and manage the hosting of the event to ensure a successful event and seamless participant experience.

Tasks/Outputs

- To meet regularly with the IDEA team to design the event and specific elements
- To set up a registration process for the online conference (i.e. via Google Docs, Eventbrite, etc.)
- To develop the design of the sessions in collaboration with IDEA staff
- To input into supporting documents for the event including a plan to disseminate to participants
- To manage online sessions (from a technical/host aspect) and participants' online activities
- To include participatory elements to allow for brainstorming and wrapping up of the exchanges among the participants, including discussion groups, live chats, and polls. Participatory methods that are adapted to an online seminar environment should be applied
- To support session chairs & facilitators to: engage participants i.e. pose reflection questions to participants based on seminar speakers' input, to make summaries of online discussions and queries, and to implement polls or support decision making processes during the online event
- To ensure session chairs & facilitators are informed of relevant content and developments from other sessions
- To develop a 'brief lessons learned' report from running the Virtual Campus including input from an evaluation survey of participants at the end of the event in agreement with IDEA
- To develop a documentation of the events. The type of documentation will be agreed with IDEA.
- To ensure appropriate recording of the entire event

Timeline

We expect the tasks to take 10-12 working days during August, September and October.

Person Specification

- Experience in design and delivery of online events including conferences, webinars, panel discussions – both synchronic and asynchronic elements
- Demonstrated experience in design and/or delivery of educational sessions online
- Experience in the use of relevant online platforms and applications to design a positive user experience
- Demonstrated knowledge of or experience of Development Education

How to apply

Please submit your CV, and a letter of interest outlining a proposed methodology for the work to be carried out including number of days and fee to communications@ideaonline.ie with 1-2 referees (including telephone numbers) by 5:00pm Monday 20 July 2020. Please contact us at the same email address if you would like further information.

Irish Development Education Association

6 Gardiner Row, Dublin 1

01 8788480, Website: www.ideaonline.ie