BBC MEDIA ACTION

Scope of Work for Freelance Country Trainers

Online Lifeline training in Rwanda, Burundi, the Republic of Congo and Angola

Regional Ebola Risk Communication and Media Engagement Support

5 November 2026

A. Background

Africa CDC, the public health agency of the African Union, is supporting the regional response to the Bundibugyo Ebola outbreak in the Democratic Republic of the Congo (DRC) and Uganda, and preparedness in 11 at-risk countries. The response needs accurate, trusted and locally relevant public information, especially where people move across borders, where there is insecurity or displacement, and where misinformation, stigma and low trust in response teams discourage early reporting and care.

Under Africa CDC's World Bank-financed communications workstream, BBC Media Action will implement activities over a six-month period, from 25 October 2026 to 24 April 2027. The project supports the media to report accurately on the outbreak through audience research, Lifeline Communication training in 13 countries, support to local media in the DRC and Uganda, public-interest content and a podcast for Africa CDC. It complements Africa CDC's separate regional campaign and paid media work.

B. Purpose

Lifeline Communication is part of preparation for, prevention of and responding to emergencies. For this project, it means using communication to help populations affected by or at risk of the current outbreak of Bundibugyo Virus (Ebola) to prevent transmission of the virus, reduce the spread of misinformation, reduce stigma and harmful action, act early and appropriately in response to possible exposure to the virus, contact tracing and to signs and symptoms of potential Bundibugyo Virus Disease or other serious illnesses, engage positively and voluntarily with community health workers and vaccine programmes when they occur, and manage daily life and life events during the outbreak.

Freelancers will be engaged to provide on-the-ground support in one country (one per country) to implement the Lifeline Communication training. Working with the training lead and project manager, the consultant will participate in an on-line 'training of trainers' for Lifeline Communication, identify participants for the Lifeline Communication training, and liaise with relevant government departments to support national ownership of the training implementation and outcomes, lead agreed sessions of the training and manage the training logistics.

C. Responsibilities

Participants and government engagement

- In agreement with the project and training leads, identify and invite up to 25 participants: at least half journalists from traditional and newer media, and the rest responders from government and non-government organisations.
- Engage the ministry of health and other relevant government departments, such as information and disaster management, from the start, so that they help select participants, contribute participants, contribute speakers if needed and take forward the follow-up after the training.
- Link the training to the country's Ebola preparedness and risk communication coordination structures.

Training

- Take part in a 'training of trainers' orientation session on the curriculum and online delivery with the training lead.
- Adapt examples, case studies and materials to the country context and language, using the country audience brief.
- Lead agreed sections of the training and co-facilitate the others with the training lead.

Logistics

- Organise the online platform, connectivity support and data for participants, and where useful a venue where participants can join together.
- Share materials with participants in advance and arrange interpretation where needed.
- Keep attendance records and manage logistics within the agreed budget, with receipts.

Reporting

- Write a brief training report covering attendance, pre- and post-workshop results, participant feedback and agreed follow-up with government partners.

D. Outputs and Timeline

Output	Due
Participant list, with organisation, role and gender, agreed with the training lead	Two weeks before the training
Engagement with the ministry of health and other government departments	Before the training
Country-adapted examples and materials	One week before the training
Logistics plan and budget	Two weeks before the training
Online training delivered	7 to 19 December 2026, on the date agreed for each country
Training report and expense records	Within one week of the training

E. Working Arrangements

Reports to	• Training lead • Project lead
Works closely with	• Ministry of health and other relevant government departments • Research Team • BBC Media Action team
Period	16 November to 23 December 2026
Level of effort	Approximately 5 days depending on training and country needs
Location	One of Rwanda, Burundi, the Republic of Congo, or Angola

A. Profile

- Experience training journalists or health communicators, ideally in health emergencies.
- Good working relationships with the media and government in the country.

- Fluency in English and the training language (French or Portuguese) and relevant local languages.
- Experience organising online events and managing small budgets.

If interested, please send your Resume/ CV to:

lynn.morris@ke.bbcmediaaction.org

emmanuel.kayongo@ug.bbcmediaaction.org