

**Terms of Reference for technical support  
for the creation of the second series of *sex positiv iTea* with YSAFE**

[YSAFE](#) (Youth Sexual Awareness for Europe) is the network for people aged under 25 who are volunteers in the IPPF European Network's national member associations. YSAFE aims to lead and empower a network of young champions to educate and advocate for sexual and reproductive health and rights (SRHR). Members have a particular expertise in comprehensive sexuality education (CSE) and are first and foremost active in their national organizations. They come together in YSAFE's international spaces to share experiences, build new tools and skills and advocate for young people's needs within IPPF and outside of it.

YSAFE is led by an elected Steering Committee of five young people. This SC are supported by dedicated staff at the IPPF EN Regional Office to plan and deliver annual activities in order to reach the goals set out in YSAFE's multiannual strategy.

**Completing the second series of *sex positiv iTea* with YSAFE**

***Context as of September 2022***

YSAFE created its [first podcast series](#) during the first year of the Covid crisis. The content for the second series, which is focused on questions around gendered experience and gender equality, is now under development. Pairs or teams of volunteers are developing scripts for 12-15 episodes in English. Most of them have not worked on a podcast before.

Each episode will be in the form of a conversation between 2-3 YSAFE volunteers and 1-2 additional guest(s). Most volunteers will have been provided with a good amateur standard microphone for the purpose of doing their recordings.

YSAFE is seeking to hire a consultant to provide technical support to these volunteers during the recording phase, to edit their raw recordings into publishable podcast episodes, and to collaborate with them to develop an intro and outro to be used on every episode of the series.

We will provide paid access to Adobe Audition for the duration of the process.

***Tasks and deliverables***

This consultant will undertake all the technical work required to capture adequate-quality raw recordings and turn them into a cohesive series of podcast episodes.

The consultant's tasks will include:

- Supporting the volunteer team to record their content, including providing technical guidance beforehand
- Editing the recordings of their conversations into 12-15 coherent episodes of between 20-30 minutes
- Create a new "jingle", introduction and outro section that can be used to frame each episode

- Joining around 4 calls with the volunteer team, the YSAFE Steering Committee and the IPPF EN Youth Unit to make key decisions and preparations throughout the process
- Desirable: providing a one-off training (one afternoon) to a small group of YSAFE volunteers on how to edit an episode

### **Timeline**

We expect this consultancy to take around 11 working days.

<b>Deliverable</b>	<b>Expected deadline date</b>
Review previously used recording guidance from season 1 and provide an updated document that volunteers can use as a quick-reference guide to making a quality recording; join a group call to explain your recommended process to them	Week of 26th September
Support the recording process for 12-15 podcast episodes, joining the calls on which volunteers are completing their recordings if necessary	26th September – 31st October
First version intro/outro elements	20th October
Second version of intro/outro elements following volunteer group edit suggestions	31st October
Desirable: provide a one-off training (one afternoon) to a small group of YSAFE volunteers on how to edit an episode	31st October
Deadline for final edited version of all 12-15 episodes of between 20 and 30 minutes' length (we expect these to start coming in earlier as we will publish on a rolling basis)	15th November
Deadline for final version of all episodes incorporating edit suggestions	30th November

### **Consultant profile**

Required :

- Previous experience in technical work on podcasts, whether paid or unpaid
- Skills for audio editing in Adobe Audition or equivalent software
- Previous experience creating participatory processes with youth volunteers
- Understanding of IPPF's strategy and YSAFE's missions
- Fluency in English

Desirable but not mandatory:

- Experience of youth work in the field of sexual and reproductive health and rights
- Good Russian listening skills (we may have some additional episodes recorded in Russian)
- Age under 30

### ***Supervision***

The consultant will work in close collaboration with the YSAFE Steering Committee and the IPPF EN Programme Advisor for Youth, Catherine Bailey Gluckman

### ***Application***

Applicants are requested to send

- a plan for how they would undertake the work,
- a CV or letter explaining how their experience qualifies them for it,
- including links to previously produced podcasts and/or other similar work,
- and a fee offer

to both Catherine Bailey Gluckman ([cbgluckman@ippf.org](mailto:cbgluckman@ippf.org)) and the IPPF EN Youth Lead Drashko Kostovski ([dkostovski@ippf.org](mailto:dkostovski@ippf.org)) by 08:00 CEST on the morning of Monday 19th September.

### ***Safeguarding***

The consultant will be expected to sign and adhere to IPPF's code of conduct and safeguarding on signing the contract. As per our policy on the protection of children and vulnerable adults, they may also be required to undergo a criminal record check.