



Terms of Reference (ToR) Facilitator: CADE Youth Voices for Digital Rights – Training Series

Fee: €6,000

Timeline: August – November 2025

Languages: English (with support for multilingual interpretation from the Forus pool of interpreters: French, Spanish)

Background

The [Civil Society Alliances for Digital Empowerment \(CADE\)](#) project, co-funded by the European Commission, supports civil society engagement in internet governance and digital policy. As part of this effort, CADE partner [Forus](#), in partnership with Karisma, is co-leading a global [Youth Voices for Digital Rights multimedia advocacy programme](#). The programme strengthens the voice, visibility, and impact of young digital rights advocates from across the globe—particularly those from historically marginalised communities.

Following in-person engagement at regional forums, the programme includes a series of online workshops to equip 10–15 selected youth advocates with knowledge, skills, and tools to co-create multimedia content, engage in relevant digital policy spaces, and collaborate across regions and generations.

Objectives of the Assignment

The facilitator will design and lead a **series of 6 virtual training workshops**, to:

- Build participants' understanding of digital rights, Internet governance, and storytelling.
- Support youth-led co-production of multimedia advocacy content (10 documentaries).
- Support inclusive, cross-regional peer learning and collaboration.
- Guide the development of a **Youth Digital Rights Manifesto**.

- Prepare participants for effective engagement in global digital policy spaces.

Scope of Work

The selected facilitator will:

Design and Facilitate 6 Online Sessions (August–November 2025):

Each 90-minute workshop will be designed around CADE programme themes and adapted to youth engagement practices. Indicative dates and themes (exact dates to be confirmed) include:

- **Foundations of Internet Governance and Digital Rights** (end of August 2025)
- **Storytelling for Digital Advocacy** (end of September 2025)
- **Youth Policy Engagement & Manifesto Creation** (end of November 2025)
- **Sessions 4–6. Thematic or Peer-Led Follow-Up Workshops** to deepen knowledge and collaboration – especially on the documentaries and the Manifesto. **With one last Global session to present results foreseen in mid-December 2025.**

Facilitator will be expected to:

- Prepare workshop outlines, presentation slides with CADE and Forus branding, and interactive activities.
- Lead facilitation in an inclusive, engaging, youth-friendly and participatory format.
- Forus team will support and coordinate with interpreters (simultaneous interpretation in EN/FR/ES).
- Support breakout groups or peer sessions , including language- specific groups with support from the Forus team.

Support Youth-Led Outputs:

- Provide coaching or guidance in between sessions as needed (by email).
- Help guide the development of the Youth Digital Rights Manifesto together with Forus, and/or CADE team.
- Provide input on alignment between workshop discussions and the co-produced multimedia content.

Collaborate with Forus and CADE Team:

- Coordinate closely with Forus to align content with CADE programme goals.

- Participate in at least 3 planning and coordination meetings (kick-off, mid-series, final review)
- Maintain regular communication with the Forus focal point via email or chat
- Submit session plans one week prior to each session for feedback
- Incorporate feedback from Forus and CADE partners in the design and facilitation of sessions
- Collaborate with the communications team to ensure effective documentation and visibility of outcomes

Deliverables

The consultant is expected to deliver the following outputs in close coordination with the Forus and CADE teams:

1. Workshop Design Plans

- Prepare and submit session plans, slides, and materials
- **Due before each session (rolling):**
 - Workshop 1:** by **August 20, 2025**
 - Workshop 2:** by **September 15, 2025**
 - Workshop 3:** by **October 10, 2025**
 - Workshops 4–5:** to be scheduled based on needs, no later than **November 25, 2025**
 - Workshop 6** – Global workshops open to externals to present multimedia products and Manifesto (first draft) - **mid-December, 2025.**

2. Facilitation of 6 Online Workshops

- Lead 6 online training sessions (90 mins each)

3. Session Follow-Up Notes

- Submit Notes and 2-3 paragraph reflection after each session that is also suitable to external audiences with highlights from presentations and discussions.
- **Due within 3 days after each workshop**

4. Support for Youth Digital Rights Manifesto

- Guide the co-creation process of a youth-led digital rights manifesto
- Draft summary inputs based on emerging themes from sessions
- Collaborate with Forus and CADE to ensure alignment with participants' contributions

Ongoing throughout workshops

- Provide structured feedback on the final version
 - Final support session and feedback by **November 25, 2025**

5. Light-touch Coaching Support

- Be available via email between sessions (no fixed due date)
- **August–November 2025**

6. Final Summary Report

- 3-4 page synthesis of workshop outcomes and lessons
- **Due by: November 30, 2025**

Profile and Qualifications

The ideal facilitator will have:

- Proven experience facilitating virtual, multilingual trainings with youth and civil society groups.
- Strong understanding of internet governance, digital rights, and storytelling.
- Experience in intersectional, inclusive approaches to advocacy and pedagogy.
- Ability to work across cultures and time zones.
- Fluency in English with working knowledge of one of more languages such as Spanish, French.
- Experience co-creating youth-facing content or multimedia outputs is an asset.

Budget

- **Maximum budget: €6,000 (EUR) VAT included**
This includes design, preparation, facilitation, delivery, coaching and follow-up work for all 6 workshops, and final reporting.

Application Process

Please submit your expression of interest, including:

- CV or portfolio
- Short cover letter outlining relevant experience and technical approach to be used.
- Link to relevant previous materials or sample facilitation work (if available)
- Financial offer

Send to:

Bibbi Abruzzini – bibbi@forus-international.org

Deadline: August 25, 2025