

## Terms of Reference for Radio Show Co-Host Consultant

### Job Description

<b>Official Job Title:</b>	Radio Show Co-Host Consultant	
<b>Duty Station:</b>	Monrovia, Liberia	
<b>Contract Duration:</b>	One Year	
<b>Start and End Dates:</b>	October 15 <sup>th</sup> 2021	October 14 <sup>th</sup> 2022

The consultant will support Landesa to implement the terms of the tripartite agreement. In close consultation with the Liberia Office, the consultant will regularly engage with the Liberia Land Authority (LLA) and Liberia Broadcasting System (ELBC) to ensure compliance to the agreement. The consultant will also serve as co-host for the “Land is Life” radio show and work with the radio co-host to carry out all supporting activities to keep the show running.

### Background

Landesa is an international nonprofit, founded in 1981, and dedicated to ending global poverty by securing land rights for the world’s rural farmers. Landesa has worked in over 50 countries throughout the world, with a home office in Seattle, WA, and field offices in China, India, Liberia, Myanmar and Tanzania. The organization is widely supported by partners, including NGOs, foundations, donor agencies (USAID, World Bank, etc.), world leaders, educational institutions, and individual supporters throughout the world. Landesa is known for its advancement of pro-poor, gender-sensitive land rights reforms that have helped alleviate poverty, reduce hunger, and ease conflict over land for more than 180 million women and men.

Landesa is implementing Land Rights for Sustainable Development in Liberia with primary focus on supporting customary communities to obtain legal rights to their land. In support of this goal, the Liberia Office entered into a tripartite agreement with the Liberia Land Authority (LLA) and the Liberia Broadcasting System (ELBC) to create publicity of the Land Rights Law and the work of the LLA supporting customary land formalization as well as awareness on Landesa and other NGOs working on Land reform in Liberia.

### Main Responsibilities

- Serving as co-host on the weekly radio program, “Land is Life.”
- Working with Landesa and the LLA to identify guest for the radio show.
- Working with co-host, the LLA and Landesa to identify topics and studio guest for the program.
- Conducting regular follow up with the Liberia Land Authority and gather information on their current activities to update content on the social media page.
- Liaising with the LLA Board of Commissioners, Forestry Development Authority and other relevant agencies and land coalitions to identify content and guest for the “Land is Life” Radio show.
- Serving as the resource person on the Land Rights Law on all the radio programs.
- Supporting the co-host to develop content for community radio stations relaying the show.
- Working with co-host to update the Land is Life Facebook page
- Working with co-host to develop and modify jingles for the radio program.
- Conducting monitoring of community radio stations to ensure they are playing pre-recorded shows.
- Maintaining regular contacts with community radio stations to track performance and receive feedback.
- Managing the Land is Life Social Media Pages.

- Working with co-host to hold outreach programs in communities.
- Performing other functions as needed that will help the radio show succeed.
- Working with Finance and HR to procure hard drives and CD drives for recording of show.
- Obtaining copies of the CD from ELBC and share with Landesa and the LLA.
- Working with Finance/HR to do timely quarterly payments to ELBC.

### **Reporting and Work Relationship**

The Consultant shall report to the Acting Program Director and will work in close collaboration with the co-host to ensure continuous airing of the radio show.

### **Deliverables**

1. Copies of recordings of radio show/month
2. Matrix of guest listing/month
3. Feedback matrix from community radio stations/month
4. Monthly reports covering engagement meetings with LLA and others, updates on show aired, community radio relay, social media page briefs.

All deliverables are expected to be sent in by the last day of every month to the Acting Liberia Program Director for review before final submission to Finance/HR office. The Consultant shall hold bi-weekly meeting with the Acting Program Director to discuss work deliverables/challenges.

### **Workhours**

The consultancy is a part time position with expected work hours of 4 hours/day for 5 days a week. This position requires flexibility in working hours. The show is currently aired at nights and requires late night commitment. The consultant should be ready to step in as resource person on all scheduled programs if there is no-show of scheduled guests.

### **Salary**

The Consultant shall be paid a remuneration of \$1,000 per month. This amount shall be paid during the first week of the subsequent month.

### **Qualifications**

- A deep commitment to the mission of a better, safer future for the world's poorest people through land ownership and secure land rights.
- A degree in Mass Communication and strong background in broadcast journalism
- 3-5 years' experience in managing radio programs.
- Ability to net-work and lobby high-level individual in the land sector.
- Well organized and responsible.
- Approachable and composed, with strong interpersonal skills and the ability to professionally interact with a diverse blend of personalities.
- Possesses a high level of integrity, with ability to maintain confidential information and make decisions that reflect high ethical standards.
- English language fluency

### **To Apply**

Qualified candidates should send a letter of application and their CV to [consultants@landesa.org](mailto:consultants@landesa.org) by close of-business on Friday, September 17<sup>th</sup>, 2021 indicating "Radio Show Co-Host" in the Subject line of the email. Any applications received after the deadline, September 17<sup>th</sup>, will not be considered.