

TERMS OF REFERENCE - QUIZ CONSULTANT

Position Title: Quiz Consultant

Duration: 30 days

Location: Remote/Home Based

Start date: As soon as possible but no later than Monday, 2nd August 2021

About Amelowe Consulting Services (ACS)

Amelowe Consulting Services (ACS) is an international consultancy firm that provides expert advice and support to governments, international agencies, nonprofits on Climate Change (CC) and Disaster Risk Reduction (DRR). ACS is focused on providing products and services in research and project management in CC and DRR. To achieve its objective, ACS has an in-house experienced team of experts who have extensive experience working for various international organizations, particularly the United Nations in CC and DRR.

About the role

To commemorate the International Day for Disaster Risk Reduction (IDDRR) set aside by the United Nations (UN) to promote a global culture of risk-awareness and Disaster Risk Reduction (DRR); ACS is supporting the Green Africa Youth Organization (GAYO) by recruiting a qualified Quiz consultant to develop 'fit for purpose content' and modalities of a Quiz competition to educate and test young people's knowledge on DRR and its linkage to sustainable development.

Consultant tasks

Under the direct supervision of the Executive Director of ACS and in close collaboration with identified focal persons in GAYO, the consultant shall:

- Develop a comprehensive set of DRR questions (multiple choice questions and answers, true or false, short answers and fill in the blanks) for the IDDRR Quiz Competition. In addition, 'Question(s) for the day' based on scenario analysis would also be developed.
- Provide remote support to all quiz masters in the moderation and administration of the quiz competition at all levels.
- Lead the review and auditing of all questions set with identified DRR experts to ensure technical correctness and meeting quiz standards.

Other Relevant Information

- The National DRR Quiz is modelled after the Ghana National Science and Maths Quiz (NSMQ) Competition, so the consultant needs to have knowledge of the Ghana NSMQ.
- **The final deliverable (Question and Answer Booklet) should be ready latest by 20th September 2021 which is the end date of the contract.**
- The Consultant shall sign a non-disclosure form to ensure the final deliverables are not shared with any 3rd party.

Required qualifications and experience

- At least a bachelor's degree in Education or teacher training certificate with a strong background in Climate Change and Disaster Risk Reduction
- Research skills: ability to synergise academic and grey literature through desk research

- Technical knowledge and work experience in setting standardized quiz questions
- Strong writing/editing in English

Deliverable(s)

A comprehensive draft of a Question and Answer Booklet:

- Questions and the corresponding answers as two separate word documents
- Instructions for answers, timing and other helpful comments for each question.

*The deliverables shall be in both print and online versions.

Remuneration

The position attracts a competitive salary commensurate with relevant qualification and working experience. However, please state your preferred range of salary in your cover letter.

How to apply

Applications should be prepared in English and consist of:

- A one (1) page cover letter stating your interest in the consultancy assignment and highlighting your relevant experience(s).
- A two (2) page recent Curriculum Vitae (CV)

All two (2) documents itemized above should be merged into one PDF Document and sent via email to info@amelowe.com as an attachment to your email applying for the position. Kindly remember to put 'Application – Quiz Consultant' as the subject line. In addition, the merged document should not be more than 5 MB in size. **Failure to comply with application instructions leads to an automatic disqualification.** Please note that applications will be assessed as they come and only shortlisted candidates will be contacted.

The deadline for submission of applications is 17:00 hrs Greenwich Meridian Time (GMT) on wednesday, 28th July 2021. If you do not receive a reply to your application by Close of Business (COB) on Monday, 2nd of August 2021, it means that though we value your application, we moved forward with another candidate.

Equal Opportunity and Employment Policy

ACS hiring policy is geared towards ensuring employees are hired without regard to their race, colour, religion, tribe, citizenship, age, gender, marital status, socio-economic background or sexual orientation. ACS's policy for employment and career progression are considered solely on the basis of their relevant qualifications and competencies. Please note that applications received after the deadline cannot be considered. ACS shall only contact applicants shortlisted for this position. If you do not receive any feedback from ACS a week after the Application Deadline, it means you were not successful for this particular position. Remuneration for the position will be negotiated with short listed applicants who make it to the interview stage.

Please kindly note that consultants do not have the status as staff members of ACS, so consultants bear full tax liability for their work with ACS