

REQUEST FOR EXPRESSION OF INTEREST
CONSULTANT TO PRODUCE SHORT AUDIO MESSAGES

Type of Consultancy:	Individual/Firm Consultant (Short Term)
Date of Issue:	14 June 2020
Application Deadline:	20 June 2020
Duration	30 Days
Application to be submitted on	procurement@iphr-ipdh.org

1. ABOUT ORGANIZATION

Initiatives for Peace and Human Rights (iPeace) is a Rwanda-based non-governmental organization that strives to enhance the culture of peace in the Great Lakes region through human rights and good governance education.

iPeace is proud to be an Equal Employment and Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), gender identity, age, status as individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, competence, and business need.

2. BACKGROUND & OBJECTIVE

As an organization focusing on human rights and good governance education, iPeace uses several ways to reach out to individuals and communities. Especially due to COVID-19, where mobile legal aid clinics are restricted, iPeace would like to intensify its intervention through radio-station to continue raising awareness about rights and freedoms during this critical time. That is a consultant is needed to design and record relevant messages.

The objective of this assignment is to produce comprehensive and gender-sensitive radio-messages.

3. TERMS OF REFERENCE

3.1. Scope of work

The consultant will be expected to develop, record and produce a professional, high-quality audios highlighting the key messages of the campaign to the targeted audience, including broad public. The audios produced will use a variety of professional and artistic approaches to attract the attention and inspire empathy from listeners. The consultant will provide all necessary recording, production, and post-production equipment. No equipment or software (i.e. recorders, computers, audio editing software etc.) will be purchased under this activity.

The consultant will undertake the following tasks:

- Review existing reports generated from iPeace legal aid clinics in order to identify issues frequently faced by Rwandans, especially those living in remote rural areas with a special attention on issues that are likely to be increased by COVID-19.;
- Consult with iPeace Senior Legal Officer to determine issues to be taken into account and identify the best way of drafting key messages to educate the people on their rights and obligations;
- Overall Production of 12 (twelve) of 1-2 minute audio messages. This includes identification of appropriate characters or narrators, develop scripts in line with the key campaign messages, recording, editing and finalization of the audios.
- Overall production of 3 (three) campaign promotional audios, of 30 seconds duration.
- Submit to iPeace a final report with pre-recorded audio messages transcribed on paper, and recorded on digital devices ready to be broadcast.

Deliverables/outputs:

Under the direct supervision of the Country Director, the Consultant will deliver the following:

- Inception report with proposed methodology, data collection and reporting plan with identified deliverables
- Draft Report
- Final Report made of 12 shorts and pre-recorded audio messages on digital devices and transcribed on paper.

3.2. Qualifications and Experience required

It is required from the consultant to provide a **technical and financial offer**. The financial offer has to indicate the consultancy fee per day. The consultant is also required to fulfill the following:

- At least a Bachelor's degree in mass-media, journalism or other relevant fields,
- Experience with the production of short audio messages for education purpose
- Knowledge and experience of using participatory approaches and innovative facilitation techniques
- Strong analytical skills
- Have a minimum of 5 years of experience working with civil society organization in Rwanda
- Proof of previous work with human rights oriented non-governmental organizations
- Excellent command of English and outstanding written skills is required;

3.3. Guidelines for Technical and Financial Offer

Technical Component: The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

a) Description of the consultant/firm and their qualifications to do the assignment

A brief description of consultant/firm and an outline of recent projects, of a similar nature, which have been undertaken by the consultants or their firm. Consultant must also provide references and any information that will facilitate iPeace to evaluate the firm's substantive reliability, financial and managerial capacity to provide the services.

b) Understanding of the Requirements for Services, including Assumptions

Include any assumptions as well as comments on the information contained in the TOR, or as the consultant may otherwise believe to be necessary, as well as a detailed description of the manner in which they would respond to the request.

c) Proposed personnel to carry out the assignments

Please include a presentation of the consultants proposed for this service delivery, with their qualifications and experience, to be accompanied by their curriculum vitae/résumé along with selected internet links or digital copies of relevant short audio/visual content developed.

Financial Component: A separate financial component must contain an overall offer in Rwandan Francs calculated per day. The price component must cover all the services to be provided including taxes as well as a description of all audio-message production costs (development, pre-production, production, and post-production), equipment, personnel, travel costs to the districts, and the cost of involving high profile public figures (for example singers, actors, journalists).

3.4. Evaluation of Proposals

For the award of this consultancy, iPeace has established evaluation criteria which govern the selection of proposals received. Evaluation is made on a technical and financial basis as follows: The **technical component** will be evaluated using inter alia the following criteria:

- (a) Consultant/firm's General Qualification: The firm's general reliability as well as technical expertise and capacity in the specific field of the assignment;
- (b) Consultant/firm's Experience: Company's understanding of the TOR's, demonstrated experience in conducting the similar work;
- (c) Qualifications and competency of the firm and staff assigned: experience and knowledge of the proposed consultants in past projects of a similar nature (quality of the CV).

The **financial component** will use the following criteria:

- (a) The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those selected firms. All other price proposals will receive points in inverse proportion to the lowest price.
- (b) iPeace is not bound to select any of the firms submitting proposals and does not bind itself in any way to select the firm offering the lowest price.

3.5. Duration

The successful consultant/firm will start this assignment as soon as possible following the completion of the recruitment process and signing the contract thereof. The duration of the consultancy is expected to be not more than 30 working days from the signature of the contract.

4. HOW TO APPLY

iPeace invites qualified consultants to indicate their interest in providing the above-described service. Interested consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this assignment (documents, reference to similar services, previous experience, etc.).

Expressions of Interest must be sent electronically to procurement@iphr-ipdh.org no later than 20 June 2020 at 5:00 pm local time (Kigali – Rwanda) and specifically mentioning "Consultancy for Audio Messages" in the subject.

Applicants are requested to hold their offer valid for 30 days from the deadline for submission. iPeace will make its best effort to select a consultant/firm within this period.

Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

Any requests for clarification should only be referred by email at procurement@iphr-ipdh.org. iPeace may, at its discretion, copy any reply to a particular question to all other applicants. iPeace will endeavor to respond to all questions promptly in that period.

5. EQUAL OPPORTUNITY & NO CORRUPTION

iPeace is proud to be an Equal Employment and Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), gender identity, age, status as individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, competence, and result-delivery need. iPeace conducts its activities professionally, with integrity and in compliance with laws of those jurisdictions. As part of its commitment to ethical practices, iPeace does not tolerate acts of bribery or corruption. No person, agent or organization has been mandated by iPeace to receive, orient or facilitate any job application nor is there any fee whatsoever to submit, review, or assess a job/consultancy application.

Any promise/threat by whoever to positively or negatively influence a job/consultancy application process is null and void.

Done at Kigali, on 14 June 2020

Paulin Muhozi
Country Director