

CALL FOR QUOTATIONS

Local project coordinator for the Ethiopia Media support, Train, Protect & Value project

IMPORTANT: This document has no contractual value. CFI can at any time and until the effective conclusion of a contract with the selected service provider(s), decide unilaterally not to pursue the project without any justification. CFI reserves the right to modify all or part of the elements of the present document or to conclude a similar contract with the service provider of its choice. No company will be able to raise any complaint on this subject nor claim any indemnity whatsoever.

CLOSING DATE AND TIME FOR SUBMISSION OF QUOTATIONS: December 4th 2023 at 8:00pm (GMT+01:00 Paris, Brussels, Copenhagen, Madrid).

Email to the following address: Helene.garreta@cfi.fr cc: jocelyn.grange@cfi.fr

with the subject line "Local project coordinator - Ethiopia"

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1.BACKGROUND

1.1. Introduction to CFI

CFI, the French media development agency, works to promote the development of media worldwide, particularly in Sub-Saharan Africa, the Arab world and countries in the vicinity of the European Union. We engage with the media to foster dialogue between local authorities and citizens, in order to enable people to be as well-informed as possible. The fight against misinformation, the promotion of equality between

women and men, protection of the environment, the promotion of democracy and community engagement are all central to what we do.

CFI is an operator of the French Ministry of Europe and Foreign Affairs and a subsidiary of the France Médias Monde Group.

2.2 Context of the Call for quotations

The Ethiopian political context of these past years has shown that it is still necessary to support the peace and national reconciliation process through targeted aid to promote governance and support of the media sector.

This support consists of encouraging the conditions for the emergence of an inclusive and credible national dialogue.

In June 2023, CFI launched a project entitled "Ethiopia Media support, Train, Protect & Value" to support the peace and national reconciliation process through targeted support for training in the media sector. The project has a duration of 20 months and is financed by the French Minister of Foreign Affairs thanks to the Solidarity Funds for Innovative Project (FSPI).

CFI's action aims to improve the capacity of the media in Ethiopia by helping to strengthen the Ethiopian Media Council (a self-regulatory body for the media), particularly in its role of training and disseminating best practice to its members and network. As part of this support, CFI will organise and implement two training of trainers (ToT) programs for a group of Ethiopian journalist's trainers selected by the EMC:

- One ToT program focusing on combating false information and hate speech for twelve (12) Ethiopian trainers.
- One ToT program focusing on journalism in a sensitive context, including the "do no harm" approach and cross-cutting themes (gender equity, promotion of rights, combating discrimination) for twelve (12) Ethiopian trainers.

The duration of each ToT program will be of eighteen (18) days delivered through three cycles of six-day workshops (thirty-six-day workshops in total).

CFI is looking for a project coordinator in Ethiopia to implement the project.

The purpose of this Call for Quotation is to define the contractual terms of the future contract, hereinafter referred to as the "contract", subsequently concluded between CFI and the selected service provider. The terms of the contract set forth in this Call for Quotation are provisional/informative and may be subject to unilateral modification by CFI prior to its conclusion.

2.PURPOSE OF THE CALL FOR QUOTATIONS

2.1. Purpose

The purpose of this Call for quotations is to identify one service provider capable of ensuring the local coordination of the project. This Call for quotations does not constitute a promise of award of the future contract to any applicant company.

The Contract between CFI and the chosen service provider(s) will be a service contract¹ governed by the provisions of the [French Public Procurement Code](#).

2.2. Estimated services of the contract

2.2.1. Description of the services

The services entrusted to the provider will be:

- To supervise the implementation of the Ethiopia Media support, Train, Protect & Value project in Ethiopia:
 - ensure, in coordination with and after the approval of CFI's Project Manager, the implementation of each activity of the Project in coherence with the Project proposal, budget and annexes as well as with CFI's procedures;
 - define and propose a budget for each activity, in consultation with the Project Manager, based on the provisional budget;
 - manage, in coordination with CFI's Project Manager, human, financial and logistic resources to achieve the expected objectives and results;
 - print and set up all the Project's communication material no later than two (2) days before the start date of each activity, which will have been defined in advance by the Project Manager;
 - ensure the monitoring and evaluation processes: monthly follow-up of the indicators using CFI's format, regular overall qualitative evaluation of ongoing activities and reporting to CFI's Project Manager.
- Ensure the reporting and communication of the Project following the donor's guidelines and the contractual obligations of CFI.
- Ensure the coordination and communication with the French Embassy of the country regarding the implementation of the Project alongside CFI's Project Manager:
 - take part in the semi-steering Committee and the steering Committee organized by CFI with the Embassy;
 - take part in the semi-annual Committee and any other ad hoc meeting organized by CFI with the Embassy.
- Identify services providers (rooms, catering and other services needed) for the realization of each activity, negotiate preferential rates, ensure the availability of supplies and technical tools, etc, after approval of CFI.
- Represent CFI during coordination meeting, with local partners, service providers and beneficiaries.
- Keep up to date with the country's local context and news, identify the potential impacts on the Project and planning, and coordinate with the Project Manager to find mitigation measures.
- Manage and monitor local expenses in the country of affectation, and report each local expense in a monthly financial report, according CFI's template, which he/she will send to CFI HQ along

¹ Pursuant to Article L. 1111-4 of the French Public Procurement Code

with corresponding receipts in respect of CFI' internal procedures. CFI will provide training in local cash management before the first cash report is prepared by the service provider.

Any strategic commitment must be discussed with CFI's Project Manager prior to implementation. Throughout the implementation, the Service Provider must coordinate with the Project Manager.

CFI will provide the Service Provider, electronically, with any documents it deems relevant to understand CFI's activities as well as contact information of the persons that might be reached.

The Service Provider agrees to use the contact information and documents provided only in the scope of the execution of this Contract.

2.2.2. Estimated deliverables and due dates

PERIODIC DELIVERABLES	
Type of deliverables	Due dates
<p>Monthly Progress Reports</p> <p>The report must cover all the field team achievements and must include:</p> <ul style="list-style-type: none"> - A description of the activities implemented during the period and the steps and actions taken toward the implementation of future activities - The monitoring tool filled with data and comments - A summary of relevant exchanges with the Embassies, Services Providers, partners... - Any problem with the team/the action/service providers or in the implementation of the action - A brief context update, highlighting the most impactful and important events that happened during the month. When relevant, risks for the project must be clearly identified, and mitigation measures must be proposed - Signed timesheets 	No later than the 5 th of each month
<p>Monthly cashbook report, along with corresponding receipts and using CFI's format</p>	No later than the 5 th of each month
<p>Activity back-planning</p> <p>The Service Provider must send CFI's Project Manager a planning, detailed by week, showing:</p> <ul style="list-style-type: none"> - The activities planned in the next three (3) months - The necessary steps to be taken in order to implement the activity 	Every three (3) months from the date of entry into force of the Contract
<p>Interim assessment report</p> <p>The report must follow the template CFI will send the Service Provider. The report is used to show the semi-steering committee</p>	No later than one (1) month after CFI's express request

<p>how the project is implemented.</p> <p>The Service Provider, before all steering committees, must prepare a Power-Point Highlighting:</p> <ul style="list-style-type: none"> - The progress archived on the Project over the last period - The difficulties if any - The mitigation measure taken if any - All communication actions taken during the period 	
<p>Power-point presentation for semi-annual committee intermediate version</p> <p>The Service Provider, before the semi-annual Committee, must prepare a Power-Point Highlighting:</p> <ul style="list-style-type: none"> - The progress archived on the Project over the last period - The difficulties if any - The mitigation measure taken if any - All communication actions taken during the period 	<p>No later than two (2) weeks after CFI's express request</p>
FINAL DELIVERABLES	
Type of deliverables	Due dates
<p>Prepare a comprehensive final report at the end of the Project, summarizing all the activities, outcomes, and impact achieved. This report should provide an in-depth analysis of the project's successes, challenges, lessons learned, and recommendations for future initiatives.</p> <p>The report will follow CFI's template.</p>	<p>No later than one (1) month after CFI's express request</p>

All deliverables will be submitted to CFI's validation. After the deliverable are received CFI will have 2 weeks maximum to give the Service Provider feedbacks and comments. The Service Provider must answer the comments and questions from CFI. Only after all questions and comments are answered the deliverable will be validated.

Deliverables will have to be written in French or English and emailed to the Project manager at the following address: helene.garreta@cfi.fr

The language of communication for this service, meetings and all deliverables shall be French or English.

Any deliverable not written in French or English will be rejected by CFI, and the service provider will have to make the modifications in order to comply with the imposed language within a period of time that will be transmitted by CFI without this being the object of any remuneration or compensation of any nature or amount.

3. ESTIMATED TERM

The term of the contract will be eighteen (15) months starting on December 15th 2023.

This Contract is subject to one (1) renewal of twelve (12) months under the conditions defined in this article. The maximum total duration of the Contract, including renewals, shall not exceed twenty-two (22) months.

Renewal is express.

In the event that CFI does not wish to renew the Contract, it shall notify the Service Provider, by any means that allows for proof of receipt, of its decision not to renew at least one (1) month prior to the anniversary date of this Contract. In the event of non-renewal, no compensation or indemnity of any kind whatsoever may be claimed by the Service Provider

In the event of non-renewal, the Service Provider may not request payment of compensation and the right to payment acquired shall not apply.

4. PLACE OF SERVICE PERFORMANCE

The Service must be performed in Addis Ababa, Ethiopia. The Service Provider can be required to travel on an ad hoc basis, at CFI's request.

Working meetings and discussions may take place at CFI's registered office (Issy-les-Moulineaux) or by video conference.

5. TOTAL ESTIMATED VALUE

5.1. Amount and form of prices

The maximum amount of the contract is sixteen thousand euros excluding taxes (16,000 € excl. taxes.).

The services of the contract will be paid for using a unit price set out in the estimated and signed quotation of the applicant company.

5.2. Mission fees

Any eventual expenses related to the missions (transportation, accommodation, per diem, eventual visa, etc.) will be reimbursed to the Service Provider according to CFI's internal policies. The missions must be confirmed in advance by CFI and must be the subject of a complementary quotation submitted by the Service Provider to CFI for validation. The estimated number of days of service includes the days of intervention as well as the days of preparation and travel necessary for the execution of the Services.

6. CONDITIONS FOR SENDING PROPOSALS

6.1. Content of proposals

Any incomplete proposal will be rejected by CFI without the possibility for the applicant company to complete it.

Each applicant must submit a complete proposal that includes all of the following documents and information or CFI will not consider the proposal:

1. **A technical proposal** (*Maximum of 03 A4 one-sided pages excluding appendices*) describing the proposed methodology for conducting the service, in particular regarding the team's own experience or the experience of the person dedicated to this Contract within the applicant company regarding the subject of the Contract (detail of experience linked with this Contract);
2. **The resume** of each member of the team or person dedicated to this Contract within the applicant company.
3. **A quotation**, excluding mission fees, detailing the unit price and the total price excluding tax of the services.

All of these documents are written in French or English by the applicant company or its proposal will be eliminated by CFI.

6.2. Conditions for sending quotations

Applicant company must submit his proposal to the address indicated on the cover page of this Call for quotations.

Complete proposals will be sent to reach the destination **before the deadline indicated on the cover page of this Call for quotations.**

Only proposals received at the latest on the closing date and time specified on the cover page of this Call for quotations will be received. Proposals received or delivered after this date and time will not be opened.

Once selected, the service provider will provide CFI with additional documentation².

6.3. Quotations validity period

The quotation validity period is sixty (60) calendar days from the quotation's submission closing date.

² Once selected, Service Provider is to provide CFI with the following documents:

- **A tax clearance certificate or equivalent**, less than six months old, certifying that its returns and payments for to income tax, corporation tax and value added tax are all in order This certificate is issued by the tax authorities with jurisdiction over the applicant.
- **A social security certificate or equivalent**, less than six months old, certifying that the company is up-to-date with its returns and payments of employers' and employees' social security contributions (in France, this certificate is issued online by the URSSAF website).
- **For companies domiciled abroad**: A document issued by the authorities maintaining the business register or an equivalent document certifying its registration or a document mentioning its name, registered name, full address and nature of the entry in the business register
- **Bank details of the bank with the registered name of the Service Provider appearing in the contract and the currency of the account**

By responding to this Call for quotations, the applicant company is deemed to have unconditionally accepted conditions. Its application and offer shall undertake the entire period stipulated in this article. The applicant company cannot withdraw before this period expires.

7. SELECTION OF PROPOSALS

Criteria		Weighting
Criterion 1	Technical value of the bid	80%
Sub-criterion 1.1	Understanding of the challenges and expectations and the Terms of Reference (ToR)	20
Sub-criterion 1.2	Quality of the proposed methodology and processes	20
Sub-criterion 1.3	Skills and detailed references of the candidate	30
Sub-criterion 1.4	Relevant professional experience	10
Criterion 2	Value of the bid price	20%
	Price	20

END OF CALL FOR QUOTATIONS