

CALL FOR QUOTATIONS

Provision of expertise in Media and Information Literacy (MIL) and fact-checking in the Western Balkans

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: 17th of December 2023 at 8:00pm (GMT+01:00 Paris, Brussels, Copenhagen, Madrid).

Email to the following address: charlotte.morel@cfi.fr

with the subject line “MIL and Fact-checking exp / MAOMD30”

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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.

1.2. Context of the Call for quotations

In the Western Balkans, as elsewhere in Europe, the last few years have been affected by strong disinformation linked to the Covid epidemic. More recently, Russia's invasion in Ukraine seems to have intensified the influence and disinformation campaigns waged by both local and foreign interests.

In this context, the youth of the Balkans are deprived of an essential right to information and self-expression, insufficiently protected in its diversity. Yet this right is essential to guarantee democratic debate.

This is why the "Balkan Expressions II" project aims to strengthen young people's participation in regional dialogue by supporting their media and digital expression and combating misinformation.

The project focuses on 2 major axes:

- Reinforcing Media and Information Education for young audiences, to enable them to decipher the challenges of online disinformation and help them forge a critical mind;
- Renew professional practices by supporting future journalists in dealing with misinformation and common regional issues;

In order to implement this Project, CFI is looking for an international expert in the teaching of teachers (ToT), MIL (Media and Information Literacy) and fact-checking.

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.PUPORSE OF THE CALL FOR QUOTATIONS

2.1. Purpose

The purpose of this Call for quotations is to identify one or more service provider(s) capable of building training courses, strengthening Media and Information Literacy (MIL) and fact-checking capacities and to write educational articles on these subjects.

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](#).

¹ Pursuant to Article L. 1111-4 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 Service provider will be as follow:

The services entrusted to the Service Provider during the firm phase of the project are as follow:

- Build the plan and conduct trainings for trainers on MIL.
- Prepare MIL training modules for French teachers, in order to enable them to integrate MIL into their curriculum.
- As part of the "Printemps de la Francophonie", the Service Provider will lead fourteen one-day workshops in journalistic writing. The Service Provider will be in charge of building and delivering the workshop, together with a local trainer. Following the workshop, the high-school students will produce a piece of content per group (article, journalistic essay) which will be presented during a regional hybrid activity (face-to-face in one of the Instituts Français and online for the rest of the countries) as part of the Printemps de la Francophonie.
- Create written content on the importance and the basics of fact-checking work for Talmil.org, the Project's website. The articles will have to be targeted toward MIL trainers, middle and high school students as well as students in journalism schools.

The services entrusted to the Service Provider during the optional phase of the project are as follow:

- Create, with a professor from a local journalism school, a training for journalism students aiming at supporting them in dealing with regional issues and disinformation in the context of the European integration of the Western Balkan countries. The training itself will take place during the fact-checking summer-school in Podgorica, Montenegro. Both the professor and the Service Provider will deliver the training in person.

Before their implementation, all activities will be submitted to the validation of CFI's Project Manager.

2.2.2. Estimated deliverables and due dates

FIRM PHASE DELIVERABLES	
Type of deliverables	Due dates
<p>Training of trainers' plans (2): The Service Provider is expected to plan out the content and formats (face-to-face/remote) of the training sessions. The plans must include:</p> <ul style="list-style-type: none"> - Satisfaction and training impact questionnaires for trainees and mentees must be formalized in these documents as well as the planned dates for the taking of said questionnaires - A set of tools such as, but not limited to, attendance records, presentation supports, documentation for participants, planning of activities, needs regarding the training (travel, room rentings...) must be included. 	No later than two (2) weeks after CFI's express request
<p>Training of trainers' report: After the training, the Service Provider must write a report describing the training. The report must include:</p>	No later than two (2) weeks after the last day of the training

<ul style="list-style-type: none"> - CFI's indicators' monitoring table filled with all the information related to the training - The satisfaction/improvement questionnaires filled by the participants - The daily attendance lists signed by all participants - The supports and medium used (power point, leaflets...) - A description of the activities implemented during the trainings, participants reactions... 	
<p>MIL training plan: The Service Provider is expected to plan out the content and formats (face-to-face/remote) of the training sessions. The plan must include the local expertise needs and curricula:</p> <ul style="list-style-type: none"> - Satisfaction and training impact questionnaires for trainees and mentees must be formalized in these documents as well as the planned dates for the taking of said questionnaires A set of tools such as, but not limited to, attendance records, presentation supports, documentation for participants, planning of activities, needs regarding the training (travel, room rentings...) must be included. 	No later than two (2) weeks after CFI's express request
<p>Printemps de la Francophonie Workshop plan: The Service Provider is expected to plan out the content and formats (face-to-face/remote) of the workshops. The plans must include the local expertise needs and curricula:</p> <ul style="list-style-type: none"> - Satisfaction and training impact questionnaires for trainees and mentees must be formalized in these documents as well as the planned dates for the taking of said questionnaires <p>A set of tools such as, but not limited to, attendance records, presentation supports, documentation for participants, planning of activities, needs regarding the training (travel, room rentings...) must be included.</p>	No later than two (2) weeks after CFI's express request
<p>Printemps de la Francophonie Workshops report: After all the workshops are over, the Service Provider must write a report describing the training. The report must include:</p> <ul style="list-style-type: none"> - CFI's indicators' monitoring table filled with all the information related to the training - The satisfaction/improvement questionnaires filled by the participants - The daily attendance lists signed by all participants - The supports and medium used (power point, leaflets...) <p>A description of the activities implemented during the trainings, participants reactions...</p>	No later than two (2) weeks after the last day of the workshop
<p>Educational content on fact-checking: The Service Provider is expected to create a series of at least 5 modules on the importance and the practices of fact-checking. At least 2 modules will be created for an audience of middle and high</p>	No later than one (1) month after CFI's express request

<p>school students. At least 3 modules will be created for journalism students.</p> <p>The modules will be published on CFI's platform, Talmil.org. The modules will be reviewed by CFI before publishing. The Service Provider will have to adapt the created content according to CFI's feedback.</p>	
OPTIONAL PHASE DELIVERABLES	
Type of deliverables	Due dates
<p>Summer school training plan:</p> <p>The Service Provider is expected to plan out the content and formats (face-to-face/remote) of the workshops. The plan must include the local expertise needs and curricula:</p> <ul style="list-style-type: none"> - Satisfaction and training impact questionnaires for trainees and mentees must be formalized in these documents as well as the planned dates for the taking of said questionnaires - A set of tools such as, but not limited to, attendance records, presentation supports, documentation for participants, planning of activities, needs regarding the training (travel, room rentings...) must be included. 	<p>No later than two (2) weeks after CFI's express request</p>
<p>Summer school report:</p> <p>After the summer school is over, the Service Provider must write a report describing the training. The report must include:</p> <ul style="list-style-type: none"> - CFI's indicators' monitoring table filled with all the information related to the training - The satisfaction/improvement questionnaires filled by the participants - The daily attendance lists signed by all participants - The supports and medium used (power point, leaflets...) <p>A description of the activities implemented during the trainings, participants reactions...</p>	<p>No later than two (2) weeks after the last day of the Summer School</p>

Deliverables will have to be written in English.

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

Any deliverable not written in 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 ten (10) months.

In the case where CFI decides to notify the Optional phase, the contract will be subject to a renewal of twelve (3) months.

The maximum total duration of the Contract, including renewal, shall not exceed thirteen (13) months.

The service provider must not work more than 46 days over the total duration of the contract.

Renewal is tacit.

In the event of non-renewal, the service provider will not be able to request payment of compensation and the right to payment acquired will not apply.

The service provider may not refuse the renewal².

4.PLACE OF SERVICE PERFORMANCE

Services can be performed at the Provider's place of residence. Trainings and workshops must be performed at the places designated for this purpose. The Service Provider will, for this purpose, be required to travel to Albania and/or Bosnia-Herzegovina and/or Kosovo and/or Montenegro and/or North Macedonia and/or Serbia for specific missions, upon request by CFI.

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 twenty-two thousand euros (22 000 €) excluding tax.

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.

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 3 A4 one-sided pages, Arial 10, excluding appendices*) describing the proposed methodology for conducting the service. A detail of experiences must also be linked with this document;
- 2) The resume** of the person dedicated to this Contract;
- 3) A quotation**, excluding mission fees, detailing the unit price and the total price excluding tax of the services.

² Pursuant to the article R2112-4 of the French Public Procurement Code.

4) A diploma, certificate, or professional experience, proving English fluency

Only the unit prices in the quotation have contractual value and are deemed firm. Estimated quantities set by CFI and the total estimated amount have no contractual value.

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

6.2. Conditions for sending quotations

Applicant company must submit their 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 documentation³.

6.3. Quotations validity period

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

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

7.1. Expected qualifications and skills of the team tasked with providing the services

- Strong background in MIL and fact-checking.
- Demonstrated experience in designing and conducting training/ToT programs and use of appropriate methodologies, techniques and tools.

³ 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**

- Familiarity with issues related to disinformation, specifically in the Western Balkans.
- Capacity to use digital tools and online platforms for training and fact-checking purposes.
- Fluency in English.
- Some notions in French would be appreciated.

7.2. Quotation selection criteria

Criteria		Weighting
Criterion 1	Technical value of the bid	80%
Sub-criterion 1.1	English fluency	10
Sub-criterion 1.2	Quality of the proposed methodology and processes	30
Sub-criterion 1.3	Relevant professional experience in similar positions showing appropriate skills for the position	30
Sub-criterion 1.4	A relevant professional background in journalism, media studies, education, international cooperation or related fields	30
Criterion 2	Value of the bid price	20%
	Price	20

END OF CALL FOR QUOTATIONS