

**TRAINING OF TRAINERS IN ETHIOPIA**

**CFI is looking for a trainer in JOURNALISM IN A SENSITIVE CONTEXT – Call for Quotation**

**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: February 2<sup>nd</sup> 2024 at [8:00 PM] (GMT+01:00 Paris, Brussels, Copenhagen, Madrid).**

Email to the following address: [helene.garreta@cfi.fr]

with the subject line “Application Training of Trainers fact-checking”

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**1. BACKGROUND**

**1.1. Introduction to CFI**  
**Canal France International: a government agency to support media**

CFI actively promotes the development of media in sub-Saharan Africa, the Mediterranean and the Levant. We are committed to working together with media organisations to promote dialogue between local authorities and citizens so that people can be as informed as possible. Combating disinformation, protecting the environment, and promoting human rights and gender equality underpin everything 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**

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 fifteen (15) 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 fifteen (15) Ethiopian trainers.

Within these two training of trainers' programs, a session dedicated to teaching techniques in the field of journalism in a sensitive context will be compulsory. The aim is to train experienced journalists to become good trainers in their own right.

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 trainer to train trainees on journalism in a sensitive context and cross cutting issues.

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 or more service provider(s) capable of training journalists, well experienced and who have already run training courses, to train journalists wishing to work in sensitive areas or on sensitive subjects and given them methods and tools needed. 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 contract<sup>1</sup> 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 encompass a comprehensive set of activities aimed at strengthening capacities of trainers on enhancing journalists who want to work in sensitive areas or on sensitive subject and cross-cutting issues among Ethiopian journalists and members of Ethiopian Media Council.

- The Service Provider will have to designed the three training modules, in collaboration with the EMC and approval of CFI, these will include the following modules: i/ journalism in sensitive contexts; ii/ the "do no harm" approach; iii/ safety in reporting.
- The service provider will have to use the report produced by the expert during the needs identification and assessment mission, in which content areas are suggested for the training sessions. This report will be provided by CFI.
- The Service Provider is in charge of conducting on-site journalism in a sensitive context training session for fifteen (15) Ethiopian journalists and members of EMC. At a second stage the trainees will undergo these trainings.
  - In collaboration with the EMC and the local coordinator, the trainer will conduct three (3) workshops of six (6) days each in Addis Ababa with the approval of CFI.
  - Alongside a regional journalist who already worked in sensitive areas or on sensitive subject, who will be co-trainer, the Service Provider will be on-site to engage in dialogue with the journalists.

This involves:

    - The organization of at least three days within the sessions dedicated to gender issues and representation of the women in the medias and articles.
    - The organization of interactive and engaging workshops to actively involve trainees in practical exercises related the selection of relevant topics, the conduct of victims' interviews and the use of peace vocabulary in the papers.
    - Providing the trainees with access to online resources for continued learning and reference. Encourage open discussions to address specific challenges and concerns related to journalism in a sensitive context.

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<sup>1</sup> Pursuant to Article L. 1111-4 of the French Public Procurement Code

- The development of supplementary learning materials, including handouts, presentations, and multimedia resources, to support the training sessions.
- Demonstrate flexibility to adjust training methodologies based on the diverse needs of participants and the evolving media landscape.
- Ensure proficiency in English to effectively communicate with trainees and project stakeholders.
- Implement assessments to gauge the effectiveness of the training programs, collect feedback from participants to continuously improve and refine the journalism in a sensitive context training approach.
- Submit a report to the project coordinator and CFI project manager, detailing the number of participants, topics covered, the challenges encountered and the impact of the training on participants.
- Participate in coordination meetings.
- Ensure that trainees attend the three training sessions and are fully available for. If a trainee misses a training session, the service provider must notify the project manager.

2.2.2. Estimated deliverables and due dates

PERIODIC DELIVERABLES	
Type of deliverables	Due dates
<p>A schedule and agenda for each training session, as well as a comprehensive and detailed curriculum. This includes:</p> <ul style="list-style-type: none"> <li>• A comprehensive curriculum with designed modules addressing the pedagogical approach on how to report in a sensitive areas techniques and strategies.</li> <li>• A professionally developed training materials, including presentations, handouts, and multimedia resources, aligned with the curriculum.</li> <li>• Detailed plans for interactive and engaging workshops, specifying activities, discussion points, and practical exercises.</li> </ul>	<p>No later than ten (10) days before the starting date of the training covered by the Service Provider</p>
<p>Supplementary Learning Materials: When asked by CFI Project Manager or the project coordinator, the service Provider must send working materials such as supplementary learning materials, including handouts, presentations, and multimedia resources, to support the training sessions. The Service Provider may also be asked to provide participants with access to online resources for continued learning and reference, ensuring availability beyond the workshop sessions.</p>	<p>No later than seven (7) days after CFI’s express request</p>
<p>Activity report: The report must include: the number of participants, topics covered, the challenges encountered and the impact of the training on participant. This may require for the Service Provider to create customized</p>	<p>No later than twenty (20) days after the closing date of the training covered by the Service Provider</p>

feedback forms for participants to collect input on the training sessions, as well as developing and implementing assessments to gauge the effectiveness of the training programs, ensuring alignment with the learning objectives of the curriculum	
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Deliverables will have to be written in English.

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

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 four (4) months.

The contract will not subject to renewal.

### **4.PLACE OF SERVICE PERFORMANCE**

Services will be performed in Addis Ababa, Ethiopia.

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 ten thousand and eight hundred euros (10 800 €) 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 excluding appendices*) describing the proposed methodology for conducting the service with at least one (1) example of the pedagogical approach, 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, OR the overall price excluding tax.

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 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 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 documentation.

**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**

Criteria		Weighting
<i>Criterion 1</i>	<i>Technical value of the bid</i>	<b>80%</b>

Sub-criterion 1.1	Based on the technical proposal, quality and relevancy of the proposed teaching and methodological examples	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
<b>Criterion 2</b>	<b><i>Value of the bid price</i></b>	<b>20%</b>
	Price	20

**END OF CALL FOR QUOTATIONS**