

## CALL FOR QUOTATIONS

### DESIGN AND IMPLEMENTATION OF TWO ONE-DAY SESSIONS ON HARASSMENT FIGHTING AND FIVE AWARENESS-RAISING DAYS IN MEDIA OUTLETS OF MALAWI

#### LOT 2 - MALAWI

**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: SEPTEMBER 27, 2024 at 23:59  
(GMT+01:00 Paris, Brussels, Copenhagen, Madrid).**

Email to the following address: [esther.krawczyk@cfi.fr](mailto:esther.krawczyk@cfi.fr)

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with the subject line "CfQ – Harassment-fighting – Malawi"

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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

Canal France International (CFI) in partnership with Gender Links is implementing a project titled “Media Parity” to support gender equality in the media by giving women a voice, as well as providing media professionals with tools to increase women's participation as sources of expertise and leadership in the media.

Media Parity aims to encourage - through training and workshops in journalism, personal development and harassment awareness - the development of quality journalism that is gender-sensitive and offers women spaces for expression. The project will provide media players with tools to increase the participation of women as sources of expertise and leadership in the media, in order to raise public awareness of gender equality issues. Media Parity also aims to strengthen South-South cooperation on these issues through regional meetings to share experience and expertise, and networking between journalists and the media in the five partner countries.

The project includes personal development workshops at national level for 44 male and 44 female journalists working for the 22 media participating in the project (2 women and 2 men/media). One workshop per country will be held for women journalists focus on building leadership skills, and one per country for men on aspects of positive masculinity. Each workshop will last 4 days. One day per workshop will focus on raising awareness about harassment.

The service involves the design and implementation of the one-day session within the national workshops (one on women leadership and one on positive masculinity) in Malawi with 10 journalists each. The dedicated session on harassment fighting during each workshop will address the following key elements:

- A role-play to assess the level of knowledge and terms used by participants (What does harassment mean to you?, Have you ever been a victim of harassment?, Have you ever witnessed bullying?, Are there problems of harassment in your organisation?, How would you react if you witnessed harassment?, What tools would you give to a victim of harassment?, etc.);
- A introduction to concepts related to harassment (types of harassment, cyberbullying, cyber-violence, harassment in public places, at home and at work, etc.);
- Raising awareness of harassment and giving practical tools to fight harassment as individuals: How can harassment situations be identified? What is harassment? How to deal with harassment situations?;

- A list of legal texts, national appeal procedures and associations to turn to;
- Any other relevant module.

Finally, an awareness-raising day will be organised in each of the 22 media outlets selected for the project to raise the awareness of all staff (managerial, editorial, technical, administrative) about harassment and how to tackle it. The service provider selected for the quotation in Malawi will organise one awareness-raising day in each of the 5 selected media outlets in Malawi. Awareness-raising days in each media organisation will address the following key elements:

- Introducing concepts related to harassment (types of harassment, cyberbullying, cyber-violence, etc.) focusing on harassment in a working environment;
- Open discussions on harassment in the media at any level: harassment within media structures, but also the handling of harassment cases in media content;
- How to prevent harassment in online content production;
- A presentation on how to implement collective actions against harassment;
- Group sessions to reflect on actions that can be taken at media level to fight harassment;
- Introducing tools and concepts to induce actions to fight harassment in the media outlet;
- Any other relevant module.

The service also includes the participation to a regional workshop bringing together the managers of the 22 media selected and the experts who will be involved in the project. The aim will be to raise managers' awareness of the issues covered by the project and to ensure the commitment of the journalists taking part in the activities. By bringing together all the experts involved, the aim of the workshop is for them to jointly develop guidelines for the training programme and ensure consistency in learning between the workshops organised at national level.

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 **designing and running the session on harassment awareness during the two workshops in Malawi with 10 journalists each and to organise five awareness-raising days**. 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 will be:

The assigned team must have experience in designing and implementing sessions as this one. The assigned team must have proven skills in raising awareness on harassment, master the concepts of gender equality and have proven experience on how to fight harassment in the workplace, in professional contexts and in the media.

The services entrusted to the provider will be:

#### **Mission 1: Co-construct the general guidelines of the training programme of the project (2 to 3 days)**

The project will begin with a regional 2-day workshop bringing together the managers of the 22 selected media and the pool of experts who will be involved in the training activities. The pool of experts will be made up, for each country, of experts for the female leadership workshop, experts for the positive masculinity workshop and a harassment expert. The aim of the regional workshop will be to raise media managers' awareness of the issues covered by the project and enable the managers to express their media's needs to support the trainers in building a training programme tailored to the needs expressed. By bringing together all the experts involved, the aim of the workshop is for them to jointly develop guidelines for the training programme and ensure consistency in learning between the workshops organised at national level.

*This workshop should be held in November 2024*

It involves for the service provider:

- To co-construct the programme for the 2-day regional workshop in consultation with CFI project team, the partner Gender Links, the logistic coordinator and any other relevant person;
- To attend the regional workshop;
- To participate in the construction of general guidelines regarding the training courses of the project;
- To actively participate in the definition of guidelines or common goals for the implementation of the workshop activities and to ensure consistency in learning between the workshops organised at national level.

#### **Mission 2: prepare the training course for the two sessions on harassment fighting in Malawi (2 to 3 days)**

The preparation service includes all the work prior to the training. Specifically, it involves:

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

- In consultation with the CFI project team: designing the 1-day session;
- Establish the objectives of the training course, develop the relevant teaching content and adapt it to the two different targets (women journalists during leadership workshop and men journalists during positive masculinity workshop);
- To produce the relevant training documents for the activity, including:
  - o a detailed programme for the training session;
  - o a framework note setting out the media context of the country, the context of the workshop, objectives, methodology, deliverables and timetable for the assignment;
  - o Two questionnaires: one before the training to assess the knowledge of the beneficiaries before the event and one at the end, to assess the knowledge that will have been acquired at the end of the training;

### Mission 3: running the sessions (2 days)

The service includes all the work done during the two 1-day sessions. Specifically, it involves:

- To ensure the coordination and participation of all the 10 journalists;
- To present the programme and the course of the session;
- To ensure compliance with the programme and duration of the session and working groups;
- To coordinate, lead and run the session with the dedicated team;
- To coordinate the incorporation of the anti-harassment module into each workshop programme;

### Mission 4: organising awareness-raising days on harassment in Malawi (7 days)

The service includes all the preparation and implementation of the awareness-raising days, namely:

- To coordinate with each media organisation to plan the activity (date, number of participants and their profile, etc.);
- To make sure the media organisation has the logistic capacities to host the activity;
- To collect the relevant information from each media outlet for organising the activity and to adapt each session to the media organisation and its profile;
- To produce the relevant and suitable training documents for the activity, including:
  - o a detailed programme for each session;
  - o a framework note setting out the context of the workshop, the specific context of the media outlet, objectives, methodology, deliverables and timetable for the assignment;
  - o Two questionnaires: one before the training to assess the knowledge of the beneficiaries before the event and one at the end, to assess the knowledge that will have been acquired at the end of the training;

### Mission 5: reporting (2 to 4 days)

At the end of each workshop session and awareness-raising day, the service provider will produce a report presenting the progress of the missions and their recommendations.

- A final report on each workshop session or awareness-raising day and its implementation;
- Suggestions and advice for the project team;

- Training evaluation questionnaire

### 2.2.2. *Estimated deliverables and due dates*

FINAL DELIVERABLES	
Type of deliverables	Due dates
Detailed programme and framework note for the workshop's sessions	No later than ten (10) days before the beginning of each session
Detailed programme and framework note for the awareness-raising days	No later than ten (10) days before the beginning of each awareness-raising day
Final report	No later than thirty (30) days after each workshop session and awareness-raising day

The detailed programme will specify and describe briefly the sessions and modules that will take place during each workshop or awareness-raising day, their objectives and the trainer(s) that will lead them. It will also provide the indicative schedule and the logistic needs for the workshop.

The framework note will set out the context in which the workshop will be implemented, as least:

- the detailed journalistic context of the country and how the sessions are adapted to it;
- the context of the workshop and how the programme is adapted to the project and its objectives
- the objectives of the activity
- the methodology and timetable for the assignment.

The final report must include:

- The daily schedule (start and end times, compliance with timetables, any changes to the programme, etc.). The service provider must describe the activities put in place and the informal times organised as part of the activity;
- Brief general feedback on the participants:
  - a. Punctuality, compliance with instructions;
  - b. Attendance;
  - c. Level of involvement and active participation in the sessions;
  - d. Group dynamics;
  - e. Potential difficulties;
  - f. Possible points for attention.
- Questions or comments (positive or negative) expressed by participants on the organisation of activities;

- Coordination with CFI, the local coordinator and service providers;
- Difficulties or constraints encountered in implementing the activities;
- Comments or recommendations for future activities;
- Results of the evaluation questionnaires handed out to participants before and after the workshop

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 twenty (20) months.

The contract is subject to two (2) renewal(s) of two (2) months under the conditions defined in this article. The maximum total duration of the Contract, including renewal(s), shall not exceed twenty-four (24) months.

Renewal is express.

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 renewal<sup>2</sup>.

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

Services must be performed in Malawi. Activities may as well take place in Botswana and Lesotho, Mozambique or Zambia.

Working meetings and discussions may take place by video conference.

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<sup>2</sup> Pursuant to the article R2112-4 of the French Public Procurement Code.

## 5. TOTAL ESTIMATED VALUE

### **5.1. Amount and form of prices**

The maximum amount of the contract is seven thousand five hundred euros (7 500 €) excluding tax.

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

### **Mission fees**

Any eventual expenses related to the missions outside of Malawi (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 5 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.

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 documentation.

**6.3. Quotations validity period**

The quotation validity period is 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
<b>Criterion 1</b>	<b>Technical value of the bid</b>	<b>80%</b>
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
<b>Criterion 2</b>	<b>Value of the bid price</b>	<b>20%</b>
	Price	20

**END OF CALL FOR QUOTATIONS**