

REQUEST FOR TENDERS

ORGANISING OF THE MISA NAMIBIA MEDIA AWARDS

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Delivery Address

Attn: FINANCE AND ADMINISTRATION,
MISA Namibia (MISA NAMIBIA) –
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1) BACKGROUND

MISA Namibia wishes to appoint a registered and reputable consultant firm in Namibia to provide a professional service in the organizing of the Annual MISA Namibia Media Awards 2008.

a) Organisation Background

The Media Institute of Southern Africa Namibia Chapter was officially launched in November 1998. The Chapter is one of 11 chapters from the SADC countries that form MISA. Since its inception MISA has its focus on; the need to promote free, independent and pluralistic media as envisaged in the Windhoek Declaration.

Major Areas of Work

1. **Monitoring** : To set standards of professionalism and ethics among Namibia 's media and to monitor the activities of that media in accordance with these standards.
2. **Advocacy**: To start and implement advocacy campaigns around policy and law issues, around decentralization of the media and increase sensitivity around gender issues.
3. **Training** : To set up training programmes for journalists to improve skills and encourage new journalists. It is also to improve media literacy among the general public.
4. **Organizational capacity**: To establish a effective administrative base which is programme driven and supported by a representative membership.
5. **Networking**: To set up linkages with national and international organizations to strengthen the role and capacity of MISA Namibia

b) MISA Namibia : Vision

The vision of MISA Namibia is to assist in creating an environment of media freedom that promotes independence, diversity of opinion, financially viable media and professionalism. Our vision is reinforced by the identification of the following Key Result Areas.

- a) Create and develop an organization with an effective administrative base and strong membership.
 - b) Assist in drafting a code of ethics and guidelines for professional standards and a programme to monitor the activities of the media.
 - c) Provide media tools which civil society can use to access information and exercise their democratic rights.
 - d) Advocacy campaigns in policy and legislation to promote a free and open press.
 - e) Promote geographical access to the media and the strengthening of local media.
 - f) Promote greater awareness and tolerance around the reporting of gender issues and participation of women in the media.
 - g) Establish strategic links with national and international organizations and power structures which can promote the programmers of MISA Namibia.
 - h) Develop training programmes to give journalists skills to avoid self-censorship and to be critically aware.
 - i) Establish programmes to encourage journalism as a career and support the training of students.
- c) MISA Namibia wishes to appoint a registered and reputable consultancy firm to provide a professional service in the organization of the Annual MISA Namibia Media Awards 2008.
- d) The successful consultant will be required to present a work programme, with specific

milestones, to MISA Namibia, and will work closely with the National Director to ensure the successful completion of organization and hosting of the Media Awards and meeting deadlines without compromising the required standards.

2) OBJECTIVES

The objectives of the exercise is to:

- a) Provide a professional support service to MISA Namibia for the organization of the Annual MISA Namibia Media Awards 2008;
- b) Selection of the judges using best practice methodologies;
- c) Provide guidance on the application of best practice judging methodologies; and
- d) Production of supporting documentation for all stages of the awards process.

3) SPECIFIC TASKS

The consultant(s) will undertake the following tasks:

- a) Develop, agree and revise with the National Governing Council, suitable methodologies for the various stages of the awards;
- b) Develop judging guide, based on the agreed methodologies, for respective judging criteria;
- c) Develop judging guides packages for judging panels;
- d) Prepare an electronic database for received applications of advertised categories, for record purposes;
- e) Screen applications on the basis of category requirements as advertised;
- f) Conduct initial screening and prepare the shortlist for the judges;
- g) Based on best practices, verify shortlisted articles' profiles with referees and conduct security checks on entries, prior to final judging;
- h) Prepare judging schedules, venues and other facilities, in close consultation with the MISA Namibia, taking into account the Secretariat's diary;
- i) Coordinate and arrange time schedules, judges' flight schedules and accommodation, where necessary;
- j) Facilitate and provide support to judges during the judging process;
- k) Prepare and submit necessary reports for all stages of the process preceding the finalization of the awards; and
- l) Prepare and submit a final report to the National Governing Council at the closure of the process.

4) TIME FRAME

It is expected that the Namibia media awards organization and preparation will take approximately 13 weeks, upon which the consultant will submit a final list of successful

candidates to be considered for the awards by the panel of judges. It is also expected that the engagement of the consultant will be for 22 weeks and that performance of the consultant will be assessed thereafter.

5) EXPECTED OUTPUTS

The consultant will produce and present to the Secretariat:

- a) A suitable plan and Method of Assessment;
- b) A Work Plan with time frames for consideration by the Secretariat;
- c) A "Long-list" of applicants who meet all requirements;
- d) A "Short-list" of candidates who meet all requirements and may be considered for consideration;
- e) Reference Reports of Short-Listed Candidates; and
- f) Other documents which may be required to authenticate the suitability of candidates to be awarded.

6) APPROACH

Upon awarding of the Tender to the successful consultant, an initial meeting with National Governing Council of MISA Namibia will be required to discuss and clarify issues which may arise from the Terms of Reference.

- a) An Inception Report detailing the Consultant's approach to the exercise and key project milestones shall be submitted by the Consultant within one (1) week after the above meeting.
- b) There will be regular progress reports submitted to the national director of MISA Namibia on a fortnightly basis.
- c) A final report of the whole process shall to be submitted to MISA Namibia one week before winners are invited to the awards ceremony.

7) BACKGROUND DOCUMENTATION

The successful consultants will be supplied with relevant documentation including the previous year report, NMA Categories, NMA forms, NMA Judging criteria, etc.

8) SUBMISSION DATES

The Tender should be delivered or posted to the address specified above in six (6) hard copies, suitable for redistribution. All envelopes should be sealed, showing no identification of proponent and clearly marked as indicated below:

ORGANISING OF THE MISA NAMIBIA MEDIA AWARDS

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The deadline for submission of the Tender is 16h30 on 20 May 2008.

9) FINANCIAL ARRANGEMENTS

- a) Bidders are solely responsible for their own costs in preparing the Tender.
 - i) Payments for all services covered by this RFT shall be made on receipt of appropriate invoices, the satisfactory completion of work, and adherence to the MISA Namibia's Financial Policies and Procedures.

10) CONFIDENTIALITY

Tenders submitted will not be revealed to any other bidders and will be treated as contractually binding. The Secretariat reserves the right to seek clarification or verification of any information in the Tenders.

All information pertaining to the MISA NAMIBIA Secretariat obtained by the bidder as a result of participation in this RFT is confidential and must not be disclosed without written authorization from the National Director of MISA Namibia.

The successful bidder will be expected to sign a Non-disclosure Agreement before a contract is awarded.

11) OWNERSHIP OF TENDERS

All Tenders, including supporting documents, submitted to MISA Namibia become the property of MISA Namibia.

12) MODIFICATION OF TERMS

MISA NAMIBIA reserves the right to add, modify or omit certain portions of the Tenders' scope at any time at its sole discretion. This includes the right to cancel this RFT at any time prior to entering into a contract with the successful bidder.

13) TENDER FORMAT

Bidders are requested to address the issues and requirements in Appendix A in order to ensure that each Tender receives full consideration.

14) EVALUATION OF TENDERS & AWARD CRITERIA

a) Eligibility

- i) Only Tenders received as specified in 7 above will be considered.
- ii) Tenders will not be evaluated if the bidder's current or past corporate or other interests may, in MISA Namibia's opinion, give rise to a conflict of interest in connection with this RFT.

b) Qualification Criteria

Tenders not so excluded will be initially evaluated by reference to the following qualification criteria:

- i) Completeness of tender documentation as specified in Appendix A of this document; and
- ii) Stated ability of the bidder to meet all the minimum requirements specified in Section 7 of this document.

c) **Award Criteria**

The contract will be awarded from the qualifying Tenders on the basis of the most economically advantageous proposal applying the following award criteria, listed in order of priority:

- d) Proof of technical knowledge in the area of the required focus;
- e) Proof of previous relevant experience;
- f) Proof of qualifications and skills composition of the Team who will undertake the exercise;
- g) Availability of Consultant to undertake the exercise; and
- h) Cost of undertaking exercise (including any specified costs related to pre and post event).

Appendix A – Format of Proposal

Bidders should address all the issues and requirements in the sequence in which they appear in this Appendix.

1) **General Information**

- i) One page letter of introduction identifying the bidder and signed by the person(s) authorised to bind the organisation to statements made in the proposal.
- ii) Title Page listing the reference Number, organisation Name, Postal Address, Physical Address, Telephone Number, Fax Number, Cellular Telephone Number, Email Address, Website and Full Names of two Contact Persons.
- iii) Profile of the consultancy firm or consortium.
- iv) A record of previous similar consulting assignments undertaken by the organisation
- v) A description and proof of qualifications and experience of key staff that will carry out the assignment, including the team leader.
- vi) Full Contact Details of any third-parties involved in the proposal, if any
- vii) Description of role or element of proposal to be fulfilled by any third-party.
- viii) Certified copies of a Certificate of Registration or Incorporation with relevant national authorities.

2) **Reference Sites**

Bidders must provide a minimum of two customers (names, addresses and telephone numbers) who may be contacted for references in connection with the proposed assignment.

3) **Methodology**

Bidders must describe their specific methodology for carrying out the work, the benefits of such methodology and any risks and challenges that may be foreseen.

4) **Schedule of Costs**

All costs must be quoted in Namibian Dollar (NAD). The schedule must take the following format:

- 1) The total cost of the proposal (best and final offer);
- 2) A full breakdown of the price;
- 3) An itemised breakdown of the cost of any options being proposed beyond the specified Terms of Reference;
- 4) The applicable rate of VAT in respect of each product and service being proposed;
- 5) Details of any other costs, taxes or duties which may be incurred; and
- 6) Confirmation that the proposal remains valid for 30 days after the closing
- 7) Date for receipt of proposals.

8) **Additional Information**

Bidders may provide any other information which may be relevant to this proposal.