



CALL FOR PROPOSAL

SUPPORT TO ESTABLISHMENT OF TEREKEKA COMMUNITY RADIO STATION

Background

UNESCO through its Japan/JICA project, **“Project for the Development of Mass Media to Improve Access to Information for Elections and Post-elections”** aims to strengthen civic education and enhance access to information for South Sudanese citizens through three key components: infrastructure development, training, and establishment of community radio stations. To support project implementation, UNESCO seeks to work with a national partner to support establishment of an operational community radio station in Terekeka, County.

In addition, the project will aim at fostering freedom of expression, freedom of the press, public access to information. This activity will aim at providing access to information to grassroots communities in the targeted locations and the neighboring communities. It will increase community's access to objective information, increase the public's access to reliable and unbiased information and to create platforms and opportunities for discussions on important pressing issues affecting them. Also, the project will seek to address the challenges of disinformation, misinformation, and hate speech all along the electoral cycle and among young people.

Terms of Reference

Under the overall authority of the UNESCO Juba Head of Office, and the direct supervision of the Communication and Information specialist the contractor shall:

1. Engage with Community stakeholders to mobilize support and their involvement in the establishment and operationalization of the community Radio in Terekeka. In particular: -

(i) The contractor shall liaise and support the community focal points to acquire the required operational license and frequency for the 2-year project period necessary for the radio station to go on air.

(ii) Conduct 3 monthly Community Advocacy Forums to sensitize the communities on the establishment of the community radio and their participation (bring on board the women, youth, leaders, CSOs and like-minded partners)

(ii) Provide logistical support towards organizing a 2-day capacity building workshop for establishing and training the community board members that will provide leadership, overall strategy, and ensuring the station's financial soundness, legal compliance, and operational efficiency. The board members should be capable of leading the community radio with sound leadership, financial and communications skills and knowledge.

(iii) Provide logistical support towards organizing a 10-day capacity building workshop for fifteen (15) station volunteers to be trained on operationalization of the radio station including basic

journalism skills including the following; how to gather, package and produce programmes in readiness for broadcast.

(v) Provide logistical support towards establishing community listeners' clubs and organizing a 3-day capacity building workshop for 1 youth and 1 women listeners' club. This will include providing tools such as bicycles, handheld radios, mobile phones and recorders to facilitate their work.

(vi) Extend support to the station, through support with production and airing of programmes on elections, constitution making process, gender issue and any other development projects.

4. Once the radio station and equipment are fully installed, the contractor shall mobilize local community and provide any necessary logistical support to ensure successful launch and handover ceremony of the radio station to the community.

5. In carrying out the above activities, ensure visibility in all engagements including use of partner logos, in all visibility related activities for this project. In this regard, the contractor shall provide timely press/feature articles with high resolution photos.

6. It is expected that the incumbent shall solicit further support from other media development partners, community stakeholders to supplement the activities, thus ensuring sustainability of the established community radio station.

Expected Deliverables

7. Submit to UNESCO by latest 30 April 2025, work plan/schedule, Training programmes for the volunteer workshops and board of directors, and list of participants, upon which 33% of the total fee shall be made.

8. Submit to UNESCO by 30 May 2025, Progress report, high-resolution photos including financial report/receipts upon which 50% second payment shall be made.

10. Submit to UNESCO by 30 September 2025, a final narrative report (as per UNESCO's reporting format) and financial report on the full expenditure of the funds under this contract, high resolution photos on all activities carried out, final invoice and delivery notes for the purchased equipment throughout the project upon which the final payment (17%) shall be made.

Admission Requirement

- Proposals and Budget(in-excel) must be sent no later than the deadline for submitting applications referred to in the document.
- Proposal must be submitted in writing, in the English language.
- Eligible activities Project proposals and workplan may be submitted for the activities described in Part 1-3. Proposals should match the specific description of the action.
- Budget should be clearly developed and broken down per location areas indicated above.
- Grant applications are eligible if submitted by: - A non-profit organization/CSO.

Failure to comply with the above requirements will lead to the rejection of the application.

Exclusion from participation:

Applicants will be excluded from participating in the call for proposals if they are in any of the following situations:

- They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the Relief and Rehabilitation Commission, and Ministry of Labour.
- They are bankrupt or being wound up, are having their affairs administered by the courts, or have suspended business activities.
- They or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority which has the force of res judicata.

Eligibility/ Award Criteria

Only proposals that meet the eligibility, exclusion and selection criteria will be further assessed based on the below award criteria.

Criteria	Mark Maximum Point)
Relevance of application in relation to the activities in part a) and expected outputs	25 points
Experience carrying out similar activities with regards to working on Media and Information Literacy (MIL) and working with youth	25 points
Presentation of expected results, expected impact and sustainability of the action	15 points
Time schedule of the action (work plan); management arrangements	15 points
Coherence, relevance, and proportionality of the estimated budget in relation with the proposed action	20 points
Maximum total score	100 points

Implementation period: The estimated duration of the action is 8 months. Activities shall start on the day both parties sign an agreement.

How to Submit

	Submit your proposal and budget to implement stated activities. via. procurement.juba@unesco.org by 17 April 2025, 4:00 PM (CAT)
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	Note: Indicate in the Subject line title of the proposal for which you are applying
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UNESCO accords priority to gender equality in all its fields of competence. Therefore, the contractor shall ensure equal opportunities for both men and women in the carrying out of all the above activities