**Terms of Reference: for Communication and Media service providers in South Sudan**

**About Save the Children**

For over 100 years, Save the Children has been making a difference in children’s lives in more than 120 countries. Save the Children International is the world’ s largest independent child rights organization from emergency relief to long-term development, Save the Children International secures a child’ s right to health, education and protection. " Save the Children's vision is a world in which every child attains the right to survival, protection development and participation. Our mission is to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Assignment Background**

Save the Children South Sudan Country office is looking for qualified Multimedia companies to produce and implement the Communication, Campaign and Media plan/products across the country. Save the Children program implements different humanitarian and development programs in the country and undertakes strong content generation, visibility promotion and outreach and digital campaigns to amplify the voices of the South Sudanese children and to ensure they survive, learn and be protected.

Therefore, this request for proposal aims to identify and hire a qualified company, with well experienced and equipped professionals in the sector and are passionate on magnifying children’s voices in South Sudan and beyond.

**The overall objective**

The overall objective of the assignment is to acquire service of a Creative Communications, Campaign and Media service provider in South Sudan to support Save the Children media and Communication department to document impact stories about our interventions in South Sudan, and other media and communication services.

**Specific Objectives:**

* Production of content for fundraising, programme documentations, visibility, and behavioural communication initiatives in South Sudan.
* Produce audio-visual products for Save the Children’s campaign and awareness raising issues.
* Do translations of audio to script and voicing over of story narrations.
* Translate stories from various local dialect to English and vice versa.
* Other Communication, Campaign and Media services across South Sudan.

**Scope of the work**

Save the Children intends to acquire services of multimedia company in a period 2 years. The service provider under the guidance office of Save the Children Media and Communication teams South Sudan will lead production of multimedia content for Save the Children South Sudan’s programme’s Advocacy, Campaigns, Communication & Media work.

The firm will be required to produce multimedia products and undertake design, and implementation of media campaigns which includes but not limited to:

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| **No.** | **Services**  | **Description of services**  |
| **1-** | Human interest, feature, and impact Stories. | 1500 words story accompanied with 20 well captured photos with captions.  |
| **2-** | Case Story following the guideline of Save the Children case story template.  | 1500 words case story capturing all details from the participants with original quotes.  |
| **3-** |  Photography.  | 100-250 well capture photos with full captions  |
| **4-** | Videography.  | Raw footage, interviews, and B rolls.  |
| **5-** | Translations of audio into words.  | 1 -10-page, word translation, 10- 50 and 50-100 page. |
| **6-** | Translations of stories from South Sudan’s local languages into English language.  | 1 -10-page, word translation, 10- 50 and 50-100 page. |
| **7-** | Translations from English into other local languages of South Sudan. | 1 -10-page, word translation, 10- 50 and 50-100 page. |
| **8-** | Translations from Arabic language to English language. | 1 -10-page, word translation, 10- 50 and 50-100 page.  |
| **9-** | Recording of drama both audio and video.  | 1 hour audio recording of drama and 1hour video recording of drama.  |
| **10-** | Performances of music, poem, spoken words. | Music performance for a whole day event, and 1-4 hours.  |
| **11-** | Creation of animations, cartoons and art.  | 5- Minutes video animation, 50 well drawn cartoons and 25 art pieces well drawn.  |

**Requirements**

* Experience in Communications, Media and in providing services to development and humanitarian agencies.
* Companies/Firms have operational capacity across South Sudan.
* Submit previous work experience including video stories, photos, human Stories, sample of Campaign/Outreach intervention.
* CVs of the proposed professionals in South Sudan.
* Previous experience with children and Save the Children is preferred.
* Strong creative vision and styling that appeals to a global audience.
* Ability to work with Save the Children offices in South Sudan and its partner programs as required.
* Consultants are expected to cover their own insurance and logistics.
* Technical proposal expressing methodology for each component, previous experience, anticipated risks with mitigation methods and company profile.
* Detail financial Proposal for services.

How to apply

Any Competent expert, consultancy firms, organizations, or institutions are encouraged to apply before 28th May 2024 ***to****:* SouthSudanTenders@savethechildren.org with Subject of the e-mail as **ITT/SSD/2024/CONSUL/009**-**ACCM** **Consultancy.** No consideration shall be applied based on religion, nationality, and organization status. The Expression of Interest should include all the following:

1. A **technical proposal** that responds to the needs of the ToR.
2. Financial proposal

**Annex –Evaluation Criteria**

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| **SECTION 1 - ESSENTIAL CRITERIA** |  |  |
| ***INSTRUCTIONS – Bidders are required to complete all sections of the below table.*** |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | **MANDATORY CRITERIA:** bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached ‘Terms and Conditions of Purchase’ | **Yes / No** | **Comments / Attachments** |
|   |   |
| ***2*** | **MANDATORY CRITERIA:** The bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts listed below. | **Yes / No** | **Comments / Attachments** |
| 1) Child Safeguarding Policy |  |  |
| 2) Anti-Bribery & Corruption Policy |
| 3) Human Trafficking & Modern Slavery Policy |
| 4) Protection from Sexual Exploitation and Abuse Policy |
| 5) Anti-Harassment, Intimidation & Bullying Policy |
| 6) IAPG Code of Conduct |
| 7) Conditions of Tendering  |
| ***3*** |   | **Yes / No** | **Comments / Attachments** |
| **MANDATORY CRITERIA: The bidder confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.** |  |  |
| *4* |  |  **Yes / No** |  **Comments** |
| **MANDATORY CRITERIA:** The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. |  |  |
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| *5* | The Bidder confirms it is registered with the appropriate authorities in South Sudan for the purposes of trade. |  **Yes / No** |  **Comments** |
|   |  |  |
| **-Valid Operation Licence from the Ministry of Trade and Industry, Central Equatoria State.** |  |  |
| **-Valid Tax identification from the National Revenue Authority** |  |  |
| **-Valid Tax clearance from the National Revenue Authority.** |  |  |
| **-Valid Certification of Incorporation from ministry of Justice and Constitutional Affairs** |  |  |
| **-Membership Certificate Issued by South Sudan National Chamber of Commerce, Industry and Agriculture.** |  |  |
| *7* | **For Individual Consultants, applicants must submit the following documents: - Copy of Passport 'data page' or National ID - Individual tax registration - Curriculum Vitae(CV)** |  |  |
|  **SECTION 2 – CAPABILITY QUESTIONS** |
| ***Instructions – Bidders are required to complete all sections of the below table.*** |
| ***Item*** | **Question** | **Bidder Response** | **Attachment(s)** |
| ***1*** | Experience in Communications, Media and in providing services to development and humanitarian agencies. If yes, please attach 05 copies of current and previous purchase orders /contracts. |   |  |
| ***2*** | Proven past experience in producing video stories, photos, human Stories, sample of Campaign/Outreach intervention-If yes, Please attach at least 03 (three) samples of current or previous work covering all the mentioned areas. |  |  |
|  |  |
| ***3*** | Strong creative vision and styling that appeals to a global audience-As a proof, please share at least 03 (three) samples of previous work |  |  |
| ***5*** | Type of equipment or content gathering gadgets required to produce contents. Provide staff numbers or experts who will be involved to do the work? Please, provide a detailed list of equipment that you intend to deploy. |  |  |
| ***6*** | Provide at least three letters of comfort from your current clients. |  |  |
|  **SECTION 3 – SUSTAINABILITY QUESTIONS** |
| ***Instructions – Bidders are required to complete all sections of the below table.*** |
| ***Item*** | **Question** | **Bidder Response** | **Attachment(s)** |
| ***2*** | What strategies do you have in place to promote diversity & inclusion in terms of recruitment of your staff to ensure equal opportunity for staff of different gender and/or ethnic background If yes, please explain.Specify what other initiatives you anticipate to bring on board in the event that you sign a contract with Save the Children. |  |  |