

REQUEST FOR QUOTATION

RFQ Reference: RFQ24-079

Date: 08 October 2024

Subject of RFQ: Request for Quotation for Conducting Lifeline Communication Training to Media Houses and Journalists in Jajarkot and West Rukum.

International Organization for Migration kindly requests your quotation for the provision of the goods, works and/or services described in the RFQ submission form below.

When preparing your quotation, please be guided by the RFQ information below. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

RFQ INFORMATION

Deadline for the submission of quotation	18-October-2024 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of submission	Quotation must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a vendor's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Contractual Terms	Any Purchase Order that will be issued as a result of this RFQ shall be subject to the IOM standard terms for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement or IOM standard contract templates.
Documents to be submitted	Bidders shall submit and sign the-bid submission form below.
Quotation validity period	The quotation shall remain valid for 45 days from the deadline for the submission.
Price	Quotations shall be for the goods, works and/or services stated in the Specification/TOR/SOW
Partial quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Clarifications	Contact person for correspondence, notifications and clarifications Contact person: Pratima Maharjan E-mail address: iomnepalprocurement@iom.int
Evaluation method	<input type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Other 70% Technical and 30% Financial
Right not to accept any quotation	IOM is not bound to accept any quotations, nor award a contract or purchase order
Expected date for contract/PO award.	28 October 2024

Thank you and we look forward to receiving your quotation.

Issued by: IOM Nepal Procurement Unit

QUOTATION SUBMISSION FORM

RFQ Reference:	Date:
RFQ ref no:	



International Organization for Migration (IOM)
The UN Migration Agency

Terms of Reference

IOM Nepal Service Provider for the Conducting Lifeline Communication Training to Media Houses and Journalists in Jajarkot and West Rukum

COMMISSIONED BY: IOM Nepal

1. BACKGROUND

In response to the 2023 Jajarkot earthquake, the Joint Recovery Action Plan (JRAP) for Western Nepal project, under the Western Nepal Earthquake Joint Program, has been launched to address both the immediate and long-term needs of affected communities. The project, implemented by United Nations Nepal and supported by the Foreign, Commonwealth & Development Office (FCDO), aims to provide comprehensive support for the recovery and resilience of earthquake-affected communities in Jajarkot and West Rukum districts.

Under the shelter-related interventions, the project will assist the Government of Nepal in creating an enabling environment for the long-term recovery and reconstruction of affected communities. The shelter component focuses on:

- a. Increasing the capacity and awareness of affected communities in building back better techniques through socio-technical support.
- b. Improving access to shelter assistance packages for affected communities.
- c. Establishing and/or strengthening an accountable, transparent, and two-way communication channel on recovery for the affected communities.

2. OBJECTIVE

Media, as one of the first responders during disasters, plays a crucial role in the recovery phase, particularly in disseminating information, raising awareness, and engaging communities in the recovery process. To engage with the media to foster two-way communication with the community, ensuring accountability and inclusivity throughout the recovery effort and to leverage media efforts to collaborate with government bodies at all levels, development partners, and civil society organizations, a discussion on the Role of Media in Recovery and Reconstruction was held in September. The event brought together key stakeholders from the media, civil society organizations, and JRAP partner agencies to explore the critical role that media plays during and after disasters. The event centered on the challenges that local journalists and media outlets face in covering recovery efforts and provided a platform for dialogue on how the media can engage more proactively in post-disaster scenarios.

During the discussion, participants emphasized the importance of media in disseminating vital information to affected communities, particularly during the critical phases of disaster response and recovery. The role of media in holding authorities and organizations accountable for their actions was also highlighted, with local journalists

encouraged to take on a watchdog role, ensuring that recovery initiatives are implemented efficiently and transparently. Another significant outcome of the discussion was the recognition of the media's unique position to share stories of survival and resilience, inspiring hope and motivation among affected populations. These narratives, when broadcasted, help not only in maintaining public interest in ongoing recovery efforts but also in showcasing the strength and perseverance of local communities.

As a direct result of this discussion, it became clear that local media requires enhanced skills and resources to effectively cover disaster-related issues. To address this, a Lifeline Communication Training will now be organized, aimed at equipping journalists with the necessary tools to produce and deliver essential communication content. This will further strengthen their role in supporting the recovery and reconstruction processes, while fostering greater collaboration between media outlets, civil society, and humanitarian agencies.

3. SCOPE OF WORK

The service provider will be responsible for the following tasks:

- a. Conduct Two 4-day Lifeline Communication Trainings (1 for Jajarkot and 1 for West Rukum Media Outlets)
 - Participants: Journalists from media outlets including digital platforms and radio stations in Jajarkot and West Rukum.
 - Focus: Enhancing skills in producing media content that supports the daily life of affected people during a crisis.
- b. Technical Knowledge for Disaster Preparedness and Response
 - Train participants on how to continue broadcasting during and after a disaster, including maintaining operations with minimal resources.
 - Provide technical knowledge on running media houses during disasters and identify necessary tools and techniques to ensure uninterrupted service.
- c. New Approaches to Reporting
 - Train journalists on practical, actionable reporting techniques that help affected communities.
 - Focus on key topics such as safety, food, water, shelter, health, hygiene, and trauma recovery.
 - Emphasize providing encouragement, reassurance, and life-improving information rather than conventional news reporting.
- d. Support for Lifeline Programming
 - Assist local media in producing and broadcasting Lifeline programs, which address the specific needs of people affected by humanitarian crises.
 - Encourage collaboration with humanitarian organizations and explore innovative formats for broadcasting Lifeline communication on multiple platforms.

e. Provision of Equipment

- Supply essential equipment such as recorders, computers, and portable devices necessary for media houses to continue operations during a crisis.
- Ensure participants are trained in the use of these devices for disaster broadcasting.

f. Local Media Coordination

- Coordinate with media houses in Jajarkot and West Rukum to ensure the involvement of all relevant local media.

g. Assessment of Equipment Needs

- Conduct a comprehensive assessment of local media houses to determine their equipment requirements for disaster broadcasting.
- Provide recommendations on essential equipment needed for radios and digital platforms to operate during emergencies.

4. DELIVERABLES

1. Inception report
2. Two 4-day Lifeline Communication Training sessions for local journalists and media houses.
3. Equipment assessment report for local media houses.
4. Training materials, including guidelines for practical Lifeline communication.
5. Post-training evaluation reports to assess knowledge transfer and media readiness including testimonials from the participants.
6. One 2-3-minute-long video on the training (with Nepali language, English subtitles). The script of the video is to be shared with project team for review. The branding and marking requirements will be shared by project team.
7. 50 best photos from the training (25 photos from each training).

Note:

The selected firm is expected to arrange all necessary logistics, accommodation, and transportation for themselves. The firm should also supply and ensure the operation of equipment for the training sessions. The training will be either conducted in Surkhet or in Nepalgunj. IOM will cover the cost of venue, accommodation, and transportation for the participants.

5. QUALIFICATIONS

The service provider should have:

1. Have proven experience in conducting Lifeline communication training in national context.
2. Demonstrate the capacity to train journalists on crisis communication, disaster preparedness, and responsible journalism principles.
3. Have experience in working with media outlets and providing technical support, especially in disaster-prone areas.

6. ETHICAL CONSIDERATION

The service provider must adhere to Government of Nepal and IOM ethical standards, including data protection principles and PSEA (Prevention of Sexual Exploitation and Abuse) Code of Conduct.

7. PROPOSED TIMELINE

28 October 2024 – 21 November 2024

8. MODE OF PAYMENT

The payments will be released as per the following:

40% upon submission of inception report.

50% after completion of 1 training.

10% after completion of all deliverables.

9. APPLICATION PROCESS

Interested firms should submit their proposals by 18 October 2024. Proposals should include the following:

Technical Proposal:

Detailed explanation of the need for the training, objectives, methodology, and expected outcomes.

Work plan outlining the schedule and activities for each day of training.

Financial Proposal:

Clear breakdown of financial requirements, including training costs, logistics, equipment, and any other expenses.

10. EVALUATION CRITERIA

The proposal will be evaluated under following-

Understanding of the Assignment (50%)

Demonstration of a clear understanding of the objectives and the need for Lifeline communication training.

Alignment with the background and purpose of the training.

Detailed methodology for conducting the training sessions, including innovative approaches for Lifeline communication.

Clarity in the proposed work plan, timeline, and deliverables.

Qualifications and Experience (20%)

Proven track record of delivering Lifeline communication or similar training programs in national or international contexts.

Evidence of past work in training journalists, media houses, or community stakeholders during disaster preparedness or response phases.

Relevant experience in disaster management, crisis communication, or working with media houses in disaster-prone areas.

Financial Proposal (30%)

Detailed, transparent, and accurate breakdown of costs.

11. ANNEX

List of project target locations in Jajarkot and West Rukum

Jajarkot

1. Bheri Municipality
2. Chhedagad Municipality
3. Kuse Rural Municipality
4. Junichande Rural Municipality
5. Barekot Rural Municipality
6. Nalagad Municipality
7. Shivalaya Rural Municipality

West Rukum

1. Musikot Municipality
2. Chaurjahari Municipality
3. Aathbiskot Municipality
4. Banfikot Rural Municipality
5. Sanibheri Rural Municipality
6. Tribeni Rural Municipality

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I hereby represent and warrant that neither the vendor, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the vendor any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The vendor will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that, the vendor will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor in this Declaration.

Signature: _____

Name:

Title:

Date: