

## TERMS OF REFERENCE

### Short-term experts for capacity building programs for Ukrainian journalists in Bucharest

#### 1. About CFI

A subsidiary of the France Médias Monde group, CFI, the French media cooperation agency, supported by the French Ministry of Europe and Foreign Affairs, is in charge of the coordination and implementation of public aid policy to promote and enhance media in developing countries. CFI is currently involved in around thirty projects that fall within three major programs: media and governance, media and development, and media and enterprise.

#### 2. About the project

In the context of the war triggered by the Russian invasion of Ukraine, and the European crisis that this war provoked, CFI, the French agency for Media Development, implements a project aimed at promoting coverage of the war in Ukraine and the regional crisis by local journalists, in an independent, secure, and conflict-sensitive way in collaboration with an international media. The project is based in Bucharest, Romania and consists of:

**1. Support Ukrainian journalists through material, financial, logistical and psycho-social support**, whether there are in exile or temporary relocated in Romania or in neighboring countries, or in Ukraine and willing to benefit of a short-term rest and respite relocation program;

- Direct support to Ukrainian journalists
  - Housing facilities
  - Daily allowances
  - Equipment and material support
- Accompaniment for Ukrainian journalists
  - Support in administrative processes
  - Psychosocial support

**2. Strengthen the editorial offer and the production of reliable content** on the conflict and its regional impact.

- Provision of working station and equipment
- Production grants

**3. Strengthen the editorial and operational capacities** of journalists in exile and in the country;

- Editorial Capacity building programs for Ukrainian journalists (factchecking, fight against disinformation, conflict sensitive journalism...)
- Editorial Capacity building programs for Ukrainian journalists (digital and physical security)

#### 3. SERVICE DESCRIPTION

##### a. Services to be provided

To intervene on this third component, CFI is looking for qualified trainers (M/F). More specifically, CFI is looking for:

- **A trainer in fact-checking and fight against disinformation:**
  - Consolidating the basics of fact-checking and bringing journalists who are new to this discipline up to speed;
  - How social media and online news work, spotting fake news, source verification, content production, fact checker integrity, etc.;
  - How to use advanced digital tools for fact-checking;
  - Getting to grips with visual verification techniques.
  
- **A trainer in conflict sensitive journalism:**
  - Basics of conflict sensitive journalism and journalistic deontology;
  - Examples of conflict sensitive journalism;
  - Professionalism versus patriotism, activism.
  
- **A trainer in digital security**
  - Identifying cyber threats;
  - Mastering digital environment, networks, choosing tools;
  - Protection of communications;
  - Use of protection software, data encryption software and a VPN.
  
- **A trainer in physical security**
  - Risk and threat assessment;
  - Protection during a mission, when travelling;
  - Protection in the event of kidnapping, arrest, or harassment.

As the level and needs of the journalists may differ from one another, the training description is intended simply to give an indication. A need assessment will be carried out by CFI before the training sessions and trainer will be responsible to assess the level of the participants.

#### **b. Expected deliverables**

The details of the deliverables and their delivery times will be specified during a scoping meeting organized at the start of the service.

- 1. Training follow-up:**
  - At the latest one week before the training session, the service providers will transmit the program of project manager training.
  - No later than one month after the last session, the service providers will send their materials validated training courses (presentations, and all educational documents provided) to the head of project.
  
- 2. Monitoring-evaluation of actions:** service providers will participate in carrying out monitoring-evaluation in the framework of training by distributing attendance lists and a questionnaire for evaluating skills after each training. The documents will then then be passed on to the CFI project manager in together with their activity report.
  
- 3. Report and invoice:**
  - No later than one month after the last session, the service providers will send the project manager a qualitative report detailing the process, constraints and results of the activity as well as its recommendations (max 10 pages excluding annexes).
  - They will accompany it with an invoice detailing the cost of the days of service actually incurred during the support (in accordance with the financial offer of the providers), with the copies of supporting documents relating to the costs incurred for the activity.

#### **4. Type of contract, calendar, and place of performance**

It will be a **service contract**. The market will be concluded as from its notification. The execution times of the contract will run from its notification to the Provider until the validation by CFI of all deliverables. The start of the contract is scheduled for **01/09/2022** at the earliest.

Between **4 to 6 days of training** are planned. Several sessions of trainings may occur as new participants may join the program. Exact number of days will be specified during a scoping meeting organized before the start of the service.

The preparation of the training will be carried out remotely (home of the Provider). Trainings will be organized onsite, in **Bucharest** when possible. Depending on the health and safety conditions, CFI may decide, in consultation with the service provider, to hold online trainings.

#### **5. Profile required of the expert**

The skills required to perform the service are as follows:

- Practical experience of fact-checking and solid knowledge of the issues and techniques of fact-checking;
- Practical experience of conflict-sensitive journalism;
- Solid knowledge of the media environment in Ukraine; working experience in Ukraine is a plus
- Solid training experience;
- Fluent in English, Russian and/or Ukrainian is a plus

All these skills must be justified in the candidate's offer.

#### **Offer selection criteria**

Tenders will be judged according to the following criteria and weighting:

- Understanding of the terms of reference and quality of the proposal /25 points;
- Qualification of the candidate and similar experiences /50 points;
- Proposed methodology /15 points;
- Cost excluding tax of the service /10 points

#### **6. Prices**

The financial offer may not exceed €400 excluding tax (four hundred euros excluding tax) per day for training

The prices do not include any field mission costs related to the proper execution of the Service. These costs will be reimbursed in real terms to the Service Provider according to CFI's internal rules. The assignments must be confirmed upstream by CFI and must be validated by an estimate supplement submitted by the Service Provider to CFI.

The Services of the Contract are regulated by a unit price fixed in the estimate of the Service Provider dated and signed, as the Services are performed. Prices are deemed firm and complete.

#### **7. Conditions for sending proposals**

##### **a. Content of the proposals**

Provider proposals should include:

- 1) A technical proposal (5 pages max.) highlighting skills and experience meeting the needs of the Service;
- 2) An up-to-date CV indicating the experience of the tenderer in relation to the expectations of the Service;
- 3) An estimate, detailing the unit price and the total price excluding tax (HT) of the service, excluding communication and movement, presented as follows:

Service Unit	Unit	Number of units	Unit price excluding VAT	Total price excluding VAT
Days of preparation, co-facilitation of training and drafting of the report	Day	....	...€	...€
Per diem & expenses (amount independent of the amount of this Contract)	[To be completed]	[To be completed]	...€	...€
TOTAL excluding VAT				...€
			VAT if applicable	...%
TOTAL including VAT				...€

In his quote, the Service Provider indicates the global and fixed amount s/he proposes for her/his offer. This amount is contractual.

All of these documents are written in English only.

**b. Conditions for sending proposals**

The selection of the Holder will be ensured by the CFI project manager on the basis of an assessment of the application, then the offer.

Only complete files, showing no irregularities, including all the documents requested and received on time will be reviewed. The other files will be rejected.

The regular files in their forms will be analyzed one by one, then compared. According to this analysis, CFI may, if necessary, invite certain tenderers to an oral presentation (in videoconference or by telephone) and freely ask them for clarification or additional information which will be deemed necessary with regard to the content of their offer.

Tenders deemed to be the lowest bidder will be accepted. It is specified that the award of the contract will not not necessarily at least financial.

This assignment requires special attention to security. The candidate must take all the necessary measures to ensure his safety throughout the course of the service and specifically in the case of field missions, if applicable, in particular in the regions classified in the "orange zone" by the French Ministry for Europe and Foreign Affairs.

Tenders must be submitted no later than **28/08/2022 before 6 p.m. UT**  
by email to the following address: [marie.bouilly@cfi.fr](mailto:marie.bouilly@cfi.fr)  
with imperatively in subject "CAPACITY BUILDING PROGRAM UKRAINE - HUB BUCAREST"