

**Date: 07.08.2023**

Dear Messer's,  
Greetings from REFORM Association

**Invitation to Tender:**

**Podcast (Coaching and writing scenario, Montage and Hosting)**

**About REFORM:**

The Palestinian Association for Empowerment and Local Development – REFORM is a Palestinian NGO that works in the fields of empowerment, local development, and social transformation. Seeking to promote inclusion and social solidarity in Palestine through empowering marginalized hard-to-reach groups, and structural reform. REFORM aims to enhance the social and political participation of marginalized hard- to-reach groups and community activism, to facilitate equal access to public utilities through strengthening the capabilities of young and women, and to provide a reliable database for the political and administrative decision makers in Palestine.

REFORM is looking for a **Podcast (Coaching and writing scenario, Montage and Hosting)**.

Interested candidates should submit their offers latest by **Sunday, 13.08.2023, 02:00 PM**.

**For more details, kindly check the enclosed TORs.**

**The agreement will be within Unveil and YLA project during the year of 2023.**

**Specification:**

- A registered company or individual with a good knowledge of Digital Media.
- Ability to accurately measure participant progress.
- Proficiency in teaching dialogue preparation and management.
- Extensive knowledge in montage programs such as Adobe Audition and Sound Forge.
- Thorough understanding of Podcasting.
- Familiarity with electronic radio broadcasting techniques. Cooperate with REFORM team if urgencies occur.
- The qualification of the company or person who will coordinate with REFORM to do the work:
  - A Bachelor's Degree in Journalism, TV, social studies, and social media.

- A least (5) years of professional experience including podcasting, research, writing, broadcasting and radio stations.

- Excellent observation and judgement skills.
- Documented experience for (5) years as a media trainer and coach.
- Experience in producing, writing and voicing programs/reports is required.
- Experience in posting audio and print content to the web is required.
- Experience with multimedia platforms is desirable.
- Experience in international broadcasting is desirable.
- Extensive experience of Radio Broadcast Journalism; Political awareness and judgment and knowledge of international current affairs; ability to work under pressure.
- Knowledge of digital editing technology and of multimedia platforms.

#### **About Unveil Project:**

We intend to introduce one more line of work to strengthen the empowerment of Palestinian women and youth, and to transform the structural factors underlying their situation of inequality and vulnerability through the identification of new alliances, actors or movements of urban/feminist/youth women, as well as alternative forms of collective organization, that know how to give voice and public visibility to these groups of rights holders, expanding their capacity to claim rights and thus impact on the main socio-political barriers that hinder their full development.

#### **Scoop of work for Unveil Project:**

- Develop and prepare eight engaging scenarios that reflect the social challenges, masculine practices, and societal culture impacting gender-based violence in Salfit, Tubas, Tulkarem, and Qalqilya.
- Create a podcast series consisting of two episodes for each province, with each episode lasting 10 minutes.
- Obtain approval from the association on the chosen topics and scenarios presented for the podcast episodes before initiating the work.
- Record the podcast episodes, ensuring high-quality audio and clear narration.
- Edit the recorded podcasts, enhancing the overall flow and coherence of the content.
- Broadcast the edited podcast episodes on social media platforms to reach a wider audience.
- Monitor the feedback and engagement from listeners, encouraging discussions and raising awareness about gender-based violence.

- A report from the provider after the publishing is finished, which should include details on all engagements, comments, and other relevant information.
- Adhere to a project timeline during August 2023, allowing sufficient time for all tasks to be completed efficiently and effectively.
- Ensure that the podcast series contributes to the association's objectives in addressing gender-based violence and promoting a more inclusive and safe society.

### About YLA Project:

Aims to create a new perspective for young men and women in Palestinian camps by providing them with critical thinking tools and the ability to solve problems. This is done in order to learn how to lead change in their environment and increase their participation in decision-making through the project activities. Multiple channels and bridges are created that form platforms for young men and women to raise the level of social and political participation.

### Scoop of work for YLA Project:

- Implement Training on podcasts production for a half day in Balata.
- Coaching for 18 hours for Balata Media Center to produce 30 podcasts.
- Full control of podcast content and the ability to better make changes and keep everything on-brand through any transitions.
- Create an accessible and searchable archive for listeners to find old and new episodes all in one place.
- Produce 30 Podcast with 5-10 minutes about camps daily life and issues.
- Coordinate with the project's staff and beneficiaries.
- Share the broadcasting episodes on your social media platforms.

### Notes:

- **The Applicants must register on our procurement system E-connect using this link: REFORM: (econnect.ps), and attached copy of the registration form with the offer.**
- REFORM has the right to request the necessary clarifications.
- Interested candidates should submit technical and financial offers in separated stamped and/ or signed latest by **Sunday, 13.08.2023, 2:00 PM** at REFORM's office in Ramallah, Al-Masyoun, Al-Tirawi Building, 2nd floor, Telephone 022966646.
- Implementation Period for both projects are at the end of October 2023.
- Financial and technical offer must be submitted in English and signed/or stamped in **the offer should be in separate sealed envelopes.**
- Financial offers must be submitted in ILS **Excluding VAT**, with valid deduction at source certificate is required, or else 10% of the total payment will be deducted as income tax.

**Evaluation criteria:**

Qualifications	Grade (100%)
<b>Technical offer:</b>	<b>70%</b>
<ul style="list-style-type: none"> <li>A least (5) years of professional experience including podcasting, research, writing, broadcasting and radio stations.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Documented experience for (5) years as a media trainer and coach.</li> </ul>	10%
<ul style="list-style-type: none"> <li>The suggested publishing plans with deadlines and no. of view how to get to the audience</li> </ul>	10%
<ul style="list-style-type: none"> <li>Individuals must submit CVs for the contact person/sound engineer that reflect their experience and specialization. The CV should reflect the number of followers on social media platforms.</li> <li>Companies must submit company profile with CVs for the team, number of listing and followers on social media platforms.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Proposal of the suggested topics for the upcoming podcast episodes that will be produced.</li> </ul>	20%
<ul style="list-style-type: none"> <li><b>The financial offer in ILS Excluding vat must submitted with valid deduction at source.</b></li> </ul>	<b>30%</b>

For more information, please do not hesitate to contact us on: Telefax: 02-2966645 or Email: [procurement.reform@gmail.com](mailto:procurement.reform@gmail.com).

Thank you for your kind cooperation,