**Terms of Reference**

**Agency or Expert to produce podcasts**

**Project:**Fa’ela (فاعلة) – Tapping into Women’s full Potential in Shaping Libya’s State-Building Efforts

**Position**: Podcast producer

**Form of Employment:**Service contract for Agency or expert

**Start date**: from end of August 2022

**Contract Duration**: 3.5 months   
**Location:** Remotely

**About Implementing Partners**

Democracy Reporting International (DRI) strengthens democracy by shaping the institutions that make it sustainable. We support local ways of promoting democracy with impartial analysis and good practices, bringing international standards to life. The belief that people are active participants in public life, not subjects of their governments, guides what we do. We work with local actors to protect and expand our shared democratic space in a polarised world, regardless of political opinions or personal beliefs. In Libya, DRI has been engaging in projects on topics related to democratic discourse, civil society strengthening, the constitution, human rights and local governance since 2012.

Jusoor Center for Studies and Development is an independent Libyan not-for-profit think and do tank registered in 2015. Jusoor’s headquarters is in Tripoli, but the organisation has representation throughout the country, with coordinators in Benghazi, Sabha and Yefren. Jusoor is committed to economic and social development through women empowerment and developing innovative policies. Jusoor aims to promote research, critical thinking, open discourse and innovative solutions with a special focus on women’s issues.

**About the Project**

In 2020 DRI and Jusoor began implementing an EU funded project (فاعلة): Tapping into Women’s Full Potential in Shaping Libya’s State-Building Efforts (mid-June 2020 – mid-December 2022). The Fa’ela project has the vision of a Libya in which women effectively participate in public life. To reach this vision, the project increases the organisational and technical capacity of women’s CSOs, increases the technical capacities of Libyan female politicians and political/governance actors, and establish a peer-to-peer and an enabler network with the aim of supporting women engagement in public life.

**Objectives of this Consultancy**

In the framework of the Fa’ela Media Campaign, DRI is looking for a qualified and experienced service provider (agency or expert) to produce two or three podcasts to promote women engagement in public life in Libya. Applicants must have demonstrated experience in delivering similar podcasts in Libya, including working with civil society organisations on topics related to women empowerment.

**Your duties and responsibilities**

The service provider will be responsible for :

* Production of a maximum of three podcasts for the use of (radio broadcasting and social media promotion). Each podcast will be no more than 20 minutes in length.
* The service provider will be responsible for all the technical parts of the production. DRI will provide the overall concept and the contact details for the speakers/interviewees in the podcast. The Podcast producer will be expected to conduct the interviews with the speakers/interviewees.
* Gather audio and multimedia material if needed, perform audio editing and management of sound files.
* Undertake digital mixing, editing and recording.

**Deliverables**

The Podcast Producer will be responsible for delivering maximum 3 podcast episodes over the course of 3.5 months. Prior to dissemination, the radio producer will submit each episode to the Fa’ela project team for review and approval. These products will also then be subject to project donor approval.

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| **Specific Deliverables** | **Expected Level of Effort (LoE)** | **Estimated Time** |
| Podcast # 1 (20 min long) | 5 days | Submission by 8 September 2022 |
| Podcast #2 (20 min long) | 5 days | Submission by 20 September 2022 |
| Podcast #3 (20 min long) | 5 days | Submission by first week of October |

**Required Skills and experience/:**

* An agency or expert based and registered in Libya with at least 3-5 years of relevant individual or collective experience in producing high quality podcasts.
* Minimum of 3-5 years of professional experience in producing media content, such as podcasts.
* Experience working with national and international NGOs in Libya.
* Demonstrable experience and evidence of implementing similar work on Libya.
* Familiarity with the topics of women empowerment, democracy, gender mainstreaming, women engagement in political, economic and public life etc.
* Excellent command of written and spoken English and Arabic.

**How to apply:**

**If you are interested in this opportunity, please send the following: Technical offer (including agency registration certificate in Libya for companies/agencies, methodology of how the agency/expert plans to produce the podcasts, the agency profile of agency (including staff CVs for agencies)or expert CV, 2 samples of similar work, 2 recommendations letters ) and financial offer (detailing cost EUR per podcast and total cost of the 3 podcasts)**,in the subject. **to the following email address:** [tender.libya@democracy-reporting.org](mailto:tender.libya@democracy-reporting.org) please mention (Fa'ela: Podcast Production) in the subject.

Closing date 16 August 2022.

Please note that we will only contact the shortlist of applicants.

Democracy Reporting International is committed to diversity and does not discriminate in employment on the basis of gender (including pregnancy), race, nationality, religion, age, capacity, socio-economic status or any other case protected by law in the locations where the organization operates.

The organization responsible for this vacancy:

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Personal data will not be processed in third countries. We process your data in accordance with article 26 of the German Federal Data Protection Act. Learn more about processing your personal data[: Privacy Policy](https://democracy-reporting.org/en/office/global/page/privacy-policy).

**Evaluation criteria:**

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| **S#** | **Description of Technical/ Financial Evaluation** | **Maximum Marks** |
|  | **TECHNICAL EVALUATION (40 Marks):** |  |
| 1. | Total years of relevant experience  in producing podcasts (2 mark per year, maximum 5 years’ experience) | 10 |
| 2. | Experience working with national and international NGOs in Libya  (5 mark for each letter, maximum 2 letters) | 10 |
| 3. | Familiarity with the topics of women empowerment, democracy, gender mainstreaming, women engagement in political, economic and public life… etc. (3 mark for each sample, maximum 2samples) | 20 |
|  |  | Total 40 marks |
|  | **FINANCIAL EVALUATION (40 Marks):** |  |
| 4. | Lowest Financial Proposal/ Proposal Under Review x 40 =  • The lowest will get full 40 marks in relevant fields and the rest will get proportionate marks as per their financial offer in relation to the lowest bid submitted;  • For Example: Bidder A, B, C has quoted 3, 4 and  5 respectively. So, calculation would be:  For A: 3/3 x40= 40.00 Marks  For B: 3/4 x40 =30.00 Marks  For C: 3/5 x40= 24.00 Marks |  |
|  | *Total Marks:* | **80** |