



TENDER ANNOUNCEMENT

Tender title:	Production and broadcast of structured TV content on SEE-TAC and its products
Duty Station:	Home-based with travel to beneficiary jurisdictions
Eligibility:	Media outlets with own distribution channels in the region
Language:	English
Contract type:	Framework Agreement
Contract Maximum Value:	€40.000
Application deadline:	November 1, 2023
Estimated starting date:	ASAP
Ending date:	February 29, 2024
Applications to be submitted to	vacancy@rai-see.org

1. BACKGROUND AND JUSTIFICATION

Regional Anti-corruption Initiative (RAI) is an intergovernmental regional organization comprised of nine member countries from South East Europe (SEE): Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Moldova, Montenegro, North Macedonia, Romania and Serbia; and observers: Poland, Georgia, Slovenia, Greece and Ukraine.

RAI's mission is to lead regional cooperation to support anticorruption efforts by providing a common platform for discussions through sharing knowledge and best practices. RAI acts as a regional hub through which governments of the region combine their efforts to help curb corruption in the SEE.

RAI Secretariat is based in Sarajevo and it is the executive body of the Initiative. It facilitates regional cooperation and efforts in curbing corruption in SEE by building on existing actions, through better coordination of all efforts, and by relying on high level political commitment.

RAI and the United Nations Office on Drugs and Crime (UNODC) commenced implementation of a 3-year regional project titled "Southeast Europe - Together Against Corruption" (hereinafter: (SEE-TAC) funded by the Austrian Development Agency (ADA). The project implementation period is November 1, 2020-February 29, 2024. SEE-TAC focuses on Albania, Bosnia and Herzegovina, Kosovo* Moldova, Montenegro, North Macedonia and Serbia.

The project builds upon the SEE Regional Programme on Strengthening the Capacity of Anti-corruption Authorities and Civil Society to Combat Corruption and Contribute to the UNCAC Review Process (hereinafter: the Phase I), implemented in the 2015-2020 period, funded by ADA. The SEE-TAC resumes

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

on the previous Programme phase, by acknowledging the level of implementation of outcomes and outputs and achievement of the results, with the special attention being given to follow-on activities to ensure the momentum gained in implementation of the previous phase is sustained.

The overall project goal is to contribute to strengthened resilience of the SEE societies to corruption, harmonized by strengthening the capacity of governments, civil society organizations (CSOs), the private sector (PS) and the media to prevent and fight corruption.

To achieve the project goal, the Programme is designed to deliver six results (outcomes). By the end of the Programme, it is expected that targeted jurisdictions will have strengthened their corruption risk assessment (1) and corruption proofing of legislation mechanisms (2); that the regional framework for cooperation on data exchange in asset disclosure will be fully operational (3); that the general public in the region is better informed about prevention of corruption and the work of relevant entities (4); that CSOs and other relevant stakeholders will have increased and furthered their capacities, knowledge and engagement on UNCAC implementation (5) and that CSOs, SMEs Chambers of Commerce have enhanced their knowledge and cooperation in the areas of collective action and compliance (6). Direct beneficiaries of the Programme are the representatives of national ministries and anti-corruption agencies, civil society, private sector and relevant partner umbrella organizations, such as the SELDI network and the UNCAC Coalition.

Addressing and countering corruption is a necessity and requires a holistic approach, mobilizing society as a whole. Whether one works in the public sector, private sector, media and internet corporations, as faith leaders, educators, or civil society activists - we all have the moral duty of speaking out firmly against corruption and we need to play a crucial role in countering this scourge. It is the ordinary citizens, the change makers at grassroots level that are the key to effective action. Engaging them and making them aware of the power of social media is a crucial step in rooting out such practices.

2. ASSIGNMENT

The selected legal entity (hereinafter: the contractor) will deliver to RAI Secretariat ready-to-air media content for TV broadcast and online platform distribution that will complement and support the SEE-TAC activities and endeavours.

Specifically, the assignment will entail the development and distribution of structured TV-content in the beneficiary jurisdictions in order to achieve the listed objectives.

By implementing these activities, Programme team aims to raise the profile of the SEE-TAC and sensitize the general public and professional community about its activities and deliverables and bring forward the regional cooperation, SEE-TAC beneficiaries and partners.

2.1. Objectives

To that end, in coordination with RAI Secretariat, the contractor shall aim to achieve the following:

- To address key structural weaknesses in fighting corruption in the region;
- To promote good governance and ongoing initiatives;
- To promote and engage youth and women in the anti-corruption endeavours;
- To promote deliverables of the SEE-TAC;
- Awareness raising;
- To strengthen anti-corruption networks and alliances;
- To provide opportunities for citizen engagement;
- To provide opportunities for regional synergy and action.

2.2. Target Audience

Considering wide range of SEE-TAC products and beneficiaries, the developed TV content shall focus on different target groups in beneficiary jurisdictions: the general public, professional community, the private sector and the younger audience, coming from diverse ethnic backgrounds and aged between 18 and 35,.

2.3. Content format

The developed content shall be adjusted to different target groups listed in previous article. It should include, but not be limited to: one-on-one shows, multi-guest talk-shows recorded in either an open-air studio or a closed indoor space.

2.4. Expected Outcomes

Once broadcasted and implemented, the content should contribute to the following expected outcomes:

- Increased knowledge on good practices and policies implemented in the region that contribute to prevention of corruption;
- Increased knowledge on influence of policymaking and policy implementation, and on how they impact the understanding of democracy and rule of law;
- Increased general understanding of the public officials and professional community of the [International Treaty for Exchange of Data for Verification of Asset Declarations](#);
- Reinforce national and EU legislative tools for preventing and fighting corruption, so as to bridge the gap between a fertile corruption measurement landscape and the different levels of commitment shown by governments to the prevention of and fight against corruption;
- Motivate the target groups through the concept of “togetherness” into collective action initiatives.

2.5. Program broadcast and visibility

The developed content should be aired as agreed with RAI Secretariat on TV station(s) covering the target jurisdictions, to the extent possible. It should also be shared on different social media platforms with the aim of wider reach in a way to maximize the awareness and impact.

The visibility of the program’s co-financing by ADA and coproduction of RAI Secretariat shall be ensured in all outputs produced. [ADA guidelines](#) on visibility shall be followed.

2.6. Deliverables

Specifically, the contractor shall deliver the following:

1. Develop and present to the RAI Secretariat a detailed action plan for filming and distribution of agreed TV content;
2. Develop and air, in coordination with RAI Secretariat, ready to air seven (7) episodes suitable for TV broadcast and online platforms, all in order to promote SEE-TAC, its products and deliverables, and to encompass the target audience.
3. Develop in coordination with RAI Secretariat two (2) promotional videos for online platforms and other RAI promotional purposes;
4. Deliver a plan for monitoring and evaluation of the results by combining the outcomes with qualitative data;
5. Translate and proofread and subtitle the produced content into BCMS and English languages;
6. Give guidance to RAI Secretariat on promotion of produced content on RAI social media platforms;
7. Final report including monitoring and evaluation results and report on viewership and outreach.

3. INTELLECTUAL PROPERTY

All content developed for purposes of this project (e.g. documentary, audio, animated, digital, cyber, project documents, etc.) shall be publicly available. All deliverables shall have clear indication of being (co)produced by RAI, and financed by the ADA.

4. SUPERVISION, REPORTING AND QUALITY CONTROL

The contractor will operate under the overall supervision of the Head of RAI Secretariat and the immediate supervision of RAI Chief Program and Communications Officer. The production company is expected to closely cooperate with Project Officer and Chief Finance and Operations Officer in order to ensure compliance with RAI rules and regulations.

All deliverables should be submitted to Chief Program and Communications Officer. Deliverables shall be gender mainstreamed and gender-inclusive language [guidelines](#) shall be taken into consideration.

The RAI Secretariat will facilitate the delivery of service by the production company by providing access to relevant information, advice and guidance.

The Contractor shall ensure an internal quality control during the implementation and reporting phases of the assignment.

5. ACTIVITIES AND TIMEFRAME

The assignment shall be performed during the period of 13 November 2023 – 29 February 2024:

Activity Phases/Execution Action	Duration
1. Development: The development phase shall include the development of detailed methodology of the advocacy plan with timeframe, showing the complexity, including through different target groups, implementation stages, activities, key products and broadcast and distribution;	1 month
2. Production: The production phase shall include development of content of every TV material, recording and production;	3 months
3. Post-production: The postproduction may include, but not limited to video editing, development of trailers/announcements, transfer into different digital formats as required by target groups, translations, subtitling, language editing, etc.	3 months
4. Distribution/Broadcast of produced content: In coordination with RAI Secretariat, the broadcasting plan of developed content shall be developed. Given the tight schedule, the contractor and RAI Secretariat shall consider broadcasting some material post implementation deadline.	3+ months
5. Reporting on Results	Final report – 1 month after the completion of service

6. BUDGET AND OTHER ARRANGEMENTS

The maximum value of the Framework Agreement is EUR 40.000¹. The total budget is gross and includes all phases as listed above.

¹ Exclusive of VAT for legal entities registered in BiH.

The Contractor shall be responsible for all expenses related to delivery of the assignment, including, but not limited to: regional travel, local travel, consecutive/simultaneous interpretation, and written translation required for the delivery of the assignment.

The contractor shall be home-based and travel for specific purposes as deemed necessary.

7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The applications shall meet the following criteria:

- Over the past thirty-six (36) months prior to the submission deadline of this Tender, the applicant has successfully completed at least one contract in the related fields (development and distribution of material on anti-corruption, social impact, or human rights protection) with the single minimum value of EUR 20.000;
- The applicant has a minimum of two (2) staff employed on a permanent basis in the field related to this contract;
- The applicant has own distribution channels – including terrestrial and cable distribution channels throughout the target region and online media/channels.
- Demonstrated experience in conducting similar assignments in the SEE region, including, but not limited to:
 - Production of HD television content, including online content;
 - Media experience, message discipline, and an ability to make complex topics comprehensive to the public;
 - Providing quality reporting on activities and tracking of implementation progress;
 - Knowledge of the SEE landscape and a demonstrated aptitude for gathering relevant information.
- Experience in working with international organizations, public institutions, and NGOs;
- Excellent oral and written English skills of the team leader/representative.

8. APPLICATION REQUIREMENTS

Eligibility – Media outlets with own distribution channels in the region - including terrestrial and cable distribution channels throughout the target region and online media/channels.

Interested legal entities shall submit the following documents/information in English to demonstrate the qualifications:

1. Legal entity background information (all scanned originals), including:
 - a. Proof of registration,
 - b. Balance sheet and income statement for the last 3 years,
 - c. List of permanently employed personnel (signed by an authorized legal entity representative),
2. Technical Proposal with methodology overview, approach and implementation plan with tentative timeframe for development, production, post-production, distribution/delivery and monitoring and reporting.
3. CVs of the key members of the production company crew on the assignment, with clearly defined roles in delivering the project. The team leader/entity representative to be contact point with RAI Secretariat should be indicated.
4. Evidence and description of previous experience in (co)producing content with international organizations at a national and regional level delivered in the past 3 years.
5. Statement of Exclusion signed by the legal entity representative (Annex I of this tender announcement).

6. Declaration on honour/Certification signed by the legal entity representative (Annex 2 of this tender announcement)

9. EVALUATION OF APPLICATIONS

RAI Secretariat applies a fair and transparent selection process that takes into account the full technical qualification of all applicants. The contract will be awarded to the applicant whose offer has been evaluated and determined as: responsive / compliant / acceptable and having received the highest score out of the technical criteria defined below.

Criteria:

Technical Evaluation – documents based (100%)

Out of which:

- Legal entity background information – qualifying criteria (no points to be assigned)
- Technical Proposal outlining methodology overview, approach and implementation plan with tentative timeframe for development, production, post-production, distribution/delivery and monitoring and reporting - 50%
- Previous experience - evidence and description of previous similar projects (co)produced with international organizations on the national and regional level in the past 3 years – 40%
- CVs of the key members of the production company crew on the assignment, with clearly defined roles in delivering the project – 10%

10. ADDITIONAL INFORMATION

Potential applicants may send in questions. Questions shall be sent in English no later than five (5) days before the submission deadline to vacancy@rai-see.org. Answers will be provided no later than three (3) days before the deadline for submission. All questions received and related answers will be published on the RAI website in order to give a fair, transparent and equal treatment to all applicants. Information on senders will not be disclosed.

11. HOW TO APPLY

Full applications with supporting documents shall be sent by midnight of November 1, 2023 (23:59 CET) by email to RAI Secretariat (vacancy@rai-see.org). Applications submitted by other means (e.g. by fax, via post, in person) shall not be considered. Acknowledgement receipt shall be sent for all received applications.

Late and incomplete applications will not be taken into consideration.

RAI is committed to achieving workforce diversity in terms of gender, nationality and culture. Women-owned entities are encouraged to apply.

All applications will be treated with the strictest confidence.

Annex 1

Statement of Exclusion

<As part of their application, each legal entity must submit a signed declaration using this format. >

We have examined and accept in full the content of the dossier for <OPEN CALL TITLE>. We hereby accept its provisions in their entirety, without reservation or restriction.

This application is valid for a period of <....> days from the final date for submission of tenders.

We are not in any of the situations excluding us from participating in procurement procedure, namely.

- we are not bankrupt or being wound up, or having our affairs administered by the courts, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- we have not been convicted of an offence concerning our professional conduct by a judgment of a competent authority;
- we have fulfilled obligations relating to the payment of social security contributions and the payment of taxes
- we have not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity

If required, we can provide the proof usual under the law of the country in which we are established that we do not fall into these exclusion situations.

.....
<LEGAL ENTITY AUTHORIZED
REPRESENTATIVE>

Annex 2

Declaration on honour/Certification

To be completed and signed by the person legally authorised to sign on behalf of the legal entity.

Hereby, I, the undersigned,

- certify that all information contained in this application is correct to the best of my knowledge and that I am aware of the content of the annexes to the application;
- certify that the applicant/team members are not under formal investigation, nor has been sanctioned by any national authority for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- certify that I have read the RAI Code of Conduct⁴ and will abide by it during the implementation of the grant;
- understand that if I provide incorrect information or withhold relevant information, I am likely to be suspended from the tender procedure;
- understand and accept to sign the Agreement with RAI Secretariat and accept the responsibility for its implementation.

By signing this declaration on honour, I accept all the conditions set out in the Tender Announcement related to the call under which I apply.

Done at: [CITY]

Date:

Name and position:

Signature:

Stamp of the applicant organization (if applicable)

⁴ As prescribed in RAI Office Policies Manual- http://www.rai-see.org/php_sets/uploads/2019/11/20191002-1-Office_Policies_Manual-Adopted-Clean-Version-FINAL.pdf