

## ► Terms of Reference

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### Communication and Information Management

|                        |  |
|------------------------|--|
| <b>Title:</b>          | Creating Decent Employment Opportunities for Internal Displaced Persons (IDPs), Returnees and Host Communities through Employment Intensive Infrastructure Improvement – (Phase 2) |
| <b>ILO Project No.</b> | ILO/SOM/23/01(DEU)   |
| <b>BMZ Ref.</b>        | 2022 405 39  |
| <b>Country:</b>        | Somalia  |

### Introduction

The International Labour Organization (ILO) works with its constituents to promote decent work for social justice. The ILO is the United Nations agency responsible for setting international labour standards. Founded in 1919, the ILO brings together government, employer, and worker representatives of 187 member states to set labor standards, develop policies, and design and implement programs to promote decent work for social justice.

The ILO in Somalia is currently working with its constituents to promote decent employment opportunities and economic development. One of the projects currently being implemented by the ILO is “Creating Decent Work Opportunities for Somali Internally Displaced People (IDPs), Returnees and Host communities through Employment-intensive Infrastructure Improvement” in Baidoa, Somalia. The project has had a great success and positive impact in creating jobs for IDPs, returnees and host communities through employment intensive infrastructure projects implemented. In addition to improving access to markets and social amenities. These have both advanced the decent work agenda and local economic development.

In cognize of the importance of creating visibility and better communication of project results. ILO intends to procure the services of a Consulting Firm to assist the project team in developing a detailed communication and visibility strategy and implementation plan in the early stages of phase 2 planning. The strategy will be developed in collaboration with DCOMM and the Country Office- Addis Ababa, utilizing the tools and templates for communication<sup>1</sup>.

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<sup>1</sup> <https://intranet.ilo.org/en-us/PARDEV/Documents/How%20to%20guide%20on%20developing%20a%20communication%20%20strategy%20for%20development%20cooperation%205.pdf>

## Background

The “Creating Decent Work Opportunities for Somali Internally Displaced People (IDPs), Returnees and Host communities through Employment-intensive Infrastructure Improvement” is a four-year (Dec 2019 – Dec 2024) project funded by Germany/KfW in Somalia. The ILO implements the project in close cooperation with the federal, state and district-level government institutions, including the federal and Southwest State Ministries of Public Works, Reconstruction and Housing, Labour and Social Development, Planning, Investment and Economic Development and Baidoa District Authority.

The overall objective of the project is to increase the socio-economic development of the target IDPs, returnees and host communities in Baidoa District, whereas the immediate objective is to improve access to basic economic and social services, transport and employment opportunities through the construction and maintenance of key infrastructure assets.

The immediate objective is improved and sustainable access to basic economic and social services, transport, and employment opportunities.

The project has the following two mutually reinforcing components:

- Infrastructure development and creation of employment opportunities to the target groups through the use of ILO’s employment intensive investment approach
- Capacity building of the Ministry of Public Works at State level and Baidoa district authority with focus on institutional, technical, and managerial aspects of infrastructure development and maintenance (planning, design, implementation, supervision/monitoring, and evaluation) using employment intensive methodology, contractors, and short term workers.

The project has gone through the preparatory, planning, and detailed design process. A feasibility study was undertaken between December 2019 and January 2020 to prioritize the list of infrastructure measures identified through participatory processes with the involvement of the IDPs, returning refugees and their host communities. A detailed design of infrastructure projects was undertaken from October 2020 to March 2021. The first Tenders were advertised in October 2021, and the construction commenced in May 2022.

The first round of road construction projects - 2 LOTS have been completed and the second round of projects- 3 LOTS is ongoing.

A second phase of the project has been approved.

## Objective

The overall objective of this assignment is to develop and implement a communication and information management strategy. The aim is to enhance and promote the visibility of the project through use of innovative communication and knowledge tools. Particular emphasis should be given to communicating project updates with major stakeholders in a transparent manner and to increase the visibility of the project’s as well as knowledge produced, success,

and lesson learnt among government, donors and the ILO's national and international media platforms.

The communications strategy and plan will identify key issues, communications products and stories that increase of the project's visibility with clear objectives, target audience, messaging, communications products and channels for dissemination and outreach. The project communication strategy and plan should be in line with the ILO Global Communication Strategy and aligned with regional strategic communication objectives.

### Scope of work and specific tasks

| Key Areas  | Key Deliverables  |
|--|---|
| A. Develop a project communications and knowledge management plan.   | <ul style="list-style-type: none"> <li>i) Rapid assessment to identify the appropriate communication and information management tools, products, and methods for the different target groups, including but not limited to different community stakeholders, internal ILO, ILO constituents, Donor, Government, service providers.</li> <li>ii) Design a Project communication and information management plan with clear road map and deliverables.</li> </ul>   |
| B. Implementation of the Project communication and information management plan   | <ul style="list-style-type: none"> <li>i) Key messages and information from project results are communicated with innovative methods.</li> <li>ii) Project photo album is filtered and organized with captions.</li> <li>iii) Produce videos and other communication and knowledge materials as per the plan.</li> </ul>  |
| C. Prepare project dissemination/sensitization and promotion tools/documents, i.a. feature stories, newsletters, photo news to communicate projects' results and for publishing on ILO and other media online platforms, according to the relevant guidelines in both Somali & English | <ul style="list-style-type: none"> <li>i) A list of awareness messages and tweets are ready to be used.</li> <li>ii) At least 10 features/success stories to be prepared, of which at 5 should be ready for publishing and dissemination on different media platforms, including but not limited to public print and electronic media and social media.</li> <li>iii) At least 2 photos with their captions are ready to be posted online on monthly basis.</li> <li>iv) Press releases and other informational materials are produced as requested.</li> </ul> |

#### ILO standards & quality

The consultant is required to strictly follow the ILO Branding Guidelines that can be retrieved from: <https://brand.ilo.org/d/XdDMx745iKTL> , and the Communication Guidelines: [Guide to ILO Communication \(adobe.com\)](#)

Some of the success stories may be published on the ILO Voices platform. In this regard the stories must comply with the Technical Specification ILO voices: [Technical specifications for ILO Voices production.pdf](#)

## **Roles and responsibilities**

### *Service Provider*

1. Present and refine methodology and budget for implementing the assignment, including efficient work plan and timeframe;
2. Provide required filming, production and editing tools/ equipment.
3. Make arrangements for logistics across all aspects of the assignment, including accommodation, local transport, communications services and any other needed details; and
4. Advise on issues related to the assignment in a timely manner.
5. All communication tools and materials developed as per ILO communication guidelines

### *ILO Project*

1. Organize an inception meeting between the service company and project staff, as well as other relevant project stakeholders.
2. Establish and facilitate contact with identified stakeholders and field staff, as necessary.
3. Review and approve work plan (including a schedule, timeframe and methodology), and then conduct periodic monitoring of progress.
4. Provide reference material.
5. Provide initial draft and final authorization of script, including interview questions.
6. Overseeing editing process based on discussions over a feasible plan for undertaking the same.
7. Meet the relevant costs related to this assignment, as agreed in the contract upon approved offer.
8. Review and approve the draft and final products, as stipulated in the deliverables section and contract.

## **Expertise required and qualification.**

1. Demonstrated experience and competency in conducting similar assignments in Somalia, with evidence of print and electronic media communications products in Somali with English translation and English with Somali translation.
2. Experience in working with international organizations and/or international donors, as well as Somalia government officials and communities.
3. Prior experience working specifically with UN agencies is an added advantage.
4. Extensive company experience in communication and knowledge management.

5. The dedication of a qualified team of staff with the skills, capacities, technical competencies, understanding and vision to undertake the various aspect of the assignment in a creative, timely and professional manner, with clear leadership.
6. Excellent technical capacities, including facilities, equipment, transportation, editing equipment and other assets, to undertake all the required tasks.
7. Expert command of Somali and English languages, and a demonstrated ability to implement this in the form of narration and voice-overs.
8. Capacity to respond creatively to unexpected setbacks, communicate extensively with field and project staff and a proactive approach to overall engagement with production counterparts; and
9. Ability to start immediately upon signing a contract.

### Staffing and conditions on the consultant's team

The Consultant's Project Team is considered essential for the performance of the Services. In consequence:

1. The consultant shall only propose personnel who are qualified and available for the duration of the project.
2. Replacement of key personnel after tender will not be allowed except due to extreme circumstances.
3. Prior to replacing any Personnel of the Contractor's Project Team, the Contractor will notify the ILO reasonably in advance and will submit detailed justifications together with the curricula vitae of members of the proposed replacement Personnel in order to allow, firstly, their evaluation by the ILO and, secondly, an estimate of the impact of the said replacement on the planning of the Services.
4. The Consultant will not replace any Personnel on the Project Team without the prior written consent of the ILO, which approval will not be unreasonably withheld.
5. If any Personnel of the Consultant's Project Team are removed by the Consultant or for any reason are no longer available to perform the Services, the Consultant will propose replacement Personnel acceptable to the ILO of equal or better knowledge, experience and ability to carry out the assigned tasks.

All costs relating to or arising from replacement of Consultant's personnel will be borne by the Consultant.

The Consultant shall provide, as a minimum, the following key experts:

1. Team Leader responsible for overall development of the strategy, defining of the various communication tools, products and dissemination methods, preparation of the scripts, leadership and coordination of the team.
2. Videographer/photographer.
3. Project director- production, backstopping, quality control of services and reports.

**Only the CVs of the key experts and the project director (production, quality control, backstopping) must be submitted and will be evaluated.**

## Duration of the assignment

The assignment, including the inception period is expected to commence by 1 June 2024, subject to successful completion of the procurement process. The assignment is expected to take an effective input of approximately 45 working days over a 12-month lapsed period. This duration and proposed input as a guide only and not prescriptive. The bidder has the latitude to propose changes, provided that the duration is elaborated.

## Procurement Method, Application and Selection Process

The services will be procured through an open competitive bidding process. The procurement method will be single stage, 2-envelope procedure. This method is elaborated more in the Request for Proposals, of which these TOR are a critical annex.

All interested production companies will be invited to submit the following:

1. A technical proposal with the following as minimum:
  - Acknowledgement and comments on the Terms of Reference, including but not limited to any gaps, challenges, risks and proposals for mitigation.
  - Approach, methodology and time schedule for the project indicating how they plan to execute the assignment.
  - A reference list of at least four past clients, of which a minimum of must be international organizations presented in the format of Sub Annex II-B1.
2. Profile of proposed staff
  - Team Leader:  
Minimum education qualification:  
First degree in journalism, media/communication, international relations or similar  
  
Experience:  
Minimum 5 years' experience in communications and media products, e.g. multimedia storytelling (text, image, audio, video), media production (print, web, radio, TV, apps, AR/VR), live appearances, social media management, visual communication and media design, branding, PR and marketing.
  - Videographer  
Essential:  
Practical experience, ability to capture compelling visuals, as evidenced by sample/specimen products (links to video clips may be provided).  
Technical qualification in videography and photography is an advantage
  - Project Director  
Education: Minimum first degree in communication and media  
Experience: 10 years' experience in managing media/communication teams;

Experience in writing and editing, analysis of media trends, design and editing of visuals

3. Cvs of the proposed staff  
Cvs of the key staff outlining the experience with specific projects/products to the proposed assignment
4. Sample of 4 **recent products** submitted as sub Annex II B2 (if published or on consultant's website, a URL link can be provided).
  - Sample 1: Video clip, max. 1 minute, in English with Somali on-screen translation
  - Sample 2: Video clip, max 1 minute, in Somali with English on-screen translation
  - Sample 3: Article/brochure, max. 1 page, with min. 2 photos with captions in English with Somali translation
  - Sample 4: Article/brochure, max. 1 page, with min. 2 photos with captions in Somali with English translation
5. A financial proposal, with a detailed outline of the projected budget (in USD), presented in the format of Annex III Financial Format **(in a Separate form loaded separately)**;
6. Also within the proposal, links to similar assignments of a similar scope, considered the most relevant for this specific assignment;

## Evaluation Criteria and Process

The process evaluation is outlined in detail in the RFP Document. In summary, the proposals will be evaluated on weighted score of 60/40 for Technical/Financial relative score of 60/40.

### Stage 1: Evaluation on Eligibility, Responsiveness and Security Compliance

Table 6.1: Evaluation Criteria and Matrix

| Stage 1. Eligibility, Technical Qualification, Responsiveness and Security Compliance |                      |   |   |                 |
|---|----------------------|---|---|-----------------|
| Item  | Description          | Criteria  | Proof/Supporting Document   | Maximum Score   |
| 1.1.  | Company Registration | Body Corporate/Company registered in Somalia and/or Bay Region. The Registration Category/ Business Type should be for providing Consultancy Services for media/communication/ publicity/brand management | Registration Certificate must indicate that firm is duly registered to offer media services in the territory/country of Somalia | Pass/Fail (Y/N) |

| Stage 1. Eligibility, Technical Qualification, Responsiveness and Security Compliance |                 |   |   |  |
|---|-----------------|---|---|--|
| Item  | Description     | Criteria  | Proof/Supporting Document   | Maximum Score                          |
| 1.2.  | Responsive ness | Submission of all documents in standard Templates Provide | Annex II-A- Certificate form for vendors<br>Annex II-B- Recent references<br>Sub Annex II-B1- List of references on similar projects<br>Sub Annex II-B2- No. List of sample recent products (if published or on consultant's website, a URL link can be provided)<br>Annex II-C1- Technical narrative/Technical proposal<br>Annex II-C2- Work program/staffing schedule<br>Annex II-C3 Staff task matrix<br>Annex II-C4 Presentation of staff professional profile<br>Annex II-C5 Staff CVs<br>Annex III- Offer Submission Form | Pass/Fail (Y/N)                        |
| 1.3 Security Compliance   |                 |   |   | Pass/Fail                              |
| Security screening by ILO   |                 |   |   | Pass/Fail                              |
| Security screening by KfW   |                 |   |   | Pass/Fail                              |
| Overall Eligibility, Technical Qualification & Responsiveness                         |                 |   |   | Pass (Y) on all three criteria above * |



**Step 2: Technical Evaluation on weighted score**

The technical evaluation will be made on a score of 0-100 using the following criteria and maximum points.

| #                      | Criteria  |    | Points     |
|------------------------|---|----|------------|
| <b>1.</b>              | <b>Concept and methodology</b>  |    | <b>30</b>  |
| 1.1                    | Clarity and completeness of the bid   | 5  |            |
| 1.2                    | Critical analysis of the project objectives and the TOR, identification of gaps, risks and outline of mitigation measures   | 5  |            |
| 1.3                    | Technical qualification – Recent references within the last 5 years   | 10 |            |
| 1.4                    | Proposed approach methodology and corresponding work programme a staffing schedule and staff task matrix showing the nature, the dates and the place of intervention of each expert. The consultant must provide clear description of the tasks/activities of the different key staff and elaborate and/or comment on the deliverables. | 10 |            |
| <b>2.0</b>             | <b>Evaluation of sample/previous works</b><br><b>Quality of Sample products</b>   |    | <b>20</b>  |
| 2.1                    | Sample product No. 1- video clip in English with Somali on-screen translation   | 10 |            |
| 2.2                    | Sample product No. 2- video clip in Somali with English on-screen translation   | 10 |            |
| 2.3                    | Sample product No. 3- print article in English with Somali translation  |    |            |
| 2.4                    | Sample product 4- print article in Somali with English translation  |    |            |
| <b>3.0</b>             | <b>Qualifications of proposed personnel</b>   |    | <b>50</b>  |
| 3.1.                   | Team Leader   | 25 |            |
| 3.2                    | Videographer  | 15 |            |
| 3.3                    | Project Director  | 10 |            |
| <b>Total (maximum)</b> |   |    | <b>100</b> |
|                        | Only bids which achieve a minimum score of 60 % will be considered for evaluation of their Financial Proposals.<br>The technical offer will be weighted 60% the financial offer 40%.  |    |            |

### Stage 3: Evaluation of the Financial Proposal

The maximum number of points assigned to the financial proposal is allocated to the lowest priced proposal. All other price proposals receive pro-rated points according to the following formula:  $p = y (x/z)$

where:  $p$  = points for the financial proposal being evaluated;

$y$  = maximum number of points for the financial proposal

$x$  = price of the lowest priced proposal

$z$  = price of the proposal being evaluated The proposal obtaining the overall highest score, after adding the score of the technical and the financial proposals, is the one that offers best value for money

For the purpose of a combined evaluation, the Technical Proposal of a Bidder will be weighted 60 % as follows:

$P_T = 60 * T/T_o$ , with

$P_T$  = attributed score for Technical Proposal,

$T$  = Bidder's score in the technical evaluation,

$T_o$  = highest technical' score of all Bidders.

The Financial Proposal of a Bidder will be weighted 40 % as follows:

$P_F = 40 * C_o/C$ , with

$P_F$  = attributed score for the Financial Proposal (points),

$C$  = Bidder's corrected price of the Financial Proposal,

$C_o$  = lowest corrected Financial Proposal.

The total score of the Tender is :  $P = P_T + P_F$ .

## 1. Mode of Payment

The indicative payments schedule<sup>2</sup> is presented below:

| Period/Time frame | Effective Time Input (WD) | Key Deliverables   | Instalment                           |
|-------------------|---------------------------|--|--------------------------------------|
| Month 0 - 1.0     | 15                        | 1. Inception Report with following outputs/deliverables <ul style="list-style-type: none"> <li>i) Desk study, interview with key informants from the main stakeholder groups/institutions rapid assessment and identification of the appropriate communication and knowledge management methods and tools.</li> <li>ii) Project communication strategy and knowledge management plan with clear deliverables.</li> <li>iii) Creation of an online document repository with initial historical documents/photos from the desk study.</li> </ul>   | 10 % of the contract's total amount. |
| Month 1.0-4.0     | 10                        | 2. First Quarterly Report with the following outputs/deliverables <ul style="list-style-type: none"> <li>i) Produce videos and other communication and knowledge materials as per the plan.</li> <li>ii) A list of awareness messages and tweets are ready to be used.</li> <li>iii) At least 10 features stories ready to be published during the contract duration.</li> <li>iv) At least 2 success stories ready to be used during the contract duration.</li> <li>v) At least xx photo with their captions are ready to be posted online on monthly basis.</li> <li>vi) Press releases and other informational materials are produced as requested.</li> </ul> | 10 % of the contract's total amount, |
| Month 4.0-7.0     | 10                        | 3. Second Quarterly Report with the following outputs/deliverables <ul style="list-style-type: none"> <li>i) At least 3 features stories ready to be published during the contract duration.</li> <li>ii) At least 3 success stories ready to be used during the contract duration.</li> <li>iii) At least xx photo with their captions are ready to be posted online on monthly basis.</li> </ul>   | 20% of the contract's total amount   |

<sup>2</sup> Subject to discussion with successful bidder during contract negotiation, may change

| Period/Time frame | Effective Time Input (WD) | Key Deliverables   | Instalment                           |
|-------------------|---------------------------|--|--------------------------------------|
|                   |                           | iv) Press releases and other informational materials are produced as requested   |                                      |
| Month 7.0-10.0    | 10                        | <p>4. Third Quarterly Report with the following outputs/deliverables</p> <ul style="list-style-type: none"> <li>i) At least 2 features stories ready to be published during the contract duration.</li> <li>ii) At least 2 success stories ready to be used during the contract duration.</li> <li>iii) At least xx photo with their captions are ready to be posted online on monthly basis.</li> <li>iv) Press releases and other informational materials are produced as requested</li> </ul>   | 20% of the contract's total amount   |
| Month 10.0-12.0   | 10                        | <p>5. Fourth Quarterly Report with the following outputs/deliverables</p> <ul style="list-style-type: none"> <li>i) At least 3 features stories ready to be published during the contract duration.</li> <li>ii) At least 3 success stories ready to be used during the contract duration.</li> <li>iii) At least xx photo with their captions are ready to be posted online on monthly basis.</li> <li>iv) Project photo album is filtered and organized with captions.</li> <li>v) Press releases and other informational materials are produced as requested</li> </ul> | 20% of the contract's total amount   |
| Month 11.0-12.0   | 5 WD                      | <p>6. Final Report</p> <p>Completion of services and handover of all materials to ILO</p>  | 20 % of the contract's total amount. |

## **Annexes**

### **Annex II-A- Certification form for vendors (Attached)**

## Annex II-B- Recent references

### Sub Annex II-B1- List of references on similar projects

#### Recent references and relevant experience within the past five years

Each Bidder will provide, in the sample table below, the reference information of at least three (3) projects carried out by it which are of a similar nature to that which will arise from this RFP. The information must include as a minimum:

- Client name, location, and date of execution;
- Description of project and specifically the work done by the Bidder in the project;
- The Contract value;
- Contact details for checking references (you must provide the name, the title, email and telephone numbers of people that can be conducted to confirm the references provided).

|          | Client Name, Location, and Date of Execution | Description of the Project and the Work performed | Contract Value (Currency) | Contact Details for Reference Check | Email Contact Information |
|----------|--|---|---------------------------|-------------------------------------|---------------------------|
| <b>1</b> | .....  | .....   | .....                     | .....                               | .....                     |
| <b>2</b> | .....  | .....   | .....                     | .....                               | .....                     |
| <b>3</b> | .....  | .....   | .....                     | .....                               | .....                     |

Annex I – Terms of Reference

|          | Client Name, Location, and Date of Execution | Description of the Project and the Work performed | Contract Value (Currency) | Contact Details for Reference Check | Email Contact Information |
|----------|--|---|---------------------------|-------------------------------------|---------------------------|
| <b>4</b> | .....  | .....   | .....                     | .....                               | .....                     |
| <b>5</b> | .....  | .....   | .....                     | .....                               | .....                     |

Bidders are reminded that the references provided may be checked and the outcome of their feedback taken in consideration during the technical evaluation. Bidders must ensure that the provided contact details of the proposed referees are complete, detailed and updated.

**Sub Annex II-B2- No. List of sample recent products (if published or on consultant's website, a URL link can be provided)**

| S/No. | Date of production | Description |
|-------|--------------------|-------------|
|       |                    |             |
|       |                    |             |
|       |                    |             |
|       |                    |             |
|       |                    |             |
|       |                    |             |
|       |                    |             |
|       |                    |             |

Attach samples and/or links



## **Annex II-C1- Technical Narrative/Technical Proposal**

1. Introduction
2. Declarations
3. Concept and Methods
  - 3.1 Critical analysis of the objective and the TOR
  - 3.2 Conceptual approach and methodology
  - 3.3 Working programme, staffing schedule and staff matrix
  - 3.4 Work organisation and logistics
  - 3.5 Backstopping, monitoring, supervision and quality assurance approach
4. Proposed Personnel
  - 4.1 Key experts
  - 4.2 Staff for backstopping and supervision
5. Annexes

## Annex II-C2- Work Programme

### Annex II-C2- Work Programme

| Year  |      |          |                            |         |         |         |         |         |         |         |         |         |          |          |          |                |                     |           |                        |                |
|-------|------|----------|----------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|----------------|---------------------|-----------|------------------------|----------------|
|       |      |          |                            | 2024    |         |         |         |         |         |         |         | 2025    |          |          |          |                |                     |           |                        |                |
| N°    | Name | Position | Project Month/<br>Location | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 | Month 10 | Month 11 | Month 13 | WM Home Office | WM Project/<br>Site | Tot al WM | Internati onal Flights | Local Fligh ts |
| 4-2-1 |      |          | Field                      |         |         |         |         |         |         |         |         |         |          |          |          |                |                     |           |                        |                |
|       |      |          | Home Office                |         |         |         |         |         |         |         |         |         |          |          |          |                |                     |           |                        |                |
| 4-2-2 |      |          | Field                      |         |         |         |         |         |         |         |         |         |          |          |          |                |                     |           |                        |                |
|       |      |          | Home Office                |         |         |         |         |         |         |         |         |         |          |          |          |                |                     |           |                        |                |
| 4-2-3 |      |          | Field                      |         |         |         |         |         |         |         |         |         |          |          |          |                |                     |           |                        |                |
|       |      |          | Home Office                |         |         |         |         |         |         |         |         |         |          |          |          |                |                     |           |                        |                |

\* For consistency in the planning for all bidders: (i) Inception period is 15 WD in month 1.

## Annex II-C3- Staff Task Matrix

Annex II-C3- Staff Task Matrix

| Task # | Services/Activity/Task<br>*1 | Location *2 | Staff 4-2-1: Team Leader |            | Staff 4-2-2: Videographer |            | Staff 4-2-3: Project Director |            | Remarks/Comments |
|--------|------------------------------|-------------|--------------------------|------------|---------------------------|------------|-------------------------------|------------|------------------|
|        |                              |             | Responsibility *3        | Input (WM) | Responsibility *3         | Input (WM) | Responsibility *3             | Input (WM) |                  |
| 1      |                              |             |                          |            |                           |            |                               |            |                  |
| 1.1    |                              |             |                          |            |                           |            |                               |            |                  |
| 1.2    |                              |             |                          |            |                           |            |                               |            |                  |
| 1.3    |                              |             |                          |            |                           |            |                               |            |                  |
| 2      |                              |             |                          |            |                           |            |                               |            |                  |
| 2.1    |                              |             |                          |            |                           |            |                               |            |                  |
| 2.2    |                              |             |                          |            |                           |            |                               |            |                  |
|        |                              |             |                          |            |                           |            |                               |            |                  |
| 3      |                              |             |                          |            |                           |            |                               |            |                  |
| 3.1    |                              |             |                          |            |                           |            |                               |            |                  |
| 3.2    |                              |             |                          |            |                           |            |                               |            |                  |
|        | Total                        |             |                          |            |                           |            |                               |            |                  |

## Annex I – Terms of Reference

- \*1 *The bidder should elaborate the activities, tasks and propose time inputs for the staff, based on the consultant's understanding of the ToR and their comments thereof in the Technical proposal. Add rows as appropriate*
- \*2 *The bidder should indicate if support/service or the activity/task is primarily provided from the project office/site or from the home office*
- \*3 *The bidder should indicate if the responsibility of the staff is key role ("R") or support role ("s")*



Microsoft Excel  
97-2003 Worksheet

## Annex II-C4- Presentation of Staff Professional Profile

The consultant shall provide the key data on the staff professional profile in the format below.

| Criteria   | Name   |  |
|--|--|--|
| <b>Key Staff 4-2-1: Team Leader</b>  |  |  |
| Professional education related to similar projects and post  | Degree(s)                                    |  |
| General professional experience, from first job after relevant higher education*                           | Years  |  |
| Specific project-related experience relevant to the proposed position. Similar project with similar tasks* | N° of projects with <b>&gt;1 year</b> input  |  |
| Leadership experience (team leader)*   | N° of projects with <b>&gt; 1 year</b> input |  |
| Working experience in developing countries   | N° of projects with <b>&gt;1 year</b> input  |  |
| Regional working experience*   | N° of projects with <b>&gt;1 year</b> input  |  |
| Employment status with firm*   | Years as employee                            |  |
| In case of associate/retainer: accumulated years during short- or long-term assignments for the bidder     | Accumulated years                            |  |

| <b>Criteria</b>  | <b>Name</b>                                  |  |
|--|--|--|
| <b>Key Staff 4-2-2: Videographer</b>   |  |  |
| Professional education related to similar projects and post  | Degree(s)                                    |  |
| General professional experience, from first job after relevant higher education*                           | Years  |  |
| Specific project-related experience relevant to the proposed position. Similar project with similar tasks* | N° of projects with <b>&gt;1 year</b> input  |  |
| Leadership experience (team leader)*   | N° of projects with <b>&gt; 1 year</b> input |  |
| Working experience in developing countries   | N° of projects with <b>&gt;1 year</b> input  |  |
| Regional working experience*   | N° of projects with <b>&gt;1 year input</b>  |  |
| Employment status with firm*   | Years as employee                            |  |
| In case of associate/retainer: accumulated years during short- or long-term assignments for the bidder     | Accumulated years                            |  |

| Criteria   | Name   |  |
|--|--|--|
| <b>Key Staff 4-2-3 Project Director</b>  |  |  |
| Professional education related to similar projects and post  | Degree(s)                                    |  |
| General professional experience, from first job after relevant higher education*                           | Years  |  |
| Specific project-related experience relevant to the proposed position. Similar project with similar tasks* | N° of projects with <b>&gt;1 year</b> input  |  |
| Leadership experience (team leader)*   | N° of projects with <b>&gt; 1 year</b> input |  |
| Working experience in developing countries   | N° of projects with <b>&gt;1 year</b> input  |  |
| Regional working experience*   | N° of projects with <b>&gt;1 year</b> input  |  |
| Employment status with firm*   | Years as employee                            |  |
| In case of associate/retainer: accumulated years during short- or long-term assignments for the bidder     | Accumulated years                            |  |
|  |  |  |

## **Annex II-C5- Staff CVs**



## Annex III- Financial Proposal. Offer submission form (to be completed by the bidder) is attached.

### Model Template for Financial Proposal

| N°                               | Description   | Unit    | Qty | Rate (\$) | Amount (\$) |
|----------------------------------|---|---------|-----|-----------|-------------|
| <b>1.</b>                        | <b>Staff Cost</b>   |         |     |           |             |
|                                  | Key Staff 4-2-1: Project Leader   | WM      |     |           |             |
|                                  | Key Staff 4-2-2: Videographer   | WM      |     |           |             |
|                                  | Key Staff 4-2-3: Project Director   | WM      |     |           |             |
| 2.                               | Hire/Lease/use of equipment <sup>*1</sup>   | WM      |     |           |             |
| 3.                               | Provisional Cost Sum for any additional services not provided for in the TOR <sup>*2</sup>  | WM      |     |           |             |
| <b>2</b>                         | <b>Air Travel</b>   |         |     |           |             |
| 2.1                              | International Flights   | flights |     |           |             |
| 2.4                              | Local Flights (Mogadishu- Baidoa)   | flights |     |           |             |
| <b>Sub-total 2: Air Travel</b>   |   |         |     |           |             |
| <b>3</b>                         | <b>Local Project Travel</b>   |         |     |           |             |
|                                  | Lease of 1 No. vehicle for project implementation (All-in cost covering lease, insurance, driver, fuel/lubricants, service etc)                                   | WM      |     |           |             |
| <b>Sub-total 3: Local Travel</b> |   |         |     |           |             |
| 4                                | <b>Project Office (<i>Ref. ad 5.3 Office facilities and costs</i>)</b>  |         |     |           |             |
|                                  | Consultant's Office rent & operation cost (all - in cost covering rental, security, electricity & water, telephone/internet, data cost, office & stationery etc.) | WM      |     |           |             |
| <b>Sub-total 4: Production</b>   |   |         |     |           |             |
| <b>5</b>                         | <b>Reports</b>  |         |     |           |             |
| 5.1                              | Inception Report Incl all deliverables  | No.     | 1   |           |             |

|  |  |          |   |  |  |
|--|--|----------|---|--|--|
| 5.2  | First Quarterly Report   | No.      | 1 |  |  |
| 5.3  | Second Quarterly Report Incl. all deliverables                 | No.      | 1 |  |  |
| 5.4  | Third Quarterly Report Incl. all deliverables                  | No.      | 1 |  |  |
| 5.5  | Fourth Quarterly Report Including all deliverables             | No.      | 1 |  |  |
| 5.6  | Final Report Incl. all deliverables                            |          |   |  |  |
| <b>Sub-total 5: Reports</b>                      |  |          |   |  |  |
| <b>Sub-total 6: Procurements</b>                 |  |          |   |  |  |
| <b>7</b>   | <b>Miscellaneous (re-imburseable)- specify &amp; elaborate</b> |          |   |  |  |
| 7.1  |  | Lump sum |   |  |  |
| 7.2  |  | Lump sum |   |  |  |
| 7.3  |  | Lump sum |   |  |  |
| <b>Sub-total 7: Miscellaneous (reimbursable)</b> |  |          |   |  |  |
| <b>8. Grand Total</b>                            |  |          |   |  |  |

*\*1: Full cost of use of all equipment whether owned or leased.*

*\*2: Bidder to specify and provide a full justification additional services (if any) not included in the TOR*