



United Nations  
Educational, Scientific and  
Cultural Organization

Organisation  
des Nations Unies  
pour l'éducation,  
la science et la culture

## REQUEST FOR QUOTATION - RFQ

Ref.: RFQ/CI/FEJ/2021/84

(Please quote this UNESCO reference in all correspondence)

You are invited to submit your quotation offering your best prices and delivery conditions for an "External Evaluation of the project #CoronavirusFacts: Addressing the 'Disinfectomic' on Covid-19 in conflict-prone environments" (RFQ/CI/FEJ/2021/84) as per the present solicitation document:

	DESCRIPTION OF SERVICES	CURRENCY	<input type="checkbox"/>	
			AMOUNT	
	<i>Please fill out this page and Price schedule attached as annex 3 and attach it to this completed page (as part of the financial proposal)</i>	USD		

### UNESCO CONDITIONS

GENERAL TERMS AND CONDITIONS	UNESCO GENERAL TERMS AND CONDITIONS APPLY (COPY ENCLOSED).
PAYMENT TERMS	30 DAYS NET UPON RECEIPT OF PUBLICATIONS AND INVOICE
COMPLETENESS OF QUOTATION	PARTIAL BIDS NOT PERMITTED
CLOSING DATE	<b>Bids should be received by UNESCO no later than 16 September 2021, 23h00 Paris time (21h00 UTC).</b>

### BIDDER PLEASE STATE

VALIDITY OF QUOTATION (UNESCO STANDARD MINIMUM 90 DAYS):

### ADDITIONAL INFORMATION:

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## FORMAT OF PROPOSAL

Your e-mail proposal comprising of technical proposal and financial proposal, in two separate, clearly labelled files, must be sent to the dedicated e-mail address as instructed below. Any technical proposal mentioning any pricing element will be disqualified. Please quote the UNESCO reference "RFQ/CI/FEJ/2021/84" in all correspondence.

## ELIGIBILITY REQUIREMENTS

In order to be considered the bidder should have following qualification and expertise supported by detailed CVs:

Expertise of Firm / Institution submitting Proposal:

- A minimum of 5 years of international experience in programme/project evaluation
- A minimum of three projects successfully implemented in support of media development or area related to the project in conflict- prone environments or developing countries
- Demonstrated experience in evaluation methodologies and techniques, both qualitative and quantitative is desirable
- Demonstrated experience in rapid evaluation of projects respecting timelines

Team Leader/ Senior Evaluation Expert

- Advanced university degree, excellent oral communication and report writing skills in English
- Extensive knowledge of and more than 8 years of experience in applying qualitative and quantitative evaluation methods
- Providing at least 3 to 4 references of assignments completed in the field of media development, democratic transition while upholding freedom of expression, journalism at international level is desirable

Evaluation team members

- Advanced university degrees in specialized fields of media development, journalism, public policy, or related fields
- A minimum of 3 years of experience in programme/project evaluation on global/international basis of relevance to policy making
- Excellent analysis skills
- Oral and writing skills in English to the highest standards
- At least one member of the team should be fluent in French to conduct interviews with non-English-speakers.

Please note: there is to be no previous involvement of any team member in the design or implementation of the activities under evaluation.

## EVALUATION METHOD

Highest total score of weighted technical and financial criteria based on point system as per the following criteria:

- Expertise of Firm / Institution submitting Proposal [100 points]
- Proposed Work Plan and Approach (including quality of sample reports) – [300 points]
- Expertise of Personnel: [300 points]
- Price component – [300 points]

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

Please provide in your technical offer:

- information on your company and expected dedicated experts' experience and how they meet the minimum requirements;
- two examples of evaluation reports recently completed with the technical bid, if possible relevant to the subject of the evaluation.
- an estimated workplan and approach for the deliverables.

The price proposal of all offerors, who have attained minimum 70 % score in the technical evaluation, will be compared. The lowest price is given the maximum points of 300. For the other prices a formula is used to calculate the points based on the proposed price – it is as follow:

- $[\text{Amount of points} = \frac{\text{lowest price}}{\text{other price}} * \text{total points obtainable for financial proposal}]$

An example:

- Offeror A – lowest price ranked as 1<sup>st</sup> in the amount of USD 10,000 = a
  - Offeror B – second lowest price ranked as 2<sup>nd</sup> in the amount of USD 15,000 = b
- Points assigned to A = 300 & Points assigned to B = 200 (following formula:  $a/b * 300$  i.e.  $10,000/15,000 * 300 = 200$  points)

The contract will be awarded to the offeror that receives the highest score out of a pre-determined set of weighted technical and financial criteria as specified above.

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WE ARE LOOKING FORWARD TO RECEIVING YOUR QUOTATION AT OUR DEDICATED EMAIL ACCOUNT

**fej@unesco.org**

**Offers sent to any other e-mail addresses will be disqualified**

OFFERS MAY BE SUBMITTED USING COMPANY'S STANDARD QUOTATION FORMAT.

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FOR UNESCO	BIDDER'S ACCEPTANCE	
NAME :Guilherme Canela de Souza Godoi	UNESCO CONDITIONS AS STATED ABOVE ARE HEREWITH ACCEPTED.	<input type="checkbox"/>
FUNCTIONAL TITLE		
Chief, Freedom of Expression and Safety of Journalists Section	NAME	
SIGNATURE 	TITLE	
DATE 9 September 2021	STAMP AND SIGNATURE DATE	

# ANNEX I: General Terms and Conditions for Goods and Related Services

## 1. ACCEPTANCE OF THE CONTRACT

This Contract may only be accepted by the Contractor's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Contract, as herein specified. Acceptance of this Contract shall effect a Contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Contract, including these General Conditions. No additional or inconsistent provisions proposed by the Contractor shall bind UNESCO unless agreed to in writing by its duly authorized official. SOURCE OF INSTRUCTIONS

## 2. GOODS AND SERVICES DEFINED

Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, intermediate products and products which the Contractor is required to supply under this Contract. Services are hereinafter deemed to include services ancillary to the supply of the goods including, without limitation, installation, training, transportation and such other obligations as required under this Order.

## 3. PAYMENT

UNESCO shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Contract, make payment within 30 days of receipt of the Contractor's invoice for the goods and copies of the shipping documents specified in this Contract. Payment by UNESCO does not imply acceptance of goods nor of any related work or services under this Contract.

## 4. TAX EXEMPTION

Section 7 of the Convention on Privileges and Immunities of the Specialized Agencies provides, inter alia, that UNESCO and its subsidiary organs are exempt from all direct taxes and are exempt from customs duties in respect of articles imported or exported for its official use. Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes or duties charged to UNESCO by the Contractor. Payment of such adjusted amount shall constitute full payment by UNESCO. In the event any taxing authority refuses to recognize the UNESCO exemption from such taxes or duties, the Contractor shall immediately consult with UNESCO.

## 5. TRADE MARKS

Whenever an INCOTERM is used in this Contract it shall be interpreted in accordance with the INCOTERMS 2000.

## 6. EXPORT LICENSES

The Contractor shall obtain any export license(s) required for the goods.

## 7. INSPECTION AND ACCEPTANCE

All goods shall be subject to inspection and testing by UNESCO or its designated representative, to the extent practicable, at all times and places, including the period of manufacture and, in any event, prior to final acceptance by UNESCO. If any inspection or test is made on the premises of Contractor or its supplier, the Contractor, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the Contractor or its supplier shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Contractor or supplier. Final acceptance or rejection of the goods shall be made as soon as practicable after delivery, but failure to inspect and accept or reject goods shall neither relieve Contractor from responsibility for non-conforming goods nor impose liabilities on UNESCO therefore. The Contractor shall provide and maintain an inspection, quality, and manufacturing process control system covering the goods which is acceptable to UNESCO. Records of all inspection work by Contractor shall be kept complete and made available to UNESCO during the performance pursuant to this Contract and for twenty four (24) months thereafter or for such other period as may be specified in this Contract. Copies of all material certifications and test results are to be submitted to UNESCO upon request.

## 8. FITNESS OF GOODS INCLUDING PACKAGE

Contractor warrants that the goods conform to the specifications and are fit for the purposes for which such goods are ordinarily used, as well as for purposes, in locations and under circumstances made known to the Contractor by UNESCO. Contractor warrants that the goods are new, of current manufacture and free from defects in design, workmanship and materials. The Contractor also warrants that the goods are securely contained, packaged and marked, taking into consideration and the mode(s) of shipment, in a manner so as to protect the goods during delivery to their ultimate destination. Unless a longer period is specified in this Contract, the Contractor warrants and certifies that it will repair or replace without expense to UNESCO or its clients any goods or components which prove to be defective in

design, material, or workmanship within a period of one (1) year from the date such goods are placed in use.

## 9. AFTER SALES SERVICE

The Contractor shall maintain or provide a service organization reasonably constituted to handle requests from UNESCO or its clients for technical assistance, maintenance, service, repairs and overhaul of the goods.

## 10. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend at its own expenses UNESCO, its personnel and its clients from and against all suits, claims, demands, and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Contractor or its personnel or others responsible to the Contractor in the performance pursuant to this Contract.

## 11. PATENT INDEMNIFICATION

Contractor shall defend at its own expenses any suit or proceeding brought against UNESCO or its clients based on a claim that any goods or the normal use thereof furnished under this Contract constitute any infringement of any patent of any country, if notified promptly in writing and given authority, information and assistance (at Contractor's expenses) for the defense of same, and Contractor shall pay all damages and costs awarded therein against UNESCO or its clients. In case use of said goods or any part is enjoined, Contractor shall, at its own expense and at its option, either procure of UNESCO or its clients the right to continue using the goods, modify them so they become non-infringing or, with the approval of UNESCO, remove said goods and refund the purchase price, including transportation and installation costs.

## 12. FIRE AND EXTENDED COVERAGE INSURANCE

At all times prior to delivery, the Contractor shall effect and maintain continuous fire, hazard and extended coverage insurance upon any goods subject to this Contract in an amount equal to the sound insurable value of such goods and labour incorporated therein with loss payable to the Contractor and UNESCO as their interests may appear.

## 13. VARIATION IN QUANTITIES

The quantities specified in this Contract must not be exceeded or decreased without the prior written authorization of UNESCO.

## 14. CHANGES

UNESCO may at any time by written instruction make changes within the general scope of this Contract. If any such change causes an increase or decrease in the price of or the time required for performance pursuant to this Contract, an equitable adjustment shall be made in the Contract price, or delivery schedule, or both and the Contract shall be either amended or terminated and reissued accordingly. Any claim by the Contractor for adjustment under this paragraph must be asserted within thirty (30) days from the date of receipt by the Contractor of the notification of change; providing, however, that UNESCO may, at its sole discretion, receive and act upon any such claim asserted at any time prior to final payment under this Contract. Failure to agree to any adjustments shall be a controversy within the meaning of Clauses 22. However, nothing in this Clause shall excuse the Contractor from proceeding with the Contract as changed. No modification of or change in the terms of this Contract shall be valid or enforceable against UNESCO unless it is in writing and signed by a duly authorized representative of UNESCO.

## 15. TERMINATION FOR CONVENIENCE

UNESCO may terminate this Contract, in whole or in part, upon notice to the Contractor. Upon receipt of notice of termination, the Contractor shall take immediate steps to bring the work and services to a close in a prompt and orderly manner, shall reduce expenses to a minimum and shall not undertake any forward commitment from the date of receipt of notice of termination. In the event of Termination for Convenience, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed prior to termination, for expenses necessary for the prompt and orderly termination of the work and for the cost of such necessary work as UNESCO may request the Contractor to complete. To the extent that the computation of such payment due from UNESCO may not make the Contractor whole in respect of termination under this provision, the Contractor may claim an equitable adjustment in accordance with the procedures for equitable adjustment referred to in Clause 14 above.

## 16. REMEDIES FOR DEFAULT

In case of failure by the Contractor to perform according to this Contract, including but not limited to failure to obtain necessary export licenses or to make delivery of all of the goods by the agreed delivery date, UNESCO may, after giving the Contractor reasonable notice to perform and without prejudice to any other rights or remedies,

exercise one or more of the following rights: (1) procure all or part of the goods from other sources, in which event UNESCO may hold the Contractor responsible for any excess costs occasioned thereby; (2) refuse to accept delivery of all or part of the goods; (3) terminate this Contract; (4) require Contractor to ship via premium means, at Contractor's expenses, to meet the delivery schedule; (5) impose liquidated damages.

#### 17. LIQUIDATED DAMAGES FOR DELAY

Subject to Clause 18, if the Contractor fails to deliver all or part of the goods or perform any of the services within the time period specified in the Contract, UNESCO may, without prejudice to any other rights and remedies, deduct from the total price stipulated in this Contract an amount of 0.35% of the price of such goods or unperformed services for each calendar day of delay until actual delivery, up to a maximum deduction of 10% of the contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.

#### 18. FORCE MAJEURE

Notwithstanding the provisions of Clauses 16 and 17, the Contractor shall not be liable for default or liquidated damages, to the extent that its failure to perform its obligations under this Contract is the result of an event of Force Majeure. For purposes of this Contract, Force Majeure is defined as an event beyond the control of the Contractor; not involving the Contractor's fault or negligence and not foreseeable and includes acts of God, natural disasters, war (whether or not declared) and other events of a similar nature or force.

#### 19. SOURCE OF INSTRUCTION

The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance pursuant to this Contract. The Contractor shall refrain from any action which may adversely affect UNESCO.

#### 20. OFFICIALS TO BENEFIT

The Contractor warrants that no official of UNESCO or any Government has received or will be offered by the Contractor any direct or indirect benefit of any kind, or any gift, payment or other consideration in connection with or arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is breach of an essential term of this Contract.

#### 21. USE OF NAME EMBLEM OR OFFICIAL SEAL OF UNESCO

Unless authorized in writing, the Contractor shall not advertise or otherwise make public the fact that it is performing, or has performed, services for UNESCO or use the name (or any abbreviation thereof), emblem or official seal of UNESCO for advertising or for any other purpose.

#### 22. ASSIGNMENT AND INSOLVENCY

The Contractor shall not, except after obtaining the prior written approval of UNESCO, assign, transfer, pledge or make other disposition of this Contract or any part hereof or any of the Contractor's rights or obligations under this Contract. Should the Contractor become insolvent or should control of the Contractor change by the virtue of insolvency, UNESCO may, without prejudice to any other right or remedy, terminate this Contract by giving the Contractor written notice of such termination.

#### 23. CHILD LABOUR

The Contractor represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

#### 24. MINES

The Contractor represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980. Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

#### 25. ARBITRATION

Any controversy or claim arising out of or in connection with any provision of this Contract or any breach thereof, shall, unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules in force at the date of this

Contract. UNESCO and the Contractor shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

#### 26. CONCILIATION

Where, in the course of such direct negotiation referred to in Clause 25 above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

#### 27. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver of any of the privileges and immunities of UNESCO.

#### 28. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

(a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided; (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody as set forth in condition 28 above.

#### 29. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNESCO hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>. This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

#### 30. AUDITS AND INVESTIGATIONS:

Each invoice paid by UNESCO shall be subject to a post-payment audit by auditors, whether internal or external, of UNESCO or by other authorized and qualified agents of UNESCO at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

UNESCO may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Contractor generally relating to performance of the Contract at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract.

The Contractor shall provide its full and timely cooperation with any such post payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNESCO access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any post-payment audits or investigations carried out by UNESCO hereunder.

UNESCO shall be entitled to a refund from the Contractor for any amounts shown by audits or investigations to have been paid by UNESCO other than in accordance with the terms and conditions of the Contract.

#### 31. PROTECTION FROM SEXUAL EXPLOITATION AND SEXUAL ABUSE

Definitions. For purposes of the Contract, "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another; "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual exploitation and abuse are strictly prohibited. The Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, shall not engage in any sexual exploitation and abuse. The Contractor acknowledges and agrees that UNESCO will apply a policy of "zero tolerance" with regard to sexual exploitation and abuse of anyone by the Contractor, its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract.

Without prejudice to the generality of the foregoing:

(a) Sexual activity with a child (any person less than eighteen years of age), regardless of any laws relating to the age of majority or to consent, shall constitute the sexual exploitation and abuse of such person. Mistaken belief in the age of a child shall not constitute a defense under the Agreement.

(b) The exchange or promise of exchange of any money, employment, goods, services, or other thing of value, for sex, including sexual favors or sexual activities, shall constitute sexual exploitation and abuse

(c) The Contractor acknowledges and agrees that sexual relationships between the Contractor's employees, agents or other persons engaged by the Contractor and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of UNESCO and are strongly discouraged.

**Reporting of allegations to UNESCO.** The Contractor shall report allegations of sexual exploitation and abuse, of which the Contractor has been informed or has

otherwise become aware, promptly to UNESCO, in line with its established reporting mechanism. To the extent legally possible, the Contractor will require its employees, agents or any other persons engaged by the Contractor to perform any services under the Contract, to report allegations of sexual exploitation and abuse arising in relation to the Contract directly to UNESCO.

This provision must be included in all sub-contracts or sub-agreements entered into under the Contract.

### **32. UNITED NATIONS SUPPLIER CODE OF CONDUCT**

The Contractor acknowledges that the UN Supplier Code of Conduct (available from <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>) provides the minimum standards expected of the UN Suppliers.

## ANNEX II – Terms of Reference (TOR)

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### 1. Background

UNESCO promotes freedom of expression and freedom of the press as a basic human right, through a variety of activities. It also fosters media independence and pluralism as prerequisites and major factors of democratization, peace and tolerance building by providing advisory services on media legislation and sensitizing governments, parliamentarians and other decision-makers.

As the UN agency with a specific mandate to foster freedom of expression, and its corollaries, press freedom and freedom of information, UNESCO continues to implement projects and activities targeting countries and regions in conflict or in transition. Among them, are those funded under regular budget, and others implemented with funding from a number of donors (extra budgetary).

Among these extra budgetary projects is **#CoronavirusFacts: Addressing the ‘Disinfodemic’ on Covid-19 in conflict-prone environments** (Funded by European Union Service for Foreign Policy Instruments (FPI) for the amount of EUR 2,5 million)

Based on the central tenet that information is the opposite of disinformation, the project leverages the pivotal role of freedom of expression and access to information to address information needs in times of COVID-19 to tackle the massive wave of disinformation which threatens to impact democracy, sustainable development and stability around the world. The project which has activities at the global level, in four regions and in nine countries, supports professional, diverse and independent media’s capacity to report on the pandemic; strengthens local fact-checking organisations to debunk misinformation; and empowers youth and other citizens to critically process what they read and hear and counter harmful narratives linked to COVID-19 through training in media and information literacy.

The overall objective of this project is to strengthen citizens’ resilience to COVID-related disinformation in conflict-prone environments and thus contribute to the achievement of SDG Target 16.10.

The specific objectives and intended outcomes are 1) Media partners professionally and effectively share lifesaving information and debunk disinformation on COVID-19 in conflict-prone environments; and 2) Citizens make evidence-based decisions about their health, and critically engage to prevent the COVID-19 ‘disinfodemic’ and its impact on peace and stability

It includes four outputs: 1) Targeted media professionals’ access to verified information on COVID-19 is improved; 2) Capacities of partner media professionals to report on COVID-19 are strengthened; 3) Support to public-interest media to produce and disseminate fact-based content countering disinformation on COVID-19 is provided; 4) Targeted CSOs and fact checkers are empowered to distinguish facts from lies and rumors, and understand the importance of avoiding the spread of disinformation and misinformation about COVID-19 and of countering COVID-related discrimination and hate.

#### **Target countries and main beneficiaries:**

The project has a Global scope and focuses on 9 specific countries (Afghanistan, Cameroon, Ethiopia, Haiti, Iraq, Kenya, Mozambique, Senegal, and Zimbabwe) and four regions (Latin America & the Caribbean, Sub-Saharan Africa, East/Horn of Africa, and West Africa). The nine target countries and the regional areas where the activities of this action will tentatively be implemented have been jointly determined based on need assessments, by the contracting parties, the EU Service for Foreign Policy Instruments (FPI) and UNESCO.

The target groups of the countries and regions are journalists and journalists’ associations, public-interest media and relevant media organizations, Public Service Broadcasters and national broadcasters, radio stations and community radio networks, media self-regulatory bodies, local and regional (networks of) fact-checkers, media and information literacy actors, civil society organizations involved in the coverage or monitoring of the COVID-19 pandemic and the information circulating about it, social media companies and social media users. The main beneficiaries are journalists,

media professionals, public-interest media, specialized CSOs, social media users, and citizens from the targeted countries/regions.

The project has as the implementation period of 18 months, from 15/04/2020 to 15/10/2021 and budget: 2.5 million EUR.

### **Justification:**

The project ends on 15 October 2021. As part of the projects' monitoring, reporting and evaluation mechanism, a joint external evaluation should be conducted at the end of the implementation.

## **2. Purpose of the Evaluation**

As part of the projects' monitoring, reporting and evaluation, and as agreed with the donor, UNESCO is required to present the EU Service for Foreign Policy Instruments (FPI) with an external evaluation undertaken by an entity or individual external to UNESCO and the donor.

This evaluation should be conducted in accordance with UNESCO evaluation procedures, assessing the relevance, efficiency, effectiveness and impact of the programme. It should examine progress made towards achieving the expected results, lessons learned and present recommendations regarding the programme's design and delivery, as well as on potential follow-up actions.

The main purpose of the evaluation is to assess the performance and results (activities, outputs, outcomes) of the project. The evaluation should also assess the quality of the main outputs and outcomes. It should review the project's performance in respect to the agreed objectives of the project document focusing on the results and objectives while assessing the ability of the response to address emerging needs during the COVID-19 pandemic through a combination of short-term and medium-term actions as well as the sustainability of interventions and gender equality. The evaluation should also assess the ability to synergise actions with other stakeholders and projects/programmes, as relevant.

The findings of the evaluation will be used by UNESCO and the donor to assess the achievement of the project results and furthermore to:

- enhance the relevance, efficiency and effectiveness, impact and sustainability (where relevant) of similar actions as well as shape the features of follow up projects;
- demonstrate the project's achievements and challenges as well as identify lessons learned and areas still to be covered;
- define the project's evolution to secure sustainability after activities end;
- define the possible roles of UNESCO and the donor for future action in related areas of intervention.

## **3. Scope of the Evaluation**

The evaluation will adopt a retrospective (summative) and forward-looking perspective with action-oriented recommendations to inform future endeavors formulated on the basis of substantive findings. The evaluation will focus on key dimensions of project performance, namely the standard evaluation criteria of relevance, efficiency, effectiveness, impact and sustainability. Additional dimensions include complementarities / synergies of the project with other relevant UNESCO activities<sup>1</sup>.

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<sup>1</sup> In particular, the activities reference in the Background section.



## Evaluation Questions

The evaluation questions should be structured around the aforementioned dimensions. The evaluation questions below are indicative only, and need to be taking into account the special period due to COVID--related disruptions. The evaluation questions will be subsequently refined in the inception phase and validated in consultation with UNESCO.

### Relevance:

- Are the project objectives addressing identified needs of the target group(s)?
- Do the activities address the problems identified?
- Is the project consistent with the 40 C/5 Major Programme V's Main Line of Action I, Sustainable Development Goals and other international development goals?
- Did the project take into account and contribute to UNESCO's Priority Gender Equality and Priority Africa?
- To what extent has the project adapted and developed interventions consistent with the pressing matters rapidly evolving surrounding the COVID-19 crisis, both with regards to the short-term and medium-term?
- Does UNESCO have a comparative advantage in designing and implementing this project?

### Efficiency:

- What measures have been taken during planning and implementation to ensure that resources are efficiently used?
- Have the outputs been delivered in a timely manner, to address evolving information needs in times of the pandemic?
- Could the activities and outputs have been delivered with fewer resources without reducing their quality and quantity?
- Is the project cost-effective? Could more activities and outputs have been delivered with the same resources?
- Have UNESCO's organizational structure, managerial support and coordination mechanisms effectively supported their delivery?

### Effectiveness:

- What has been the *progress made* towards achievement of the expected outcomes and expected results (bearing in mind the challenges to measure achievement of the outcomes in the short term)?
- How has the project changed the attitudes, perceptions and behaviors of the beneficiaries including journalists and other stakeholders? What materials from the project had been selected/adapted the most and have had the best feedback from the participants?
- What are the reasons for the achievement or non-achievement?
- To what extent have beneficiaries been satisfied with the results?
- Will the project leave beneficiaries better equipped to continue to address mis-and disinformation linked to COVID-19 and other health crisis or even more resilient to future crises of a different nature?
- To which of the five functions of UNESCO (laboratory of ideas, standard-setter, clearing house, capacity-builder in Member States, catalyst for international cooperation) has the project been contributing?
- Does the project have effective monitoring mechanisms in place?
- Has UNESCO liaised closely with partner organizations to address emerging gaps and needs, share resources and expertise to mitigate the impact and build resilience against disinformation?

### Impact:

- What are the intended and unintended, positive and negative, long-term effects of the project?
- To what extent can the changes that have occurred as a result of the project be identified and measured?
- Has the project led to (and shows potential of leading to) mitigation of the negative impact the spread of mis-and disinformation and hateful narratives in the context of the COVID-19 crisis?
- To what extent can the identified changes be attributed to the project?

Sustainability:

- What is the likelihood that the benefits from the project will be maintained during the rest of the pandemic, post-pandemic and responses to similar crisis in the future?
- Is the project supported by local institutions and well-integrated with local social and cultural conditions?
- Are requirements of local ownership satisfied? Are relevant stakeholders in the countries involved committed to enhancing access to evidence-based information linked to COVID-19?
- Are relevant host-country institutions characterized by good governance?
- Do obstacles acting against mitigating online disinformation and hateful narratives still exist?
- Do partners have the financial capacity to maintain the benefits from the project?
- Are there any other local factors that significantly challenge the medium and long-term maintenance of the project results?

#### 4. Evaluation Methodology

The suggested evaluation methodology will include the following elements. The evaluator(s) are expected to elaborate an appropriate methodology in their technical proposal that can be implemented in 6 weeks with the possibility to refine and finalise questions in the inception phase.

- **Analysis** of the relevant trends in the areas of project implementation (global, regional and country level including (access to information linked to COVID-19 and the role of media and their capacity to bring evidence-based information to the public on COVID-19, safety of journalists in the context of the pandemic, resilience to mis-and disinformation, media and information literacy, ).
- **Desk study** of all pertinent documents including previous review reports, the extrabudgetary project website, communication materials produced under the project, meeting minutes and other documents that were published in the context of the project;
- **Meetings and key informant interviews** with key stakeholders (such as partners and beneficiaries involved in the project/activities) as well as possible other sources of relevant information;
- Online **surveys** where relevant; and
- Interviews with UNESCO staff and project stakeholders in selected countries for the purpose of enriching the final report's analysis of project performance, in particular the achievement of results. The countries will be selected in consultation with UNESCO.

Additional Information:

The evaluation can be conducted via a variety of tools, including, surveys, or any other relevant method to evaluate the project activities and talk to UNESCO focal points, stakeholders, partners and beneficiaries in each country. UNESCO will provide the contractor with details about the projects/activities and a suggested list of partners, beneficiaries, etc. with contact details. UNESCO field colleagues can also assist in contacting interviewees in case of difficulty reaching them. As many of the partners/beneficiaries do not speak English, there may be a need to conduct some interviews in French.

#### 5. Roles and Responsibilities

The contractor is expected to provide UNESCO with a **comprehensive evaluation report** of no more than 60 pages covering the entire period of implementation. The evaluator (evaluation team) will be responsible for logistics: office space, administrative and secretarial support, telecommunications, printing of documentation, and logistics for fieldwork, etc. The evaluator is also responsible for the dissemination of all methodological tools, such as surveys, and providing the deliverables outlined below. Please note that due to ongoing restrictions, no travel is envisaged under the terms of this contract.

The UNESCO Sector should facilitate the evaluation process to the extent possible by providing access to relevant information such as monitoring data / project progress reports and by providing contact information such as email addresses of relevant stakeholders and networks to be consulted during the evaluation. The donor and implementing partners might be requested to provide planning documents, mission reports or other relevant documents bearing in mind some restrictions due to confidentiality.

## 6. Deliverables and Schedule

There are two main deliverables: the inception report and the evaluation report (first in draft, then a final version). These deliverables are the responsibility of the external evaluator (with inputs from UNESCO).

The contractor is required to present UNESCO with the following reports / deliverables:

- Inception Report: including the methodology, work plan and timeline by **27 September 2021**.
- Reports: summarizing major findings from nine countries, 4 sub-regions and the global level.
- Draft Reports:
  - a report on preliminary findings is to be submitted to UNESCO by **14 October 2021**.
  - Draft report is required reflecting UNESCO comments by **10 November 2021**.
  - Final draft report is required on **3 December 2021**.
- Final Report: deadline for submitting the final report (including annexes) is **10 December 2021**.
- Financial report: a financial report in English should be submitted to UNESCO no later than **10 December 2021**.

Additional information on the deliverables:

- The inception report should be brief and include the implementation strategy, refined evaluation questions, the methodological framework for the evaluation, and a detailed activity schedule.
- The contractor is required to provide UNESCO with a draft of each country evaluation for UNESCO's feedback prior to including in the overall report.
- Annexes should include an interview list with full information of all individuals/organizations interviewed or concerned, mainly name, title, role in the project, contact info (phone, direct email), and organizational websites. Plus, data collection instruments, key documents consulted, and Terms of Reference.
- The contractor is required to present the major results of the evaluation at a review meeting to be agreed with UNESCO. This includes a PowerPoint presentation and an executive summary of the report. The date for delivery of this requirement will be communicated to the evaluator upon consultations with the donor.

The draft and final reports should be presented in English and structured as follows:

- Executive Summary
- Projects' Description
- Evaluation purpose
- Evaluation methodology
- Findings
- Conclusions
- Lessons learnt
- Recommendations
- Annexes

### Schedule

The evaluation period is 11 weeks, from **25 September 2021** until **10 December 2021**

<b>Task</b>	<b>Responsible for delivery</b>	<b>Deadline</b>
Selection of external evaluator	UNESCO	17 September 2021
Contracting selected evaluator	UNESCO	25 September 2021
Inception report	External evaluator	27 September 2021
Data collection phase	External evaluator	27 September 2021 – 14 October 2021
Report on preliminary findings	External evaluator	14 October 2021
Draft report	External evaluator	10 November 2021
Final draft report (after feedback and comments)	External evaluator	3 December 2021
Final evaluation report (after feedback and comments)	External evaluator	10 December 2021
Financial report	External evaluator	10 December 2021

## **7. Qualifications of External Evaluators:**

The evaluator(s) should possess the following mandatory qualifications and experience:

### **Expertise of Firm / Institution submitting Proposal:**

- A minimum of 5 years of international experience in programme/project evaluation
- A minimum of three projects successfully implemented in support of media development or area related to the project in conflict- prone environments or developing countries
- Demonstrated experience in evaluation methodologies and techniques, both qualitative and quantitative is desirable
- Demonstrated experience in rapid evaluation of projects respecting timelines

### **Team Leader/ Senior Evaluation Expert**

- Advanced university degree, excellent oral communication and report writing skills in English
- Extensive knowledge of and more than 8 years of experience in applying qualitative and quantitative evaluation methods
- Providing at least 3 to 4 references of assignments completed in the field of media development, democratic transition while upholding freedom of expression, journalism at international level is desirable

### **Evaluation team members**

- Advanced university degrees in specialized fields of media development, journalism, public policy, or related fields
- A minimum of 3 years of experience in programme/project evaluation on global/international basis of relevance to policy making
- Excellent analysis skills
- Oral and writing skills in English to the highest standards

- At least one member of the team should be fluent in French to conduct interviews with non-English-speakers.

#### **Desired qualifications:**

##### **Team leader**

- It is desirable to have at least 2-3 year working with or together with the UN or international organizations
- It is desirable that the team leader has at least three references relating to evaluation methodologies and techniques both qualitative and quantitative.

##### **Evaluation team members**

- Experience working in the target regions of team leader and/or members, and knowledge of gender perspectives in evaluation is highly desirable.
- In-depth understanding and extensive knowledge of issues pertaining to freedom of expression, media development, including the role of media or safety of journalists tackling crises, in particular in conflict-, conflict-prone environments or developing countries is highly desirable;
- A gender balanced evaluation team with diverse geographic representation is desirable.

Please note: there is to be no previous involvement of any team member in the design or implementation of the activities under evaluation.

## **8. Requests for quotations**

Interested candidates should include the following supporting documentation with their bids:

- A proposed work plan and approach to undertake the assignment.
- Curriculum vitae of all team members and information about the firm/institution.
- Two examples of evaluation reports recently completed, if possible relevant to the subject of the evaluation.
- Financial proposal: a detailed cost in US dollars

*N.B. It should be possible to determine compliance with the above stated requirements for the Firm/Institutions and team members such as years of experience etc. based on the documentation submitted to UNESCO.*

**Documents should be received by UNESCO no later than 16 September 2021, 23h00 Paris time (21h00 UTC).**

## **9. Reference Documents** (to be provided by UNESCO to the evaluator(s) during the inception phase)

- The project document for the project
- Project activity reports
- Information gained through interviews with partners/beneficiaries and UNESCO Communication and Information Advisors and programme specialists
- Communication material produced under the project
- Any related publication or resources that can help the evaluation
- UNESCO's website for the project:  
<https://en.unesco.org/covid19/disinfodemic/coronavirusfacts>
- UNESCO CI website: <http://www.unesco.org/new/en/communication-and-information/>

## ANNEX III – Price Schedule form

### GENERAL INSTRUCTIONS

1. The Bidder is asked to prepare the Price Schedule **as a separate file** from the rest of the RFQ response.
2. All prices/rates quoted must be exclusive of all taxes, since UNESCO is exempt from taxes as detailed in Annex II, Clause 18.
3. The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. If the contractor is required to travel in order to perform the work described in the TOR, a lump sum must be included in the total amount or to be listed separately. No travel shall be reimbursed. (However, travel is not foreseen under the current evaluation).

<b>Financial Proposal / Price Schedule</b>				
<b>Request for Proposal Ref:</b>				
<b>Total Financial Proposal [currency/amount]:</b>				
<b>Date of Submission:</b>				
<b>Authorized Signature:</b>				
Description of Activity/Item	No of Consultants	Rate per Day [currency/amount]	No of man-days	Total [currency/amount]
1.	<b>Remuneration</b>			
1.1	Development of methodology, workplan and timeline, inception report			
1.2	Data collection			
1.3	Development of preliminary findings			
1.4	Drafting of final report			
Description of Activity/Item	No of Consultants	Rate per Day [currency/amount]	No of man-days	Total [currency/amount]
2.	<b>Other Expenses</b>			
2.1	Travel			
2.2	Per Diem Allowances			
2.3	Communications			
2.4	Reproduction and Reports			
2.5	Equipment and other items			
2.6	Others (please specify)			