

9th February 2021

Request for quotation (RFQ) – goods or services

RFQ Title:	Technical copywriter to produce short stories and video clips from Propcom Mai-karfi's Radio Intervention.
RFQ Issue Date:	9th February 2021
Terms of Reference / Specifications:	The Goods and/or Services to be delivered are detailed in the attached Schedule
Project	Propcom Mai-karfi
The Company	Palladium International Development Nigeria Limited
Closing Date and Time	26th February, 2021 at 5pm
Contact Person	info@propcommaikarfi.org
Details for Submission	<p>Email as two separate attachment:</p> <p>i.A technical proposal including: a cover letter and CV, including details of similar past work experiences and academic qualifications (both not more than 3 pages); minimum of 2 samples of previous work with references (reference checks will be conducted);</p> <p>ii.A financial proposal using the attached template (indicating fees/rate per hour, Tax Identification Number and evidence of tax remittance)</p> <p>The technical and financial proposals should be submitted as separate documents in Microsoft Word or PDF to info@propcommaikarfi.org</p>

Thank you for your interest in the above procurement. As managing contractor for the Project, the Company invites you to submit a quote for the Goods or Services listed below. Your quote will be valid for the Validity Period.

Please forward your quote in accordance with the Details for Submission above by the Closing Date and Time.

I look forward to your response. If you have any queries, please do not hesitate to contact me on +234 8054796143 or by e-mail info@propcommaikarfi.org

Yours sincerely,

Blessing Allen-Adebayo

Tier Lead

Terms and conditions

1. Quote Conditions

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

2. Quote Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.

3. Evaluation

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.

4. Alterations

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. The Company's Rights

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

6. Amendments and Queries

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.

7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.

8. Confidentiality

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote.

The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process.

9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.

11. Price Basis

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

15. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFQ; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.

17. Jurisdiction

This Agreement shall be subject to the laws of the Jurisdiction.

The Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this Agreement or the breach, termination, or invalidity thereof.

If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this Agreement or the breach, termination, or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules in effect on the date of this Agreement. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

The place of arbitration shall be the headquarters location of Company at the time the claim is filed and the language of the arbitration will be English. The relevant laws shall be the laws of the Jurisdiction.

TECHNICAL COPYWRITER TO PRODUCE SHORT STORIES AND VIDEO CLIPS FROM PROPCOM MAI-KARFI'S RADIO INTERVENTION (Individual)

BACKGROUND

Propcom Mai-karfi (PM) is a market development programme funded with UK aid from the UK government, working primarily with the private sector in nine states (Adamawa, Borno, Bauchi, Taraba, Gombe, Yobe, Kaduna, Kano, and Jigawa) in Northern Nigeria to identify gaps in rural markets and to bring about systemic changes that make markets work better for poor people. The programme is in its second phase and aims to increase the incomes for 350,000 poor women and men in Northern Nigeria by October 2021 by stimulating sustainable, pro-poor growth in selected rural markets and improving the position of poor women and men within these market systems, to make the markets more inclusive for poor people. The programme currently implements 19 interventions across 3 Portfolios – Crops, Livestock, and Environment and has amassed experiences across the public, private and informal sector that will be crucial to future investments in the North, both to donors and private companies.

PM facilitated capacity building for three radio stations to create relevant agricultural radio content, market the programme to relevant stakeholders, and get paid sponsorship to sustain the programme. All three radio stations developed and aired research-based content for their audience. This led to increased listenership and sponsorship from several stakeholders.

We are recruiting a copywriter with experience in storytelling through different media to lead the conversion of our intervention results in extension services to media materials.

ABOUT THE WORK

The agricultural sector is dominated by smallholder farmers, most of them lack knowledge of modern practices and rely on information from friends, cooperative associations, and extension workers to improve their farming techniques. Further findings revealed four major issues with the current system as follows (i) There is a huge disproportion of extension workers to farmers ratios in Nigeria, estimated the ratio to be 1:10,000. (ii) The information provided is outdated and untimely (iii) women are excluded from this information because of cultural norms about talking to male extension workers. (iv) The high cost of logistics and security challenges in the northeast. These issues continue to hinder the growth and productivity of farmers in the sector.

To address the issues, PM rolled out a series of private-sector-led e-extension initiatives including the promotion of agricultural radio programme for farmers. Studies showed that radio stations could not develop research-based content, collect regular audience feedback and drive continuous sponsorship for agricultural programme. PM identified three key radio stations in the northeast and worked with Farm Radio International to build the radio station's capacity to sustainably drive e-extension services for farmers via radio. We are recruiting a copywriter to support the development of relevant products that capture the voices and stories of this model.

In collaboration with the e-extension technical lead, the consultant will work with the radio stations to capture, analyse, and document the stories of this model.

The specific objectives of this assignment will be to:

- In a video clip, showcase the intervention targeted at the radio stations to address the identified issues limiting farmers' access to information. Highlight and extract success stories from farmers/listeners of the radio programme, implementation, and impact.

ACTIVITIES

The activities may include the following, however, the programme is open to recommendations and advice from the consultant:

1. Develop a concept for the approach and share it with PM
2. Develop a structure and interview templates for implementation of the task
3. Source for all audio and video equipment for the assignment

4. Contact and interview all relevant radio station partners (including staff and management)
5. Interview key beneficiaries with stories of impact. Interviews should be conducted in partnership with the radio stations.
6. Carryout post-interview editing and video production
7. Develop intervention story

OUTPUT/DELIVERABLES

OUTPUT	DEADLINE
A VIDEO DOCUMENTARY HIGHLIGHTING SPECIFIC OBJECTIVES AS LISTED IN THE 'ABOUT THE WORK' SECTION	March -April 2021
2 TWO PAGE SUCCESS STORY (RADIO STATIONS)	March -April 2021
2 TWO PAGE SUCCESS STORY (FARMERS)	March -April 2021
2 TWO PAGE SUCCESS STORY (WOMEN-GENDER INCLUSION)	March -April 2021

The above timeline is subject to a total of 20 input days.

QUALIFICATION

- University degree in social sciences, journalism, communication, or other related areas.
- Good understanding of the international development sector and related reporting styles and requirements.
- Experience in copywriting
- A proven track record of providing quality media content
- Knowledge and experience of analytical writing and storytelling
- Interpersonal skills, including being flexible and showing initiative.
- Excellent organisational and time management skills
- Outstanding communication, media production, and story-telling skills
- Excellent presentation skills
- Previous experience working in the northeast
- Proficiency in the English language

METHOD OF APPLICATION

Qualified applicants (individual consultant(s) only) should send the following as two separate attachments in Microsoft Word or PDF to info@propcommaikarfi.org on or before 26th February 2021.

(Use the subject line "Technical copywriter for PM's Radio Intervention"):

1. A technical proposal including a cover letter and CV, including details of similar past work experiences and academic qualifications (both not more than 3 pages); implementation timeline; minimum of 2 samples of previous work with references (reference checks will be conducted); 3 referees and their contact details
2. A financial proposal using the Excel template published with the RFQ on Propcom Maikarfi's website (indicate fees/rate per hour, Tax Identification Number, and evidence of tax remittance)

DURATION OF ASSIGNMENT

The assignment will be a call contract with a maximum of 20 input days.

CRITERIA FOR SELECTION

The consultant will be assessed based on

CRITERIA	WEIGHT
EXPERTISE/COMPETENCE AS DEMONSTRATED BY THE OVERALL QUALITY OF TECHNICAL PROPOSAL	35%
QUALITY OF PREVIOUS WORK / CONSULTANTS PROFILE	30%
FAMILIARITY WITH THE GEOGRAPHICAL LOCATION	15%
FEE RATE	20%
TOTAL	100%
CANDIDATES WITHOUT TAX IDENTIFICATION NUMBER NEED NOT APPLY	

METHOD OF ASSESSMENT

The candidates (3) with the highest scores will be invited for a verification interview and awarded the contract following a satisfactory interview.

If your quote is successful, you will be required to enter into the Company's standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant Project Manual. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any quotes pursuant to this RFQ.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.