REQUEST FOR PROPOSALS

Issue Date: December 8th, 2024
Proposal Due Date: January 8th, 2024
Anticipated Award Date: January 22nd, 2024

To Whom It May Concern:
IREX (International Research & Exchanges Board) is seeking proposals from qualified individuals to provide long-term technical support to a media project in Central America. The anticipated award will be a cost reimbursable/fixed price contract. IREX reserves the right to withdrawal this request for proposal at any time up to award the contract.

Proposal Requirements
Individuals interested in providing this service must submit a proposal, including a breakdown of costs, which demonstrates the individual’s capacity to:
Lead and produce a media mapping in a Central American country to better understand the information ecosystem (including how the political context, market and economic challenges facing media, and regulation/legislation contribute or hinder independent media) and strategies to navigate this civic space.

Duties and Responsibilities
IREX expects this support will take up to 100 days total, with many partial days spread across the consulting period of approximately 8 months or less. This consultancy involves:

- Oversee program’s exiled journalist efforts and serve as trusted mentor for media workers and journalists.
  - Reports on challenges faced by journalists under threat on a quarterly basis.
- Responsible for presenting insights and short papers to relevant stakeholders.
- Coordinates the work of a media legal defense network.
  - Includes preparing agendas, facilitating dialogues, and proposing agreements and tangible actions between them.
  - Could include producing output documents from these meetings.
- Facilitate international exchanges and connections between program and media consultants
- Lead advocacy efforts at an international level.
- Identify possible donors for emergency funds for media consultants and leverage connections.
  o Propose technical assistance topics based on experience in Central America.
    o Supports monitoring of incidents of repression or harassment for media and journalists and advises program leadership of threats to freedom of expression and freedom of information in the region.
- Leads the efforts providing technical assistance to media consultants for advocacy campaigns, including proposal of activities to work plan and drafting of ToR.
- Contributes to design and implementation of GESI assessments and analysis for the media sector.
  o Collects up-to-date information and prepares short papers/briefs about how the program can continue improving gender equity and inclusion in the region.
  o Makes recommendations for aligning programming to GESI principles.
- Contributes to the technical assistance and training curricula development and delivery.
  o Develops the content of the training curricula, as needed.
  o Creates appropriate measurements to assess the results and impact of the training modules.
  o Facilitates or delivers content as needed.
  o Provides support to the selection of consultants, if appropriate.
- Participates in regular check-ins with HQ on service agreement status and other activities.
- Contribute to reporting as needed.
- Contributes to work planning/adjustments, as needed.
- Other duties as assigned.

Proposals must be accompanied by a budget in sufficient detail to determine the price elements, a work plan, a resume of the consultant and a list of three similar projects, with contact information for the clients.

**Skills and Experience**
- Understanding and knowledge of the Central America operating environment and context
- Extensive in-country contacts with all levels of media, information, and civil society professionals
- Experience in mentoring and training, especially for media workers and journalists
- Professional level fluency in written and spoken in Spanish and English, required
- Previous experience conducting analyses and studies of the media or civil society sectors
- Professional level familiarity with Microsoft Word and Excel
- Skills and techniques to conduct relevant desk research
Proposal Submission
If you are interested in furnishing this service, please e-mail a proposal to contact.csmstand@irex.org. If you decide to submit a proposal, it must be received no later than 5:00 p.m. Eastern Standard Time on the closing date indicated above. Late submissions will only be considered if in the best interests of the project, and then at IREX’s sole discretion. All proposals submitted must be valid for a period of not less than sixty (60) calendar days from the closing date indicated above.

Proposal Evaluation
The criteria are listed in descending order starting with the most important factors to be evaluated.

- Overall Price Competitiveness (30%)
- Sufficiency of methodology outlined (25%)
- Qualifications of the consultant (25%)
- Individual capacity (10%)
- Past references (10%)

Evaluation and ranking of proposals will be done by IREX in Washington, DC. IREX may at its discretion ask for additional information or perform site visits.

Renewal
IREX reserves the right, based on availability of funding and vendor performance, to enter into subsequent contractual agreements with the winning vendor for a period of up to three years without issuing a new RFP.

Contact Information
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