

Request for Quotation (RFQ)

For: Production of E-learning course on Financial Literacy

Date: 22 November 2023

1 Overview of the Project

“Strengthening Quality News and Independent Journalism in the Western Balkans and Türkiye II” is an EU funded project aiming to provide systemic support to improve the quality and professionalism of journalism in the Western Balkans (WB) and Türkiye through a holistic and complementary set of interventions.

In the frame of this three-year project media workers will be offered with a tailored capacity-building support, awards for merits in investigative reporting, production grants, innovative journalism study programs, support for cross-border investigation stories, and investigative resource desk support.

The project is implemented by a consortium of 8 organisations: BIRN Hub from Bosnia and Herzegovina (lead), Thomson Media (TM) from Germany, Central European University (CEU) from Hungary, Association of Journalists (AJ) from Türkiye, BIRN Kosovo, University Goce Delchev Shtip (UGD) and The Independent Union of Journalists and Media Workers (SSNM) from North Macedonia, and the Media Association of South-East Europe (MASE) from Montenegro.

TM's intervention is focused on two separate areas:

- Tailored capacity-building for young and mid-career journalists; and
- Organising EU awards for merits in investigative reporting.

2 Introduction and Specification

2.1 Thomson Media would like to request a quotation for the production of e-learning course on Financial Literacy as part of its capacity-building intervention for young and mid-career journalists.

The producer is expected to be familiarised with the TM's online e-learning platform Journalism Now, its back-end as well as its technical requirements, and to have previous experience in creating e-learning courses for similar media support projects.

The course should be produced in one of the following languages – Albanian, Bosnian/Montenegrin/Serbian, or Macedonian.

Service provider is expected to:

- Draft the overall e-course curricula in the period of 15 days from the signing of the agreement;
- Upon confirmation and acceptance of the draft curricula finalise the course scenario/script including the structure, content, presentation formats, defining potential cases and contributors to the course in the period of 30 days; also
 - Prepare quizzes for the course;
 - Record, edit, and subtitle up to 15 short video clips (between 2- and 5-minutes' length), and submit written transcript for each video;
 - Create up to 15 specialised illustrations and designs for the online course.

Service providers may add other direct costs (travel expenses, accommodation, per diems, etc.) if there is a need for, and with prior approval by the TM team.

3 Quotation Validity

3.1 Your quotation must remain open for acceptance by the TM for a minimum of thirty days from the date that it is issued to Thomson Media in response to this request.

4 Payment and Invoicing

4.1 The TM will pay correctly addressed and undisputed invoices within 30 days of the Invoice Date. General requirements for an invoice for the Thomson Media include:

- A description of the service provider with the list of key partners/activities provided;
- A description of the good/services supplied is included;
- The TM reference (i.e. Purchase Order number) is included;
- It is sent electronically via email in PDF format to the email address: Viktoriai@thomsonfoundation.org.

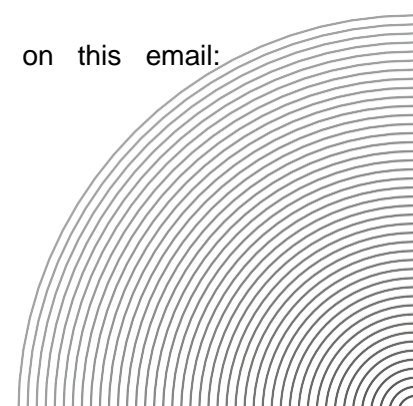
5 Instructions for Responding

5.1 Your quotation must be submitted to Ilcho Cvetanoski on this email: IlchoC@thomsonfoundation.org by November 30th 2023.

6 Clarification Requests

6.1 All clarification requests should be submitted to Davor Marko on this email: DavorM@thomsonfoundation.org

7 Award Criteria



7.1 Responses from potential suppliers will be assessed and awarded based on the lowest cost.

8 Disclaimer

8.1 By issuing this RFQ, the TM is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier.

