



DÉVELOPPEMENT
MÉDIAS

Adapted invitation to tender for Coordination Services for
Balkans Voices Project- Based in Albania

Invitation to tender launched in an adapted procedure in accordance with Article
L.2123-1 and R. 2123-4 of French Public Procurement Code

TECHNICAL SPECIFICATIONS

Document no. 1

1. About CFI and Balkans Voices project:

A subsidiary of the France Médias Monde group, CFI, the French media cooperation agency, supported by the French Ministry of Europe and Foreign Affairs, is in charge of the coordination and implementation of public aid policy to promote and enhance media in developing countries. CFI is currently involved in around thirty projects that fall within three major programs: media and governance, media and development, and media and enterprise.

Benefiting from their experience in the implementation of Media development projects, the animation of cultural and artistic expression spaces, and the support to audiovisual initiatives, CFI and the Cooperation and Cultural Action Services (CCAS) of French embassies of the 6 Western Balkans countries have decided to jointly set up the “Balkans Voices” project.

Focusing on the youth of Albania, Bosnia and Herzegovina, Kosovo, North Macedonia, Montenegro, and Serbia, the project is based on the observation of a withdrawal of Western Balkans youth from engagement and participation, including in the Media sector. Facing unemployment, corruption, and instability in politics and social climate, many young people are wishing to leave their country.

The project therefore aims at fostering the affirmation of a shared democratic space of expression between the youth of the Western Balkans. To meet this objective, the youth of these countries will benefit from access to training, networking, and support for their media, audiovisual and artistic initiatives, in the form of three actions:

1 / Implementing Media education tools and workshops for high school students, and trainings on facts checking and countering fake news and misinformation for journalism students.

2 / Providing Support (workshops, incubation) and organizing networking activities (regional event) for new media players and influencers in order to consolidate their projects, get to know each other, exchange views and meet relevant players and experts in their fields.

3 / Providing technical and financial support, along with visibility opportunities, for young image and audiovisual players, film school students and young talents (workshops, production support, regional audiovisual project), in particular through the mobilization of embassies’ cultural network.

2. Tasks and responsibilities

2.1 Missions

CFI needs an operator to provide specific services of regional coordination in Western Balkans. The operator will plan and coordinate operational procedures (administrative, financial, procurement, human resources and systems and devise ways to streamline processes), being carried out in Tirana, Albania.

The duration of the contract is 20 months.

This operator will be reporting to the Direction of the CFI Department for the Mediterranean Region and Asia.

2.2 Service Description

The operator will provide operational coordination services in order to implement the activities of “Balkans Voices” project at the regional level, in accordance with the project proposal and the budget and in connection with the project manager at CFI headquarters and with the COCACs in each of the embassies.

1) Ensure the proper implementation and monitoring of activities in accordance with the project schedule and budget

- Coordinate the implementation of activities in connection with the organization in charge and other partners
- Organize the events of the project (regional conferences, training, seminars), in conjunction with the organization in charge and other partners
- Set up monitoring / evaluation tools for activities towards partners and beneficiaries
- Ensure communication actions and disseminate calls for applications

2) Ensure coordination between project partners and stakeholders at national and regional levels

- Set up an information sharing system to make the link between the project partners (between the different CCASs of embassies and between embassies and CFI)
- Contact and identify synergies with media players and youth initiatives at regional and national levels, in connection with embassies.
- Produce a contact file for the recruitment of beneficiaries (in particular new Media players and influencers)
- Represent the project towards local and regional actors: national authorities, international organizations, civil society organizations...

3) Provide field expertise

- Facilitate discussion groups with privileged interlocutors of the project (youth organizations, CNC, NGOs and Media players)
- Identify and build partnerships with training centers and / or youth organizations in each country, in conjunction with embassies.
- Produce reports identifying the needs for training and support of target audiences, taking into account national and individual specificities
- Suggest a list of speakers / trainers, especially at the local level
- Produce trimestral activity reports and co-organize the steering committees

2.3 Experiences and Competences

This service requires experience on projects related to youth engagement and training; and / or media education and audiovisual (including web) production. The local coordinator should have experience in implementing international humanitarian / development projects requiring the coordination of several actors.

The service also requires the following qualities:

- o Experience / Knowledge of the countries of the region
- o Experience in Organizing events and / or Trainings
- o Knowledge of initiatives and / or media education needs at regional and national levels highly appreciated

- o Experience / Knowledge of cultural actors (especially in international cooperation) and cultural and creative industries preferable
- o Media Expertise and / or Interest in New Media and Online Media welcome
- o Interpersonal and writing skills
- o Organizational skills
- o Communication and representation capacities with various stakeholders
- o IT skills (Office, Collaboration tools, social networks)

Qualifications:

- Professional level of English and/or French; One or several regional languages an asset
- Background in: Project Management, International Relations, Political Sciences, Journalism, Digital Media production, Audiovisual or Film School, or related fields

2.4 Conditions

Country of assignment: Albania

The operator will travel throughout the countries covered by the program (Albania, Bosnia and Herzegovina, Kosovo, North Macedonia, Montenegro, and Serbia).

Type of contract: Public contract of services.

Targeted candidates: services' operators, person able to work in the country under self-employment or similar status

The contract will be signed for 20 months, starting between June and August 2020 (starting date to be discussed jointly)

3. Termination, collateral and transfer of the contract:

3.1. Receivership or compulsory liquidation:

The parties agree that, in the event that the operator goes into receivership or compulsory liquidation, the contract shall be terminated ipso jure after a period of one month from the date of a letter sent by registered post with acknowledgement of receipt.

This shall not entitle the operator to any compensation.

If it is established that there is a risk that the operator's business may be liquidated, the operator shall take all necessary steps to provide CFI with the computer codes required for operation of the equipment and software supplied, and all documents related to the project, as well as any developments that may have been made in accordance with the guarantee of future-proofing.

3.2. Termination

3.2.1 Termination of the contract

Without prejudice of the right, for CFI, to terminate the contract for reasons of public interest, in the event of a breach of contract by the operator, CFI will be fully within its rights to terminate the contract, fifteen (15) clear days after sending a registered letter with acknowledgement of receipt, without prejudice to any action that may be taken for damages.

CFI may provide for the performance of the service at the service provider's expense and risk, either in the event of non-performance by the latter of a service that, due to its nature, cannot be delayed, or after formal notice has been given by registered letter with acknowledgement of receipt to provide the service within eight (8) days and this has proved unsuccessful. Any increase in expenses in relation to market prices resulting from performance of the services at the service provider's expense and risk shall be borne by the service provider.

3.2.2 End of the contract term

The contract shall end, except in cases covered by Article 3.2.1, at the end of its term.

3.3. Collateral and transfer of contract:

No transfer of the contract is authorized.

4. Legal disputes

Except in the event of interim proceedings, the parties undertake to seek an amicable solution in the event of any legal dispute or disagreement between them before considering referring the case to a court of any kind.

To this end, any disagreement between the operator and CFI must be the subject of a complaint report drawn up by the parties, which must be communicated within thirty days from the date on which the disagreement arose.

The parties shall then have two (2) months in which to respond to this complaint. If the disagreement persists after this amicable procedure, the parties may commence litigation.

The contract concluded between CFI and the operator shall be subject to the provisions of public law.

The language of this contract is English. Any translation is provided for information purposes only and has no contractual value. In the event of any conflict between the two versions, only the English version of the contract documents shall prevail.

Any dispute relating to the implementation or breach of the contract shall be referred to the Paris Administrative Court de Paris.

Approved by the company

Approved by the representative of CFI
CEO
Mr Marc Fonbaustier
Issy-les-Moulineaux