

## REQUEST FOR PROPOSALS

### Final evaluation of the project “Support for independent Burmese media outlets and journalists in exile or in the country” (Naye Thit)

**IMPORTANT:** This document is not contractually binding. CFI may, at any time and until the effective conclusion of a contract with the selected service provider(s), decide unilaterally not to proceed without justification. CFI reserves the right to modify all or part of the elements of this document or to conclude a similar contract with the service provider of its choice. No company may make any claim in this regard or claim any compensation whatsoever.

**DEADLINE FOR SUBMITTING PROPOSALS: August 11, 2025, at 12:00 p.m. (CEST Paris, Brussels, Copenhagen, Madrid).**

Send by email to the following addresses: [sarah.filali@cfi.fr](mailto:sarah.filali@cfi.fr) and [marie-laure.brillet@cfi.fr](mailto:marie-laure.brillet@cfi.fr)  
with the subject line «Final evaluation Naye Thit »

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## **1. CONTEXT**

### **1.1. Presentation of CFI**

#### **Canal France International: a public agency supporting the media**

CFI works to promote media development around the world, particularly in sub-Saharan Africa, the Arab world, and countries neighboring the European Union. At the heart of our work is the fight against disinformation, the promotion of gender equality, environmental protection, and the promotion of democracy and civic engagement. CFI is an operator of the French Ministry for Europe and Foreign Affairs and a subsidiary of the France Médias Monde Group.

### **1.2. Context of the Request for proposals**

CFI is implementing the project “Support for independent Burmese media outlets and journalists in exile or in the country”, funded by the French Ministry for Europe and Foreign Affairs to the tune of € 945,000, for a period of two and a half years from June 13, 2023, to December 13, 2025.

This initiative addresses the needs of exiled and emerging media outlets by providing tools for growth and protection, financial support to help structure their organizations, and targeted capacity building. The goal is to enable the production of high-quality journalism that contributes meaningfully to democratic processes.

The project is funded and supervised by the French Ministry for Europe and Foreign Affairs and overseen locally by the French Embassy in Yangon. CFI is responsible for implementing Component 1 (assessment of operational risks and needs and stakeholders mapping) and Component 2 (capacity building), while IMS leads Component 3 (protection) and Component 4 (networking).

The objective of the project is to protect press freedom in Myanmar, which is an essential prerequisite for the restoration of a democratic society. It has three specific objectives: 1) restructuring media outlets to ensure that they can continue to provide information in a stable and sustainable manner; 2) supporting media outlets and journalists at risk to reduce sources of vulnerability and strengthen their resilience; 3) supporting the emergence of a new professional network to ensure that information is shared.

The project also contributes to Sustainable Development Goal 16 on peace, justice, and effective institutions, and in particular target 16.10, which aims to ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements.

Given the context in Myanmar, it goes without saying that this project does not form part of any national initiative. In terms of international strategic priorities, human rights have been relegated to the background in favor of emergency humanitarian programs.

The project “Support for independent Burmese media outlets and journalists in exile or in the country” has a gender marker of 1 according to the OECD/DAC classification, meaning that gender equality and the fight against gender stereotypes is a cross-cutting objective of the project.

Project Factsheet:

<b>Project Name</b>	Support for independent Burmese media outlets and journalists in exile or in the country
<b>Countries of Implementation</b>	Myanmar, Thailand
<b>Funding</b>	€ 945,000 from the French Ministry for Europe and Foreign Affairs
<b>Duration</b>	30 months (from June 13, 2023, to December 13, 2025)
<b>General Objective</b>	Contribute to the protection of press freedom in Myanmar as a foundation for restoring democratic society.
<b>Specific Objectives</b>	<ol style="list-style-type: none"> <li>1. Restructure media outlets for stable and sustainable information dissemination.</li> <li>2. Support media and journalists at risk to reduce vulnerabilities.</li> <li>3. Facilitate the emergence of a professional network for information sharing.</li> </ol>
<b>Contribution to Sustainable Development Goals (SDGs)</b>	<p>SDG 16 - This project aims to protect press freedom, an essential prerequisite for the restoration of a democratic society.</p> <p>SDG 5 - Gender equality is a cross-cutting objective, and the beneficiary selection procedure will ensure that specific advertising is carried out among women journalists in order to increase the number of applications and achieve a balanced ratio within the beneficiary groups. Particular attention will be paid to single mothers and fathers with sole responsibility for their children, especially when calculating the support allowance, to enable them to get support and free up their time.</p> <p>SDG 10 - The calls for applications will clearly state that the project is accessible to people with disabilities, so that a physical or mental condition is not an obstacle to participation in the project. Applications from journalists with disabilities will be highly valued. It will also be necessary to define what disability means in these calls. The activities carried out will be adapted to the disabilities of the people selected, where appropriate (e.g. choice of room based on its accessibility, adaptation of visuals, etc.).</p> <p>SDG 3 - Mental health is an essential component of individual and collective health and well-being. The target group for this project is particularly affected by episodes causing traumatic or post-traumatic stress, and all beneficiaries must be able to take part in group sessions facilitating free expression about the psycho-social and emotional impact of the context and must be able to receive individual psychological follow-up if necessary.</p>
<b>Implementing Partner and Organizations</b>	<ul style="list-style-type: none"> <li>• French Embassy in Yangon</li> <li>• Implementation Partners: CFI and IMS</li> <li>• Field Team: <ul style="list-style-type: none"> <li><b>CFI:</b> <ul style="list-style-type: none"> <li>○ 1 Project Coordinator based in Chiang Mai, Thailand</li> <li>○ 1 Burmese Liaison Officer based in Lyon, France</li> </ul> </li> </ul> </li> </ul>

	<p><b><u>IMS:</u></b></p> <ul style="list-style-type: none"> <li>○ Myanmar Senior Program Manager</li> <li>○ Myanmar Program Media Advisor</li> <li>○ Myanmar Program Officer</li> </ul> <p>• International and Local Experts:</p> <p><b><u>CFI</u></b></p> <ul style="list-style-type: none"> <li>○ 1 Media Mapping Expert</li> <li>○ 2 Training Providers: Mizzima and Photo Doc</li> <li>○ 1 Content Monitoring Expert</li> </ul> <p><b><u>IMS</u></b></p> <ul style="list-style-type: none"> <li>○ 2 MJI trainers</li> <li>○ 2 Digixile trainers</li> <li>○ Training provider: Photo Doc</li> </ul>
<b><i>Initial key activities</i></b>	<p><b><u>Component 1 (CFI): assessment of operational risks and needs, and stakeholder mapping</u></b></p> <p>To carry out a current and accurate assessment of the operational risks and needs of the Burmese media outlets and civil society organizations (CSOs) working to produce information and document the situation in exile and in the country, and of the initiatives and networks in place to support them.</p> <ul style="list-style-type: none"> <li>○ Act. 1.1: Producing an up-to-date map of partners, their needs (journalists, media outlets, activists, CSOs, NGOs, IOs) and existing opportunities (support programme, grants, etc.)</li> <li>○ Act. 1.2: Analyzing the contractual/financial, operational and security risks of the project and associated institutions</li> <li>○ Act. 1.3: Disseminating the situational map and needs analysis to international partners (e.g. the French embassies involved, Burmese media outlets and journalists, the Burmese media coordination group, international NGOs supporting press freedom. Any potentially sensitive data will be removed based on the recipients)</li> <li>○ Act. 1.4: Constantly monitoring the map and updating it annually</li> </ul> <p><b><u>Component 2 (CFI): capacity building</u></b></p> <p>To support the development of Burmese media outlets in exile by enabling them to continue their activities in the long term and to provide reliable information about the situation in the country.</p> <ul style="list-style-type: none"> <li>○ Act. 2.1: Strengthening the media management capacity of the managers of Burmese media outlets in exile.</li> <li>○ Act. 2.2: Strengthening the editorial management capacity of the managers of Burmese media outlets in exile.</li> <li>○ Act. 2.3: Modular training (face-to-face or remote) for journalists in exile, in line with the needs established at the start of the project.</li> <li>○ Act. 2.4: Providing financial support to Burmese media outlets in exile to help them implement their strategic plans.</li> </ul> <p><b><u>Component 3 (IMS): protection</u></b></p> <p>To strengthen the security skills of independent Burmese journalists and media outlets in the country, and to increase the quality of the content produced by Burmese media outlets and journalists in the country.</p> <ul style="list-style-type: none"> <li>○ Act. 3.1: Helping to ensure the physical protection of independent Burmese journalists in the country, with financial assistance for the</li> </ul>

	<p>implementation of the protection measures defined through activities</p> <ul style="list-style-type: none"> <li>○ Act. 3.2: Providing psycho-social support through training and therapy sessions</li> <li>○ Act. 3.3: Strengthening IT security and personal protection skills and making secured tools available (cloud, VPN, secure messaging, etc.)</li> <li>○ Act. 3.4: Training independent Burmese journalists and/or media outlets in the country on a modular basis, according to the needs established at the start of the project</li> <li>○ Act. 3.5: Training Burmese civil society organizations in citizen journalism</li> </ul> <p><b>Component 4 (IMS): networking</b></p> <p>To develop a community of practice of information players in Myanmar and in exile within the support network (online and/or face-to-face), which highlights the project's beneficiaries, connects them to the various networks identified and ensures the visibility of the situation in Myanmar.</p> <ul style="list-style-type: none"> <li>○ Act. 4.1: Setting up a secure online platform with hybrid format events (online/face-to-face in Thailand)</li> <li>○ Act. 4.2: Facilitating the community of practice/network through presentations by national and international media experts</li> <li>○ Act. 4.3: Communicating training, funding and partnership opportunities to the network developed</li> </ul>
<b>Direct beneficiaries</b>	<p><u>Initially planned direct beneficiaries:</u></p> <ol style="list-style-type: none"> <li>1. Burmese journalists in the country and particularly ethnic journalists inside Myanmar. Journalists in Myanmar are for the most part integrated into armed groups for their protection (component 3 - 160 target beneficiaries) (component 4 - minimum 20 target beneficiaries).</li> <li>2. Burmese journalists in exile are women and men who have fled the military dictatorship and find themselves at a difficult time in their career, given that they are far from their sources and the day-to-day reality of the country they are supposed to be reporting on. Given the precarious nature of the profession even before the military coup on February 1, 2021, the project will focus on building the capacity of journalists working for one or more Burmese media outlets as contributors (component 2 - 30 target journalists and media outlets' managers) (component 4 - minimum of 30 target beneficiaries).</li> <li>3. Burmese media organizations operating in or outside the country, or in border regions will see their human resources (staff) strengthened and will benefit from regular monitoring and training for their managers, enabling them to develop a strategic plan for their structures (component 2 - 5 target media outlets outside the country).</li> <li>4. Civil society organizations involved in citizen journalism activities (information gathering) will have their capacities in the following areas strengthened: data collection techniques, data verification, the fight against misinformation, and the transmission and/or production of news content (component 3 - 10 to 15 target CSOs).</li> </ol>
<b>Indirect and final beneficiaries</b>	<p>The end beneficiaries are first and foremost the Burmese and international citizens who have access to the information produced by independent journalists and media outlets in exile or in Myanmar, enabling them to make informed decisions about their lives. At the</p>

same time, citizens and international decision-makers will remain informed about the real situation on the ground in Myanmar.

The purpose of this Request for Proposals (RFP) is to define the contractual terms of the future contract, hereinafter referred to as the 'contract', to be concluded between CFI and the selected service provider. The contractual terms outlined in this RFP are indicative/informative in nature and may be unilaterally modified by CFI prior to the contract's conclusion.

## 2. PURPOSE OF THIS REQUEST FOR PROPOSALS

### 2.1. Purpose

This Request for Proposals aims to identify one or more service provider(s) capable of carrying out the final evaluation of the project "Support for independent Burmese media outlets and journalists in exile or in the country". This Request for Proposals does not constitute, for any applicant company, a promise of award of the future contract.

The contract concluded between CFI and the selected service provider(s) will be a service contract<sup>1</sup> subject to the provisions of [the Public Procurement Code](#).

### 2.2. Expected Services of the Contract

#### 2.2.1. Description of Services

##### *The services*

The services entrusted to the service provider will be to conduct the final evaluation of the project "Support for independent Burmese media outlets and journalists in exile or in the country". This final evaluation will cover the four components of the project throughout the entire implementation period (30 months, from June 13, 2023, to December 13, 2025).

Thus, the final evaluation should enable:

1. To provide a critical and objective analysis of the project design, its objectives, the planned and implemented activities, as well as its implementation over the entire execution period;
2. To evaluate the project according to the OECD DAC criteria of relevance, coherence, effectiveness, efficiency, results, impact, and sustainability, addressing the evaluation questions presented in Annex 1;
3. To measure the level of achievement of the general and specific objectives initially set for the project, as well as its contribution to the targeted Sustainable Development Goals (SDGs);
4. To assess the short- and medium-term results of the project on direct beneficiaries;
5. To contribute to learning and capitalization by identifying the factors that enabled the achievement of these results and/or those that created obstacles to their achievement;
6. To assess the needs of media outlets that applied to the call for applications but were not selected, in order to understand their motivations;
7. To draw lessons and propose to CFI, IMS and the donor, the French Ministry of Europe and Foreign Affairs, strategic and operational recommendations (notably regarding objectives, operating methods, and fields of intervention) with a view to capitalizing on best practices and improving future projects supporting independent Burmese media outlets and journalists in exile.
8. To assess the integration of gender issues across all dimensions of the Project (selection of experts and direct beneficiaries, implementation of activities, themes addressed in the outputs, etc.).

<sup>1</sup> Pursuant to Article L. 1111-4 of the French Public Procurement Code.

### *Methodology of the Services*

To carry out the final evaluation, the service provider will rely notably on the project documentation (see list in Annex 3) as well as on documentation collected independently.

In addition to this documentary study, the service provider will apply the evaluation methodology presented in their proposal and accepted by CFI and the steering committee; thus, they may deploy the various survey tools they have designed, either remotely or in person, if the firm has a consultant in Myanmar and/or Thailand. These survey tools could take the form of individual or group interviews, focus groups, online surveys via questionnaires, and polls, aimed at identifying the most significant changes and/or gathering the effects from the various project stakeholders, namely representatives of the French Ministry of Europe and Foreign Affairs, the French Embassy in Yangon, the implementing partners (CFI and IMS), project coordinators, implementation service providers, trainers, engaged experts, as well as direct beneficiaries of the project.

Note: The survey tools should be deployed in Burmese language for direct beneficiaries, if possible, otherwise in English for direct beneficiaries, as well as for the local coordination teams, service providers, trainers, and Burmese experts. The tools used to interview other stakeholders should be conducted in English for the French Ministry of Europe and Foreign Affairs, the French Embassy in Yangon, IMS, and CFI.

### *Final Evaluation Organization*

A steering committee will be established for the evaluation. It will be composed of at least one representative from the French Ministry of Europe and Foreign Affairs, one representative from the French Embassy in Yangon, one representative from IMS, and three from CFI: the Deputy Director for the Mediterranean-Asia region, the Project Manager, and the Quality Evaluation Officer.

The Steering Committee will meet remotely with the service provider (with the possibility of a hybrid format: in-person in Paris and remote for other participants) for the kickoff meeting, to review various deliverables, and to provide feedback, particularly during the scoping of the service, at the end of each phase of the contract, and during the presentation of the evaluation results by the service provider.

The Quality Evaluation Officer and the Project Manager at CFI will be the main contacts for the service provider. They will organize the Steering Committee meetings, receive the deliverables listed below, and ensure their distribution to the committee members.

All meetings with stakeholders will be organized by the service provider, individually or in groups, remotely or in person if the service provider has staff on site in Myanmar and/or Thailand, according to the methodology detailed in their proposal and accepted by CFI (or the steering committee). All survey tools will be designed, drafted, and administered by the service provider in accordance with the methodologies outlined in their proposal and will require validation by the Steering Committee.

All exchanges (meetings, emails, etc.) with the Steering Committee members will be conducted in English. Survey tools will be deployed in English and, if possible, in Burmese depending on the recipients (see below).

The evaluation will take place in four phases:

**Phase 1 –Scoping:**

This phase will begin with a remote scoping meeting with the Steering Committee organized by CFI, during which the service provider will present their proposal (PowerPoint format). The meeting will facilitate an exchange between the service provider and the Steering Committee to clarify:

- The Steering Committee’s expectations,
- The planned methodology, including evaluation questions, judgment criteria, indicators, and data collection and analysis methods, as well as the evaluation matrix,
- The materials provided to the service provider on this occasion (documentation, contact list),
- The general organization of the evaluation,
- The provisional implementation schedule,
- The expected deliverables.

To prepare the scoping note and further understand the expectations of the contracting parties, the service provider will conduct initial interviews, remotely or in person, with CFI and IMS project teams, the local coordination team for CFI and IMS, a representative from the French Embassy in Yangon, and a representative from the French Ministry of Europe and Foreign Affairs.

After the scoping meeting and review of the main documents, the service provider will submit the scoping note (eight (8) to ten (10) pages, excluding annexes) to the Quality Evaluation Officer and the Project Manager at CFI.

The scoping note will be presented by the service provider in a PowerPoint document during a meeting with the Steering Committee, which will validate it and provide feedback. If modifications are requested by the Steering Committee, the service provider will have five (5) calendar days to submit a revised version of the scoping note.

**Phase 2 – Documentary review, interviews with key stakeholders, and design of survey tools (in two languages: English and Burmese if possible, depending on the recipients):**

The service provider will review the documents provided by the Steering Committee during Phase 1, as well as any additional documents received during the Phase 2 interviews. They may analyze and consolidate narrative and financial reports, activity reports, and evaluation questionnaires from the project’s direct beneficiaries. Interviews, whether conducted remotely or in person, if a consultant is based in Myanmar and/or Thailand, will continue based on the contact list provided upon contract notification and the list of service stakeholders (see Annex 2).

The survey tools including various types of questionnaires for online surveys, individual or group interviews, focus groups, etc. will be designed by the service provider and must be validated by the Steering Committee no later than ten (10) days before the start of Phase 3.

Note: The survey tools must be deployed in two languages as follows:

- In English for interviews with representatives of CFI, IMS, the French Embassy in Yangon, and the French Ministry of Europe and Foreign Affairs;
- In Burmese or English for local partners, experts, and direct beneficiaries.

At CFI’s initiative, a debriefing meeting between the service provider and the Steering Committee will be organized to validate Phase 2 and confirm the start date of Phase 3.



### **Phase 3 – Field Survey:**

During this phase, the service provider will conduct interviews either remotely or in person, if they have a consultant based in Myanmar and/or Thailand with other project stakeholders, including the direct beneficiaries, as specified in Annex 2.

The service provider will collect information using the survey tools they have developed, which will be tailored to each group of stakeholders according to their involvement in the project, and to their spoken languages, English and Burmese. The provider will analyze the results and effects of the project on direct beneficiaries and will collect the most significant changes and – if possible – the “successful stories”.

For benchmarking purposes, the service provider will also endeavor, as far as possible, to interview other actors involved in supporting Burmese media and journalists in exile, to identify their areas of intervention and the complementarity with the project.

At the end of the field survey and prior to drafting the evaluation report (Phase 4), a debriefing meeting will be held between the service provider and the Steering Committee, during which the provider will present their initial findings in PowerPoint format.

### **Phase 4 – Drafting of Evaluation Reports:**

This phase will be broken down into two steps: drafting the provisional evaluation report and finalizing it.

The provisional report will be written in English and presented to the Steering Committee via a PowerPoint presentation highlighting the key points and conclusions of the evaluation. The Steering Committee will provide comments, which the service provider must consider when drafting the final report for validation.

The final report will also be written in English and presented to the Steering Committee and potentially to CFI’s Management Committee via a PowerPoint presentation summarizing the key findings and conclusions, incorporating feedback from the provisional report. This report will also include an executive summary of the evaluation.

Once validated by the Steering Committee, the summary of the final report must be translated into French by the service provider.

### *Provisional Schedule:*

#### **Phase 1: Evaluation Scoping**

- **No later than seven (7) calendar days after signing the contract for the final evaluation:** scoping meeting between the steering committee and the service provider, and delivery of documentary materials.
- **No later than seven (7) calendar days after the scoping meeting:** submission of the scoping note by the service provider.
- **No later than seven (7) calendar days after receipt of the scoping note:** validation of the scoping note by the Steering Committee.

#### **Phase 2: Documentary Review, Interviews with Key Stakeholders, and Design of Survey Tools (in two languages: Burmese and English depending on recipients)**

- **No later than ten (10) calendar days after validation of the scoping note:** submission of methodological tool matrices in English to CFI.
- **No later than seven (7) days after validation of the English versions:** submission to CFI of the survey tools translated into Burmese by the service provider for validation.

- **No later than seven (7) calendar days after the date of validation of the survey questionnaire matrices in both languages by CFI and the Steering Committee:** debriefing meeting for Phase 2 and launch of Phase 3.

### **Phase 3: Field Survey**

- **No later than twenty (20) calendar days after the Phase 2 debriefing meeting:** debriefing meeting for Phase 3.

### **Phase 4: Drafting the Evaluation Report**

- **No later than fifteen (15) calendar days after the Phase 3 debriefing meeting:** submission of the provisional report (in English).
- **No later than seven (7) calendar days after submission of the provisional report:** presentation meeting of the provisional report to the Steering Committee (via PowerPoint presentation).
- **No later than seven (7) calendar days after receipt of comments on the provisional report:** submission of the final report and the executive summary (in English).
- **No later than seven (7) days after submission of the final report:** presentation of the final report in English to the Steering Committee, via PowerPoint presentation.
- **No later than ten (10) days after validation of the final report in English:** delivery of the executive summary both in English and French.

#### **2.2.1 Deliverables and Tentative Deadlines**

The deliverables must be drafted in Burmese, English and French in accordance with the indications provided below.

<b>DELIVERABLES</b>	
<b>Type of Deliverable</b>	<b>Deadline</b>
Scoping note in English	No later than seven (7) calendar days after the scoping meeting
Survey questionnaire matrices in English	No later than fifteen (15) calendar days after validation of the scoping note
Survey questionnaire matrices translated into Burmese	No later than seven (7) days after validation of the English versions
Provisional report in English	No later than fifteen (15) calendar days after the Phase 3 debriefing meeting
Presentation of the provisional report to the Steering Committee in English	No later than seven (7) calendar days after submission of the provisional report
Final report in English	No later than seven (7) days after receipt of comments on the provisional report
Executive summary in English and French	No later than ten (10) days after validation of the final report in English

The language of communication for this service will be English with CFI and the Steering Committee, and Burmese and/or English when conducting field surveys with local stakeholders (see details above). *Notice: the final executive summary should be available in French.*

Any deliverable not drafted in the specified languages will be rejected by CFI. The service provider will be required to make the necessary modifications to comply with the required language within a timeframe communicated by CFI, without any additional remuneration or compensation of any kind.

### 3. Tentative Duration of the Contract

The duration of the Contract will be four (4) months starting from the date of signature by the last of the two parties.

### 4. Place of performance of the services

The services will be performed from the service provider's usual place of work, remotely, and in person (with a possible hybrid format) whenever feasible.

Work and exchange meetings may be organized at CFI's headquarters (*Issy-les-Moulineaux*) and/or via videoconference.

Field surveys may be conducted remotely and/or in person in Myanmar<sup>2</sup> or Thailand, if the service provider has consultants on site.

### 5. VALEUR TOTALE ESTIMÉE

#### **5.1. Amount and Pricing Method**

The maximum budget allocated for the performance of the services under the contract is twenty-five thousand euros excluding VAT (€25,000 excluding VAT).

The contract services will be paid by a global fixed price set out in the estimated quote dated and signed by the candidate company, including all possible mission and subcontracting expenses.

#### **Pricing in Case of Subcontracting**

In case of subcontracting, the contract prices are deemed to cover the costs of coordination and control by the service provider over its subcontractors, as well as the consequences of any potential failures on their part.

### 6. SUBMISSION CONDITIONS FOR PROPOSALS

#### **6.1. Content of proposals :**

Any incomplete proposal will be rejected by CFI without the candidate company having the possibility to complete it.

Each candidate company must submit a complete proposal in English including all the documents and information listed below, under penalty of elimination by CFI:

- 1) A technical proposal**, maximum twenty (20) pages A4 single-sided (excluding annexes), describing the proposed methodology to carry out the services, particularly in relation to the candidate team's own experience (detailed experience related to the contract, such as evaluations of media support projects and/or development projects with a media component, support to media and journalists in exile, experience in Myanmar or in politically unstable zones or countries, etc.). The candidate company will explain its understanding of the expected evaluation, as well as the stakes of the project for CFI, IMS, the donor, and its partners (see selection criteria in section 7.2). It will propose an evaluation matrix responding to this request for proposals and the evaluation questions presented in annex 1, and provide useful information on the proposed methodologies (types of surveys, data collection and analysis methods, stakeholders interviewed, information sought, deployed methodological tools, judgment criteria, indicators, etc.).

<sup>2</sup> Note: Many the project's direct beneficiaries are no longer based in Myanmar.

The candidate company will present a provisional schedule of the evaluation and specify its availability over the period covering the evaluation until the final report submission. The allocation of expert-days per phase of the evaluation will be indicated. The names of the experts and their specific roles in this evaluation will be specified. A summary table will list the names of the experts, the main tasks to be carried out, and the corresponding number of expert-days. The total number of expert-days planned will also be taken into account.

**2) The CV of each team member within the candidate company (in PDF format).**

The team must have a cumulative experience of at least 5 years and complementary expertise in project evaluation in Myanmar, Thailand or at least in Southeast Asia region, as well as strong experience in development interventions in the media sector.

The professional skills of each person must be detailed, especially in terms of expertise in development project evaluation, media expertise, specific expertise in conflict zones, and gender expertise. Language skills in Burmese and English are essential.

References of each team member must be detailed for each competence. Female candidates are encouraged to apply.

**3) A quote indicating the global lump sum price excluding taxes (EUR).**

In its quote, the candidate company indicates the total lump sum amount it proposes for its offer. This amount has contractual value.

All these documents, technical proposal, evaluation team CVs, and quote must be written in English by the candidate company, under penalty of elimination as inadmissible by CFI.

## **6.2. Submission Conditions**

The candidate company must submit its proposal **to the email addresses indicated on the cover page of this Request for Proposals**. Complete proposals must be received at these email addresses **before the deadline specified on the cover page of this Request for Proposals**.

To avoid any issues with the transmission or receipt of offers ending up in the “spam” folder, the candidate company is advised to take appropriate measures for sending large files (e.g., use of file-sharing services) and to ensure the successful receipt of transmitted documents (by requesting an acknowledgment of receipt and/or read confirmation) prior to the deadline indicated on the cover page of this Request for Proposals.

Only proposals received by the specified deadline date and time indicated on the cover page will be reviewed. Proposals received or submitted after this date and time will be considered inadmissible and will not be analyzed.

Once selected, the service provider must provide CFI with additional documents<sup>3</sup> within a maximum of seven (7) days following receipt of the award letter.

<sup>3</sup> Once selected, the Service Provider must submit to CFI all documents listed in the award letter, namely:

- **A certificate of tax compliance or equivalent**, dated within the last six (6) months, confirming that the applicant has submitted all required tax declarations and corresponding payments for income tax, corporate tax, and value-added tax. This certificate must be issued by the tax authority responsible for the applicant;
- **A certificate of social security compliance or equivalent**, dated within the last six (6) months, confirming that the applicant is up to date with its social declarations and the payment of social security contributions (in France, this certificate is available online from the Urssaf website);
- **For companies based abroad**: a document issued by the authorities managing the professional register or an equivalent document certifying the company's registration, or a document stating its name, legal form, complete address, and the nature of its registration in the professional register;
- **An official bank account identification (RIB) showing the Service Provider's company name as it appears in the contract, and the currency of the account.**

### **6.3 Validity Period of Proposals**

The validity period of the proposals is set at sixty (60) calendar days from the deadline for submission of offers.

By responding to this Request for Proposals, the candidate company unreservedly accepts the conditions. Its application and offer commit it for the entire duration specified in this article.

The candidate company cannot withdraw before the expiration of this period.

## **7. SELECTION OF PROPOSALS**

### *Qualifications and Competencies Expected of the Project Team*

The team within the candidate company responsible for carrying out the services must have a minimum of five (5) years of experience in development project evaluations, preferably related to the media, journalism, and issues linked to audiovisual content production. Prior experience in Southeast Asia, ideally in Myanmar and/or Thailand, is highly desirable as well as experience working with exiled media and journalists. The team must demonstrate all relevant skills and knowledge in the technical proposal.

Since some project stakeholders are Burmese-speaking and others English-speaking, the Contractor must ensure a bilingual Burmese-English team and develop survey tools in both Burmese and English, adapted to the target respondents.

### *Evaluation Criteria*

Evaluation Criteria		Weighting
<b>Criterion 1:</b>	<b>Technical Quality</b>	<b>90%</b>
Sub-criterion 1.1	Understanding of the project's issues and expectations for the service by CFI, IMS and its donor	20
Sub-criterion 1.2	Knowledge of political and media contexts in Myanmar or at least in Southeast Asia	20
Sub-criterion 1.3	Quality of the proposed methodology, relevance of the proposed tools, phase planning, reporting modalities to the Steering Committee, and quality of the offer's presentation and writing	25
Sub-criterion 1.4	Qualifications of the evaluation team related to the service, experience in media and/or development projects to support media and journalists in exile, experience in Myanmar or in politically unstable zones or countries and gender expertise; language skills (written and oral) in Burmese and English	25
<b>Criterion 2</b>	<b>Price</b>	<b>10%</b>
	Price	10

## ANNEX 1: Evaluation Questions (Non-Exhaustive List)

This list is non-exhaustive and may be subject to future modifications by the Steering Committee. It may also be supplemented by the service provider. As part of the contract execution, the service provider will provide answers to each of these questions, in accordance with Article "2.2 Expected Services of the Contract" of this document.

### 1. In terms of relevance:

- Was the project as designed, through its intervention logic and all activities implemented within each component, relevant to achieving the pursued objectives, both general and specific? namely:  
**General Objective:** Contribute to protecting press freedom in Myanmar, which is an essential prerequisite for the restoration of a democratic society. It has three specific objectives:
  - **Specific objective 1:** Restructure media outlets for stable and sustainable information dissemination
  - **Specific objective 2:** Support media and journalists at risk to reduce vulnerabilities.
  - **Specific objective 3:** Facilitate the emergence of a professional network for information sharing.
- Was the choice of direct beneficiaries (medias and journalists) relevant for achieving the project objectives?
- Did the adaptations made to the content of the activities implemented, in particular adjustments following the funding crisis due to USAID cuts, improve their relevance if needed? Did the new activities respond to the beneficiaries' new needs?
- Was the choice of all the implementing service providers and accompanying expertise relevant to achieve the project objectives?
- Did the project take gender issues into account in a manner relevant to the Burmese context, and if so, how?

### 2. In terms of Coherence:

- Were the objectives to be achieved coherent with each other, realistic, and attainable?
- Were the components and activities within each component complementary and coherent with one another?
- Did the project consider other CFI projects contributing to the same objectives?
- Is the project coherent and complementary with other projects possibly developed by other international operators, benefiting Burmese journalists and media in exile, pursuing the same objectives?

### 3. In terms of Effectiveness:

- Are the activities carried out under the project judged useful, of good quality, and effective by the direct beneficiaries? Did they allow achieving the expected results?
- Did adaptations made during the project improve its effectiveness?
- Did the project's accompanying expertise optimally convey lessons to the direct beneficiaries?
- Were journalists (and media) benefiting from the project able to improve their skills, journalistic practices, and the quality of their content?

#### **4. In terms of Efficiency:**

- Did the components and activities planned in each component allow achieving the operational objectives targeted and the expected results within the planned timeline and with the envisaged human and financial resources?
- Were the logical framework indicators relevant to measure the project's progress and effectiveness?
- How did the implementation of project activities proceed for each component, with the main partner, all service providers, and direct beneficiaries, considering the security and political context?
- What was the quality of coordination between the parties responsible for implementation and the different project stakeholders?
- Did governance allow sufficient responsiveness to adapt the project to political circumstances and the evolving needs of direct beneficiaries in the context of the political crisis in Myanmar and funding crisis due to USAID cuts?
- Did project governance contribute to optimizing project results?

#### **5. Implementation and Governance**

- Did the project proceed according to the original schedule?
- Were there any delays, cancellations, or modifications of activities during implementation?
- What major challenges affected project implementation (contextual factors, resources, partnerships, etc.)?
- What governance bodies (steering committee, technical committee, etc.) were established?
- Did these bodies operate as planned (meeting frequency, decision-making processes)?

#### **6. In terms of Effects, Impact, and Sustainability:**

- What are the most significant changes, major and lasting evolutions felt by the direct beneficiaries since the beginning of project activities regarding their professional practices?
- Did the project enable direct beneficiaries to produce attractive and quality content on training themes, namely:
  - coverage of crises and human rights violations in Myanmar,
  - combating hate speech, promoting respect for diversity and social cohesion,
  - coverage of citizens' daily issues in times of crisis,
  - gender-sensitive, inclusive, and human rights-oriented coverage?
- Did the project help beneficiaries see opportunities for support of their initiatives following their participation?
- Did intermediate and final beneficiaries benefit from easier access to reliable, quality content covering the situation in Myanmar, in their language, thanks to the project?

#### **ANNEX 2: Non-exhaustive List of Stakeholders**

NB: The list and contact details mentioned below, items 1 to 5, will be provided by CFI.

##### **1. French Ministry for Europe and Foreign Affairs (1 person):**

- The person in charge of project monitoring.

##### **2. French Embassy in Yangon (1 person):**

- The person supervising the project.

### **3. Implementation partners:**

#### **3.1 CFI (4 people):**

- At headquarters: Deputy Director Mediterranean-Asia, Project Manager.
- Liaison Officer in France.
- Local team in Thailand: Project Coordinator.

#### **3.2 IMS (3 people):**

- Myanmar Senior Program Manager
- Myanmar Program Media Advisor
- Myanmar Program Program Officer

### **4. Experts and stakeholders (CFI and IMS people):**

#### **CFI:**

- 2 Trainers
- 2 Thematic experts

#### **IMS:**

- 2 MJJ trainers
- 2 Digixile trainers

### **5. Direct beneficiaries (approximately 157 people):**

#### **CFI:**

- The 5 reporters participating in the Splice Media Conference (November 2024)
- The 120 journalists benefiting from training and coaching
- The 10 representatives of beneficiary media receiving grants

#### **IMS:**

- 5 recipients enabling support (PhotoDoc)
- 5 recipients emergency support
- 5 course participants basic journalism
- 5 course participants digital safety
- 2 representatives from networks (IMJA and IPCM)

### **ANNEX 3: Non-exhaustive list of Project documents**

1. The Project presentation note;
2. The Project timeline to date;
3. The funding agreement between the French Ministry for Europe and Foreign Affairs, CFI and IMS, along with its annexes;
4. Relevant documents related to CFI's components;
5. Relevant documents related to IMS components;
6. All project reporting documents, including the interim narrative and financial reports and minutes of steering committee meetings;
7. CFI's gender strategy and France's international strategy for gender equality;



8. For each activity implemented within the project framework: the objectives and content of the activity, reports of the experts involved, the list of beneficiaries, and the beneficiaries' evaluation forms;
9. The list of productions by beneficiary media;
10. The non-exhaustive list of contact details for persons to be interviewed (see annex 2).

**END OF REQUEST FOR PROPOSALS**