

## CALL FOR QUOTATIONS

### Regional coordinator for the project Strengthening democratic media in the Black Sea

**IMPORTANT:** This document has no contractual value. CFI can at any time and until the effective conclusion of a contract with the selected service provider(s), decide unilaterally not to pursue the project without any justification. CFI reserves the right to modify all or part of the elements of the present document or to conclude a similar contract with the service provider of its choice. No company will be able to raise any complaint on this subject nor claim any indemnity whatsoever.

**CLOSING DATE AND TIME FOR SUBMISSION OF QUOTATIONS: September 14, 2025 at 20:00 (GMT+01:00 Paris, Brussels, Copenhagen, Madrid).**

Email to the following address: [marie.nardoux@cfi.fr](mailto:marie.nardoux@cfi.fr)

with the subject line "Application: Regional coordinator for the project Strengthening democratic media in the Black Sea"

## **TABLE OF CONTENTS**

<b>1. BACKGROUND.....</b>	<b>2</b>
<b>2. PUPORSE OF THE CALL FOR QUOTATIONS .....</b>	<b>3</b>
<b>3. ESTIMATED TERM .....</b>	<b>6</b>
<b>4. PLACE OF SERVICE PERFORMANCE.....</b>	<b>6</b>
<b>5. TOTAL ESTIMATED VALUE .....</b>	<b>6</b>
<b>6. CONDITIONS FOR SENDING PROPOSALS .....</b>	<b>7</b>
<b>7. SELECTION OF PROPOSALS.....</b>	<b>8</b>

### **1. BACKGROUND**

#### **1.1. Introduction to CFI**

##### **Canal France International : a government agency to support media**

CFI actively promotes the development of media in sub-Saharan Africa, the Mediterranean and the Levant. We are committed to working together with media organisations to promote dialogue between local authorities and citizens so that people can be as informed as possible. Combating disinformation, protecting the environment, and promoting human rights and gender equality underpin everything we do. CFI is an operator of the French Ministry of Europe and Foreign Affairs and a subsidiary of the France Médias Monde Group.

#### **1.2. Context of the Call for quotations**

The project “Strengthening democratic media in the Black Sea” aims to support pluralistic and independent media actors in Moldova, Romania and Bulgaria in order to promote European values, counter disinformation, and strengthen regional cooperation. The project addresses common challenges faced by the media sector in these countries, including political polarization, foreign interference, and the lack of sustainable funding for independent outlets.

Funded by the French Ministry for Europe and Foreign Affairs, the project is implemented by CFI in close cooperation with local and regional partners. It includes activities such as media capacity building, collaborative investigations, training on European integration issues, campaigns to raise awareness about disinformation, and the promotion of media literacy.

The purpose of this Call for Quotation is to define the contractual terms of the future contract, hereinafter referred to as the "contract", subsequently concluded between CFI and the selected service provider. The terms of the contract set forth in this Call for Quotation are provisional/informative and may be subject to unilateral modification by CFI prior to its conclusion.

## 2. PURPOSE OF THE CALL FOR QUOTATIONS

### **2.1. Purpose**

The purpose of this Call for quotations is to identify one service provider capable of ensuring the regional coordination of the project Strengthening democratic media in the Black Sea. This Call for quotations does not constitute a promise of award of the future contract to any applicant company.

The Contract between CFI and the chosen service provider(s) will be a service contract<sup>1</sup> governed by the provisions of the [French Public Procurement Code](#).

### **2.2. Estimated services of the contract**

#### **2.2.1. Description of the services**

The services entrusted to the provider will be:

#### **1. Project implementation coordination**

- Coordinate, in close collaboration with and after the approval of CFI's Project Manager, the implementation of all project activities in Moldova, Romania and Bulgaria, ensuring compliance with the project proposal, budget, annexes and CFI's internal procedures.
- Plan and organise activities according to the approved workplan, anticipating logistical and operational needs.
- Ensure that each activity is delivered according to agreed quality standards and timelines, addressing any issues in coordination with CFI's Project Manager.

#### **2. Field resource management**

- Manage, in coordination with CFI's Project Manager, the human, financial and logistical resources available at field level to reach the expected objectives and results.
- Supervise the work of the local administrative/logistics assistant and the communication officer, ensuring efficient task allocation, regular follow-up and quality control.

#### **3. Monitoring, evaluation and reporting**

- Conduct regular monitoring of activities and progress against indicators, using CFI's reporting tools and formats.
- Collect and analyse qualitative feedback from participants and partners to inform project adjustments.
- Prepare regular technical updates and activity reports for CFI's Project Manager, ensuring compliance with donor reporting requirements.
- Update the project's logical framework

#### **4. Stakeholder and institutional coordination**

---

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

- Maintain regular communication and coordination with the French Embassies in Moldova, Romania and Bulgaria regarding the implementation of the project.
- Participate in the Steering Committee meetings (semi-annual) and any other ad hoc coordination meetings organised by CFI with the Embassies or other stakeholders.
- Liaise with project partners, service providers, beneficiaries and other relevant actors to ensure smooth cooperation and timely delivery of activities.

## 5. Representation and communication

- Represent CFI and the project in relevant field-level meetings, public events and professional gatherings.
- Support the dissemination of project results and activities in coordination with the communication officer and CFI's communication team.

## 6. Context monitoring and risk management

- Keep abreast of political, social and media developments in the three countries of intervention, and identify any potential risks or impacts on the project.
- Propose mitigation measures in coordination with CFI's Project Manager to ensure activities remain relevant and feasible.

**Note:** Any strategic decision or commitment must be discussed with and approved by CFI's Project Manager prior to implementation. The Service Provider will work in continuous coordination with CFI's Project Manager throughout the duration of the contract.

### 2.2.2. Estimated deliverables and due dates

DELIVERABLES	
Type of deliverables	Due dates
<p><b><u>1. Monthly brief update</u></b></p> <p>The Service Provider will submit a short written update, not exceeding one page, at the end of each calendar month. This update will summarise the activities coordinated during the month in Moldova, Romania and Bulgaria. It will clearly indicate:</p> <ul style="list-style-type: none"> <li>- The nature and scope of each activity</li> <li>- The main outputs produced</li> <li>- Any issues or difficulties encountered during implementation, including logistical, contextual or operational challenges.</li> <li>- Any immediate next steps or follow-up actions planned for the following month.</li> </ul> <p>The format of this update will follow CFI's template</p>	No later than five (5) working days after the end of the month.
<p><b><u>Event summary sheet</u></b></p> <p>For each activity coordinated in the framework of the project, such</p>	No later than five (5) working days after the completion of

<p>as trainings, workshops, public events, or coordination meetings, the Service Provider will prepare a short event summary sheet using CFI's standard template. This document will be concise (maximum one page) and will include:</p> <ul style="list-style-type: none"> <li>- The title, date, and location of the activity.</li> <li>- The partners and stakeholders involved, specifying their role in the activity.</li> <li>- The number of participants, with gender breakdown when possible (list of participants .in appendix)</li> <li>- A short description of the activity's content and objectives.</li> <li>- If applicable, feedback received from participants or partners.</li> </ul>	<p>the activity.</p>
<p><b><u>Quarterly progress note</u></b></p> <p>Every three months, the Service Provider will prepare and submit a concise progress note of two to three pages. This document will provide an overview of the implementation of project activities in Moldova, Romania and Bulgaria during the period covered. It will include:</p> <ul style="list-style-type: none"> <li>- A summary of the activities coordinated</li> <li>- Key achievements and outputs delivered in relation to the project workplan.</li> <li>- Progress made against relevant indicators, based on field-level data available.</li> <li>- Challenges encountered during the quarter and how they were addressed.</li> <li>- Specific points requiring CFI's attention, support, or decision.</li> </ul>	<p>No later than ten (10) working days after the end of each quarter</p>
<p><b><u>End-of-contract summary</u></b></p> <p>At the end of the contract period, the Service Provider will prepare a final summary report providing a consolidated overview of the activities coordinated throughout the duration of the assignment. This document will include:</p> <ul style="list-style-type: none"> <li>- A chronological list of all activities coordinated, with basic details (title, date, location).</li> <li>- A summary of main outputs and achievements from the field perspective.</li> <li>- Observations on the relevance and impact of the activities as perceived by local partners and</li> </ul>	<p>No later than fifteen (15) days before the completion of the contract.</p>

beneficiaries. - Lessons learned from the coordination work and practical recommendations for future similar initiatives.	
--	--

Deliverables will have to be written in English.

The language of communication for this service, meetings and all deliverables shall be English.

Any deliverable not written in English will be rejected by CFI, and the service provider will have to make the modifications in order to comply with the imposed language within a period of time that will be transmitted by CFI without this being the object of any remuneration or compensation of any nature or amount.

### 3. ESTIMATED TERM

The term of the contract will be eleven (11) months.

The contract is subject to one (1) renewal under the conditions defined in this article. The maximum total duration of the Contract, including renewal(s), shall not exceed twenty-three (23) months.

Renewal is tacit.

In the event of non-renewal, the service provider will not be able to request payment of compensation and the right to payment acquired will not apply.

The service provider may not refuse the renewal<sup>2</sup>.

### 4.PLACE OF SERVICE PERFORMANCE

Services will be performed primarily in Chişinău, Moldova, with regular travel to Moldova, Romania and Bulgaria, depending on the needs of the project's activities. Occasional missions to other countries in the Black Sea region (such as Armenia, Georgia or Turkey) or to France may also be envisaged, subject to prior agreement with CFI and depending on the needs of the project's activities.

### 5. TOTAL ESTIMATED VALUE

#### 5.1. Amount and form of prices

The maximum amount of the contract is thirty-nine thousand euros (39000 €) excluding tax.

The services of the contract will be paid for using a unit price set out in the estimated and signed quotation of the applicant company.

<sup>2</sup> Pursuant to the article R2112-4 of the French Public Procurement Code.

### **Mission fees**

Any eventual expenses related to the missions (transportation, accommodation, per diem, eventual visa, etc.) will be reimbursed to the Service Provider according to CFI's internal policies. The missions must be confirmed in advance by CFI and must be the subject of a complementary quotation submitted by the Service Provider to CFI for validation. The estimated number of days of service includes the days of intervention as well as the days of preparation and travel necessary for the execution of the Services.

## **6. CONDITIONS FOR SENDING PROPOSALS**

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

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

Each applicant must submit a complete proposal that includes all of the following documents and information or CFI will not consider the proposal:

- 1) A technical proposal** (*Maximum of 6 A4 one-sided pages excluding appendices*) demonstrating a clear understanding of the role of the Regional Coordinator, the context of the Black Sea region, and the objectives of the Strengthening democratic media in the Black Sea project. It must describe in detail the approach and methodology proposed for carrying out the services, including how the applicant intends to coordinate activities in Moldova, Romania and Bulgaria, liaise with local partners, beneficiaries and French Embassies, and ensure the efficient logistical organisation of events.
- 2) A resume**, comprehensive and written in English, clearly describing the applicant's professional background, relevant work experience, education and training. It should include specific examples of experience in project coordination, media development, stakeholder liaison, and work in the Black Sea region or in other comparable international contexts. The CV must also indicate the languages spoken, with the level of proficiency.
- 3) A quotation**, excluding mission fees, detailing the unit price and the total price excluding tax of the services.

Only the unit prices in the quotation have contractual value and are deemed firm. Estimated quantities set by CFI and the total estimated amount have no contractual value.

All of these documents are written in English by the applicant company, or its proposal will be eliminated by CFI.

Candidate may present for the award of the Contract as a single company or as a consortium of operators with a single representative<sup>3</sup>.

In the event of subcontracting, the candidate shall produce the documents and information necessary for

---

<sup>3</sup> Pursuant to article R2142-19 of the French Public Procurement Code.

the acceptance of each subcontractor and for the approval of its payment terms<sup>4</sup>. In the event of subcontracting, each subcontractor must submit the [DC4](#) (or equivalent).

To justify its professional, technical and financial capacities, the candidate, even if it is a consortium, may request that the professional, technical and financial capacities of other companies be taken into account, regardless of the legal nature of the links between it and these companies. In this case, it shall justify the capacities of this company or these companies and provide proof that they shall be available to it for the performance of the Contract

## **6.2. Conditions for sending quotations**

Applicant company must submit their proposal to the address indicated on the cover page of this Call for quotations.

Complete proposals will be sent to reach the destination **before the deadline indicated on the cover page of this Call for quotations.**

Only proposals received at the latest on the closing date and time specified on the cover page of this Call for quotations will be received. Proposals received or delivered after this date and time will not be opened.

Once selected, the service provider will provide CFI with additional documentation.

## **6.3. Quotations validity period**

The quotation validity period is one ninety (90) calendar days from the quotation's submission closing date.

By responding to this Call for quotations, the applicant company is deemed to have unconditionally accepted conditions. Its application and offer shall undertake the entire period stipulated in this article. The applicant company cannot withdraw before this period expires.

# **7. SELECTION OF PROPOSALS**

Criteria		Weighting
<b>Criterion 1</b>	<b><i>Technical value of the bid</i></b>	<b>80%</b>
Sub-criterion 1.1	Demonstrated understanding of the assignment, the project objectives, and the political, social and media context in the countries of intervention	20
Sub-criterion 1.2	Quality of the proposed methodology and processes for coordinating multi-country activities and stakeholders	20

<sup>4</sup> Pursuant to articles R. 2193-1 to R. 2193-2 of the French Public Procurement Code.



Sub-criterion 1.3	Adequacy of the candidate's skills and qualifications in relation to the scope of services, and relevant professional experience in project coordination and implementation in comparable regional or international contexts	20
Sub-criterion 1.4	Fluency in English and in Romanian	15
Sub-criterion 1.6	Knowledge in French	5
<b>Criterion 2</b>	<b>Value of the bid price</b>	<b>20%</b>
	Price	20

**END OF CALL FOR QUOTATIONS**