



Request for Proposal (RFP)
for Revising Safety Training Manual

1. Introduction

The Afghan Journalists Safety Committee, hereinafter referred to as "AJSC," is invites qualified and experienced consulting firms or individuals to submit proposals for revision and enhancement of AJSC Safety Training Manual specifically tailored to journalists and media workers in the context of Afghanistan. This RFP document outlines the scope of work, requirements, and instructions for submitting quotations.

2. Background

Journalists and media workers in Afghanistan face a multitude of challenges, including threats to their personal safety and security, as well as exposure to natural disasters. Ensuring the safety and well-being of these professionals is of paramount importance to the AJSC. The existing AJSC Safety Manual serves as a resource for journalists and media workers, providing guidance on mitigating risks and responding to threats. This RFP aims to identify a qualified contractor to revise and enhance the manual to meet the evolving needs and challenges faced by media professionals in Afghanistan.

3. Objectives

The primary objective of this project is to revise the AJSC Safety Manual that:

- Revise and update the existing AJSC Safety Manual to reflect the current security and environmental conditions in Afghanistan.
- Provide comprehensive guidance on safety measures for journalists and media workers in the face of threats, violence, and natural disasters.
- Develop easy-to-follow, user-friendly materials that can be utilized effectively by journalists and media workers across Afghanistan.

4. Scope of Work

The selected consultant or firm will be responsible for the following tasks:

- a) *Content Review and Update*

- Review the existing AJSC Safety Manual and update its content to reflect the most recent security and environmental conditions in Afghanistan.
- Incorporate best practices and lessons learned from global safety manuals and resources.

b) Threat Response Protocols

- Develop detailed threat response protocols and guidelines for journalists and media workers, including procedures for reporting threats and seeking assistance.
- Include case studies and real-life examples to illustrate threat response.

c) Natural Disaster Preparedness

- Provide comprehensive guidance on natural disaster preparedness and response for journalists and media workers.
- Include information on risk assessment, evacuation plans, and first aid.

d) User-Friendly Format

- Ensure that the manual is presented in a user-friendly format, incorporating visuals, infographics, and clear language to enhance comprehension.
- Submit the first draft to AJSC for comments and feedbacks.
- Manual should be revised in Dari language.

e) Training Materials

- Develop accompanying training materials, such as presentation slides and interactive exercises, for conducting safety training workshops for journalists and media workers.

f) Finalization

- Incorporate feedback from the AJSC team and finalize the manual.
- Submit the final manual, training materials, and any other deliverables to AJSC.

5. Proposal Submission Requirements

Interested consultants or firms are invited to submit their quotations in response to this RFP. Proposals should include the following:

a) Cover Letter

- A brief cover letter introducing the consultant or firm and expressing interest in the project.

b) Technical Proposal

- Technical proposal outlining the approach, methodology, and timeline for the project.
- A description of the consultant's or firm's relevant experience in developing safety related issues manual or media-related projects.
- An overview of the consultant's or firm's team, including qualifications and roles.
- Details of any previous similar projects completed by the consultant or firm.

c) Financial Proposal

- A clear and detailed financial proposal that includes a breakdown of costs, including fees, expenses, and any other relevant costs.

d) References

- Contact information for at least three professional references who can speak to the consultant's or firm's qualifications and previous work.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications of the consultant or firm.
- Clarity and comprehensiveness of the technical proposal.
- Cost-effectiveness of the financial proposal.
- Ability to meet project deadlines.
- References and past performance on similar projects.

7. Submission Deadline

Proposals must be submitted no later than November 20, 2023 to info@ajsc.af. Late submissions will not be considered.

8. Contact Information

All questions and requests for clarification should be directed to info@ajsc.af prior to November 15, 2023. Any changes or updates to this RFP will be communicated directly to interested parties.