



## **Request for Proposal (RFP)**

### **for Revising Gender Sensitive Reporting Training Manual**

#### **1. Introduction**

The Afghan Journalists Safety Committee, hereinafter referred to as "AJSC," invites qualified and experienced consulting firms or individuals to submit proposals for the revision and enhancement of the AJSC Gender-Sensitive Reporting Training Manual. This RFP document outlines the scope of work, requirements, and instructions for submitting quotations.

#### **2. Background**

Gender-sensitive reporting is an essential component of responsible journalism, promoting balanced and fair coverage of gender-related issues. The existing AJSC Gender-Sensitive Reporting Training Manual serves as a vital resource for journalists and media workers, providing guidance on ethical and effective reporting on gender issues. AJSC recognizes the importance of updating and expanding this manual to meet the evolving needs and challenges of journalists in Afghanistan.

#### **3. Objectives**

The primary objective of this project is to revise the AJSC Gender Sensitive Reporting Manual that:

- Revise and update the existing AJSC Gender-Sensitive Reporting Training Manual to reflect current gender-related issues and journalism practices.
- Enhance the manual's content to address emerging gender and media challenges.
- Provide practical guidance and tools for journalists and media workers to improve their gender-sensitive reporting skills.
- Promote ethical, balanced, and inclusive reporting on gender issues.

#### **4. Scope of Work**

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

##### *a) Content Review and Update*

- Revise and update the AJSC Gender-Sensitive Reporting Training Manual with up-to-date content covering topics such as gender-sensitive language, ethical considerations, and coverage of gender-related issues.
- Ensure that the content is accessible, easy to understand, and culturally relevant to Afghanistan.

*b) Emerging Gender Issues*

- Develop sections of the manual that address emerging gender issues in journalism, including gender-based violence, online harassment, and the representation of marginalized genders.
- Include case studies and real-life examples to illustrate best practices in reporting.

*c) Digital Journalism*

- Integrate guidance on gender-sensitive reporting in digital journalism and on online platforms.
- Provide recommendations for ethical and inclusive online reporting.

*d) Practical Exercises*

- Include practical exercises, role plays, and interactive activities in the manual to reinforce key concepts and gender-sensitive reporting techniques.

*e) Ethical Guidelines*

- Incorporate ethical guidelines and principles for gender-sensitive reporting, emphasizing the importance of avoiding stereotypes and biases.

*f) 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 developed in Dari language.

*g) Training Materials*

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

*h) 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 gender-sensitive reporting, journalism 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](mailto: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](mailto:info@ajsc.af) prior to November 15, 2023. Any changes or updates to this RFP will be communicated directly to interested parties.