Invitation to tender for project coordination services in Sudan

Adapted invitation to tender for project coordination services in Sudan

Invitation to tender launched in an adapted procedure in accordance with Articles R.2123-1 to R2123-8 of the French Public Procurement Code

Document no. 1: Technical specifications

Document no. 2: Bidding regulations

Document no. 3: Letter of commitment

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1 Main French Public Procurement Code articles mentioned in this invitation to tender are detailed in Annex 1 of the bidding regulations.
TECHNICAL SPECIFICATIONS

Document no. 1

1. **About CFI and its projects in Sudan:**

A subsidiary of the *France Médias Monde* group, CFI, the French media cooperation agency, supported by the French Ministry for 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.

Two of these projects, “Kalimat Sudania” and “Aswatna”, are in Sudan.

“Kalimat Sudania” will run for two years from February 2021 until January 2023 and “Aswatna” will be implemented during the year 2021.

The overall objective of “Kalimat sudania” is to contribute to Sudan’s democratic transition by bridging the gap between citizens and the media. The first specific objective is to promote the inclusion of youth in the society and public debate. To reach this objective, the project will implement a sub-granting programme for media initiatives led by youths and/or relevant to youth and a flanking capacity building programme for the grantees. The second specific objective is to strengthen local journalism as well as the collaboration between journalists and civil society. To reach this objective, the project will provide capacity building support for local journalists and CSO representatives and facilitate exchanges and networking between both target groups.

As for “Aswatna”, its general objective is to contribute to national reconciliation and the democratic transition of Sudan through radio stations, and its specific objective is to strengthen the role of radio in national reconciliation and democratic transition by improving the quality of the information transmitted and by encouraging the production of programs dealing with these subjects through several activities.

2. **Consultancy terms:**

**General description:** CFI is seeking project coordination services for its projects in Sudan

**Contract type:** Service contract (consultancy)

**Service provider:** Project coordinator (consultant) - self-employed individual

**Country of duty:** Sudan

**Location:** Khartoum, CFI local office
Duration: An average of 20 days per month between April 2021 and January 2023

Contract terms: The Service provider will be responsible for the coordination of the projects and will be based in the project office in Khartoum, Sudan. The Service provider will execute the services described below in accordance with the instructions and guidance of the Project director based in CFI’s Paris office (HQ) and will work closely with the Project advisor and the Project administrative and financial assistant.

3. Service description:

3.1 Project coordination
- Identify and liaise with stakeholders, partners and beneficiaries for the planning and implementation of project activities;
- Identify new partners and ensure coordination with project partners;
- Assist in ensuring the quality of the project outputs;
- Organize meetings with media, journalists and civil society organizations;
- Assist in ensuring the quality and the compliance of projects’ activities with the communication and visibility plans;
- Identify communication gaps and priority messages;
- Contribute to the periodic narrative and financial reporting on project implementation;
- Report and manage project risks;
- Assist in organizing the work of the project team in Khartoum.

3.2 Implementation of activities
- Contribute to the design of project activities;
- Coordinate actions with experts and partners;
- Organize, manage and supervise the implementation of activities, including trainings and workshops;
- Draft activity reports and report regularly on implementation, results and impacts of activities;
- Support in the identification of beneficiaries for each activity;
- Monitor the security situation and adapt activities accordingly.

3.3 Administration
- Assist in monitoring the project team;
- Identify suppliers and service providers and support in procurement and negotiations;
- Assist in monitoring service providers;
- Ensure follow up on contracts and payments;
- Assist in monitoring budgets and expenses.

3.4 Representation and communication
- Attend meetings and represent CFI when needed and facilitate communication and information sharing;
- Liaise with local authorities to ensure that activities are implemented in compliance with national laws and regulations;
• Liaise and maintain a dialogue with partners and stakeholders to ensure activities are implemented in coordination with them;
• Provide narrative and media/communication content for communication and reporting purposes.

4. **Service provider language skills:**

Full professional proficiency of English and Arabic is required. Knowledge of French is considered an asset.

5. **Service provider experience and competencies:**

- A minimum of 3 years of professional experience in the area of development, cooperation and/or governance;
- Proven expertise in media;
- Previous experience(s) in Sudan;
- Knowledge and understanding of media cooperation and the media landscape in Sudan;
- Knowledge of the Project Cycle and experience in budget monitoring;
- Experience within EU-funded projects is a strong asset;
- Adherence to the values of the projects;
- Analytical and practical problem-solving skills;
- Adaptability, sense of integrity and responsibility;
- Ability to work and coordinate with a wide range of partners;
- Ability to perform effectively under high pressure and hardship conditions;
- Ability to work with results-orientation and efficiency in a multi-tasking environment;
- Strong interpersonal and communication skills.

6. **Service provider education:**

Degree in administration, political sciences, law, international relations, journalism, media studies or another relevant field.

7. **Termination, collateral and transfer of contract:**

7.1 **Receivership or compulsory liquidation**

In the event that the Service provider 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 to the official receiver or debtor in the case of simplified receivership or to the liquidator in the case of compulsory liquidation, who, in accordance with the provisions of article L.621-28 of the commercial code, has the sole power to demand that the current contract be continued.
If the contract is declared to have been terminated, this shall become effective on the date on which the official receiver or liquidator decides not to continue the performance of the contract or upon expiry of the period of one month stipulated above.

This shall not entitle the Service provider to any compensation.

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

7.2 Termination owing to non-performance

In the event of non-performance by one of the parties of one of its obligations as set out in the contractual documents, the other party may, if it wishes, terminate the contract 15 clear days after sending a registered letter with acknowledgement of receipt to which there has been no response, 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 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.

7.3 Collateral and transfer of contract

It is possible to provide collateral for the contract in accordance with the applicable common law; this can be implemented using a Daily form.

Any transfer of the contract requires the prior written agreement of CFI.

8. 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 Service provider 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 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 Service provider shall be subject to the provisions of French commercial 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 an ordinary judge and more specifically to the Tribunal judiciaire de Nanterre.