

TERMS OF REFERENCE: Support to Farm Radio project implementation in Mozambique

A. Background

Between October 2022 and September 2023, Farm Radio International will implement a project with funding from the German Agency for International Cooperation (GIZ) contributing to a rural youth employment program. The project will mobilize two radio stations, one each in Sofala and Nampula Provinces, to use resources and develop impactful radio programming that promotes youth employment. The main expected outcome from the project is an increase of interest in and awareness of the available employment opportunities in agriculture among young people, with specific focus on young women, through evidence-based participatory and interactive radio strategies.

Farm Radio International is looking to establish an implementing partnership with an appropriate organization in Mozambique to ensure successful context-appropriate execution of the anticipated project. At the current time, this implementing partnership is for the twelve month duration of the Farm Radio-GIZ youth employment project (1/October/2022-30/September/2023); however, as Farm Radio is interested to continue offering its services in Mozambique, the partnership may expand and continue if additional opportunities for project implementation are identified and secured.

B. Scope of Work

Farm Radio International is a leading communication for development organization with a strong track record in project implementation. Farm Radio is seeking an implementation partner to collaborate in the application of Farm Radio's proven approach to project implementation, including methods and tools, in the context of this new GIZ-funded project. The overall budget for the project is modest and will therefore require creative solutions, eg where possible doing interviews and activities at a distance, and a scope of activity that help keep expenses low.

Key areas of responsibilities and activities for the implementing partner:

1. Project operations, including
 - a. Ensuring that the right staff are in place locally to support implementation, specifically i) project planning, coordination and reporting, and ii) technical inputs on radio and mobile phone program design, delivery and quality assurance:
 - i. Orientation of existing staff or assistance in the recruitment and engagement of personnel to work on the project -- eg recruitment, hiring panels, reference checks
 - ii. Security and safety of personnel
 - b. Ensure operational and financial execution of project activities:

- i. Facilitate financial transactions for agreed project activities, eg equipment procurement and distribution, in-country travel,
 - ii. Provide monthly invoices along with monthly financial reports based on Farm Radio International report standards
 - iii. Provide supporting documents for all expenses in the monthly financial report.
2. Project implementation, based on FRI's guidance, including:
 - a. Project work plan development
 - b. Formative/audience research in two provinces (Sofala and Nampula)
 - i. Including a) desk reviews of available literature, especially of project partners' reports; and b) 4-5 focus group discussions and 2-3 key informant interviews (per listening area) analysed and presented in a report to inform radio station selection and content design
 - c. Radio station selection and contracting
 - i. Farm Radio contract template available for this purpose.
 - d. Radio station capacity assessment
 - i. Farm Radio questionnaire available for this purpose.
 - e. Program design workshops in two provinces (Nampula and Sofala)
 - i. Parametres for Farm Radio design workshops generally include
 - Participation from representatives of 1) target audiences, 2) subject matter experts, 3) relevant policymakers, and 4) radio station producers
 - 8-12 participants in total including a facilitator for a 3-day workshop
 - Collation into a design document (Farm Radio template available) that includes key messages, Uliza poll questions, run sheets and suggested resource persons for each episode
 - f. In-station training (Farm Radio materials available to support planning/implementation)
 - i. Parametres for Farm Radio in-station training generally include
 - Full training (one station): 10 days in-station, on-the-job training resulting in a quality pilot episode; 2 weeks follow-up coaching at a distance
 - Refresher training (one station): 5 days in-station, on-the-job training resulting in a quality pilot episode; 1 week (distance) follow-up coaching
 - g. Program delivery: production and broadcast
 - i. 16 30-minute episodes on each station
 - h. Listener interactions using Farm Radio's Uliza mobile/IVR system and data generation for evaluation purposes (co-managed by Farm Radio)
 - i. Quality assurance
 - i. All episodes to be reviewed using Farm Radio quality criteria with feedback shared with the station's production team to improve program quality
 - j. Field monitoring
 - i. To be done at a distance
 - k. Summative evaluation in two provinces (Sofala and Nampula)
 - i. To be done in an online event
 - l. Qualitative evaluation

- i. Field visit to each listening area after programming has concluded to conduct 4-5 focus group discussions and 2-3 key informant interviews; to be presented in a report (that will inform the evaluation section of the final report)

C. Criteria for selection:

1. Technical proposal

- a. Ability to provide a financially and organisationally stable base for project operations
- b. Capacity for project management, including engaging and supervising consultants, oversight of communication programming and reporting
- c. Knowledge of the radio, mobile & communication landscape in country and experience working with key actors, eg radio stations
- d. Knowledge of the development landscape in country, including youth and rural livelihood considerations
- e. Alignment with Farm Radio principles and values (and vice versa), including on the importance of promoting gender equality and inclusion
- f. Good national/international reputation
- g. Operational presence in Nampula and Sofala an asset
- h. Ability to communicate with Farm Radio in English an asset

2. Financial proposal:

- a. Ability and willingness to run activities and deliver outputs within the available budget
- b. The budget ceiling, including staffing, activity costs and indirect costs is EUR 51,350

D. Deadlines:

- Questions by 16/September
- Expression of interest submitted by 23/September 2022
- Start of work by 10/October/2022

E. How to apply:

Please share a brief expression of interest, no later than 16/September, that includes the following:

1. Technical proposal

- a. Brief description of your organisation, including legal status
- b. Capacity of your organisation to implement the different elements of the project as described in the terms of reference, including the timeframe
- c. Preliminary ideas about how best to approach implementation, eg using existing staff or engaging consultants, etc.

2. Provisional budget for activities outlined above (B.1 and B.2)

Farm Radio will contact suitable organizations to fix a time for a one-hour discussion during the week of 26/September. Decisions will be made on the basis of the written submissions and the discussion.

To submit your application, send your expression of interest to jobapps@farmradio.org clearly indicating **“Expression of Interest for Implementing Partner in Mozambique”** in the subject line. For any enquiries please contact jpringle@farmradio.org.