

TERMS OF REFERENCE: DEVELOPMENT OF 2020 AND 2021 ANNUAL REPORTS

BACKGROUND

The Open Society Initiative for Southern Africa (OSISA) is a regional institution committed to deepening democracy, protecting human rights and enhancing good governance in the region. Our vision is to promote and sustain the ideals, values, institutions and practices of open society, with the aim of establishing vibrant and tolerant southern African democracies in which people, free from material and other deprivation, understand their rights and responsibilities and participate actively in all spheres of life.

In pursuance of this vision, our mission is to initiate and support programmes working towards open society ideals and to advocate for these ideals in southern Africa. Established in 1997, OSISA works in 11 southern Africa countries: Angola, Botswana, DRC, Lesotho, Madagascar, Malawi, Mozambique, Namibia, Swaziland, Zambia and Zimbabwe. OSISA works differently in each of these ten countries, according to local conditions.

GOAL OF THE ASSIGNMENT

The goal of this assignment is to produce two (2) annual reports that cover OSISA's work in the region as well as the development of a content strategy that can be used as a framework for the production of future annual reports. The annual reports are to be available in both print and digital (interactive) formats. These will cover the period 2020 and 2021.

We are, therefore, seeking to recruit a consultant(s) to manage the production of these two (2) annual reports.

SCOPE OF THE ASSIGNMENT

Under the direct supervision and guidance of the Communications and Advocacy Manager, and in consultation with the Head of Programmes and Executive Director, the consultant(s) will undertake the following tasks:

- Manage the production of two (2) annual reports in both print and digital (interactive). This task includes, among other things:
 - Repurposing existing content;
 - Generating new content where narrative gaps exist;
 - Editorial (conceptualising; writing, editing, post-production and design);
 - Interfacing with other OSISA Country Offices (Angola and DRC) as well as other relevant stakeholders.

EXPRESSION OF INTEREST

Interested parties should submit the following:

1. CVs of consultant(s) or leading expert of the institute for consultancy;
 2. Outline and a proposal (max 5 pages) for a suggested approach;
 3. Financial proposal (budget) with key itemised costs.
- Submission deadline:

Written proposals and supporting materials should be received no later than 11:00hrs on 30 July 2021 at content@osisa.org with subject line: CONTENT: 2020/1 ANNUAL REPORTS.

SELECTION PROCESS AND SHORTLISTING

A panel constituted by OSISA will review, for shortlisting, all received applications on the following criteria:

- Understanding of the brief;
- Innovative solutions;
- Quality and experience of consultants and company;
- Overall cost;
- Project support.

PRESENTATION AND DECISION PROCESS

Shortlisted consultant(s) will be notified and invited to make formal presentations of their proposals. The panel will then deliberate and make a recommendation to the Internal Procurement Committee (IPC).

The final decision will be communicated to the winning bid. OSISA reserves the right not to communicate further with those who do not make it past the shortlisting process.