

TERMS OF REFERENCE FOR MEDIA AND COMMUNICATIONS, SOCIAL MEDIA MANAGEMENT, ONLINE RADIO PRODUCTION, IT SUPPORT, TECHNICAL ONLINE RADIO SUPPORT, RESEARCH, VIDEOGRAPHY, GRAPHIC DESIGN, AND DRIVING SUPPORT TO SUPPORT COVID-19 SURVEILLANCE, EPIDEMIOLOGICAL INVESTIGATION, CONTRACT TRACING AND VACCINE AWARENESS



SHOW ME YOUR NUMBER HIV PREVENTION PROJECT NPC

BID NUMBER: SMYN MEDIA2022

Effective Date: 15 December 2022

End Date: 15 January 2023

SECRETARIAT
Sport, Arts & Culture Sector



MEMBER



IMPLEMENTING AGENCY



HEAD OFFICE

Tel. 087 2228 471 | Fax. 086 612 6558 | Mobile. 073 481 3939

Postal. PO Box 32964, Braamfontein, 2017

Physical. Office 201, 2nd Floor, 108 Fox Street House, Gandhi Square, Marshalltown, Johannesburg,

2001

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INTRODUCTION TO REQUEST FOR QUOTATION (RFQ)

INTRODUCTION

This document provides requirements needed for potential service providers to provide a Media and Communications Consultant to provide the following services media and communications, social media management, content creation, online radio production, IT support, technical online radio support, research, videography, graphic design, and driver Show Me Your Number HIV Prevention Project NPC.

BACKGROUND ABOUT SMYN

Show Me Your Number HIV Prevention NPC is non-profit company established in 2010 with the aim to

- To use Sport, Arts & Culture platforms to contribute towards eradication of HIV.
- To promote Sport, Arts & Culture as tools for social cohesion
- To raise consciousness and increase the number of men undergoing HIV Counselling and Testing and Male Medical Circumcision
- To promote and showcase the public commitment of sport, arts & culture personalities in the fight against HIV and promotion of social cohesion.
- To Advocate for a positive public image of Sport, Arts & Culture in nation building.

VISION

Show Me Your Number HIV Prevention NPC works to create a healthy society that is HIV-Free.

MISSION

Show Me Your Number HIV Prevention NPC exists to help eradicate HIV infections by using Sports, Arts and Culture as a vehicle for advocacy and raising awareness.

VALUES

Show Me Your Number HIV Prevention NPC is fully committed in the following values as a strong tool that will assist in creating a healthy society that is HIV free:

- Innovation
 - Openness
 - Commitment
 - Integrity
 - Collaboration
 - Sustainability
1. The Show Me Your Number operates from offices Office 201, 2nd Floor, 108 Fox Street House, Gandhi Square, Marshalltown, Johannesburg, 2001
 2. NPO Registration Number
 3. This RFQ is subject to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other special



conditions of contract. Where, however, the special conditions of contract conflict with the general conditions of contract, the special conditions of contract prevail.

1. Show Me Your Number is inviting quotations from potential service providers for the services described in the below:

Description of goods/services:	Media and Communications Consultant to provide the following services media and communications, social media management, content creation, online radio production, IT support, technical online radio support, research, videography, graphic design, and driver support to support COVID-19 Surveillance, Epidemiological Investigation, Contact Tracing, and Vaccine Awareness
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RFQ SUBMISSION

2. Bid documents may either be emailed to malebese@showmeyournumber.org.za or placed in the tender box at the offices of Show Me Your Number HIV Prevention Project NPC or couriered to the Show Me Your Number HIV Prevention Project NPC physical address indicated.
3. Complete documents with supporting annexures shall be packaged, sealed, clearly marked, and submitted strictly as follows:

4. Bid Number	SMYN MEDIA2023
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5. In the event of bidders submitting physical documents, bids must be properly packaged and deposited on or before the closing date and before the closing time in the tender box situated at the reception area of the Show Me Your Number HIV Prevention Project NPC. The physical address of the Show Me Your Number HIV Prevention Project NPC is as follows:

Office 201

2nd Floor

108 Fox Street House

Gandhi Square,

Marshalltown

Johannesburg, 2001

6. GPS Coordinates

Latitude-26.20660

Longitude 28.04332

7. Quotations will only be considered if received by the Show Me Your Number HIV Prevention Project NPC on or before the closing date and time, regardless of the method used to send or deliver such documents to the Show Me Your Number HIV Prevention Project NPC
8. Late submissions will not be accepted.

REQUEST FOR QUOTATIONS RULES

9. The following rules will apply for this Request for Quotation:
 - 9.1. Price(s) quoted shall be valid for a period of 30 days from the closing date and time this RFQ.
 - 9.2. Only an official order form issued by the Finance Department or Finance & Administration Manager will bind the Show Me Your Number HIV Prevention Project NPC

TERMS OF REFERENCES

Service Providers and Services

Media and Communications Consultant

Service Description:

Develop and execute a comprehensive communication strategy aligned with COVID-19 Surveillance, Epidemiological Investigation, Contact Tracing, and Vaccine Awareness objectives.

Create and manage high-quality written and visual content.

Manage media relations and outreach.

Provide crisis communication and public relations support.

Monitor and analyse media performance.

Responsibilities:

Develop communication strategy.

Create content for various platforms.

Manage media relations and outreach.

Handle crisis communication.

Monitor and analyse media performance.

Deliverables:

Communication strategy document.

High-quality content.

Media relations reports.

Crisis communication plan.

Media performance reports.

Social Media Management

Service Description:

Manage and maintain the client's social media platforms for COVID-19 initiatives.
Create and schedule engaging social media posts and campaigns.
Respond to comments, messages, and inquiries promptly.
Monitor and report on social media performance and audience engagement.

Responsibilities:

Manage and maintain social media platforms.
Create and schedule posts and campaigns.
Respond promptly to comments and messages.
Monitor and report on performance.

Deliverables:

Updated and engaging social media profiles.
Scheduled social media posts and campaigns.
Timely responses to inquiries.
Social media performance reports.

Content Creation

Service Description:

Generate a variety of engaging content, including articles, blog posts, infographics, videos, and more.
Ensure content accuracy and alignment with COVID-19 objectives.
Collaborate with the team to develop creative content ideas.
Edit and proofread content for clarity, consistency, and accuracy.

Responsibilities:

Generate engaging content in various formats.
Ensure content accuracy and alignment with objectives.
Collaborate on creative content ideas.
Edit and proofread content.

Deliverables:

Engaging content in various formats.
Accurate and aligned content.
Creative content ideas.
Edited and proofread content.

Online Radio Production

Service Description:

Plan, produce, and broadcast online radio programs related to COVID-19 initiatives.
Coordinate interviews, discussions, and live broadcasts.
Ensure the technical and audio quality of radio programs.
Maintain an archive of recorded programs and segments.

Responsibilities:

Plan and produce radio programs.
Coordinate interviews and discussions.
Ensure technical and audio quality.
Maintain an archive of recorded programs.

Deliverables:

Online radio programs and broadcasts.
Coordinated interviews and discussions.
High-quality audio recordings.
Archived radio programs and segments.

IT Support

Service Description:

Provide comprehensive technical support for the client's IT infrastructure.
Ensure the smooth operation of IT systems and promptly troubleshoot technical issues.
Implement cybersecurity measures to protect sensitive data.
Assist with software and hardware installations and upgrades.

Responsibilities:

Provide comprehensive technical support.
Ensure the smooth operation of IT systems.
Promptly troubleshoot technical issues.
Implement cybersecurity measures.
Assist with software and hardware installations and upgrades.

Deliverables:

Resolved technical issues.
Secure and smoothly operating IT infrastructure.
Documented cybersecurity measures.
Installed/upgraded software and hardware with documentation.
Technical Online Radio Support

Service Description:

Provide technical support for online radio broadcasting.
Set up and configure audio equipment for live broadcasts.
Monitor and resolve technical issues during broadcasts.
Collaborate with the Online Radio Producer to ensure smooth broadcasting.

Responsibilities:

Provide technical support for online radio broadcasting.
Configure audio equipment for live broadcasts.
Monitor and resolve technical issues.
Collaborate with the Online Radio Producer.

Deliverables:

Smooth online radio broadcasts.
Properly configured audio equipment.
Timely resolution of technical issues.
Collaborative support for radio broadcasting.

Researcher

Service Description:

Conduct research related to COVID-19 Surveillance, Epidemiological Investigation, Contact Tracing, and Vaccine Awareness.
Gather and analyse data from various sources, including scientific literature and public health databases.
Summarize research findings and provide insights to inform decision-making.
Stay updated on the latest developments in the field.

Responsibilities:

Conduct in-depth research on specified topics.
Gather and analyse data from diverse sources.
Summarize research findings and provide actionable insights.
Stay updated on developments in the field.

Deliverables:

Comprehensive research reports.
Data analysis summaries.
Insights and recommendations.
Regular updates on research developments.

Videographer

Service Description:

Capture high-quality video footage related to COVID-19 initiatives.
Edit and produce video content, including interviews, documentaries, and promotional videos.
Ensure that video content is engaging and aligns with project objectives.
Maintain an organized archive of video assets.

Responsibilities:

Capture high-quality video footage.
Edit and produce video content.
Ensure engaging video materials.
Maintain an organized video archive.

Deliverables:

High-quality video footage.
Edited and produced videos.
Engaging video materials.
Well-maintained video archive.

Graphic Designer

Service Description:

Create visually appealing graphics, illustrations, and designs for project materials.
Design infographics, posters, brochures, and other visual content.
Ensure that designs align with branding guidelines and project goals.
Deliver design files in appropriate formats.

Responsibilities:

Create visually appealing graphics and designs.
Design various materials such as infographics, posters, and brochures.
Ensure design alignment with branding guidelines and project goals.
Deliver design files in specified formats.

Deliverables:

Visually appealing graphics and designs.
Designed infographics, posters, and brochures.
Design files in specified formats.
Branded project materials.

Driver

Service Description:

Provide transportation support for project activities, including fieldwork, meetings, and events.
Ensure the safe and timely transport of project personnel and equipment.
Adhere to all relevant traffic regulations and safety guidelines.
Maintain the cleanliness and maintenance of the vehicle.

Responsibilities:

Provide safe and timely transportation services.
Adhere to all relevant traffic regulations and safety guidelines.
Ensure the cleanliness and maintenance of the vehicle.
Maintain accurate transportation records.
Deliverables:

Safe and timely transportation services.
Adherence to traffic regulations and safety guidelines.
Well-maintained vehicle.
Documented transportation records.

Schedule and Reporting

10. Regular progress reports will be submitted by the service provider to the SMYN according to the agreed-upon time.

Payment

11. Payment terms for the service provider will be based on the quotation submitted to respond to the TOR.

