



**WORLD PRESS FREEDOM DAY 2021 and  
30th Anniversary of the Windhoek Declaration**

**TERMS OF REFERENCE FOR CONSULTANCY SERVICES**

**FOR**

**THE COMPILATION AND PRODUCTION OF THE REPORT ON THE WPF2021  
AND THE 30<sup>TH</sup> ANNIVERSARY OF THE WINDHOEK DECLARATION**

**MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY (MICT)**

**DATE OF THE CONFERENCE: 29 – 03 May 2021**

**SAFARI HOTEL**

**WINDHOEK**

All bidding documents are to be picked up from and hand-delivered to Ms. Susana Kasheeta (Tell: 061-283 2370) and Ms. Mirjam Hamana (Tell: 061- 283 2382) at First City Centre, 5th floor, Rooms 502/510 on/before 23 April 2021 at 10am.

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## **1. Purpose**

The purpose of this Terms of Reference is to give a clear description on the production of report on the World Press Freedom Day 2021 and the 30th Anniversary of the Windhoek Declaration. It further highlights what is to be included in the report, the methodology, and the expected requirements from the service provider, and activities to be undertaken with timeframes and sets out terms on remuneration.

## **2. Introduction**

This year, Namibia will be hosting the World Press Freedom Day 2021 (WPF2021), coinciding with the 30th Anniversary of the Windhoek Declaration. The event is scheduled for 29 April – 3 May 2021 in Windhoek and will be a physical and digital experience combining virtual and in-presence participation, with 100 delegates expected to attend physically and over 6000 virtually. The participants include media leaders, activists, policymakers, media and legal experts, artists and researchers, academics, students from the media and information fields, representatives from AU, SADC, UNESCO and UN agencies and more. This event will be graced by His Excellency, Dr Hage G. Geingob, President of the Republic of Namibia and the United Nations Educational, Scientific and Cultural Organisation (UNESCO) Director General.

### **The objectives of the WPF2021 and the 30<sup>th</sup> annual Summit are to:**

- To call on the urgency to address the threat of extinction faced by local news media around the world and a crisis worsened by the COVID-19 pandemic.
- To put forward ideas to tackle the challenges of online media environment
- To push for more transparency
- To strengthen safety of journalists and improve their working conditions, and;
- To support independence of the media

The WPF2021 and the 30<sup>th</sup> Anniversary of the Windhoek Declaration will be held under the theme: “**Information as a Public Good**” which serves as a call to affirm the importance of cherishing information as a public good to exploring what can be done in the production,

distribution and reception of content to strengthen journalism. The advancement of transparency and empowerment while leaving no one behind. The theme is of urgent relevance to all countries across the world. It recognizes the changing communications system that is impacting on our health, our human rights, democracies and sustainable development.

This year, the Conference is connecting with the regional World Press Freedom Day celebrations around the world, hosting six Regional Forums to focus on local aspects of press freedom and explore the current trends and challenges. The Forums build upon the historic series of regional seminars triggered by the 1991 seminar in Windhoek, which inspired regional declarations to promote a free, independent, and pluralistic press.

MICT therefore wishes to obtain the services of a suitably qualified and experienced professional writer/company to produce and write a report on the WPF2021 and the 30<sup>th</sup> Anniversary of the Windhoek Declaration conference. The report will be submitted to:

- (a) MICT
- (b) Cabinet
- (c) Namibia National Commission for UNESCO (NATCOM)
- (d) Other stakeholders

### **3. Overall objective of the Assignment**

The overall objective of the assignment is to produce a WPF2021 and the 30<sup>th</sup> Anniversary of the Windhoek Declaration conference report, produce daily summaries, highlighting the activities and discussions for the entire conference and recommendations.

### **4. What MICT will provide**

Necessary contents such as presentations, statements and pictures for use by the service provider. However, the successful bidder is required to have their own note takers.

### **5. What the report should contain:**

The report should entail the following but not limited to:

- I. The entire conference activities including preparations for the event.
- II. All the physical and virtual discussions, presentations, and round tables
- III. Opening session, key notes address and closing statements

#### IV. Recommendations

##### **6. Qualities that a service Provider should possess:**

- Previous rapporteur references
- Excellent writing skills
- Analytical skills
- Ability to pay attention to detail
- Experience in report writing (**NB: Submit the soft copy sample of work previously done for other clients**).
- Basic knowledge on local, regional and international Media and communication field.
- Ability to work under extreme pressure and tight deadlines.

##### **7. Output /Deliverables**

The service provider is expected to provide a complete report with layout design in both soft and hard copy.

##### **8. Timeframe of the assignment**

The assignment is expected to take 2 weeks from the last date (3 May 2021) of the conference. The first draft of the report is to be shared with MICT by Monday **10 May 2021**.

##### **9. Intellectual Property and Ownership**

The entire report plus all information, documents and materials such as, notes, photos and audios which the service provider may come into contact with during this assignment shall remain the property of the Ministry of Information and Communication Technology (MICT) who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission by the MICT.

##### **10. Contractual arrangements and supervision**

The MICT and NATCOM will hire and supervise the report producer for the purpose of delivering the above outputs, within the agreed time frame. MICT and NATCOM will provide

all the required documents, materials to the service providers in order to execute the assignment during the duration of the assignment.

### **11. Equipment/Human resource for this project**

No human resource or equipment will be purchased or provided by the MICT. Any equipment or rapporteur needed to complete this assignment will be the sole responsibility of the service provider.

### **12. Remuneration**

The service provider's payment shall be made in terms of Government Procurement Procedures, "services should be rendered before the payment is effected". The services rendered will be paid for upon incorporating suggestions and inputs from MICT and submission of both soft and hard copy of the report.

### **13. Application Submission**

All bids are to be picked up from and hand-delivered to Ms. Susana Kasheeta (Tell: 061-283 2370) and Ms. Mirjam Hamana (Tell: 061- 283 2382) at First City Centre, 5th floor, Rooms 502/510 on/before 23 April 2021 at 10am. Applicants are required to submit the following:

- Quotation with the breakdown of all expenditures e.g. cost of report, writing the report, design, layout and printing of the report and etc;
- Company profile with all legal documents such as good standing certificate from Social Security, VAT and Affirmative Action Certificate;
- If it is an individual Person; a personal CV, highlighting qualifications and experience in similar assignment;
- At least two work references- contact details (e-mail addresses) of referees (clients for whom a similar assignment was undertaken);
- Sample of reports previously produced for other clients.

### **14. Eligibility Criteria**

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents is attached:

	<b>Document name / title</b>	<b>Please tick</b>
1	<b>Original valid Certificate of Good Standing for Procurement Purposes</b> , issued by the Ministry of Finance: Inland Revenue.	
2	<b>Certified copy not a valid Affirmative Action Compliance Certificate</b> (issued in terms of Section 42 of the Affirmative Action ( Employment ) Act 29 of 1998, as amended); or Letter from the Employment Equity Commission( Letter should be on letterhead, stamped and signed by the EEC)	
3	<b>Original or Certified copy of valid Good Attending Certificate with the Social Security Commission</b>	
4	<b>Certified Copy of the Close Corporation Certificate</b> (Issued in terms of Act 26 of 1988) or Founding Statement or any other Company Registration Certificate. These Certificates should clearly indicate the goods / services that the Supplier is registered to render.	
5	<b>Certified copy of a valid Certificate of Registration as an SME</b> , issued by the Ministry of Industrialization, Trade and SME Development ( If applicable)	