ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION

1.1. Country

The MUDAR project is implemented in **Mozambique**. Exchange activities take place in **Italy**.

1.2. Contracting authority

The contracting authority of the service contract for the design and creation of social storytelling multimedia exhibition(s) and communication material is the **Centro per la Cooperazione Internazionale / International Cooperation Centre (CCI)**.

The Centro per la Cooperazione Internazionale is the Affiliated Entity of the Provincia autonoma di Trento / Trento Autonomous Province (PAT). The Provincia autonoma di Trento has signed a Grant Agreement with the European Commission for the implementation of the project MUDAR - Mozambique Integrated Urban Development by Actions and Relationships: empowering local governance" code CTR CSO-LA/2021/428-391 - code CUP C69J21034580006.

When necessary, and according to the principles and rules defined in the "*determinazione del dirigente* 2022-P324-00078" dated 9th June 2022 (article 5) from the Lead Partner (the Provincia autonoma di Trento), CCI may avail itself of the technical support of external entities while maintaining the overall coordination of its activities, as in the case of the present assignment.

1.3. Background

MUDAR is a decentralised cooperation project funded by the European Union under the call Europeaid - Local Authorities: Partnerships for sustainable cities 2021". The project is managed by the Autonomous Province of Trento, in partnership with the Municipality of Beira, the University of Trento, Universidade Zambeze, the Instituto de Formação em Administração Pública e Autárquica and the Centre for International Cooperation.

The project will be carried out in the city of Beira, capital of the province of Sofala, one of the largest cities in Mozambique. It aims at strengthening the skills of local government in the definition and implementation of effective public policies and the provision of services to the population.

The implementation of project activities started on May, 1st 2022 and will last 36 months.

The project MUDAR aims to promote integrated urban development and better living conditions in Beira **(Overall Objective). In particular, it aims** at **promoting an integrated urban development and an empowered local governance, in order to improve the living conditions of the population of Beira, Mozambique**.

MUDAR will contribute to it by **scaling-up the effective territorial partnership between two Local Authorities (LAs) operating in a bilateral cooperation framework: the Provincia autonoma di Trento (PAT)** in Italy, and the **Conselho Municipal da Beira (CMB)** in Mozambique. A strengthened cooperation between PAT and CMB will indeed be instrumental to making Beira more inclusive, safe, resilient and sustainable (in line with Sustainable Development Goal nr. 11) as it will foster the development of new, international means to promote more inclusive urban development for the city of Beira (in line with Sustainable Development Goal nr. 17). MUDAR will foster the delivery of efficient services for citizens in a greener, more resilient Beira, thanks to **improved capacities of the Conselho Municipal da**

Beira to apply urban governance methods and principles (<u>outcome 1</u>), adequate urban planning in most underserved neighbourhoods such as **Macuti (<u>outcome 2</u>)** and support to the **digital transition of the Municipality, which will foster job creation (<u>outcome 3</u>).**

The project structure is based on three Activities:

- *Training*: creation of a decentralised continuous learning system for Beira municipality structured around a curriculum based on the Territorial Approach to Local Development (TALD). The trainers of the project partner IFAPA are trained to deliver specific courses to local administrators of the municipality (Training of Trainers);
- *Community of practices:* establishment of a community of practises in territorial sustainable development between Mozambique municipalities and local/international partners;
- *1 Pilot projects:* implementation of a pilot project promoting the environmental development in the Macuti neighbourhood of Beira; promoting the local economic development throughout a start-up programme, and strengthening local public services in the fields of sustainable waste management in Macuti neighbourhood where the local administrators and other stakeholders will apply knowledge and skills on project design and implementation acquired thanks to the capacity building activities.

Within the framework of the project, the International Cooperation Centre is responsible for the Training and capacity building activities; the establishment of the Community of Practice, and Communication activities.

1.4. Purpose

The **purpose** of this service contract is to mobilise the expertise needed to provide services for the design and creation of a storytelling podcast of the MUDAR project.

The service entails the production of at least 1 podcast season (tentatively: 10 episodes), including cultural adaptation and translation. The production cost is estimated including a 1-week mission of 2 people in Mozambique (flights, insurance, visa, and per diem) and all technical costs (recording, editing, artwork, etc.).

The service provider will be in charge of **producing and broadcasting a localised podcast, that is relevant to the Italian, European, and Mozambican context.** This includes all phases of the work, from the podcast concept to the final output delivered to the ears of the listeners.

A **tentative list of the activities** of all the artwork and recording and post production includes:
1. Developing the concept of the podcast, on the basis of a thorough assessment of the local contexts in order to ensure that the content is culturally appropriate, respectful, and effective in delivering the messages of the project to cross-cultural audiences (i.e., both in Italy and Mozambique);
2. Producing the fiction content;
3. Providing audio materials for the creation of contents;
4. Coordinating the creation activities in Mozambique with the Communication Manager;
5. Recording and post-producing the podcast with compelling soundtrack and voices;
6. Broadcasting the podcast through various means of dissemination in Italy, Europe, and Mozambique;

7. Providing CCI with information on the dissemination of the podcast (for instance, how many times the podcast is downloaded or listened-to, on the number of listeners and on the geographic area of listeners, etc.)

It should be noted that the spirit of the podcast is to highlight the deeper meaning of cross-cultural cooperation, starting from the psychological reciprocity that is created among peoples at different latitudes. The content should value the similarities in people's feelings and difficulties, and the empathy that develops at every human encounter, especially among peoples who find solutions to different difficulties at different latitudes, but are facing the same global challenge. The podcast should not shy away from burning themes such as the state of international cooperation today in Africa at the time of China's rise as a global power, or the ongoing conflict in Ukraine.

1.5. Result to be achieved by the contractor

The main result to be achieved by the contractor is as follows: relevant, culturally appropriate, and compelling podcast is created in order to establish a positive narrative around the themes of the MUDAR project, in particular relating to the activities pertaining to CCI (training, community of practices, capacity building).

2. ASSUMPTIONS & RISKS

2.1. Assumptions underlying the project

The following assumptions are part of the design of the project and the implementation of the service contract:
1. Security situation in Mozambique (and in particular in Beira) does not deteriorate nor prevent participation to project activities by international and national staff and stakeholders;
2. Local authorities/governments maintain their authority;
3. Newly elected local council does not oppose the implementation of the training;
4. Current global health emergencies (Covid-19) and environmental threats do not affect project implementation.
5. Safety measures are respected by the contractor when carrying out activities in challenging environments.

2.2. Risks

The main risks to Action's implementation are related to the political instability, as well as environmental hazards in Beira's area.

3. SCOPE OF THE WORK

3.1. General

3.1.1. Description of the assignment

The scope of work of the contractor is located within the Communication and Dissemination Plan.

3.1.2. Target groups

The target of the podcast is youth between 25 and 35 years old, both in Europe and in Mozambique. The podcast should however be compelling for other target audiences, such as adults older than 50 years old.

3.2. Specific work

The contractor shall undertake the following **tasks**:

1. Analysis of the local context in which the podcast will be disseminated with a mission in Mozambique;
2. Preliminary draft design of the podcast;
3. Delivery of material for podcast production.
4. Organisation, recording and dissemination of the podcast.

3.3. Project management

3.3.1. Responsible body

The contractor will respond to the **Training team coordinator of CCI.**

3.3.2. Management structure

The overall management of the MUDAR project is ensured by the Project Coordinator of the Autonomous Province of Trento, who is in charge of coordination of the co-applicants; communication and reporting to the EU Commission, coordination among project WPs; supervision of activities' implementation (including distribution of funds, monitoring of expenditure, and financial reporting), as well as compliance of partners and subcontractors with their obligations, the level of engagement of stakeholders and the impact of the proposed activities on the final target groups.

The contractor shall be accountable to the Training team coordinator of CCI at all stages of implementation of the assignment, shall collaborate with the Communication Manager of CCI, and shall liaise with the Project Coordinator of the Autonomous Province of Trento and with the MUDAR teams as deemed necessary.

4. LOGISTICS AND TIMING

4.1. Location

Recording activities will take place in Beira, Mozambique, and in Italy. Post production and other relevant services will have to be office-based.

4.2. Start date & period of implementation

The intended start date is the date of signature of the contract by both parties. The period of implementation of the contract will run until the end of the MUDAR project from this date, including potential amendment and extension of the project.

In case of an addendum increasing or modifying the budget to the MUDAR project, it is possible to procure additional services by negotiated procedure, with their estimated cost being part of the addendum.

5. REQUIREMENTS

5.1. Service provider

5.1.1.

The service provider should have the following experience and profile:

1. Experience in creating of minimum 3 narrative and artistic podcasts;
2. Experience of minimum 3 years in creating quality audio content, original soundtracks, audio-exhibitions and/or in producing and disseminating podcasts on the main platforms at European level;
3. Availability to travel to Mozambique for field analysis
4. Experience in creating entertaining narrative content through a participative process by collecting people's stories is an asset.
5. The formal recognition of the quality of the podcast(s) by an award is an asset.
6. Knowledge of English and Portuguese (or availability of interpreters/translators for linguistic mediation) is compulsory.

5.1.2. Support staff & backstopping

The costs for backstopping and support staff, as needed, are considered to be included in the subcontractor's financial offer.

5.2. Office accommodation

Office accommodation for the expert of the service provider during the performance of their task is considered provided for by the contractor itself and included in the financial offer.

5.3. Facilities to be provided by the contractor

The contractor will be responsible for the logistics arrangements related to the travel and accommodation and will bear the related costs.

The contractor shall ensure that sufficient administrative, secretarial and interpreting provision is made available to its own expert to enable them to concentrate on their primary responsibilities while working.

The contractor shall ensure that its expert is adequately equipped (laptop and IT equipment, etc.) and it must also transfer funds as necessary to support their work under the contract and to ensure that its employee is paid regularly and in a timely fashion.

5.4. Equipment

No equipment is to be purchased on behalf of CCI as part of this service contract or transferred to the CCI at the end of this contract.

7. REPORTS

7.1. Reporting requirements

No specific reporting requirements are foreseen for this service. The contractor will submit detailed updates by email on their activities to CCI within one week from any request for update. The approved outputs must be delivered to CCI with each request for payment (with the exception of the advance payment) along with the corresponding invoice.

7.2. Submission & approval of reports

The Training team coordinator of CCI is responsible for approving the updates outputs.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The timeliness and completeness of the above-mentioned deliverables and update requirements is the performance measure chosen to evaluate progress toward the expected outputs.

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