Request for Quotation
Consultancy Firm
Environmental awareness training for selected staff of community radio station Langatabiki

Background:
Suriname is divided into a more developed northern belt along the Atlantic coast which accounts for 20% of the country’s area and 90% of its population of 481,000; and the southern interior belt covered by rainforest, home to a multitude of ethnic, tribal communities. Much of the country’s interior is inaccessible by road, lacks basic access to adequate water and sanitation facilities, adequate educational opportunities for children, and there is limited provision of government services.

As a result, most villagers are isolated from typical sources of information such as television broadcasts, internet, newspapers, etc. One exception to this is the presence of radio stations in several parts of the interior. Radio stations provide an effective and economical way to provide various sorts of information to these isolated communities.

It is particularly important that these communities receive information about the environment and environmental issues that can directly affect their lives. Interior villages rely extensively on the natural environment around them for food, water and shelter. Threats to their environment can mean direct threats to their livelihoods. Interior radio stations provide a unique opportunity to supply environmental messaging and content to these remote areas. Improved environmental awareness and access to information may help the rural Surinamese make informed choices about how to better take care of their immediate environment as well as to have adaptive strategies for environmental changes that are outside of their control.

Objectives

The purpose of this consultancy is to strengthen the knowledge of the communities in the region of Langatabiki regarding environmental awareness and possible impacts to their lives regarding climate change. This will be done by providing training to radio broadcasters of Langatabiki so they are able to make and produce radio programs to:
(1) Explain the environmental benefits of a demonstration project to run their radio station on solar instead of diesel power
(2) Educate hinterland communities about environmental issues such as climate change, bio-diversity, renewable energy and other topics of interest to them such as solid waste management.
The Consulting Firm is expected to:

- Design and implement a training programme for radio broadcaster serving the radio Langatabiki station. The training programme will consist of 2 modules. The second module will need to be implemented between 3-5 months after completion of the first module, as a means of follow-up of the first module.

Radio programs that have been developed by Projekta are available in Sranang Tongo and Saramakan. These radio programs are available to be used for this training. Also, a manual is already developed by Projekta in this regard, and the manual is also available for the consultancy firm.

Criteria for the training programme
Module 1 (October 2014)
DAY 1 (in total at least 5 hours)
The focus of the training should be on providing knowledge and broadcast skills with regard to the following:

1. The concepts of climate change, greenhouse gases and renewable energy – Integrate the example of changing the Radio Paakati station from diesel to solar power into this element.
2. How climate change may affect the lives of those living in the interior, Surinamers and the world.
3. The concepts of climate change mitigation and adaptation
4. Basic ideas about responsible solid waste management
5. What is bio-diversity, why is it important and how does it relate to the lives of interior villagers.

DAY 2 and 3 (in total at least 10 hours)
Technical training to teach the trainees how to create the radio programs, how to work with the equipment installed, etc. Furthermore, a practical workshop to create broadcast programming regarding the environmental concepts learnt in the first day. This should use accepted standards for quality radio broadcasting and at the same time be sensitive and accessible to interior community audiences. This should result in program outlines (or actual full program content, although this is not required) for programs to be aired on the various interior radio stations. Programs need to be recorded! Program outlines should be complete enough to guide the broadcast of a ½ hour program. Outlines should consider using narrative, interviews, topical music, local opinion, expert opinion, etc. to communicate the various environmental topics for which the broadcasters were trained in module 1.

Module 2
DAY 1 (at least 6 hours)
Have a follow up on the concepts (refreshment, discussions among trainees)
1. The concepts of climate change, greenhouse gases and renewable energy – Integrate the example of changing the radio station from diesel to solar power into this element.
2. How climate change may affect the lives of those living in the interior, Surinamers and the world.
3. The concepts of climate change mitigation and adaptation
4. Basic ideas about responsible solid waste management
5. What is bio-diversity, why is it important and how does it relate to the lives of interior villagers.

**DAY 2 and 3 (in total at least 10 hours)**
Discuss the radio programs that have been recorded by the trainees (since the first training). Discuss how to improve, etc. Follow up with technical recording sessions, and provide additional training where necessary to use the equipment for radio programming.
Wrap up and discussion. Provide evaluation forms (to be discussed prior with SGP). To discuss what follow up is required, what other training skills need to be enhanced, etc. All of these topics evaluated should be reflected in the final report.

Number of participants: not more than 10 persons
Language: Sranan Tongo, Dutch and or local language (Aucan)
Location: Langatabiki
Venue: will be taken care of by the local NGO (foundation A Ja U De), in Langatabiki
Training materials and other logistics: to be provided by the consulting team

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<td>Final report of the training (complete assignment)</td>
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The schedule is subject to change, as it is dependent upon availability of the radio operators. Final schedule will need to be confirmed by the consultancy firm with the local NGO!

**Specific Tasks:**

The consulting team will undertake the following specific tasks:

1. Meet with representatives of the local NGO, Small Grants Programme (SGP) for an initial briefing on the objectives, scope, working arrangements, time lines and deliverables under these Terms of Reference (TOR);
2. Develop the concept of the training programme and the teaching aids (including agenda, information packages, working methods, procedures, evaluation forms and certificates) and discuss these with SGP and local NGO;
3. Advise representatives on background materials to be distributed
4. Draft the final training programme (including the list of equipment and materials necessary for conducting the training)
5. Deliver the training in 2 modules, each of at least four (4) consecutive days
6. Submit a final report on this consultancy

**Deliverables:**

The Consulting team will be required to present:

1. Detailed work plan (submitted 2 weeks after signature of the contract with the local NGO).
2. Training programme and background materials. All training programme and materials need to be printed for all trainees, with one digital copy for SGP.
3. After each module, the firm should deliver a report on the training implemented, which should include at least: objective of the training, the topics covered, attendance lists, evaluation (survey from participants), recommendations, etc. The report should be submitted within 2 weeks after completion of the training module. SGP and the local NGO should be provided with both hard and soft copies of the report. The report has to be in Dutch.
4. For module 1, a training manual (in Dutch) should be developed by the firm for the radio operators. The radio operators should be provided with a hard copy of the report, as well as the SGP office (both hard copy as soft copy).
5. Final report on the consultancy. The report should be in Dutch and needs to be submitted hard and soft copy to the SGP office and the local NGO. This report should include:
   - Objective and activities implemented
   - Training methods and procedures
   - Assessment of training by the training staff – how did it go, issues encountered, quality of radio programming developed based on the training, completeness of radio programming developed based on the training, general assessment of effectiveness.
   - Assessment of training by participants – Conduct a feedback session and document results.
   - Conclusions and Recommendations for improvement
Work Arrangements:

The consulting team will report to the SGP coordinator and the local NGO, Foundation A Ja U De. The team will work closely with SGP and Alcoa Foundation as well.

Duration:

The training itself is scheduled for October 2014 (module 1) and February 2015 (module 2). This needs to be discussed with the local NGO (the consultant will be responsible for scheduling this together with the local NGO). The training will take place in Langatabiki itself. Two training modules need to be scheduled (the second intended as a refreshment module).

Qualifications and Experience:

The consulting team should consist of at least two consultants with the following qualifications:

- At least five (5) years experience in delivering capacity building sessions for various media groups
- One of the consultants should have knowledge of climate change aspects in Suriname and its effect on the local biodiversity, and particularly in disseminating this information through various radio groups
- Fluency in spoken and written Dutch and English is required
- Fluency in Sranan Tongo and Dutch is required and knowledge of Aucan language is preferred

Submissions for this Request for Quotations

- Should include: (1) Company profile indicating the areas of work and expertise; (2) detailed CVs of the consultant(s) who will be conducting the training sessions; (3) a work plan detailing the tasks to be performed and a corresponding timeline and (4) a budget detailing all fees and expenses;
- Should be sent per email to the UNDP Suriname office before the deadline of Thursday, 25 September 2014, 16:00 pm Suriname time. Please submit the Quotation to registry.sr@undp.org