## **Request for Quotation**

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| **FTC RFQ Reference number** |
| 4-9/23-16.10 |

# **1.Overview**

**Description of company**

Forum of Tuzla citizens was founded as a grass root organisation in 1993 as an answer to the growing nationalism in its surrounding. FTC, through civic activism, works on building of peace, understanding, trust and accountability with the goal of creating a more democratic and humane society that would enable all its citizens human and civil rights and a dignified life. FTC developed into a strong and recognizable organization workinh on issues related to rule of law, human rights and civil liberties, democratization, peace building and regional cooperation. FTC is part of Coaliton “Pod lupom”. FTC implemented project related to reform of justice, sector in BiH. FTC is a part of “PRO – Future” project working on peacebuilding. At the moment, FTC, in cooperation with WFD – The Westminster Fondation For Democracy implementing a two-year FCDO-funded programme on decreasing the prevalence of hate speech, divisive and derogatory rhetoric in political discourse. FTC is one of the founders/active members of the Igman Initiative working on improving regional cooperation.

**Problem description**

Forum of Tuzla citizensis currently implementing a two-year FCDO-funded programme on decreasing the prevalence of hate speech, divisive and derogatory rhetoric in political discourse. Political discourse in Bosnia and Herzegovina is dominated by divisive language, inflammatory rhetoric and, in its extreme, hate speech. Using this type of rhetoric, politicians actively create inter-ethnic tensions and social polarisation as an instrument for diverting the public’s attention from poor governance, corruption and the increasingly grave socio-economic situation. It is in this fearmongering and attention-drawing political performances that politicians often find short-term electoral interests fulfilled.

Our aim is to incentivise political actors to proactively work on reducing these forms of language in political discourse, while engaging with civil society and media to create public devaluation of such behaviour. We also aim to ground the incentive for political actors in convincing evidence indicating that, in long term, hate speech results in more costs than gains for both the country and politicians themselves.

**2.What are we seeking?**

**2.1. Objective**

FTC will monitor the hate speech of political subjects in public space and monitor the presence of hateful narratives and inflammatory speech in real time. The monitoring will be carried out in such a way that 3 monitors will be hired who will monitor the mentioned speeches in the area of at least 18 municipalities/cities in Bosnia and Herzegovina until November 2024. The focus will be on political parties operating at the local level (websites, profiles on social networks), as well as local media (portals and TV stations). Each of the monitors will be in charge of monitoring at least 6 portals and one TV station on a daily basis and will report to the project staff.

In addition to monitoring hate speech by political subjects in public space, the monitors will also monitor hate narratives and hate speech during the election campaign for the local elections, which will be held in October 2024. The monitors will work according to a pre-made methodology and will follow these narratives in the media coming from political subjects.

Required conditions and skills for a researcher:

* Candidates with a university degree (journalism, communication and law, but not eliminatory)
* Experience in conducting research and creating analyses;
* Monitoring experience;
* Experience in media monitoring and hate speech monitoring in public spaces is desirable;
* Knowledge of the electoral process in BiH is desirable and
* Computer skills (MS Office, internet and e-mail)

Candidates who meet all the criteria will be interviewed.

The selected monitors are also required to attend the training for media monitors.

After the end of the monitoring, the monitors will be involved in the preparation of the analysis and will participate in the conference where they will present the results of their research to the general public in BiH.

**2.2. Deliverables**

Within this assignment, the contractor will deliver the following:

* Monitors will attend training for media monitors;
* Monitors will monitor 6 local portals and one national portal on a daily basis demanding the presence of hate speech and inflammatory rhetoric and divisive narratives in public space;
* Monitors will submit a report on monitoring results on a daily basis;
* Each of the monitors will be obliged to monitor the news broadcasts of one TV station in the period from May 2024 until the end of the engagement;
* Each of the monitors will be obliged to report on hate speech in the pre-election period at the moment of the announcement of the elections in BIH (May 2024 - November 2024), which they will record during the monitoring of their portals and TV stations;
* Media monitors are required to attend follow-up meetings organized by the project staff;
* Monitors will actively participate in the analysis of their work and participate in the final media conference where the analysis and monitoring results will be presented.

**2.3 Reporting and Payments**

Media Monitors will sign a written contract with the FTC defining all the rights, duties and obligations of the contract signatories, which will be the legal basis for the payment of engagement fees.

Media monitor compensation will be paid on a monthly basis in amounts and on a date as defined by the contract.

Before each payment, the media monitors must submit all reports on the conducted monitoring, as well as fulfill other obligations that will be defined in the mentioned contract.

1. **Proposals/Quotes Submission**

All proposals or quotes should be submitted in writing and include:

 1. Biography;

 2. Motivational letter and

 3. Budget

* + The proposed budget for conducting and reporting on the findings of the research should include all costs.
	+ Any additional expenses such travel expenses, field research costs, draft report preparation and any incidentals for preparing the study are the sole responsibility of the consultant. FTC will not be covering any of the above expenses and the budget provided is inclusive of these costs.

4. References to demonstrate qualifications to conduct research in line with the scope and deliverables described above5. Proposal of your research methodology;

6. Outline of the workplan and timeline;

Financial offer in sterling, which includes a clear breakdown of all costs. The total amount of the proposal/ quote cannot exceed £ 273 Brutto on a monthly basis (the maximum amount for this contract).

The proposal or quote should include the **FTC RFQ Reference Number 4-9/23-16.10** and be sent electronically and addressed to: ***info@forumtz.org***

The same email address should be used for any questions related to this RFQ.

**Closing date**

All proposals or quotes must be received within ***7 days*** from the date of publication of the RFQ. Successful candidates will be contacted within 5 days of the application deadline.

# **General information**

*General*

WFD and FTC does not warrant or represent that this RFQ is free of errors and omissions.

WFD shall not be liable for any costs incurred by the suppliers in responding to this RFQ.

*Confidentiality*

All information contained within this RFQ is confidential and must not be communicated to third parties, other than those participating in a consortium, without the written consent of WFD.

All information received from the supplier in response to this RFQ will be treated as confidential and will not be distributed without prior written consent outside WFD or its partners, save as required by applicable law or donor requirements.

*Evaluation of proposals/quotes*

Value for Money is an essential requirement of all WFD commissioned work. All suppliers must be able to demonstrate, in their proposal or quote, that they are seeking to maximise results, whilst driving cost efficiency. This includes budgeting and pricing realistically. Further, WFD expects suppliers to demonstrate openness and honesty, and to be realistic about capacity and capability, at all times.

WFD reserves the right, at its absolute discretion, not to contract with the supplier who submits the lowest value proposal or quote or to accept part of any proposal or quote, and WFD shall have no liability (in contract, tort or otherwise) to consider any proposal or quote.Further, WFD reserves the right to award the contract for which proposals or quotes are being requested in whole, or in part or not at all.

*Ethical procurement*

All WFD procurement activities must be ethical. Accordingly, WFD’s due diligence checks on suppliers may include reference checks, a supplier questionnaire, and anti-terrorism vetting. In the event that any unethical practices come to light, the supplier will be required to take remedial steps in consultation with WFD.

All contracts to be entered into by WFD will include obligations on the supplier to comply with WFD’s policy principles on key matters such as safeguarding, bribery and corruption, fraud and theft, anti-terrorism, and whistleblowing.

The supplier will be expected to disclose any known conflict of interest relating to relevant staff and this RFQ and/or any relevant staff members who have been employed by the UK Government (British Crown) in the proceeding two-year period.

# **Thank you for your interest in working with the Westminster Foundation for Democracy and Forum of Tuzla citizens.**