



WORLD ORGANISATION FOR ANIMAL HEALTH
Protecting animals, preserving our future

RFP-COM-2021-1

Call for Proposal

Community-level radio toolkit and radio series
for the EBO-SURSY Project

WORLD ORGANISATION FOR ANIMAL HEALTH (OIE)

18 FEBRUARY 2021

Contracting authority

World Organisation for Animal Health (OIE)
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1. GENERAL TENDERING RULES

1.1 GENERAL PURPOSE

This call for proposal (“tender procedure”) is an invitation for interested service providers to submit a proposal regarding the methodology and approach for developing a radio strategy, toolkit and radio spots on zoonosis targeting rural populations in the Democratic Republic of the Congo and Guinea.

The information included in the tender documents are provided to Tenderers so they may prepare a proposal in response. However, the transmission of the tender documents to tenderers does not imply any legal obligation on the part of the OIE to entrust the provision of the services to any tenderer. The OIE has the right to reject any proposal in its sole discretion. The OIE remains strictly independent of any tenderer, and none of the provisions of the tender documentation may be interpreted as creating a contractual relation of any sort.

The OIE is under no obligation to accept a given tenderer’s proposal and reserves the right not to proceed with or to terminate negotiations with any tenderer, at any time prior to the signature of a Contract.

1.2 CONFIDENTIALITY

Unless otherwise authorised in writing by the OIE, all information, whether disclosed either directly or indirectly, formally or informally, in writing, orally, or by visual inspection, which are part of the tender procedure or provided for its purpose or any amendment thereto, shall not be disclosed, copied, used or modified in any manner and shall only be used for the sole purpose of the tender procedure.

All information received in response to this initiative that is marked proprietary will be handled accordingly. Responses will not be returned.

1.3 RESPONSE PROCESS

The OIE reserves the right to introduce non-substantial modifications to the tender documents. In the event that the OIE, either following a request from a tenderer or on its own initiative, introduces a modification of the tender documents, all tenderers having received the invitation to tender and indicated an intention to respond will be informed simultaneously. The OIE may extend the deadline for submission of tenders to all tenderers to allow tenderers to take into account these changes.

1.4 COSTS OF RESPONSES

Tenderers are responsible for all costs and expenses, including professional fees, incurred in connection with the preparation and submission of responses to, and generally their participation in, the tender procedure

1.5 CONDITIONS OF PARTICIPATION

Natural and legal persons as well as consortia (either officially established or constituted specifically for this call for tender) who have provided a compliant response to the RFP as published may apply.

No more than one tender may be submitted by a person whether as a natural or legal person or member of a consortium. If a person submits more than one response, all responses in which they participate will be excluded from the selection process.

In participating to this call for tender, a tenderer represents and warrants by doing so that:

- is not bankrupt or under mandatory liquidation, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, is not the subject of proceedings

concerning its business activities, or is not in any similar situation arising from a procedure provided for in national legislation or regulations;

- it or a person having powers of representation, decision-making or control over it or a member of an administrative, a management or a supervisory body has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering, offences linked to terrorist activities, child labour, human trafficking, creating or being a shell company or any other irregular or illegal activity ;
- it or persons having powers of representation, decision-making or control over it have not been guilty of professional misconduct, including misrepresentation.
- it is in compliance with all its obligations relating to the payment of social security contributions and of taxes in accordance with the national legislation or regulations of the country in which the Tenderer is established;

Tenderers undertake to provide documentary evidence related to the items mentioned above upon request by the OIE at any point during the tender procedure and/or contracting process. Should a tenderer fail to produce reasonable evidence, the OIE reserves the right to reject the tenderer's response and, in the event it has already entered into a Contract with the tenderer as a result of the tender process, to terminate such Contract with immediate effect.

1.6 CONFLICTS OF INTEREST

Under no circumstances is a tenderer to contact any person employed by or representing the OIE. regarding the tender procedure other than the person(s) mentioned in this document.

In participating to this call for tender, a tenderer represents and warrants that:

- It does not have any conflict of interest arising from economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest in connection with any Contract that may be entered into between the tenderer and the OIE as a result of the call for tender;
- It will inform, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;
- No offer of any type whatsoever from which an advantage can be derived under the Contract has been or will be made;
- It has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the Contract;
- It has not and will not make any misrepresentation, either knowingly or negligently, in supplying any of the information requested by the OIE.

1.7 PERIOD OF PROPOSAL VALIDITY

Tenderers are bound by their proposals for 60 days after the deadline for submission or until they have been notified of non-award.

1.8 DURATION OF THE CONTRACT

The Contract is expected to be performed from 01/04/2021- 10/02/2022

1.9 INVOICING

The following schedule of payments will be finalised in the Contract based on the agreed-upon workplan and set of deliverables:

Payment	Deliverable	Due Date
1. Twenty percent (20%) of the total price will be paid after the validation by the OIE of the first deliverable;	Report detailing the outcomes of the background research of the audience in the regions of intervention	30 April 2021
2. Twenty percent (20%) of the total price will be paid after validation by the OIE of the first deliverable;	Radio Toolkit on zoonosis	15 June 2021
3. Twenty percent (20%) of the total price will be paid after validation by the OIE of the second deliverable;	Development of radio spot programming with rural radio partners	31 July 2021
4. Twenty percent (20%) of the total price will be paid after validation by the OIE of the third deliverable;	Broadcast of radio spots	31 January 2022
5. The balance payment will be issued upon reception and validation by the OIE of the final report and presentation.	Final report, including evaluation of activities, recommendations formulated by community radios based on listeners' feedback, etc. Audio files	10 February 2022

Payment throughout the Contract will be made upon receipt of the corresponding undisputed invoice, which should be raised after validation of each deliverable. The OIE will proceed to the payment of undisputed invoices within 45 days of their reception by bank transfer or cheque.

2. EXECUTIVE SUMMARY

2.1 PROJECT BACKGROUND

The World Organisation for Animal Health (OIE) is an international organisation with a mandate from its 182 Member Countries to improve animal health and welfare worldwide and promote veterinary public health.

In 2014-2016, the West African Ebola Virus Disease (EVD) epidemic underscored the risks linked to inadequate disease detection, prevention and response mechanisms, and the importance to strengthen public and animal health systems. The epidemic also raised a series of unanswered questions and

defining challenges – at the human-animal interface – that need to be brought into the spotlight so as to reduce the vulnerability of societies to infectious disease threats that spread across national and international borders.

In 2016, the OIE received a grant from the European Union to implement the project for ‘Capacity building and surveillance for Ebola Virus Disease’. This project has since been named “The EBO-SURSY Project”, which is partnered with the Centre de coopération Internationale en Recherche Agronomique pour le Développement (CIRAD), Institut de Recherche pour le Développement (IRD), Institut Pasteur and its International Network (IPIN). These partners were chosen for their scientific expertise and presence in intervention countries. The five-year project, extended for an additional two years, will be implemented over the period of 2017-2024.

The project aims to strengthen the national and regional early detection systems for wildlife in West and Central Africa using a ‘One Health’ and multi-sectoral approach to better detect, differentiate and prevent future outbreaks of EVD and four other viral haemorrhagic fevers, including Marburg virus, Rift Valley Fever, Crimean-Congo haemorrhagic fever, and Lassa fever (each target countries suffers from differing disease burden). More information on the project and its target countries can be found on its website: <https://rr-africa.oie.int/en/projects/ebo-sursy-en/>.

The overarching goal of the project’s communications activities is to improve the comprehension of zoonotic risks and to encourage public interest of those living in risk associated regions (those living near or in national parks or forested areas). As the project expands its outreach during its pilot phase, it will focus on community-level communication on zoonosis in the Democratic Republic of Congo and the Republic of Guinea through the use of radio.

The EBO-SURSY has also developed several project tools targeting specific groups such as veterinarians, public health professionals, and educators (available on the [project website](#) and in Annex I) who interact with rural populations. These tools should serve as a reference guide to for the development of key messages in the radio activities. Additionally, the project has developed community engagement materials, such as a card game that teaches users best practices for situations of high zoonotic risk, as well as a [sample radio spot](#), which could serve as a reference for future programming developed by the Service Provider.

2.2 PROJECT OBJECTIVES

Raise awareness on the existence of zoonotic diseases, the risks they represent and their prevention; as well as the promotion of behaviour change focused on two themes:

- How to protect oneself against transmissible diseases from wild animals.
- What to do if wild animals are found sick or dead: know the source of diseases (reservoirs, vectors) and how to manage risk and promote good practices.

The overarching goal of the project’s communications activities is to improve the comprehension of zoonotic risks and to encourage public interest of those living in risk associated regions.

Please note that each project country has different VHF disease burdens. In Guinea, the priority targeted VHFs identified by national and international agencies are Ebola and Rift Valley Fever. In the DRC the priority VHFs are Ebola, Marburg, and Rift Valley Fever. In some regions mentioning Ebola may be sensitive, therefore, the focus of tool-kit can be on preventative behaviours of zoonotic diseases.

Geographic scope

This radio project will focus on EBO-SURSY’s two pilot countries: The Democratic Republic of the Congo and the Republic of Guinea. Within these two nations, we would like to target rural populations that live near or within national parks and forested areas, and therefore, those that have regular or sustained interaction with wildlife. Rural areas that have previously been affected by Ebola outbreaks should be considered.

The following regions are suggestions that have been previously identified by the EBO-SURSY Project, however the project is open to other suggestions. In proposing other regions, they must align with the above criteria, and the Service Provider must demonstrate strong links to those regions' broadcasting networks and communities. Additionally, new suggestions will need approval resulting from consultation with national experts and stakeholders. This can be a priority activity during the preparatory phase (the OIE will provide contact with appropriate Veterinary Services & OIE Focal Points).

- Suggestions for Democratic Republic of the Congo provinces: Tshopo, l'Equateur, la Mongala, la Tshuapa et le Nord-Ubangi
- Suggestions for Republic of Guinea: region of Guinée forestière

Audience

The communities exposed to the risk of zoonotic transmission of EVD and other viral haemorrhagic fevers through domestic and wild animals constitute the main target of the communication. Persons who come into contact with dead and sick wild animals, for example, represent the first link in the animal health surveillance chain. Animal diseases, especially those affecting wildlife, can go unnoticed by wildlife or veterinary services without the support of communities living at the animal-human interface. For this reason, those living in rural communities which overlap with wildlife are considered the primary audience.

Secondary groups may include those who partake in the bush meat trade and consumption.

Women, men and children.

Expected results

Educational, interactive and entertaining radio programs in local languages dedicated to the themes that above are proposed, validated by the OIE in collaboration with the Directorate of Veterinary Services through OIE Focal Points (in terms of format and content) and broadcasted on community radios in the agreed upon regions.

The coordination of the production and broadcasting of spots and / or radio broadcasts by community radios active in the targeted areas will be the responsibility of the Service Provider.

Monitoring and Evaluation Requirements

The service provider must present a strategy for the monitoring and evaluation (M&E) of the radio toolkit and activities. The specifics of implementing the M&E strategy can be detailed according to the organization's methodology.

The EBO-SURSY Project has developed a non-exhaustive list of indicators (below) which focus on change in behaviour and awareness of communities. These can be modified or expanded upon within the bid, and if appropriate, additional indicators could be added which monitor changes within the broadcasters themselves or their programming.

Community Audience Indicators to include within bid

- % change awareness on VHF, especially Ebola (in X region)
- % change awareness on the concept of zoonosis (in X region)
- % increase in knowledge on the concept of One Health, the interface of human, animal and environment health (in X region)
- % increase in knowledge of local Veterinarian Services contact (for reporting of sick/dead animals etc) (in X region)
- % change in behaviour concerning avoiding the consumption of animals found sick or dead (in X region)
- % change in behaviour concerning bush meat consumption (in X region)

Target outputs to be included within bid

- # of listeners to VHF programming

- # of communities targeted
- # of listener interactions
- # of rural radio broadcasters creating VHF/ Ebola/ zoonosis programming
- # of broadcasters and/or reporters trained using toolkit
- # of broadcasters external to project who have received toolkit
- # of broadcasters external to project who have used toolkit to develop VHF programming
- # of trainings on toolkit

While the outcomes of the M&E will be included in the final report, target output numbers concerning number of listeners, intervention communities, etc., should feature in the bid proposal to demonstrate the Service Provider's ability to reach on rural radio.

Expected Deliverables

Preparatory phase

Background audience research performed by service providers in target regions to better understand the cultural, social and political realities of this project. The methodology of this background research is left to the service provider to decide. The OIE will also suggest some partners or regional stakeholders that should be consulted or researched to ensure streamlined messages, and to avoid duplication of work. In the case the Service Provider wishes to work in regions other than those suggested above, national and regional stakeholders will be consulted on the viability of the new regions with the aid of OIE introductions, etc.

A report based off research should be presented, including any revisions of the proposed activities from the bidding process (e.g., update to stakeholder community radios partners; update to messaging) and should finalize the strategic proposals of radio spot formats, broadcasts, external speakers for interviews, as well as should provide a provisional calendar of activities to be implemented and target audience (number of villages and / or people) according to cultural specifications of each country.

The proposed radio activities and toolkit need to be validated by the OIE, and OIE Delegates for each pilot country, including their OIE Focal Points (for Communication and Wildlife). Additional member of national Veterinary Services will be identified for consultation as needed.

Implementation phase

Development of a radio toolkit for broadcasters, which explains risks of zoonotic disease, focusing on the project's target VHF's, preventative measures against them, as well as strategies for radio broadcasters to develop radio series/programming on these topics. This toolkit should be more generally applicable to West and Central Africa region (all 10 intervention countries; all project VHF's) and not solely for the pilot countries. This toolkit should be available in both English and French, and if possible, one or two main local languages per country.

The toolkit should incorporate information and key messages from EBO-SURSY tools found on this website: <https://rr-africa.oie.int/en/projects/ebo-sursy-en/capacity-building-tools-and-resources/> . As mentioned in the 'Project Background' section, the project had previously developed one radio spot tool which may be used as a reference example.

Organize and execute the recording and broadcasting of radio series/programming in partnership with community rural radios, and the OIE contacts (Communication Focal Points, Wildlife Focal Points) and Veterinary Services in the DRC and Guinea over 6 months.

Final phase

A summary report of the progress of all the activities carried out, the lessons learned and the testimonies of community radio stations collected. This report will also include:

- audio files, in electronic format, of spots and radio broadcasts created and broadcast. Relevant descriptive metadata, as required by the EU, includes: title, summary, recording and production dates, production company, director, and language version(s).
- recommendations formulated by community radios based on listeners' feedback
- Analysis of results from agreed upon monitoring & evaluation requirements (refer to full list above), including estimated total number of listeners, the number of broadcasts, number of local radios participating, duration of campaign, etc
- High-quality photos featuring reporters in the field, trainings between Service Provider and broadcasters, or any other activity which could be used on the EBO-SURSY or OIE website, social media, etc

3. PROJECT ORGANISATION AND METHODOLOGY

3.1 PLANNING AND IMPLEMENTATION SCHEDULE

Phase	Deliverable	Due Date
Planning Phase	Report detailing the outcomes of background audience research (see above)	30 April 2021
Implementation Phase	One Radio toolkit on zoonosis	15 June 2021
	Development of radio spot programming with rural radio partners	31 July 2021
	Broadcast of radio spots,	1 August 2021- 31 January 2022
Close-out Phase	Final Report, including recommendations formulated by community radios based on listeners' feedback Audio files	10 February 2022

3.2 Governance

The Director of Communications at the OIE, in collaboration with the EBO-SURSY Project coordination team, will be the principal contact point of the service provider and will be responsible for the review and validation of deliverables. The OIE will assure coordination with the project staff, EBO-SURSY partners, and OIE Communication and Wildlife Focal Points.

3.1 METHODOLOGICAL APPROACH

The service provider is encouraged to propose its methodology to achieve the above objectives and may include in its proposal suggestions concerning the scope of the activities or the expected results.

However, it must take into account the following elements: the project implementation timeframe, the socio-cultural characteristics of the listeners in connection with the themes addressed, the local languages commonly spoken by the beneficiaries and other implementation stakeholders.

4. SCOPE OF THE SERVICES

4.1 SERVICES TO BE PROVIDED

The successful service provider will perform the following main tasks:

- Become familiar with the objectives, expected results of the project and the implementation strategy
- Consult the relevant documents provided by the OIE, namely information sheets on zoonotic diseases and community awareness posters, sets of cards produced as part of the EBO-SURSY project, and a previously developed radio spot for the project which could be adapted, or directly included in future activities.
- Consult with project stakeholders, including the coordination of the OIE EBO-SURSY project during an initial joint working session for clear indications and guidance on the work to be done and their expectations.
- Consult the other stakeholders present in the DRC and Guinea, namely:
 - o (DRC) OIE Communication Focal Point based within the Directorate of Veterinary Services (DSV) of the Ministry of Fisheries and Livestock, as well as the OIE Wildlife Focal Point based in the Ministry of Environment
 - o (Guinea) OIE Communication Focal Point and the OIE Wildlife Focal Point both based within the Directorate of Veterinary Services (DSV) of the Ministry of Livestock.
 - o Other NGO partners and international organisations (FAO-ECTAD, One Health platform), of which the contacts shall be supplied by OIE.
- Develop a methodology for carrying out the activity as well as the means to be implemented to achieve it, including coordination with partner community radio stations and networks in both target countries;
- Compile any problems identified during execution as well as the solutions considered and adopted
- Service provider will follow visual identity requirements of the EBO-SURSY Project (style, colours, logos), and incorporate EU financing acknowledgements in radio recordings.

Deliverables will include at a minimum:

- Report detailing the outcomes of background audience research phase, including completed strategy and activity planning
- Radio toolkit on zoonosis (EVD and viral haemorrhagic fever focus)
- Development of radio series/programming with rural radio partners
- Broadcasted of radio series/programming
- Final Report, including recommendations formulated by community radios based on listeners' feedback, and quantitative analysis and results, photos, and audio files of broadcasted segments and radio spots

5. PROPOSAL STRUCTURE

While it is understood that the methodology, approach and timeline will be finalised with the chosen supplier and constitute an important deliverable of the project once started, responses to the call for tender should cover the following elements to provide sufficient background to the evaluation of the offers and ensure homogenous assessment.

- Technical requirements of the activities and deliverables
- Methodologies, tools
- Processes (consultation of stakeholders, data analysis, etc.)
- Overall project management process and follow-up
- Monitoring & evaluation approach, list of proposed indicators and outputs. Proposal should also include, at a minimum, an estimation of audience reach and estimated number of rural radio network partners.
- Deadline estimates, stakeholder availability requirements, data requirements etc.

5.1 TECHNICAL RESPONSE

The tender response should be provided in a Word document or PDF, no longer than 20 pages.

5.1.1 General company information

This section should include information on your organisation and its activities, including:

- Company name (and name of group if applicable);
- Structure (location and number of employees in the headquarters as well as regional offices);
- Contact point name, phone number and email address;
- Company background review;
- Description of major activities.

5.1.2 General methodology and proposed schedule

The offer should provide input on the proposed project governance mechanism and a clear rationale as to the proposed organisation of activities. Pre-requisites (time, stakeholder availability) should be identified. A schedule encompassing the different milestones should be provided.

The general methodology to manage the project, including the format of the follow-up on the part of the supplier as well as the measures to ensure respect of the project deadlines, tracking of project costs and the delivery of quality deliverables should be identified.

5.1.3 Allocated human resources

This section should identify the professional profiles (field of expertise, seniority etc.) proposed throughout the project and according to each stage of the methodology established in the previous section. It should include a rationale for the team set-up and clearly underline how the team, as a whole, responds to the required skills as described in the ToRs, provide, for each profile, a short biography of the identified consultant and justification of his/her role in the project.

A short CV for each consultant (no longer than 2 pages) with reference to relevant experience should be annexed to the main response document, as well as the completed and signed "Statement of availability of experts".

5.1.4 Success – risk factors

This section should provide a review of major constraints identified at this stage, potential risks to the project and requirements to ensure its successful completion. Prerequisites that you deem important to carry out the project effectively should be identified.

5.1.5 Additional information

This section should include any additional information not provided for elsewhere that you deem important for us to know. Innovative solutions as well as relevant “Best practices” that may not be expressly mentioned in this document should be provided here.

5.2 FINANCIAL OFFER

The financial offer should be provided in EURO and quoted free of all duties, taxes, VAT and other charges.

5.2.1 Core Components

The financial offer should provide:

- An overall cost;
- A cost breakdown by phase and activity

5.2.2 Order and payment terms

Tenderers should detail:

- Purchase order conditions;
- Expected terms of payment and settlement periods (if they differ from the OIE conditions set out in section 1.7 **Invoicing** of this document).

6. RESPONSE PROCEDURE

6.1 OIE CONTACT POINT

Gerrit Beger

Communications Department

Tel: (33) 01 44 15 18 88

Email: communication@oie.int

6.2 SCHEDULE

Call for proposal	18 February 2021
Response reception	18 March 2021
Contract award and supplier selection	1 April 2021

All tenderers will be informed should the OIE change any of these dates.

Proposals may be modified or withdrawn prior to the deadline for submission through a written notification sent to the OIE contact point.

6.3 RESPONSE FORMAT

Tenders must be submitted in English, **in electronic format** to the OIE contact point.

Tenders should include:

- The technical offer (valid for 60 days from the day of tender submission)
- The financial offer (valid for 60 days from the day of tender submission)

Please make specific reference in the response to any legitimately and appropriately confidential or proprietary material contained in the response. Such information included in the responses to the call for proposal will be kept confidential by the OIE.

Reminder: responses should be submitted by 18 March 2021 at 5pm (**Paris local time**). Any proposal received past this deadline will be excluded from the call for proposal process.

6.4 EVALUATION OF PROPOSALS AND AWARD OF THE CONTRACT

The OIE will proceed to an evaluation of all final offers according to the criteria described below:

- Technical criteria (75%)
 - Provider organisation and sustainability (5%)
 - Provider's ability to work in the two pilot countries, including legal permissions or partnership with local radio broadcasters who have legal permissions (25%)
 - Demonstrated understanding of the context of the EBO-SURSY project, experience in working in health messaging on rural radio platforms, and experience in a multicultural context *in the two pilot countries* (20%)
 - Relevance and quality of the proposed methodology, associated work plan, and M&E plan (30%)
 - Relevance and quality of the proposed project team (20%)
- Global cost criteria (25%)

The OIE may ask tenderers to provide clarifications needed to evaluate their tender; tenderers will be requested to reply in writing.

The OIE will award the contract to the most economically advantageous proposal, based on the above criteria.

Tenderers will be informed through electronic correspondence of the results of the selection process.

[APPLY HERE](#)

Annex I:

1. Project Website, including [list of EBO-SURSY Tools to be used as reference for key messages and future deliverables](#) (Also available in [French](#))
 - [EBO-SURSY Diseases factsheets: Ebola/ Marburg](#)
 - [EBO-SURSY Diseases factsheets: Lassa](#)
 - [EBO-SURSY Diseases factsheets: Rift Valley](#)
 - [EBO-SURSY Diseases factsheets: Crimée Congo](#)
 - [EBO-SURSY Prevention factsheets: Bushmeat](#)
 - [EBO-SURSY Prevention factsheets: Lassa Fever](#)
 - [EBO-SURSY Prevention factsheets: Dead/sick Animals](#)
 - [EBO-SURSY Prevention factsheets: Ticks and Mosquitos](#)
 - [EBO-SURSY: Integrated community-based surveillance of zoonotic diseases involving wildlife](#)
 - [EBO-SURSY: What is my role in a surveillance system for animal diseases transmissible to humans?](#)
 - [EBO-SURSY Brochure](#)
 - [EBO-SURSY Infographic](#)
 - [EBO-SURSY: cards set](#)
 - [EBO-SURSY Radio Spot Example](#)
2. EBO-SURSY Annual Report for Year 3 (2019)
(Only available in French)



Troisième Rapport
annuel EBO-SURSY_fi

Annex II:

Requirements by the European Union for audio products:

Further information available during the development stage.

Audio Radio and other audio productions produced by EU-financed external actions must be approved by the EU before they are broadcast or distributed. They must include the following phrase: 'This [programme/...] was produced with the financial support of the European Union.' Disclaimers must be included as indicated in section 5.4: "For videos and other audio-visual material: 'This was produced with the financial support of the European Union. Its contents are the sole responsibility of and do not necessarily reflect the views of the European Union.'"

Implementing partners must ensure that copies of such audio productions are made available to the European Union in the contractually specified formats, together with all information relating to their broadcasting, distribution and reach, and by the relevant descriptive metadata in English, including: title, summary, recording and production dates, production company, director, and language version(s).

Annexe III - Confidentiality Undertaking (To be returned to participate)



Annex III
Confidentiality undert

Annex IV - Declaration of Integrity (To be Returned in the Technical Offer)



Annex IV Declaration
of integrity.docx

Annex V - Financial & Economic Capacity Assessment (To be Returned in the Technical Offer)



Annex V Financial
and Economic Capacit