



## **TERMS OF REFERENCE FOR THE PRODUCTION OF DOCUMENTARY ON ECOWAS**

### **Objective**

The ECOWAS Commission wishes to produce audio-visual documents on its activities and those of the other Institutions of the Community.

### **II Description of service**

The production company will be required to provide the following services:

- Production to international standards, of 12 audio-visual documents on programmes and ECOWAS activities of 26 minutes each, i.e. one (1) document per month **from January 2010** in French, English and Portuguese languages
- Production of twelve (12) thematic audiovisual documents of 26 minutes to be broadcast monthly **from January 2010**, in French, English and Portuguese languages
- Dissemination of the audio-visual documents in member States of ECOWAS and beyond;
- Delivery to the Commission of DV or Betacam and DVD cassettes of the audio-visual documents in the three languages.

### **III Profile of Company**

- have its head office located in one of the fifteen (15) member States of ECOWAS, or have a network of correspondents in at least three (3) member States of ECOWAS;
- have a good knowledge of West Africa and of its political and socio-economic environment;
- have experience in the production of audiovisual economic documentaries on economic integration or Development economics;

- have a TV broadcast network covering at least ten (10) member States of ECOWAS; Those having additional networks outside the sub-region will be an advantage
- have the capacity to cover economic, political and social events in the ECOWAS region and possibly outside the region (rest of Africa, Europe, The Americas).

#### **IV Expected Outcome**

- a) The production and broadcast of a 26 minutes each ECOWAS general information documentary for broadcast monthly in all the Member States.
- b) Production and broadcast of thematic documentaries of 26 minutes each for monthly broadcast in Member States

#### **V Client Support**

The Department of Communication will provide appropriate video footage, press releases, photographs and other materials from its library as well as facilitate interviews in support of the project, when necessary.

Misrepresentation in relation to the information requires above may lead to the disqualification of an application or, the cancellation of the Contract without warning, at the risk and expense of the declarant without prejudice to the imposition of sanctions applicable in such cases under the ECOWAS Tenders Code.

#### **VI Submission of Tenders**

All tenders must be submitted in a plain sealed envelope clearly marked:

**“TENDER FOR THE PRODUCTION OF DOCUMENTARIES ON ECOWAS”**  
and addressed to:

**The Director of General Administration**

**ECOWAS Commission**

**101, Yakubu Gowon Crescent**

**PMB 401 Abuja, Nigeria**

**Phone/Fax: 234-9-3147641,**

The deadline for bids submission is **Tuesday 10<sup>th</sup> November 2009 at 5.00pm.**

All tenders received will be publicly opened in the presence of all the bidders on **Wednesday 11<sup>th</sup> November 2009 at 11.00am.**

If you require additional information, you can contact either the Procurement Officer of the Director of Communication on the following numbers **(09) 314 76 41, 08034088185, 0703 55 84 278** or through the following email addresses: **adiop@ecowas.int/nkuakor@yahoo.fr**

**Halima Ahmed(Mrs)**

**Director General Administration**