



PROGRAMME ON DEEPENING DEMOCRACY THROUGH STRENGTHENING CITIZENS' PARTICIPATION AND ACCOUNTABLE GOVERNANCE (DDAG)

*Call for Proposals for Media Houses: Media
Development and Sustainability Grants*

Deadline for submission: 15th June 2022 at 4 pm



Call for applications for grants to media houses

1. Introduction

The United Nations Development Program (UNDP) in collaboration with the Government of Rwanda through the Rwanda Governance Board (RGB) has secured funds to support efforts of media houses to build their financial self-reliance. The first phase of grants was provided to 13 media houses under this arrangement were disbursed in September 2020 to help beneficiaries mitigate the effects of COVID-19 on their Operations. The second phase of the grants were disbursed in October 2021 to 13 media houses. The media houses that received grants were selected through a competitive process.

An additional amount of funds totaling **Two Hundred Fifty Million Rwandan Francs (250,000,000 FRW)** is to be disbursed to media houses that will be selected through a competitive process where priority will be given to viable projects to be selected based on a set of established criteria.

It is in this framework that RGB in partnership with UNDP is launching call for applications for the third phase of the “**Media Development and Sustainability Grants**”. Successful project proposals will be selected by an independent committee and selected projects shall be implemented in a period not exceeding five months.

2. Eligibility criteria

Media houses which fulfilling all the following criteria are eligible to apply for the grants.

- **Registration:** the applicant should be legally registered as a media house operating in Rwanda attested by a certificate provided by the competent authority stipulated in the law;
- **Experience:** the applicant should have been in operation for at least three years since the date of registration;
- **Location:** The applicant should be physically located on the territory of Rwanda;
- **Ethical journalism:** The applicant should be practicing ethical journalism in their operations. This will be attested by a recommendation letter from the Media Self-Regulatory Body and the recommendation letter should be specific to this grant;
- **Impact of previous grants:** Proof of salaries duly paid to at least three staff members over the last three months (Only for media houses that benefitted from the previous two phases of these grants), demonstrated by a bank document (bank slip, bank transfer...)

NB: Ineligible media houses

- ✓ Media houses that receive government funding
- ✓ Media houses serving suspension handed to them by competent organs

3. Considerations in the application

- All applications should focus on viable projects with potential to generate income for a media house to sustain its operations,
- No inclusion of office rent expenses in the grant proposal;
- Staff salaries should not exceed 20% of the total cost of the proposed project;

4. The Key selection criteria are:

- ✓ A media house that employs at least 3 people;

- ✓ Originality of the proposal,
- ✓ Proposal viability: Clear indication of how the fund will help the media house to build or strengthen financial sustainability of the Media House;
- ✓ Clarity of objectives, work plan, activities and related budget
- ✓ Conformity to this call for proposal guidelines

5. Application process

Media Houses fulfilling the eligibility criteria stated in section 2 should submit their applications through the following link: <https://forms.gle/PLxFXMcxWyxoif3G6>

Application documents should include:

- ✓ Completed application form (see annex: Application Template)
- ✓ Budget for the proposed activities (*maximum grant amount is FRW 10,000,000 for broadcast media house and FRW 7,000,000 for online media house*). *NB. 5% of the grant shall be deposited to the Media Development Fund as a contribution for the particular media House that won the grant.*
- ✓ Copy of a valid registration certificate from competent authority,
- ✓ An application form (available online on the above link)
- ✓ Recommendation letter from RMC (related to this specific grant)
- ✓ Proof of contract of at least 3 journalists with **valid** accreditation cards
- ✓ Proof of a bank account in the name of the media house
- ✓ Clearance certificate from the bank or proof that the media house does not have a non-performing loan.

Note: All the documents should be in PDF.

Note: The deadline for submissions is 15th June, 2022 at 4PM Local Time.

Late, ineligible, and incomplete applications will not be reviewed.

6. Nature of funding

Funding will be provided to only one project per media house. In case of joint project proposals, a Media house is not allowed to appear in more than one.

7. Grant Amount & Cost Share

The grants will cover 90% of the total cost of the activities and the media house will cover the remaining 10%. Media houses are encouraged to provide their own contribution to the implementation of the proposed activities, which should be clearly reflected in the budget. Own contribution can be in-kind such as the airtime/space, camera, recorders, computers, vehicles, staff among others.

The grants will be disbursed to successful applicants in one installment after the signing of the grant agreement.

8. Report and Audit

Successful applicants will sign grant agreement. They will be submitting monthly progress reports plus an overall report of the activities implemented that will be submitted to RGB within 30 days after the implementation. An external audit will also be conducted to check how beneficiaries used the grant.

This call for proposal can also be found on the following websites:

www.rw.undp.org

www.rgb.rw

www.ari.rw

For more information you can contact:

mufitinema@rgb.rw

Annexes

Annex I: Selection process

Submitted applications will be examined by an independent selection committee that will be drawn from key concerned institutions including representatives of journalists associations.

The committee will score the proposals as indicated in the table below:

Proposal Evaluation Grid	Scores
1. A media house that employs at least 3 people	3
2. Originality of the proposal	5
3. Viability of the project	7
4. Clarity of work plan, activities and related budget	5
TOTAL SCORE	20

Successful proposals will be announced on the platform to be created for the purpose. In case an applicant requires additional information regarding the announced results, they will present their inquiry in writing within 3 working days to: mufitinema@rgb.rw

After the communication of final decision, selected Media houses will start the implementation after discussion on any outstanding relating to technical or financial issues.

Annex II: Proposal Template

1. Instructions:

- **Do not exceed 5 full pages of text** (any text exceeding 5 pages will not be considered in the evaluation).
- Delete the instructions in italic once you have completed the form.
- Do not modify this template and respond, in the same sequence, to each of the sections listed below.
- The evaluation will be carried out in accordance with the evaluation grid

1. Proposal Summary (max. 1/2 page)

Proposal Title	
Name of Media House	
Geographic coverage of the proposal activities:	<i>Nationwide or in specific areas of Rwanda? Specify as detailed as possible</i>
Budget	REQUESTED AMOUNT: OWN RESOURCES:
Contact details of focal point of the media house	<i>Must be a staff of the Media House. Indicate name, phone number and email address</i>
Address & Website	<i>Indicate physical address of Media House, as well as link to website</i>

- 2. Background (max. 1/2 page)**
- 3. Problem analysis, how planned activities will be implemented. (max. 1.5 page)**
- 4. Prepare the work plan and related Budget (max. 1.5 page)**
- 5. Clarity and consistency of the expected results of the proposal as well as the expected impact (max. 1 page)**