

PROFESSIONAL MEDIA HOUSES SERVICES – CAPTURE • CREATE • COMMUNICATE

Reference Number: TN 012/Jhpiego-RW/FY26

INTRODUCTION

Jhpiego's Mission

Jhpiego enhances the health and saves the lives of women and families in limited-resource settings. For nearly four decades, we have put evidence-based health innovations into everyday practice to overcome barriers to high-quality health care services for the world's most vulnerable populations. From our origins as technical experts in maternal and child health, Jhpiego has grown to embrace new challenges, including HIV/AIDS, malaria, GHS and cervical cancer prevention, reflecting the increasing interconnectedness of global health.

Jhpiego's Values

At Jhpiego, we value our customers who have our respect, responsiveness, and commitment to excellence; our staff and global network of colleagues who bring innovation, and a wealth of world experience; and our work culture, which is reflected in our team spirit, transparent communication, mutual respect, flexibility, and dedication.

Jhpiego hereby is seeking two media houses:

1. One reliable and creative Media house partner to elevate our brand, document our activities, and broadcast them to a wider audience for events in Kigali and across the Country (Coverage of Event or activities and broadcasting them on a wide range of radio and tv in different formats and languages and on social media platforms)
2. One reliable and creative Media house partner to elevate our brand, document our activities, and publish them in the online newspaper, hard copies and on the media house's social media platforms)

The requested Media Houses should provide high-quality, end-to-end multimedia services tailored to our needs.

1. Media Coverage of Events & Activities in newspapers

- On-ground coverage of events, workshops, conferences, and field activities
- Writing and publishing articles in online media
- Full social media coverage (live posting, updates, images, and videos)

2. Broadcasting Services

- Broadcast of events/activities on radio or television news and social media platforms to wide and credible reach

- Broadcasting of health promotion messages (as adverts, announcements etc.) on radio and television

3. Bidders must meet the following minimum requirements:

1. Valid business Media license.
2. At least Three (3) Qualified technical staff with proven experience in Video and Audio Production, Health Promotion and Campaign broadcasting, Public Event coverage (attach CVs or certificates).
3. Demonstrate that the company is fully equipped with specialized instruments.
4. Ability to issue service reports for the service performed.
5. Certificates of good completion of past work done preferably with health institutions, previous work with the Ministry of Health/Rwanda Biomedical Centre would be an added value.
6. Ability to reach a wide range of audiences

4. Duration of Contract

- The initial contract period shall be one (1) year, renewable based on performance and mutual agreement.

5. Expected Deliverables

For the broadcasting media house:

- Coverage of activities and events with High quality Video and Audio in Kinyarwanda/English and or French and broadcasting them on radio and television and social media to reach a big audience; with high quality reporting and interviewing skills
- Broadcasting of adverts/ announcements on radio and television

For the online newspaper:

- Writing and publishing articles in the online newspaper in English as well as in its social media channels
- Online Publishing of Op-Eds/ press releases and other publications and promoting them on social media platforms.

6. Evaluation Criteria

Evaluation will be based on the following:

1. Administrative documents
2. Technical Capacity (equipment, staff qualification, experience)
3. Pricing and Cost Competitiveness

Bidders are requested to submit quotations containing:

- Provide the company Profile and Valid Registration Certificates- RDB
- The Rwanda Media Council License (RMC)

9

- Valid RSSB Certificates
- Valid RRA Clearance Certificate
- **References/** Good completion of **at least three (3) clients** (International NGOs Private companies and or government institutions working in the health sector)

7. Submission Details

- Quotations should be submitted in two separate sealed envelopes (Technical and Financial) **or** electronically with hidden Password that will be asked during evaluation
- Clearly marked **“RFQ for Media House Services”** – Jhpiego Office

Submission Address:

To: Senior Finance & Operations Manager
Jhpiego Rwanda Country Office
Gasabo, Kacyiru, KG 5 St Road, House Number 48
P.O. Box 6952, Kigali, Rwanda
Tel: (+250) 788 381 188
Email for inquiries: Rwanda.Procurement@jhpiego.org

8. Terms and Conditions

- Prices must be in local currency (RWF) and inclusive of all applicable taxes.
- Payment terms: within 30 days after receipt of invoice and service report.
- Jhpiego reserves the right to accept or reject any quotation without obligation to justify its decision.

Submission Deadline:

Submit your signed and stamped quotations no later than **Thursday 18/12/2025, 3:00 PM Kigali time**. Late submissions will be rejected.

All inquiries must be submitted in writing at least two (2) business days before the submission deadline.

Note: Jhpiego reserves the right to accept or reject any quotation, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for Jhpiego's action.

Done on 04/12/2025

Valens Ndonkeye

Sr. Finance and Operations Manager
Jhpiego Rwanda Country Office
Tel: (+250) 788 381 188

