

Tender Name: Request for Proposals Radio discussions programs on Malaria prevention and control in Bo, Kailahum and Pujehum

Project: Reach Malaria project

Tender Number: **SL5445_SL5446_SL5447**

Published on **24th March 2026**

Deadline Submission date: **30th March 2026, 2:00 PM GMT**

Evaluation Method: Quality and Cost Based Selection

If you have any questions, please contact: sierraleonerfq@crs.org

Delivery Instructions:

Interested vendors may submit their bids via one of the following methods:

1. Sealed envelope

Bidders can submit their proposals in three (3) separate sealed envelopes, enclosed in an outer sealed clearly labeled with the RFQ reference number:

- Envelope No. 1: Mandatory Administrative Eligibility (Pass/Fail)
- Envelope No. 2: Technical Proposal
- Envelope No. 3: Financial Proposal

Complete, stamped and signed offer to be delivered in sealed envelope on or before **30th March 2026- before 2:00 PM** with tender number and description on it (**SL5445_SL5446_SL5447 Radios Discussions**) to CRS head office located at 6 Jagiko Drive Hill Station, Freetown.

2. Online application

Bidders must submit three (3) separate ZIP files corresponding to:

- ZIP File 1: Mandatory Administrative Eligibility (Pass/Fail)
- ZIP File 2: Technical Proposal
- ZIP File 3: Financial Proposal

Online application must be submitted by email to SL.bids@crs.org on (**SL5445_SL5446_SL5447 Radios Discussions**) The file should not exceed 15 MBs.

For further information about CRS office address please contact: sierraleonerfq@crs.org

Payment Terms

1. Quotation should remain valid for a period of at least ninety (90) days from the submission closing date.
2. Payment shall be after delivery, within 30 working days of receiving correct & detailed invoice.
3. Payment shall be via bank transfer or check.
4. Payment shall be made upon verification and acceptance of goods per purchase order and upon presentation of correct, itemized invoices.

1 Refer to pages 6 and 7 of CRS' Policy on Safeguarding for further details on prohibited exploitative conduct, including procurement of commercial sex, employment practices, and relationships with beneficiaries that are exploitative or abusive.
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<p>Acceptance of Payment Terms Do you accept the above payment terms?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Bid Requirements Offers that do not meet the following will be automatically rejected regardless of price:</p> <ol style="list-style-type: none">1. The vendor should sign and stamp next to handwritten corrections or corrections made with whiteout.2. Offers must be complete, signed in a clear date and stamped on all pages.3. Clear Specification of Items quoted for must be included
<p>Multiple Locations The project will select the two (2) highest-scoring ration station in Bo, Kailahum and Pujehum. Each selected stations will be contracted to host one (1) live discussion program and its subsequent rebroadcast, as outlined in the scope of work.</p>
<p>Mandatory Administrative Eligibility(pass/fail) Bidder must submit the following mandatory administrative documents at the time of bid submission:</p> <ul style="list-style-type: none"><input type="checkbox"/> Offers must be received before the stated deadline.<input type="checkbox"/> Valid Business Registration Certificate<input type="checkbox"/> Current NRA Tax clearance certificate or payment receipt for the last 3 months.<input type="checkbox"/> Broadcasting License: Valid license from National Telecommunications Authority (NatCA) <p>Failure to submit either of the above documents at bid submission will result in the bid being declared non-responsive and excluded from evaluation.</p>
<p>Mandatory Technical Compliance (pass/fail) Bidders that pass the administrative eligibility stage must meet the following mandatory technical requirements. Failure to meet any of the requirements below will result in the bid being declared technically non-responsive and excluded from further evaluation.</p>
<p>Technical Evaluation Bidder that passes the administrative eligibility stage will be technically evaluated following the procedure below. Total Technical score: 70 points Minimum Qualifying Technical Score: 49 points.</p> <p>1. Experience & Track Record (30 points) Assessment of past performance hosting health or social program. Evidence used: 3 certificates of completion from NGO or INGO for similar health work hosted in the last 2 years. Recommendation letters from Paramount Chiefs, District Health Management Teams or Local CBOs are also accepted.</p> <p>Scoring protocol</p> <ul style="list-style-type: none">• 10 points per certificate or letter.• 0 certificate of completion signed by the client: 0 points

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SRT

2. Reach & Language Capacity (20 points)

Ability to cover the specific chiefdoms mentioned in the SOW. The moderator must be fluent in Mende.

Evidence used:

1. **District Coverage:** Coverage map or a signed statement of signal strength in rural district OR Self-Declaration of signal strength.
2. **Language Capacity:** 2 minutes audio sample from the moderator to verify the local language proficiency. The declaration will be verified through a call to a community leader.

Scoring protocol

District Coverage:

- 10 points: ≥ 5 villages covered.
- 5 points: 3 villages covered.
- 2 points: < 3 villages covered.

Language Capacity

- 5 points: audio sample submitted (2 minutes).
- 5 points: Demonstrated Mende proficiency (verified through the 2 minutes audio samples above)

3. Methodology & Content Quality (20 points):

Ability to handle the “Live-Call-in” and “Panelist Management” and make the show successful in the community (per SOW Day 2).

Evidence used: A brief 1-page “Show Plan” that answer the 3 questions below:

- 1) How will you manage live callers to ensure everyone gets a turn and the information is correct?
- 2) How will the moderator explain malaria prevention in local language so that everyone in the community understands?
- 3) How will you ensure the rebroadcast happens on time?

Scoring protocol

- Excellent (15-20) points: the bidder mentions specific local language (Mende) use, know how to handle a phone-in.
- Good (10-14) The bidder has a basic plan but doesn’t give many details on how they will manage the callers.
- Weak (1-9): The bidder just says “we will do the work” without any local plan.

Financial Evaluation (30 points)

The lowest-priced proposal will receive the full 30 points. Other proposals will be scored proportionally based on their price relative to the lowest bid.

Overall Score

The total score for each bidder will be the sum of the technical and financial score as such: Technical + Financial. The contract will be awarded to the bidder with the highest combined score.

Pre-Award Administrative Verification

The following documents are required prior to contract signature or issuance of a Purchase Order and will be verified during pre-award due diligence for the successful bidder:

- Valid NASSIT certificate or payment receipt for the last 3 months.

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SBS



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<input type="checkbox"/> Valid Copy of City council registration certificate <input type="checkbox"/> Copy of 15% GST registration <p>The successful bidder may be required to submit these documents within ten 48 hours after notification of award. Failure to regularize pre-award administrative requirements may result in cancellation of the award and award to the next ranked bidder. Upon written request and for justified reasons, CRS may grant a one-time extension of up to 24 hours.</p> <p><u>Additional Contractual Documentation</u> The successful bidder may be required to submit additional contractual documents prior to contract/purchase order signature, including but not limited to:</p> <ul style="list-style-type: none"> - CRS Code of Conduct for Supplier. - Vendor Declaration Form.
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Company name:	
Legal address:	
Telephone Number:	
Email:	
Representative Name:	
City council registration certificate Number:	
15% GST registration Number:	
Delivery Period	
Warranty Period	
Do you have partnerships with any other companies (such as shared management / staff / office / bank account)? Do you cooperate with any other companies in preparing offers or providing of goods or services?	
If the answer for previous question is yes, please provide details here including the names of partner companies.	
Other comments:	
Signature	
Date	

Annex A: Price Schedule

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SBJ



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Vendor must fill this out.

Radio					
Location					
Item Id	Service Description	Unit of Measure	Number of Unit	Unit Price (nle)	Total
1.1	Live Discussion (Prime Time): 60 minutes Live Show + Panelist facilitation	Show per radio	2		
1.2	Rebroadcast: Full playback of the recorded live show	Per play per radio	2		
1.3	60 second jingle/Promo (before the show)	Per spot	1		
	Subtotal				
	GST				
	Grand Total				

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Attachment (1) –

Scope of Work for Radio Discussion Programs on Malaria Prevention and Control

Background/Introduction

Malaria remains one of the most persistent and widespread public health challenges in Sierra Leone, with rural and peri-urban communities carrying a disproportionate share of the burden due to limited access to timely information, prevention tools, and quality health services. Despite national progress in scaling up malaria interventions, gaps in community knowledge, misconceptions about disease transmission, and delays in seeking appropriate care continue to undermine the effectiveness of these efforts.

As part of its commitment to reducing malaria morbidity and mortality, the PMI REACH Malaria Project plays a critical role in accelerating community awareness, strengthening preventive behaviors, and improving early treatment-seeking practices. The project supports the Ministry of Health and Sanitation through a combination of capacity building, community engagement, and targeted social and behavior change activities aimed at addressing persistent barriers to malaria control. Central to this approach is ensuring that communities have access to accurate, practical, and locally relevant health information that empowers them to take preventive action.

Radio, which remains the most trusted and far-reaching communication medium across Sierra Leone, offers a strategic platform for advancing the project's goals. Its ability to reach households in hard-to-reach areas, broadcast in local languages, and foster dialogue through call-in segments makes it an indispensable tool for community education. Through structured and interactive radio discussions, the PMI REACH Malaria Project can amplify its key messages and reinforce the interventions being implemented in the field.

These radio discussions provide an opportunity to bring together diverse voices, including district health officials, frontline health workers, community leaders, and PMI project representatives, to break down complex malaria concepts into simple, actionable guidance for listeners. Topics covered will include malaria transmission, the importance of consistent insecticide-treated net use, early recognition of symptoms, timely care seeking within 24 hours, proper adherence to treatment, and awareness of PMI-supported community-level interventions. By addressing frequently held misconceptions and responding to community questions in real time, the discussions help strengthen trust in the health system and reinforce positive health behaviors.

This activity, therefore, aligns strongly with the PMI REACH Malaria Project's mandate to drive behavior change, improve community uptake of malaria services, and support district-level malaria control efforts. Through targeted radio engagement in Bo, Kailahun, and Pujehun, the project will ensure that households receive the credible, accessible, and culturally sensitive information they need to protect themselves and their families. The radio discussions will complement ongoing project interventions, reinforce key messages from community health workers, and contribute to better malaria outcomes within the project's geographic focus.

Overall Objective

To increase public knowledge and positive behavior related to malaria prevention, early diagnosis, and treatment through district-level radio discussions.

Specific Objectives

- To provide clear and accurate information on malaria causes, symptoms, prevention, and treatment.
- To address common myths and harmful practices related to malaria.
- To promote the consistent use of insecticide-treated nets and early health facility attendance.

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- To strengthen community trust in existing malaria control services and interventions.

Scope of the Activity

Geographic Coverage

- Bo District
- Kailahun District
- Pujehun District

Radio Engagement Structure

- Two radio stations per district
- Three districts in total
- Two broadcasts per radio station

This results in a total of twelve radio discussion sessions.

Discussion Format

- Live or recorded radio discussion per session
- Duration of each session: 60 minutes
- Moderated by a trained radio host
- Listener call-in or SMS segment included where feasible

Panel Composition

Each radio discussion will feature four panelists selected to balance technical expertise, policy perspective, and community experience.

Recommended panelists per session are as follows:

1. District Medical Officer or District Health Sister
Provides technical guidance on malaria transmission, prevention, diagnosis, and treatment.
2. District Health Education Officer or Social and Behavior Change Communication Officer
Explains preventive behaviors, addresses myths, and reinforces key public health messages.
3. Representative from the Local Council Health Committee or Ministry of Health District Office
Links malaria control efforts to district-level planning, support services, and accountability.
4. Community Representative
A community health worker, peer educator, women's leader, or youth representative who can share lived experience and local challenges related to malaria prevention and treatment.

Key Discussion Themes

- What malaria is and how it is transmitted
- Early signs and symptoms of malaria
- Importance of early testing and treatment
- Proper use and care of insecticide-treated nets
- Environmental sanitation and mosquito breeding prevention
- Addressing myths and misconceptions
- Available malaria services at community and facility levels

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Attachment (2) – Code of Conduct
Supplier / Service Provider Code of Conduct

Catholic Relief Services (CRS) has committed to the principles of responsible sourcing, and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the United Nations Global Compact initiative, the United Nations Guiding Principles and Human Rights, the International Labor Organization's Declaration on Fundamental Principles and Rights at Work, ETI Base Code, and applicable CRS' Policies, Procedures and Standards.

1) SOCIAL

- Prohibit all forms of harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons. All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
- Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
- Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
- Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
- Commit to protecting reporters or whistleblowers from retaliation.
- Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
- Ensure wages and working hours meet national legal standards.

2) GOVERNANCE

- Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorism financing
- Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.
- Have data protection and managements standards in place that address data collection, safeguarding, sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per CRS Responsible Data Values and Principles

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- Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.

3) ENVIRONMENT

- Follow all applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
- Protect your employees' and neighbors' life and health, as well as the public at large against hazards inherent in your processes and products.
- Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-adherence to the abovementioned requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS' Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

- CRS Management
- CRS Whistleblower site: <http://bit.ly/crshotline>
- Email: alert@crs.org
- Phone/Skype: 1-866-295-2632
- Mail: (mark "Confidential") Attention: General Counsel
Catholic Relief Services
228 W. Lexington Street
Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization's roles and responsibilities outlined in this document

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