

REQUEST FOR PROPOSALS

Consultant to produce and host podcast series

Location: Home-based

Duration: August 2021 to May 2022

Budget: \$15,000 USD

Reports to: WVL-Caribbean Project Director (Equality Fund) and Senior Manager, Global Human Rights Initiative (Astraea Lesbian Foundation for Justice)

Application Deadline: June 25, 2021

Reference Number: WVL-2021-03

Project Background

[Women's Voice and Leadership - Caribbean \(WVL-Caribbean\)](#) is a five-year initiative supported by the Government of Canada, aimed at advancing women's rights and gender equality in [Official Development Assistance \(ODA\) eligible countries](#) in the Caribbean Community (CARICOM). The initiative is being implemented by the Equality Fund in partnership with the [Astraea Lesbian Foundation for Justice](#) (Astraea). The project is supporting the capacity, leadership, and agendas of grassroots women's rights organizations (WROs) and lesbian, bisexual, trans, intersex, and queer (LBTIQ) groups in advancing their own solutions to improve women's rights and gender equality in the Caribbean.

Caribbean WROs and LBTIQ groups are key to driving progress on gender equality in the region, thereby contributing to wider progressive social change. Collectively, their work covers a broad range of thematic areas including: Gender Justice; Women's Economic Empowerment; Feminist Leadership and Movement Building; Sexual and Reproductive Health and Rights; Lesbian, Bisexual and Trans Rights; and Climate Change and Resilience.

Scope of Work

The Astraea Lesbian Foundation for Justice, in coordination with the Equality Fund, is seeking an individual consultant or consulting team¹ to host and produce a 10-episode podcast series.²

To this end, the individual consultant or consulting team will be responsible for undertaking all aspects of pre- and post-production of the podcast series, including the following:

- Develop content ideas and creative direction
- Schedule the recordings and interviews with WVL-Caribbean grantee partners and other guests
- Provide editing, music, and sound effects
- Cut tape, assemble mixes, and score programs
- Provide a written transcript of each podcast episode

Each episode will cover a different thematic area based on the work being implemented by the

¹ Applications from Caribbean-based Podcasters (Radio/Audio Producers) or from the Caribbean Diaspora with aligned values are highly encouraged.

² This project has been developed with support from The LGBTI Global Human Rights Initiative (GHRI) - a multi-donor public-private partnership aimed at supporting LGBTI partners in their work to address violence, discrimination, stigma and criminalization in their countries and regions.

WVL grantee partners. Episodes may also incorporate joint interviews with other Caribbean WROs and LGBTIQ organizations, activists, policymakers, regional donors, and WVL implementing partners.

Each podcast episode should be approximately 20-25 minutes in duration. Consideration should be given to showcase at least one [grantee partner](#) from each of the following countries: Antigua and Barbuda, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, and Suriname.

The objectives of the podcast episodes are as follows:

- To raise awareness and contribute to the dialogue on key issues impacting women’s rights, LGBTIQ rights, and the advancement of gender equality in the Caribbean
- To provide a platform for WVL grantee partners to share stories of impact and lessons learned resulting from their advocacy and programs
- To serve as a learning resource for other Caribbean WROs and LGBTIQ organizations who are interested in engaging in collective action to advance gender equality
- To encourage regional collaboration and movement solidarity based on the shared experiences and synergies with Caribbean WROs and LGBTIQ organizations
- To uplift the role of feminist funding in resourcing gender justice organizations in the Caribbean

It is anticipated that this podcast series will result in enhanced WROs and LGBTIQ capacity to shape agendas on policy change and advocacy, and improved collective action to advance gender equality.

The primary audiences for the podcast series will include the following:

1. Caribbean gender justice organizations and activists
2. Other local and regional non-governmental organizations

Secondary audiences

1. Donors and policy groups including Global Affairs Canada; private foundations; women’s funds, and other partners interested in advancing gender equality in the Caribbean.
2. Caribbean Diaspora communities;
3. The general public

Deliverables

- **Work Plan:** Develop a detailed work plan based on the inception meeting(s) with the Equality Fund and Astraea, including the framework for the 10 podcast episodes outlining the thematic areas, participants, and other relevant production information.
- **Podcasts:** Host and produce 10 podcast episodes (in English), featuring the WVL-Caribbean grantee partners, as well as implementing partners and other key stakeholders. The podcast series should cover 10 thematic areas that relate to the work being implemented by the grantee partners and/or are of importance to feminist movement-building in the Caribbean. Each podcast should be approximately 20-25 minutes in duration.
- **Written Transcripts:** Provide a written transcript for each of the 10 podcast episodes.

Duration

This consultancy, along with the work package, is to be completed by May 31, 2022. Please see below a detailed timeline:

- Applications Due: June 25, 2021
- Interviews: Week of July 19, 2021
- Consultant(s) Hired By: August 16, 2021
- Duration of Work: August 16, 2021 - May 31, 2022
- Completion of Work: May 31, 2022

The individual consultant or will be hired and supervised by Astraea, and will work in close collaboration with the Equality Fund.

Selection Criteria

- Excellent storyteller, with strong knowledge of the issues in the Caribbean and experience working with grassroots/diverse organizations and feminist movements in the region, is essential.
- Proven oral and written communication skills in English.
- Demonstrated technical expertise in podcast/media production.
- Expert audio producer with the ability to remotely involve multiple participants from various locations across the Caribbean in the podcasts.
- Highly organized, with the ability to manage the scheduling and recording of various stakeholders for the podcast series.
- Adaptive and responsive to feedback and changes in direction when needed.
- Highly efficient and flexible approach to work, with ease in collaborating with others.
- Ability to work with limited supervision, as part of a small team and independently.
- Agreement to complete the deliverables within the specified timeframe.

Assessment Criteria

Applications will be assessed on the above criteria, in addition to:

- Compliance with these terms of reference
- Ability to demonstrate an excellent understanding of the tasks involved
- Strong proposal in which the Scope of Work and approach are clearly defined
- Proven expertise in conducting similar work
- Acceptance of terms and conditions

How to Apply

Interested candidates should submit their resume (including all team members) and proposal to wvlcaribbean@equalityfund.ca along with the **REFERENCE NUMBER: WVL-2021-03**

The Proposal should include the following information:

- **Expression of Interest:** Please outline why you are interested in the consultancy, including any relevant experience. Please describe how the consultant(s) meet the required skills and experience outlined. Confirmation of availability in the time frame indicated.
- **Podcast Vision:** Describe the overall vision for the podcast series and what types of stories you would potentially include for the 10-episode podcast. Please feel free to include any proposed guests and interactive segments for each episode. The proposal should outline a clear methodology of content development and a proposed storyboard for episode flow. It should also include a detailed dissemination plan including social media outlets.

- **Creative Work Samples:** Please provide digital links to samples of previous podcasts that you have produced. Samples should demonstrate your experience with scriptwriting, recording, editing, and sound design.
- **Technical Equipment:** Please describe what type of podcast recording equipment you use, editing software, downloading methods, suggested audio host sites, and other relevant information that would benefit the development and execution of the podcast.
- **Financial Proposal:** Please outline your rate for the consultancy package. Kindly provide a detailed budget with a breakdown of fees per team member, number of days per activity proposed per consulting team member, and other (direct) costs.
- **References:** Contact details of two professional references relevant for this consultancy, who are familiar with your work in podcasting.

The closing date to apply for this position is **June 25, 2021**.