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**GOVERNMENT OF SIERRA LEONE
CALL FOR PROPOSAL
DATE OF ISSUE: 8TH OCTOBER 2021**

**PRODUCTION OF AUDIO AND VISUAL MEDIA FOR DOMESTIC TOURISM MARKETING
AND PROMOTION**

Ref: NTB/PCU/PFMU/SLEDP/02

Sierra Leone possesses pristine beaches and islands, mountains and rich biodiversity, interesting wildlife, friendliness and rich cultural capital among people and its special place in the world history of anti-slavery movement as ‘the land of the free’. Government under Policy Cluster 2 of the Medium-Term National Development Plan (2019-2023), identified tourism as a key sector in supporting economic diversification and highlighted strategies committed to diversifying the economy by improving productivity, promoting value addition and enhancing competitiveness in the sector. In addition, the National Ecotourism Policy includes Government’s goal of receiving 20,000 international and 30,000 domestic ecotourism visits to sites by 2025 (GoSL, 2017). Considering its unique natural assets and abundant adventure, eco-tourism and cultural tourism potential, Sierra Leone could emerge as an attractive tourism destination for inbound international tourists, particularly those from niche tourism segments, such as birding, eco-adventurers, etc. An international marketing strategy focussing on ecotourism and sustainable tourism, with a firm focus on digital marketing platforms and a new brand, aims to correct negative perceptions of the country based on the long civil war, Ebola outbreak and the recent mudslide. This is critical if inbound international tourism is to flourish and the losses experienced during COVID are to be recovered and built upon.

However, the uncertainty of the ongoing COVID pandemic, as it pertains particularly to ease of international travel, affects Sierra Leone as much as it does other destinations worldwide. Tourism businesses in Sierra Leone are operating at low occupancies and inbound arrivals declined 62% in 2020 (41,238 visitors in 2020 vs 107,630 in 2019). Sierra Leone did not record visitor arrivals from April 2020 to July 2020 as the country’s airspace was closed. Since the second wave of COVID-19 has affected Sierra Leone, and additional restrictions are imposed by international source markets affecting the desire of international travellers to travel to the destination, the level of uncertainty for the country’s travel and tourism sector increases. To mitigate the ongoing risk to Sierra Leone’s tourism sector and build a strong base for international tourism, it is necessary to implement a robust domestic tourism marketing strategy and campaign, which will foster a vibrant culture of travel amongst Sierra Leonean residents and help to position tourism as a vehicle for economic diversification and sustainable source of revenue generation.

The domestic travel and awareness campaign

Goals

The campaign is underpinned by two main goals, namely:

Domestic Travel Stimulation

This entails marketing tourism experiences and destinations, as well as packaged travel opportunities, to the domestic market – measured by number of people that travel and spend. More specifically the aims are to:

- Instil the culture of domestic travel among citizens and other residents in Sierra Leone.
- Locally create more awareness about our tourist destinations and explore niche segments.

Domestic Tourism Awareness Raising

This entails communicating opportunities and benefits of tourism for all Sierra Leoneans, the importance of excellent service delivery and the responsibility of all citizens to ensure a vibrant and successful tourism sector. More specifically the aim is to:

- Raise awareness of benefits and responsibilities associated with tourism.

Key Audiences and Messages

Based on the objectives of the campaign, the following core narrative and content pillars can be identified for PR, Content Marketing and Social Media content creation.

Domestic Tourism Awareness		Domestic Travel Stimulation	
Importance of Tourism Service Delivery	Economic Benefits & Value Chain	Local Pride – I am Salone	Tourism Experiences & Destinations

In terms of the identified audiences and messages that will achieve the goal of domestic tourism promotion and awareness raising, the following audiences have been identified with the associated messaging:

Audience	Awareness Messages	Travel Messages
Parliamentarians, Ministries, traditional leaders	<ul style="list-style-type: none"> • Tourism is a potent force for economic growth and job creation and needs to be prioritized in decision making and local communication 	<ul style="list-style-type: none"> • Lead the way. Travel your own country and be advocates for tourism – #IAmSalone
Local communities in tourism areas	<ul style="list-style-type: none"> • You are custodians of the natural and cultural tourism resources • Benefits and responsibilities of tourism in your areas – especially women and youth • Need for clean, security and environmentally conserved environment 	<ul style="list-style-type: none"> • Explore and enjoy your local nature and culture experiences and attractions • Develop local experiences and attractions for visitors

Domestic families (Including Expats)	<ul style="list-style-type: none"> • Everybody benefits from tourism • Value of tourism for economic and social development – support local entrepreneurs and communities • Be proud of your tourism assets, conserve the environment and keep it clean and litter free • Tourism requires a welcoming attitude 	<ul style="list-style-type: none"> • Save and spend on leisure getaways. Tourism is a lifestyle • The leisure opportunities that exist for affordable breaks - special offers available • Take more short breaks and discover beyond Freetown: many opportunities exist
Tourism value chain stakeholders	<ul style="list-style-type: none"> • Importance of quality service delivery and value for money • The finer points of customer care are important 	<ul style="list-style-type: none"> • Work together to provide the domestic market with special travel offers • Maintain a consistent pricing policy for the domestic market, don't undercut each other and the middleman
Corporates not in tourism value chain	<ul style="list-style-type: none"> • Support the tourism sector: Deep and extended value chain – even if you're not 'tourism', you benefit • Consider allocating some of your CSR budget to tourism development 	<ul style="list-style-type: none"> • Travel is an essential part of wellbeing. Encourage staff to travel with their families • We are one Salone community – show your pride and support for Sierra Leone by advocating for travel on behalf of your staff
School and university students	<ul style="list-style-type: none"> • You are the future custodians of tourism in your area – be proud of your local cultural and natural assets • You may find a career in tourism 	<ul style="list-style-type: none"> • Opportunities for travel to conduct field studies and enhance your practical first-hand experience of what you're learning in theory
Youth and other clubs and organizations –	<ul style="list-style-type: none"> • Be responsible travellers • Value of tourism for economic and social development – support local entrepreneurs and communities • Be proud of your tourism assets, conserve the environment and keep it clean and litter free 	<ul style="list-style-type: none"> • Explore further and longer when you travel as a group – not just day trips • Events around the country as hooks for group travel • The leisure opportunities that exist for affordable breaks - special offers available

Campaign theme and slogan

Since the core goals of domestic travel stimulation and domestic tourism awareness raising, the campaign will be run under the banner of “Tourism is Everybody’s Business”.

The rationale behind the catch phase is that everyone benefits from tourism, either directly or indirectly, through a) job creation and economic benefits of tourism expenditure and b) being enriched through travelling and experiencing the amazingly beautiful Sierra Leon, contrary to the negative views being portrayed.

The following campaign slogan will be used:

Torizm Na All Man Bizness

Sub line: Sierraously Surprising (to be used as and when appropriate)

A suitable campaign slogan and accompanying mascot will be produced, to be used on all visual materials and promotions

Campaign Execution

The “Torizm Na All Man Bizness” campaign will be executed across Paid, Earned, Social and Owned platforms, with the mutual goals of creating awareness of the benefits of tourism to local communities and the national economy, as well as the variety of tourism experiences on offer for selected domestic market segments.

In preparing for the campaign NTB will produce the following supportive materials and content:

- Industry Special Offers travel packages, which can be incorporated on printed and electronic materials owned by the NTB and private sector tourism stakeholders and promoted through social media, websites and media.
- Pop-up stands for promotions, deployed to government offices, embassies, events and large corporates to promote the travel packages.
- Print collateral, including a campaign flyer for distribution and outdoor billboards.
- Campaign promotional wear and special children’s give-aways.
- Digital media including “*Torizm Na All Man Bizness*” domestic tourism website landing page, Facebook and Instagram accounts.
- Radio and television advertisements and editorial materials.

Call for proposals

NTB hereby invites proposals and price quotes from suitable national and international service providers for:

1. Production of campaign jingles for distribution through radio and digital media (website, social media, email, etc.), for use during meetings, conferences and similar occasions and for external and public use.
2. Production of short campaign video clips for similar distribution.

NOTE: The request is for production of collateral only; distribution, usage and media placement will be conducted by NTB.

Concepts

A jingle is a short song or tune used in advertising and for other commercial uses. Jingles are a form of sound branding. A jingle contains one or more hooks and meaning that explicitly promote the product or service being advertised, usually through the use of one or more advertising slogans. A good jingle is unique, fun, and, most importantly, memorable. With tourism jingle, details must be clear and short to increase the number of slots for airing. It should be catchy and creative, boasting the information you want listeners to remember above all else. A good jingle will leave a lasting message that will stay with potential customers long after first hearing it. Short video clips will be used on digital media such as the NTB website, social media, other digital communication and TV (where possible), to visually convey the main campaign messages and will be produced with the campaign jingle as background music.

Audiences

The jingles and campaign video clips will be used to convey the campaign messages to the audiences outlined in the sections above, including government Ministries and Agencies, Non-governmental organizations, Community members nationwide, Leaders of grass root level organizations, Religious leaders, Local political leaders, Police officials, Journalists at local level, teachers and Members of School Management Committees [SMCs), youths/students, Local schools, Grass-root level organizations, CSOs at country and national levels, national media personnel and local bodies.

Languages

All audio messages will be produced in Krio, Mende and Theme. The slogan “*Torizm Na All Man Bizness*”, to be used to cap/tail off productions should not be translated and used as is.

Scope of deliverables

1. Production of campaign jingles
 - a. Production of one (1) two-minute “*Torizm Na All Man Bizness*” campaign jingle that can be used as a stand-alone song and will convey the following messages, which should carry more-or-less equal weighting in the jingle:
 - i. *Let’s Explore*: Our country has the most beautiful and interesting national parks, mountains, beaches, food, cultural dances, stories and much more – if you have not experienced all of this - show the way by making use of the many affordable tourism offers and travel your country so that you can truly say “I am Salone”.
 - ii. *Importance of Tourism*: Tourism is vitally important for the future of Sierra Leone – it creates jobs and brings fresh money into the local economy – let’s give visitors to our areas our best service and the warmest smiles and welcome.
 - iii. *Sustainable tourism*: Visitors come to Sierra Leone and spend money here to enjoy our beautiful environment and our interesting cultural traditions – let’s all value and conserve our culture and natural environment and keep our villages, beaches and tourism areas clean and safe for visitors to enjoy, spend money and create jobs.

- b. Sub-dividing the campaign jingle into three (3), 40-second message jingles to specifically convey each of the key messages, for advertising use and digital viral distribution on mobile media.

Each of the jingles must be tailed/capped by the campaign slogan “*Torizm Na All Man Bizness*” and should refer listeners to the campaign website and/or Facebook page, as agreed with NTB.

2. Production of three (3), 40-second video clips.
 - a. The video clips will be produced by making use of from NTB’s existing media footage (no new video footage to be produced) and applying the short campaign message jingles as background audio.

Services to be rendered

The service provider will take full responsibility for the entire production process and will work in close consultation, collaboration and agreement with assigned NTB staff to:

- Assign a suitable producer and project manager who will manage the project and liaise with NTB on a continuous basis. NTB will, in turn, assign a team member who will work with the project manager as day-to-day client liaison person.
- Copywrite and prepare a script for the full campaign jingle and each of the sub-jingles. NTB has prepared a preliminary script and the service provider could draw on this for storylines and guidelines.
- Compose the jingle music, including how the music will applied to the sub-jingles.
- Assign and contract a suitable voice artist/singer.
- Produce and record the audio jingles in professional studio conditions, supported by suitable technical staff and equipment.
- Produce, from existing NTB video footage, the short videos with sub-jingles as backtracks, using high quality and professional editing equipment and software.
- Allow for at least 2 rounds of consultation, comments and suggested changes by top officials of the tourism sector on all deliverables.
- Provide final deliverables in suitable formats i.e. on USB and Cloud/downloadable for application on radio, TV and digital media.

Assignment period

The period of producing the final deliverables shall not exceed six (6) weeks.

Required qualifications and experience

Tenders are invited from national and international service providers.

It is expected that the service provider has excellent skills, track record and experience in audio and video production and documentation. The company should possess the following demonstrated qualifications and experience:

- Proven ability of creative work.
- Experience in high quality, professional audio production and specific skills and experience in designing, developing, producing and editing jingles and videos.
- At least seven years of working experience with the same project line.
- Experience in working in remote rural areas, is important.

Tender process

Technical proposal

Bidders must submit a comprehensive proposal that outlines the methodology and capacity they intend applying to meet the deliverables specified above and covering the following:

- A stepwise project implementation workplan with timelines and methodology, indicating how the bidder will undertake the project.
- A company/service provider profile including:
 - Overview of services offered by the service provider
 - Experience, track record and short description of similar or related projects implemented, a) in Sierra Leone and b) Elsewhere
 - Examples of previous work delivered
 - Contact details (Name, position, email and telephone) of at least two previous clients for similar projects conducted
- A clearly articulated resourcing plan with roles and responsibilities, including:
 - An organisational structure indicating all persons involved in executing the assignment and their roles
 - Short CVs of each person involved in executing the assignment, indicating qualifications and experience in similar projects
- Financial proposal as indicated below.

Price proposal and remuneration

The service provider should provide:

- A detailed budget for the project, which must be broken down according to the targets and outputs, milestones and timings thereof.
- An associated schedule of costs and total price proposal. The price should be stated clearly as inclusive of VAT and any withholding taxes.
- Proposed payments schedule, which will be agreed and finalised upon contracting.
- Any additional services over and above those outlined in the scope above should be communicated to the client in advance and quoted for separately. Neither the client nor any organ of state will be held liable for any additional expenses incurred by the bidders.
- The price offered should include:
 - Any equipment needed to complete this assignment. No equipment will be purchased or provided by the NTB.
 - All costs relating to service provider's accommodation, meals, and transport.
 - All costs pertaining to media buying.

Proposal evaluation

All proposals received will be evaluated by a panel on a basis of technical functionality (70 points) and will then have their bids scored for price (30 points).

Qualifying tender applications need to meet the following basic functionality evaluation criteria, which will be considered and applied during the adjudication process; the maximum weight of each criterion is indicated in brackets below:

- Clarity of proposal (10)
- Credentials and qualifications (15)
- Technical resources and capabilities (15)

- Previous track record and experience (30)

A bidder that scores less than 50 points in respect of “functionality” will be regarded as submitting a non-responsive proposal and will be disqualified.

Proposal submission

Proposals should be submitted in a sealed envelope and marked “CONFIDENTIAL: PRODUCTION OF AUDIO AND VISUAL MEDIA FOR DOMESTIC TOURISM MARKETING AND PROMOTION”.

Proposals should be hand-delivered **no later than 12:00 on 22nd October 2021** to:

ATT: Team Lead – PFMU
The Public Fiduciary Management Unit,
Ministry of Finance,
13 Howe Street,
Freetown,
Sierra Leone

All proposals should contain a covering letter with name, position and contact details of a relevant contact person.

Any proposal reaching PFMU later than the above deadline date and time will not be considered.

The client reserves the right to seek further information from bidders, as it considers necessary.

The detailed Terms of Reference can be obtained from the address above

Contractual arrangements and supervision

The service will be hired under PFMU terms of contract and supervised by the appointed NTB management, solely for the purpose of delivering the above outputs, within the agreed time frame.

The client shall provide necessary support to the service provider in order to execute the assignment during the duration of the consultancy. These shall include:

- Access to relevant project documents necessary for execution of the duties under this consultancy.
- Contact details of relevant tourism industry stakeholders who may be able to assist with the work.

Intellectual Property Rights

It must be noted that the NTB will have unlimited access to all documents and content applied by the successful service provider and after the completion of the project.

The successful service provider undertakes to obtain necessary consent or licences should the bidder make use of the intellectual property of any third party.

The successful service provider hereby indemnifies the client against any action, claim, damage, or legal cost that may be instituted against the client on the ground of an alleged infringement of any copyright or other intellectual property right in connection with the work outlined in this bid.

The successful service provider further indemnifies the client against any claim or action (including costs) caused by and/or arising from the failure to obtain such consent.

Any content materials generated by the service provider (documentary, audio, digital, cyber, project documents, etc.) within the scope of this tender shall become the property of the National Tourist Board (NTB) who shall have exclusive rights over their use.

The successful service provider will not make any of the content generated within the scope of this bid to any third party without the prior consent of the NTB and shall take the necessary steps to safeguard against this happening.

Copyright of all content will thus be owned by the NTB and NTB will have unlimited access and free use of the material as and when required

Non-appointment and negotiation

PFMU reserves the right not to make an appointment and/or appoint the bidder with the lowest pricing proposal. PFMU also reserves its right to negotiate the final price of those bids deemed technically compliant.