



**Zimbabwe Media Commission**

**RFQ RES/01/2024**

**Digital Media Governance Policy**

**Date of Issue: 6 March 2024**

**Closing Date: 13 March 2024**

To: **Suppliers**

Dear Sir/Madam,

Please provide your price quotation and submit work plan for the **Zimbabwe Media Commission Digital Media Governance Policy** as shown on the Specification Terms of References.

1. Required is the Price Quotation on **your official signed and dated letterhead**.
2. The Zimbabwe Media Commission must receive your Price Quotation by 13 March 2024 @ 10 00 hours.
3. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late and it is rejected.
4. Unless otherwise stated, bidders must offer for all items and quantities shown on the specifications sheet and provide a Grand Total price.
5. Prices should be quoted in both United States dollars and local currency payable in local currency at prevailing Reserve Bank of Zimbabwe in line with Statutory Instrument 185 of 2020. Bidders should indicate whether they charge/ do not charge VAT on their prices.
6. Bidders shall submit their bids electronically to [info@mediacommission.co.zw/rmakape@mediacommission.co.zw](mailto:info@mediacommission.co.zw/rmakape@mediacommission.co.zw) or by depositing in the tender box addressed to **The Executive Secretary, Attn: Procurement Management Unit, Media Commission House, 108 Swan Drive, Alexandra Park, Harare.**
7. Sealed bids must be bound clearly marked with the advertised RFQ number, RFQ description and closing date on the envelope.
8. An order/ contract will be placed with the bidder who offers the lowest price quotation, which complies with the attached specifications and the conditions of this Request for Quotation.
9. Payment deposit of 50% on invoice date and receipt and acceptance of the service.
10. For further information, contact 0719299150 on telephone number +263242 253576
11. Expected delivery period is 60 days from Purchase Order issue date. Bidders must state their delivery period and failure to deliver within the stated delivery timeline will result in cancellation of the Purchase order and records will be kept and sent to the regulator (PRAZ).

**Service sheet**

| <b>Item</b>                                      | <b>Description of service</b>   | <b>Unit of measure</b> | <b>Quantity</b> | <b>Unit Price US\$</b> | <b>Total Price US\$</b> | <b>Unit Price ZW\$</b> | <b>Total Price ZW\$</b> |
|--------------------------------------------------|---------------------------------|------------------------|-----------------|------------------------|-------------------------|------------------------|-------------------------|
| 1                                                | Digital media governance policy |                        |                 |                        |                         |                        |                         |
|                                                  | <i>Grand Total Inc. VAT</i>     |                        |                 |                        |                         |                        |                         |
| Delivery Period:.....weeks from receipt of order |                                 |                        |                 |                        |                         |                        |                         |

**Delivery:** Above services to be rendered to the following destination(s): Deliver to the Zimbabwe Media Commission, Media Commission House,108 Swan Drive, Alexandra Park, Harare.

**TERMS OF REFERENCE**

**Digital Media Governance Policy**

**1. Background**

The Zimbabwe Media Commission (ZMC) is established by section 248 of the Constitution. Section 249 of the same Constitution provides for the functions of the Commission. The ZMC's mandate is guided by its two enabling legal instruments. The Freedom of Information Act (FOIA) [Chapter 10:33] provides a framework for the realization of the provisions of Section 62 of the Constitution which gives citizens the right to access information held by public entities for the purposes of promoting transparency and accountability and for the protection of a right. The Zimbabwe Media Commission Act [Chapter 10:35] reiterates the functions of the Commission established by section 249 of the Constitution. The Act provides for the promotion and protection of freedom of expression and the media guaranteed in section 61 of the Constitution. The Act also empowers the Commission to institute investigations and enquiries into any conduct likely to threaten freedom of expression and of the media.

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## **2. Objectives**

The essence of this project is to determine what constitutes the digital media platforms within the media industry in Zimbabwe, and the challenges and opportunities for developing an effective regulatory framework. The research should come up with a robust draft digital media policy document that will help shape an Act to regulate the same. This consultancy has to outline the need for digital media policy and regulation, its benefits, and the challenges involved in implementing it. The consultancy is expected to inform the Commission through the final product on the current trends within digital media platforms regulation and how they relate to other jurisdictions.

Rapid developments in the Information and Communication Technology (ICT) sector have brought with them the phenomenon of convergence, it is therefore important to develop a policy paper to guide on the use of the disruptive technologies. There is need to harness the good that comes with these technological advancements to the benefit of the citizenry hence the need for governance of such platforms.

There is also need for the policy to deal with issues related to the role of digital media in covering the information gap that has been created by the urban centric nature of print media as well as its sustainability.

Concerns have been raised on the falling standards in the media industry and a lot of this has been attributed to the influence of digital media. The policy should give guidance on how convergence can be handled in a manner which promotes freedom of expression and access to media platforms while also ensuring that there is a framework for handling breeches of standards and ethics.

## **3. Scope of work**

The consultant shall be responsible for coming up with a digital media policy draft covering all the important issues.

## **4. Research Framework**

Information gathering should include desk research, interviews and any other techniques that can be used to gather information.

## **5. Target groups**

The target groups that will constitute the core informants of the policy include the following:

- Mass media services (registered or not registered);
- Government Departments;

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- Education training institutions;
  - Film industry players;
  - Production houses;
  - Marketing agencies;
  - Media organisations in the civic sector;
  - Media consumers;
  - Online content creators;
  - Students in the media field; and
  - Any relevant organisations and individuals.
  - Media industry associations

## **6. Research Outcomes**

The research should be able to come up with a practicable digital media policy document that entails:

- A clear and nationally accepted definition of what constitutes digital media platforms;
- Gaps in the legal provisions dealing with digital platforms within the media;
- Proposals on the applicable regulatory framework

## **7. Outputs**

The expected outputs include the following:

- A digital media governance policy paper. The policy is expected to inform and shape future legal interventions in digital media governance.

## **8. Estimated time of Research and Report compilation**

The duration of the contract is one (1) month from the date of engagement.

## **9. Deliverables**

The consultant shall deliver two bound copies of the policy document together with a soft copy of the same.

## **10. Supervision**

The consultant will work under the supervision of the Manager Research, Training and Development.

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## **11. Qualifications of the Consultant**

- The Lead Consultant should be a reputable media governance or development consultant with at least five (5) years' experience.
- A vast understanding of the digital media space.
- Knowledge of the current laws and regulations within the media industry.
- At least three traceable references.

## **12. Requirements of the Consulting firm**

The Consulting firm should;

- i) Submit past consultancy or published work.

## **13. Eligibility and qualification criteria**

To be eligible, bidder must;

- i) Have the legal capacity to enter into a contract.
- ii) Not be solvent, in receivership, bankrupt. or being wound up. Not have had business activities Suspended and not be subject of legal proceedings for any of these circumstances.
- iii) Not have any conflict of interest in relation to this procurement requirement.
- iv) Not be debarred from participation in Public Procurement under section 72(6) of the Act and

section 74(1) (c) (d) or (e) of the Regulations or declared ineligible under section 90 of the Act.

## **14. Domestic preferences**

14.1 Participation in the Request for Quotation bidding procedure is open to Zimbabwean bidders only.

## **15 Right to reject**

15.1 The Zimbabwe Media Commission reserves the right to accept or reject any bids or cancel any time prior to contract award

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