
REQUEST FOR PROPOSAL

PROCUREMENT REFERENCE NO: BRTI-KIDS WITH KIDS 01-2026

STANDARD BIDDING DOCUMENT

24 June 2026

Background

The Biomedical Research and Training Institute (BRTI), is implementing the **Kids with Kids Project**, which seeks to amplify the voices of adolescent girls with lived experience of teenage pregnancy through creative advocacy. The project aims to influence policy, strengthen community engagement, and promote adolescent health and rights using ethical storytelling and youth-led media productions.

BRTI therefore invites suitably qualified consultants or media production agencies to submit proposals for the development, production, and dissemination of Creative Media Advocacy Outputs.

Objective

To engage a qualified consultant or media production agency to collaboratively design, produce, and disseminate high-quality creative advocacy outputs that accurately represent adolescents' lived experiences while adhering to safeguarding, ethical storytelling, and professional production standards.

Administrative Requirements

	Requirements	Compliant/Not compliant
1	Valid Company Registration Documents	
2	Tax clearance	
3	Availability to operate within Harare and adherence to local safety and ethical guidelines	
4	A minimum of 3-5 years of professional experience in filmmaking and video production (3 Reference letters)	
5	A comprehensive portfolio showcasing similar successful projects (attach link)	
6	Declaration of Non- conflict of Interest	

Scope of Work

The Consultant is appointed as the Creative Media for Advocacy Consultant for the "Kids with Kids" project and is responsible for executing, directing, and producing creative advocacy outputs that meet fixed timelines, budgets, and quality standards. The specific responsibilities include:

- Co-design & facilitation: Lead collaborative planning and story development workshops with project contributors, particularly youth advisors (adolescent girls with lived experience of



teenage pregnancy), to ensure their experiences are ethically reflected in creative advocacy outputs.

- Stakeholder & team management: Manage relationships with the youth advocacy team and internal project core team, including regular reporting, synthesising feedback, and agreeing on key definitions, actions, and expectations.
- Project delivery: Ensure all outputs are delivered on time and meet professional broadcast and publishing standards.
- Dissemination: Engage relevant media and community platforms to disseminate finalised outputs strategically.
- Variations to scope: The "Kids with Kids" initiative seeks to amplify the voices and advocacy priorities of pregnant and postpartum adolescents in Zimbabwe. BRTI/THRU-ZIM invites creative media consultants and agencies to propose an innovative Creative Advocacy Media Strategy. The goal is to transform the lived experiences of these young women into impactful advocacy outputs that can influence community views and national policy.
- Submissions must address the following three pillars:
 - Pillar 1: Meaningful Youth Participation- Collaborate with our youth advisory team of adolescent girls, ensuring they are co-creators in the process.
 - Pillar 2: Creative Content Generation- Produce emotionally compelling and culturally relevant content, including short-format multimedia assets.
 - Pillar 3: Strategic Distribution and Engagement Plan: Target key stakeholders like policymakers, community leaders, and digital spaces.

Bid Pricing and Payments

Price should be inclusive of all statutory taxes, levies, duties, participant transport reimbursement/token of appreciation, and operational expenses incurred by the Consultant.

Payments are tied strictly to deliverables and will be processed upon the core team's written approval of the milestones. While payments are aligned with funder disbursements, the Organisation commits to avoiding unreasonable delays.

- The outputs will be milestone-based. Bidders must submit an itemised budget that ties their proposed creative deliverables to a milestone-based payment schedule.
- The technical proposal must contain:
 - Creative Concept Note (Max 3 pages): Outline your vision for the "Kids with Kids" advocacy campaign. What creative formats do you propose, and why are they the most effective vehicles for this specific narrative? Please note that proposed ideas and concepts selected and funded will become the exclusive proprietary property of BRTI/THRUZIM, which will retain the proprietary rights.
 - Methodological Framework: Detail your approach to facilitating safe, trauma-informed, and engaging co-design with vulnerable adolescent girls.



- Work Plan & Production Timeline: A clear production schedule mapping out the creative process from initial co-design to final asset delivery.
- Portfolio & References: Evidence of previous high-quality creative advocacy campaigns, filmmaking, or participatory media projects (links to showreels or digital portfolios are required).

Any structural change to a milestone that impacts timeline or delivery triggers will require a written amendment and will proportionately adjust the payment schedule.

Evaluation of Bids

Bids will be evaluated using the following methodology

1. Preliminary examination to confirm that all documents required have been provided
2. Technical evaluation to determine substantial responsiveness to the specifications in the Scope of Work.
3. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid. (value for money)

Bids failing any stage will be eliminated and not considered in subsequent stages.

Dates of Engagement

Commencement of work shall be in July 2026. It shall remain in effect until December 2027, or until all outputs are completed to the satisfaction of BRTI/THRU-ZIM, unless terminated earlier in accordance with the conditions outlined in the contract.

Jurisdiction

The legal jurisdiction of this engagement is Zimbabwe.

Submission Guidelines

The detailed Request for Proposal (RFP) document, including full Terms of Reference (TORs) and evaluation criteria, can be downloaded from [<https://www.thruzim.org> and <https://brti.co.zw>

Proposals (Technical & Financial) must be submitted in separate PDF attachments no later than **[Friday, 3 July 2026 at 16:00hrs CAT]**.

Address Submissions To:

The Procurement Committee
Biomedical Research and Training Institute
Email: procurement.thruzim@brti.co.zw



THRU ZIM
THE HEALTH RESEARCH
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Clarification

Clarification of the bidding document may be requested in writing by any Bidder before **30 June 2026** and should be sent to panyagwaya@brti.co.zw copy tmuchena@brti.co.zw

Late or incomplete submissions will not be considered.