

**U.S Embassy Radio Reporting Training  
Request for Proposals  
June 2013**

Background

The U.S. Embassy in Kathmandu regularly works with non-governmental organizations to provide journalism and media training opportunities to Nepali journalists, members of civil society, and other media professionals. Past training opportunities have varied from basic writing skills to advanced reporting techniques. The Embassy is planning on conducting training to enhance radio journalism.

Program Description and Requirements

The U.S. Embassy will fund one Radio Reporting Training program, primarily focused on telling a good story through radio. This five-day workshop will target radio station managers, technical personnel, reporters, and young people with a strong, demonstrable interest in radio journalism.

The content of these workshops should include but is not limited to:

- Organizing a compelling story for radio,
- Field reporting/Interview techniques,
- Maintaining audio quality in the field,
- Using ambient sound,
- How to select good sound bites,
- Using new technology for radio reporting,
- Overview of new trends in journalism,
- Packaging a radio program.

Successful workshop proposals will include the following elements:

- An outline of the training sessions/curriculum ,
- A list of potential trainers,
- Proposed location of training,
- A plan for inviting participants, including the total number of participants,
- Proposed budget breakdown.

## Funding

The U.S. Embassy will provide funding not to exceed \$6,000 USD for this workshop.

## Application Procedure and Deadline

For proposals to be considered, they must include the following information on the organization's letterhead:

- Organization contact information
- DUNS number (see "Eligibility" section for further details)
- Background of organization and leaders
- Project narrative
- Budget

Proposals should be submitted via email no later than July 15, 2013 to [KathmanduMedia@state.gov](mailto:KathmanduMedia@state.gov) with the subject line "Proposal for Radio Training."

## Selection Process

The U.S. Embassy will review all proposals submitted by the deadline. If additional information is required, the U.S. Embassy may contact organizations after the deadline. The U.S. Embassy will inform the selected organization no later than July 31.

## Eligibility

Any non-governmental organization may submit a proposal. Cost-sharing or matching is encouraged but not required.

In order to receive funding from the U.S. Embassy, an organization must have a Data Universal Numbering System (DUNS) number. Detailed information on how to obtain a DUNS number at no cost is available at <http://fedgov.dnb.com/webform>.

## Reporting Requirements

The selected organization will be expected to provide status updates as requested and will be required to submit a final report at the conclusion of the project. Additionally, the organization must submit all financial records to the U.S. Embassy at the close out of the project.