

**U.S Embassy Radio Reporting Training
Request for Proposals
July 2014**

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 and advanced reporting techniques to reporting on economic issues.

Program Description and Requirements

The U.S. Embassy will fund two Radio Reporting Training programs, primarily focused on telling a compelling 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. A day in the five-day training will incorporate the technical aspects of recording and editing material and running a radio program.

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

- Fundamentals of FM radio,
- Introduction to radio programming,
- 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,
- Running a radio program single-handedly

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 \$10,000 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 August 25, 2014 to 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 August 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.