

Terms of Reference

Designing a versatile studio for audio and visual recording purposes for the Chanzo Initiative

Background:

Twaweza East Africa has partnered with The Chanzo Initiative to support the production of analysis, insights, and articles on current affairs in Tanzania as a new independent online media outlet.

The Chanzo Initiative aims to uplift the voices of underreported, vulnerable, and marginalized communities in Tanzania. Its goal is to make Tanzania the best place to live for everyone, regardless of class, creed, sexual orientation, or nationality.

Against this backdrop, Twaweza East Africa, in partnership with the Chanzo Initiative, is seeking expressions of interest from qualified consultants to design a media studio for The Chanzo.

Purpose:

The purpose of this project is to design a versatile studio for audio and visual recording purposes. The studio will be located within The Chanzo's offices, utilizing a dedicated room.

Scope of Work:

The media studio designer will be responsible for the following tasks:

- Conduct an assessment of the dedicated room at The Chanzo's offices to determine its suitability for a media studio.
- Develop a comprehensive studio design plan considering the requirements mentioned below:
 1. Soundproofing measures: Propose and implement soundproofing solutions to minimize external noise interference and optimize audio quality within the studio.
 2. Seating arrangements: Design and recommend comfortable seating options for the production team and guests, ensuring ergonomic considerations and efficient space utilization.
 3. Microphone integration: Design the studio layout to incorporate high-quality microphones, considering their placement, proper cable management, and wiring to facilitate seamless connectivity and recording.
 4. Provide detailed technical specifications, including materials, equipment, and layout diagrams necessary for the implementation of the studio design.

Deliverables:

A well-designed versatile studio for audio and visual recording with high quality

Timeline: Up to 60 working days

The media studio designer is expected to adhere to the following timeline:

- Consultation meeting to agree on the suggested studio plan and technical specifications' requirements (first week)
- Finalization of studio design plan and technical specifications as agreed in the consultation meeting (second week)

- Designing the approved media studio design as per technical specifications and requirements (4 weeks)

Qualifications:

The application materials should enable the reviewers to establish the consultant's relevant qualifications, including but not limited to:

- Demonstrated experience in designing media studios or similar audio-visual production environments.
- Proficiency in utilizing industry-standard software and tools for studio design.
- Strong knowledge of soundproofing techniques, ergonomic considerations, and audio-visual equipment integration.
- Excellent communication and presentation skills to effectively convey design concepts and technical details.

Proposal Submission:

Interested media studio designers are requested to submit a comprehensive proposal, including relevant experience, approach to the project, timeline, and cost estimation, to jobs@twaweza.org cc: jkalemera@twaweza.org by 21 June 2023.

Site viewing at Chanzo office located at 673 Msasani Rd, Dar Es Salaam is mandatory for all interested bidders. Bids submitted without prior site visit will not be considered.