



TERMS OF REFERENCE (ToR)

Consultancy for the Design, Supply, Installation and Capacity Building for FAWE Studio Podcast Platform

April 2026

1. Background

The Forum for African Women Educationalists (FAWE) is a pan-African non-governmental membership organization founded in 1992 to promote girls' and women's education through gender-responsive education systems across sub-Saharan Africa. Headquartered in Nairobi, Kenya, FAWE operates in 33 African countries through national chapters and works closely with ministries of education, policymakers, and development partners to influence education policy and practice.

As part of strengthening its communication, advocacy, and knowledge-sharing efforts, FAWE is establishing **FAWE Studio**, a podcast and multimedia production platform designed to amplify conversations on girls' education, highlight programme impact, and engage stakeholders across the continent.

The studio will be located within the FAWE compound and will be housed in a converted shipping container designed as a podcast studio. The recording equipment will remain mobile to allow filming during events, field missions, conferences, and programme activities.

FAWE therefore seeks to recruit a qualified consultant or firm to provide a **turnkey solution for the design, supply, installation, and operationalization of the FAWE Studio podcast platform**, including the provision of all required equipment and training of staff.

2. Purpose of the Consultancy

The purpose of this consultancy is to establish a fully functional podcast studio and build the internal capacity of FAWE staff to produce professional podcast and multimedia content.

The consultant will be responsible for the **design, supply, installation, and configuration of the studio infrastructure and all required recording equipment**, as well as training FAWE staff and interns on podcast production and providing initial technical support.

3. Objectives of the Assignment

The consultancy aims to:

- Design and install a fully functional podcast studio within the FAWE compound.
- Supply and convert a shipping container into a podcast recording studio.
- Supply and install all required podcast recording and production equipment.
- Configure and test the recording and editing systems.
- Train FAWE staff on podcast production and multimedia storytelling.
- Develop operational guidelines for sustainable podcast production.

4. Scope of Work

The consultant will undertake the following tasks:

4.1 Studio Design, Supply and Installation

The consultant will provide a **complete turnkey solution** for the establishment of FAWE Studio, including supplying and converting a container into a functional recording studio.

The consultant will:

- Supply a **20-foot or 40 foot shipping container** suitable for conversion into a podcast studio.
- Design and convert the container into a professional recording environment.
- Undertake interior finishing and studio configuration suitable for podcast production.

Minimum container studio specifications include:

Structural Setup

- Refurbished 20-foot or 40 foot shipping container
- Interior insulation and wall finishing
- Flooring suitable for studio use
- Ceiling finishing
- Weatherproof exterior coating

Acoustic Treatment

- Sound insulation
- Acoustic panels or sound absorption materials
- Noise reduction measures suitable for recording

Electrical Installation

- Electrical wiring and power outlets
- Installation of lighting fixtures suitable for video recording

Climate Control

- Air conditioning or ventilation system to maintain comfortable recording conditions

Interior Setup

- Podcast recording table
- Seating for host and guests
- Branded background or backdrop

4.2 Supply and Installation of Podcast Equipment

The consultant will **supply, install, and configure all required podcast production equipment**, including but not limited to:

- Video recording devices (smartphones)
- Tripods and stabilizers
- Professional microphones (lapel and/or boom microphones)
- Audio interface or mixer
- Lighting equipment suitable for video recording
- Editing and recording software
- Data storage and backup systems

The consultant will ensure compatibility between all audio, video, and editing systems and will test the setup to ensure professional-quality production.

4.3 Capacity Building and Training

The consultant will conduct hands-on training for FAWE staff covering:

- Podcast concept development
- Interviewing and hosting techniques
- Audio and video recording techniques
- Editing and post-production workflows
- Publishing podcasts on streaming platforms
- Repurposing podcast content for social media and digital communication

Training will include **practical sessions and pilot recordings**.

4.4 Development of Podcast Production Manual

The consultant will develop a **Podcast Production Manual** covering:

- Studio equipment setup
- Recording procedures
- Editing workflow
- Publishing and distribution process
- Content management and archiving
- Troubleshooting guide

4.5 Post-Installation Technical Support

The consultant will provide **post-installation technical support** during the initial operational phase to ensure FAWE staff can operate the studio independently.

5. Deliverables

The consultant will deliver:

- Supply and installation of a **fully converted 20-foot or 40 foot container podcast studio**
- Supply and installation of all required podcast production equipment
- Functional podcast recording system tested and operational
- Training sessions for FAWE staff and interns
- At least 3 pilot podcasts recording during training
- Podcast Production Manual
- Final consultancy report

6. Duration of Assignment

The consultancy will be conducted over **approximately 30 working days** within a period of **six weeks** after signing of the contract.

Indicative timeline

Activity	Timeline
Initial briefing and planning	Week 1
Container supply and studio conversion	Week 2–3
Equipment installation and configuration	Week 4
Staff training and pilot recordings	Week 5
Documentation and handover	Week 6

8. Qualifications and Experience

The consultant or firm should demonstrate:

- At least **5 years of experience** in multimedia production or podcast production.



- Proven experience in setting up podcast studios or multimedia production facilities.
- Experience in container-based studio installations or studio design.
- Strong expertise in audio and video recording technologies.
- Experience in training and capacity building.
- Previous work with NGOs or development organizations is an advantage.

9. Reporting and Supervision

The consultant will report to the **Senior Communications Officer** and work closely with the FAWE Communications Team under the overall supervision of the Deputy Executive Director and Head of Programmes.

10. Expression of interest

All applications should be addressed to the **Executive Director** and emailed to procurement@fawe.org with the subject line: “**Consultancy – FAWE Studio Design, Supply and Podcast Capacity Building**” to reach FAWE not later than **Wednesday April 20, 2026**. Only email applications are accepted.

The application must include:

- Cover letter
- Detailed technical proposal outlining methodology and work plan
- Financial proposal (including cost of equipment and installation)
- CV or company profile
- Portfolio of previous studio or multimedia projects

PS: Provide two quotations (one for 20 foot and one for 40 foot) so the organization makes appropriate decision.

***Only email applications and firms that meet the set requirements will be considered. Responses shall only be sent to successful firms.**