

Delivery of a Design Concept for a Kids News Studio at Suspilne Ukraine

Project: “Strengthening Independent Media for a Strong Democratic Ukraine”

(Ref. NDICI-GEO-NEAR_2024_447-244)

TERMS OF REFERENCE

1. Project Overview

DW Akademie is Deutsche Welle's centre for international media development, journalism training and knowledge transfer. Our projects strengthen the human right to freedom of expression and unhindered access to information.

2. Purpose

For the physical set up of a “Kids News Studio”, DW Akademie and Suspilne are looking for a designer to provide design services for the Public Broadcaster in Ukraine Suspilne for a **studio of 44 m² room located at Khreshchatyk, 26 in Kyiv** (Floor plan see Annex 1). DW Akademie is looking for a service provider to develop and deliver a design concept to establish a new studio for Suspilne’s Kids News.

3. Deliverables

Design project to be used as a basis for the planning of a studio for Kids News including a detailed budget.

Concept design services including the following deliverables:

1. Concept development (draft drawings)
2. Changes after discussion with DW Akademie and Suspilne
3. Final drawing of the design plan (final drawings)

4. Delivery of interior design sketches of the space incl. list of equipment, inventory that would be needed. (PDF documents of sketches)
5. Providing layouts for possible scenarios of design usage (PDF documents with sketches)

4. Qualifications

Bidders should meet the following eligibility criteria:

- Experience of working in the area
- Proven experience in provision of similar services
- a) Award criteria:
 - Quality of the offer, including:
 - Proven experience in working on similar projects
 - Capacity to meet deadlines indicated in the Terms of Reference
 - Capacity to meet expectations regarding timely and qualitative delivery of services.
- Financial offer

5. Timeframe

Envisaged start of the Service Contract 1 September 2025. The full design project including all requested documents and deliverables should be **delivered by 30 September 2025**.

6. Payment

In return for the fulfilment by the Provider of its obligations under the contract, Deutsche Welle undertakes to pay the Provider the amount in EUR. The amount will be paid by Deutsche Welle within 30 days after the completion of all the services, delivery, upon presentation of an invoice, and signing of the Act of Acceptance by two parties.

7. Procedures for submission of applications

Applications should include:

- Letter of interest highlighting the experience of the applicant in conducting similar tasks, reflecting the competitive procedure laid out in the award criteria.
- Stating an overall amount for the service which includes remuneration for all deliverables.
- A document outlining the plan of action according to the tasks described and the timeframe provided within the Terms of Reference (ToR)
- CV or other reference highlighting experience in similar tasks
- Portfolio

8. Working Framework

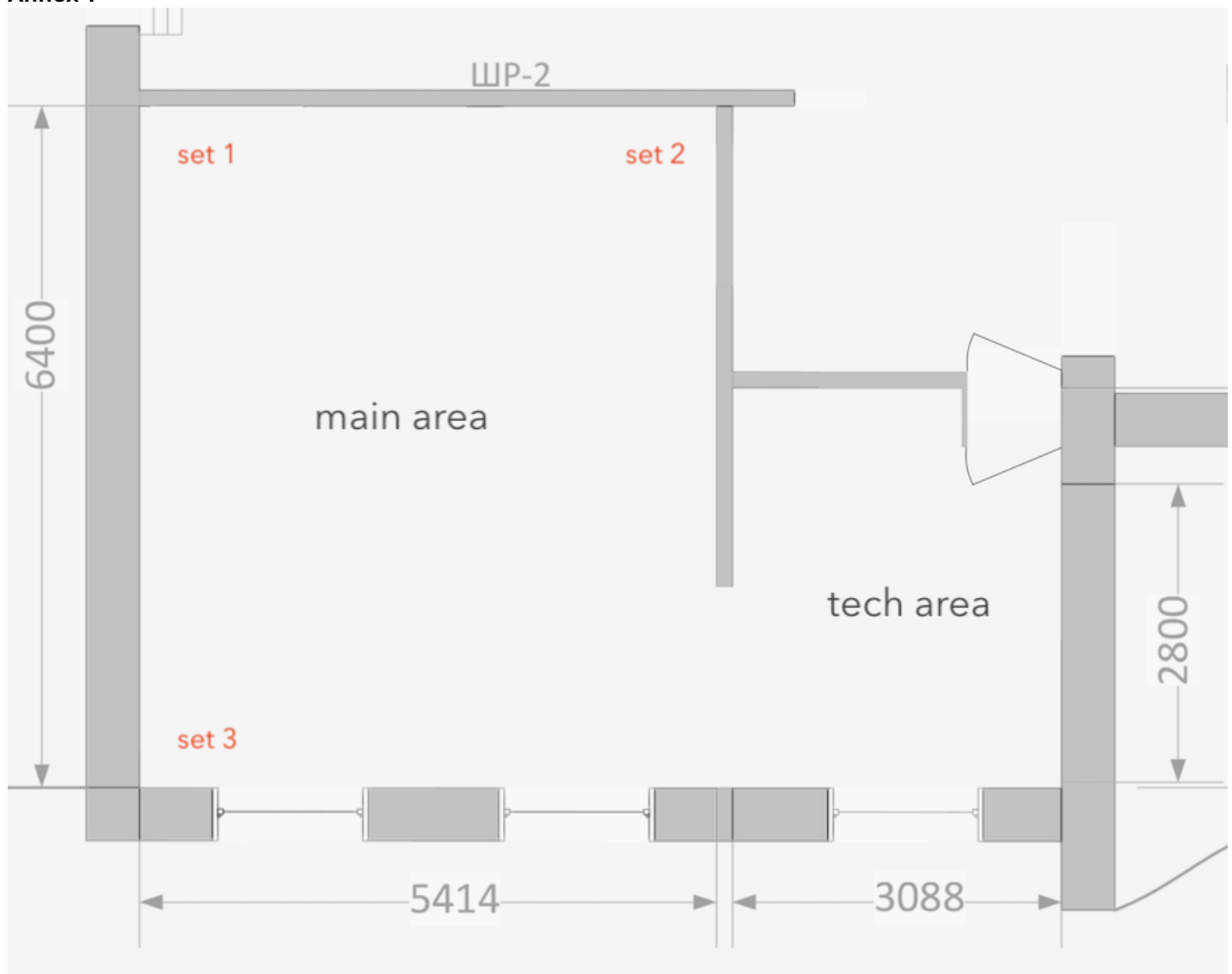
- Online and offline (Kyiv) exchanges with the team of Suspilne Kids News Team and DW Akademie
- Expected engagement time frame: September 2025
- Expected scope of work: up to 3-5 working days

9. Application instructions

Please send your proposal with a budget indication to dw-akademie.ukraine.eu-projects@dw.com with the email subject “**Design Concept for a Kids News Studio at Suspilne Ukraine**” by **5 August 2025, 10 am Kyiv time**.

Please note that a commitment is subject to project funding. For more information on DW Akademie please click [here](#).

Annex 1



Floor Plan 1