**Consultant Application Form**

**Call:** Review and Update of Organizational Internal Policies and Documents

Please complete all sections of this form. Attach any additional documents as requested.

**Submission Instructions**

Please email the completed form and all required attachments to mediacomplaints@gmail.com by 20 August 2024. Any questions regarding the call are answered between 1000rs to 1600hrs on 15 and 16 August 2024, ONLY.

**Personal Information**

|  |  |
| --- | --- |
| Full Name of Consultant |  |
| Organization (if applicable) |  |
| Address |  |
| Email Address |  |
| Phone Number |  |
| Sex |  |

**Qualifications and Educational Background**

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| --- | --- | --- |
| Degree/Diploma/Certificate | Institution | Year of Graduation |
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**Relevant Experience**

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| --- | --- | --- | --- |
| Key Areas of Expertise | Previous Relevant Projects | Please briefly describe your role and key outcomes (*Not more than 50 words per key area*) | Reference (Name, Title, Phone Number & Email) |
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**Proposal Outline**

**Approach and Methodology**

Please outline your approach and methodology for conducting research on the ethical considerations of AI in media, including key steps, stakeholder engagement strategy, and how you will address the specific context of Zimbabwe (maximum 200 words)

**Timeline/Woekplan**

Provide a proposed timeline for completing the research and report, including key milestones.

**Budget**

Please provide a detailed budget proposal, including fees and any other costs associated with the consultancy

**Declaration**

I declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that providing false information may result in disqualification from consideration.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**