



## REQUEST FOR EXPRESSIONS OF INTEREST NEWS ANCHOR

### 1. INTRODUCTION

- 1.1. The Premier's Office, acting on behalf of the Government of the Virgin Islands (GoVI), wishes to procure the services of a News Anchor for the assignment in relation to supplementing the public relations strategies provided by the Government Information Services.
- 1.2. The overarching objective is to support Government's public relations activities in developing social media platforms, YouTube and digital, broadcast and animated communications.
- 1.3. The assignment is expected to be executed on a full-time basis over an initial period of seven (7) months.
- 1.4. Eligible individual consultants are invited to submit Expressions of Interest indicating qualification, and experience to provide the consultancy services.
- 1.5. This is a domestic procurement and is therefore limited to local individual consultants.

### 2. SCOPE OF WORK

- 2.1. Produce new programmes on demand to keep the public fully informed of the initiatives, programmes, laws and policies.
- 2.2. Present daily live and pre-recorded news stories, as instructed, on Government Ministries and Departments in a professional manner.
- 2.3. Conduct live interviews with Public Service experts to provide additional information.
- 2.4. Interview approved guests on social media, YouTube and GISTV.
- 2.5. Follow current events in the Government and draft for approval and present stories and information to the public in an informative way about the work of the Government Ministries and Departments.

2.6. Collaborate with the Social Media and Broadcast Specialist in selecting stories to broadcast in line with Government's Legislative Agenda (Speech from the Throne), Budget Address, programmes and initiatives of Ministries.

2.7. Assist with the promotion of GIS TV and on social media and YouTube programmes.

2.8. Provide live field coverage of Government events to facilitate news coverage and ask relevant questions from stakeholders involved in the project or initiative.

2.9. Cover Government Information Service news in real time and follow along with updates.

2.10. Research, develop, draft, revise and prepare news scripts in a way that allow viewers or listeners to clearly understand the initiatives of the Government.

2.11. Anchor live coverage of events, and give commentary on promoting the work of the Government.

2.12. All stories must be approved finally by the Chief Information Officer in consultation with the Director of Communications.

### 3. COMPETENCIES

3.1. Include appropriate resume to commensurate position of interest.

3.2. Applicants must have communications experience and acumen within the sector with a minimum of five (5) years' experience in communications, public relations, journalism, and marketing.

3.3. Sound knowledge of scriptwriting.

3.4. Sound command of oral and written communication skills.

3.5. Ability to exercise discretion and good judgment.

3.6. Excellent time-keeping and reliability.

3.7. Basic understanding laws and regulations.

3.8. Highly developed skills in media production.

### 4. ASSESSMENT OF SUBMISSIONS

4.1. In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local experience on similar assignments.

4.2. Following the assessment of submissions, a short-list of not less than three and not more than six will be provided with full terms of reference and invited to submit technical and financial proposals to undertake the assignment.

4.3. GoVI reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest

### 5. SUBMISSION

5.1. Electronic copies of the Expression of Interest must be received no later than **4:00 p.m. on Thursday, 10 November 2022**. The submission must be a non-editable format and not exceeding 10 MB. The body of the email submission should include the name and address of the applicant and the subject of the email shall be, **"Expression of Interest —Consultancy Services for NEWS ANCHOR"**.

5.2. Submit and address applications to only:

Permanent Secretary  
Premier's Office  
Cutlass Building  
2nd Floor Road Town,  
Tortola British Virgin Islands

Tel: (284) 468-2152  
Email: [premieroffice@gov.vg](mailto:premieroffice@gov.vg)

**CLOSING DATE: 4:00 p.m. on Thursday, 10 November 2022.**