

## REQUEST FOR PROPOSAL (RFP)

<b>Event management and logistics support for the Virtual Youth Co:Lab Summit 2021</b>	DATE: 9 April 2021
	REFERENCE: RFP – 2021 - 012

Dear Sir / Madam:

We kindly request you to submit your Proposal to **provide event management and logistics support for the Virtual Youth Co:Lab Summit 2021.**

Please be guided by the form attached hereto as Annex 2,3 and 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the below credentials and follow the registration steps as specified in the system user guide

**Username:** event.guest

**Password:** why2change

Your Proposal must be expressed in the **English language**, and valid for a minimum period of **120 days**

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. In submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume the responsibility for not encrypting financial proposal.

**IMPORTANT NOTE:** The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.

**PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE**

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

**UNDP encourages every prospective Service Provider to** prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

A handwritten signature in blue ink that reads "Keshini". The signature is fluid and cursive, with a small dot above the 'i'.

Keshini Wijesundera

*Manager, Transactional Services Team, BRH*

*12 April 2021*

**Description of Requirements**

Context of the Requirement	<b>Provide Event Management and Logistics Support for the Virtual Youth Co:Lab Summit 2021</b>
Brief Description of the Required Services <sup>1</sup>	Please find detailed information in TOR (Annex 2).
List and Description of Expected Outputs to be Delivered	Please find detailed information in TOR (Annex 2).
Person to Supervise the Work/Performance of the Service Provider	Programme Specialist, Civil Society and Youth Governance and Peacebuilding Team, UNDP Regional Hub in Bangkok
Frequency of Reporting	Completion of each output
Progress Reporting Requirements	A final report based on the key outputs must be provided.
Expected duration of work	3 Months
Target start date	1 May 2021
Latest completion date	10 August 2021
Travels Expected	No
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD)
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms <sup>3</sup>	As indicated in the ToR attached as Annex 2

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Specialist, Civil Society and Youth Governance and Peacebuilding Team, UNDP Regional Hub in Bangkok
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm (400 points) <input checked="" type="checkbox"/> Methodology for the Completion of Services (400 points) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (200 points) <b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$ , where: p=points for the financial proposal being evaluated; y=maximum number of points for the financial proposal; $\mu$ =price of the lowest priced proposal; z = price of the proposal being evaluated.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <i>Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.</i>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Detailed TOR (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)
Contact Person for Inquiries	Procurement Thailand Email: <a href="mailto:procurement.th@undp.org">procurement.th@undp.org</a>

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$100,000.00.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>(Written inquiries only)<sup>6</sup></p>	<p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the e tendering platform.</p> <p>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Required Documents that must be Submitted to Establish Qualification of Proposers</p> <p>(failure to submit the documents shall result in disqualification)</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Technical Proposal submission form as per the Template Annex 3;</li> <li><input checked="" type="checkbox"/> Password protected Financial proposal Annex 4;</li> <li><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li><input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation;</li> <li><input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;</li> <li><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years;</li> <li><input checked="" type="checkbox"/> Document Establishing Eligibility &amp; Qualification of the Bidder as below: <ul style="list-style-type: none"> <li>▪ At least 10 years of experience in event management and support including delivery of high-profile international conferences for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature;</li> <li>▪ Demonstrable experience in arranging high-quality virtual and hybrid events through use of live-streaming technologies, creative stage design, use of HD cameras with OB switching systems, management of LED Screens and AV systems and development of interactive engagement features (e.g. live polls, Q&amp;A). Experience with managing virtual and hybrid events on entrepreneurship, social innovation and technology is preferred.</li> <li>▪ At least 5 years' experience in managing high-quality video production, graphic design, content production and branding of high-profile events. Experience with designing and branding of events for UN agencies, governments and/or other non-profit or development organizations is preferred.</li> </ul> </li> <li><input checked="" type="checkbox"/> Completed and signed CVs for the Proposed Key personnel;</li> <li><input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;</li> </ul>

Special note	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"><li>● Electronic files that form part of the proposal must be in PDF format;</li><li>● The Technical Proposal and the Financial Proposal files MUST BE <u>COMPLETELY SEPARATE</u> and each of them must be uploaded individually and clearly labelled;</li><li>● The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided.</li></ul> <p>The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u></p> <p><b>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the mentioned condition shall result in rejection of the offer.</b></p> <p><b>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</b></p>

## DETAILS OF EVALUATION OF PROPOSALS

### **Evaluation of Proposal:**

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR.

### **Minimum Eligibility criteria for the Consultancy Firm:**

- Submission of signed and stamped Proposal (Technical & Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Business Licenses – Registration papers;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- At least 10 years of experience in event management and support including delivery of high-profile international conferences for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature;
- Demonstrable experience in arranging high-quality virtual and hybrid events through use of live-streaming technologies, creative stage design, use of HD cameras with OB switching systems, management of LED Screens and AV systems and development of interactive engagement features (e.g. live polls, Q&A). Experience with managing virtual and hybrid events on entrepreneurship, social innovation and technology is preferred;
- At least 5 years' experience in managing high-quality video production, graphic design, content production and branding of high-profile events. Experience with designing and branding of events for UN agencies, governments and/or other non-profit or development organizations is preferred;
- Submission of completed and Signed CV for the proposed key personnel as per ToR requirement.

**Note: Necessary documentation must be submitted to substantiate the above eligibility criteria**

### **Technical Evaluation**

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Points Obtainable</b>
1.	Bidder's qualification, capacity and experience	400
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Qualifications of Key Personnel	200
<b>Total</b>		<b>1000</b>

**Technical Evaluation Passing Threshold – 70% of the Total Points obtainable**

<b>Section 1. Bidder's qualification, capacity and experience</b>		<b>Points obtainable</b>
1.1	<p><b>At least 10 years</b> of experience in event management and support including delivery of high-profile international conferences for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature.</p> <ul style="list-style-type: none"> <li>• <b>Every additional 1 year of experience</b> in event management and support including delivery of high-profile international conferences for UN agencies, governments and/or other non-profit or development organizations, or</li> </ul>	150

	<p>related work of a similar nature will obtain <b>10 more points, with maximum score of 150 points.</b></p> <ul style="list-style-type: none"> <li>• Bidder demonstrates <b>10 years' experience</b> in event management and support including delivery of high-profile international conferences for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature <b>[105 points]</b>.</li> <li>• Bidder demonstrates <b>less than 10 years' experience</b> in event management and support including delivery of high-profile international conferences for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature <b>[0 points]</b>.</li> </ul>	
1.2	<p>Demonstrable experience in arranging high-quality virtual and hybrid events through use of live-streaming technologies, creative stage design, use of HD cameras with OB switching systems, management of LED Screens and AV systems and development of interactive engagement features (e.g. live polls, Q&amp;A). <b><i>Experience with managing virtual and hybrid events on entrepreneurship, social innovation and technology is preferred.</i></b></p> <ul style="list-style-type: none"> <li>• <b>Every additional 1 relevant example</b> in arranging high-quality virtual and hybrid events will obtain <b>20 more points with maximum score of 150 points. An additional 15 points shall be added to the total score not exceeding the maximum score of 150 points</b> if the bidder demonstrates previous experience in managing virtual and hybrid events on entrepreneurship, social innovation and technology.</li> <li>• Bidder demonstrates <b>10 – 14 relevant examples</b> in arranging high-quality virtual and hybrid events <b>[100 points]</b>. <b>An additional 15 points</b> shall be added if the bidder demonstrates previous experience in managing virtual and hybrid events on entrepreneurship, social innovation and technology.</li> <li>• Bidder demonstrates <b>5 – 9 relevant examples</b> in arranging high-quality virtual and hybrid events <b>[60 points]</b>. <b>An additional 15 points</b> shall be added if the bidder demonstrates previous experience in managing virtual and hybrid events on entrepreneurship, social innovation and technology.</li> <li>• Bidder demonstrates <b>1 – 4 relevant examples</b> in arranging high-quality virtual and hybrid events <b>[20 points]</b>. <b>An additional 15 points</b> shall be added if the bidder demonstrates previous experience in managing virtual and hybrid events on entrepreneurship, social innovation and technology.</li> <li>• Bidder demonstrates <b>0 relevant examples</b> in arranging high-quality virtual and hybrid events <b>[0 points]</b>.</li> </ul>	150
1.3	<p><b>At least 5 years' experience</b> in managing high-quality video production, graphic design, content production and branding of high-profile events. Experience with designing and branding of events for UN agencies, governments and/or other non-profit or development organizations is preferred.</p> <ul style="list-style-type: none"> <li>• <b>Every additional 1 year of experience</b> in managing high-quality video production, graphic design, content production and branding of high-profile events will obtain <b>10 more points with maximum score of 100 points. An additional 10 points shall be added to the total score not exceeding the maximum score of 100 points</b> if the bidder demonstrates previous experience with designing and branding of events for UN agencies, governments and/or other non-profit or development organizations.</li> </ul>	100

	<ul style="list-style-type: none"> <li>• Bidder demonstrates <b>5 years' experience</b> in managing high-quality video production, graphic design, content production and branding of high-profile events <b>[70 points]</b>. <b>An additional 10 points shall be added</b> if the bidder demonstrates previous experience with designing and branding of events for UN agencies, governments and/or other non-profit or development organizations.</li> <li>• Bidder demonstrates <b>less than 5 years' experience</b> in managing high-quality video production, graphic design, content production and branding of high-profile events <b>[0 points]</b>.</li> </ul>	
<b>Total Section 1</b>		<b>400</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	<p>The contractor must describe how it will address/deliver the demands of the RFP including how it will undertake each task, the proposed time-schedules and understanding of the overall scope and objectives.</p> <ul style="list-style-type: none"> <li>• Bidder demonstrates excellent descriptions on how it will address/deliver the demands of the RFP. Bidder's descriptions reflect an excellent understanding of the overall scope and objectives of the event <b>[100 points]</b>.</li> <li>• Bidder demonstrates good descriptions on how it will address/deliver the demands of the RFP. Bidder's descriptions reflect a good understanding of the overall scope and objectives of the event <b>[70 points]</b>.</li> <li>• Bidder demonstrates some descriptions on how it will address/deliver the demands of the RFP. Bidder's descriptions reflect an adequate understanding of the overall scope and objectives of the event <b>[30 points]</b>.</li> <li>• Bidder demonstrates unclear descriptions on how it will address/deliver the demands of the RFP. Bidder's descriptions reflect a poor understanding of the overall scope and objectives of the event <b>[0 points]</b>.</li> </ul>	100
2.2	<p>Provide description of the proposed work including branding of the summit, floor plan of the stage with lighting, sound and camera set-up, visual graphics and event backdrop, video production, and use of interactive engagement features.</p> <ul style="list-style-type: none"> <li>• Bidder provides excellent descriptions on the proposed branding of the summit, floor plan and stage set-up, visual graphics, event backdrop, video production, and use of interactive engagement features <b>[200 points]</b>.</li> <li>• Bidder provides good descriptions on the proposed branding of the summit, floor plan and stage set-up, visual graphics, event backdrop, video production, and use of interactive engagement features <b>[140 points]</b>.</li> <li>• Bidder provides some descriptions on the proposed branding of the summit, floor plan and stage set-up, visual graphics, event backdrop, video production, and use of interactive engagement features <b>[60 points]</b>.</li> <li>• Bidder provides limited or unsatisfactory descriptions on the proposed branding of the summit, floor plan and stage set-up, visual graphics, event backdrop, video production, and use of interactive engagement features <b>[0 points]</b>.</li> </ul>	200

2.3	<p>Provide a description of quality assurance and risk management mechanisms including the recognition of the risks/peripheral problems and methods to prevent and manage such risks/peripheral problems.</p> <ul style="list-style-type: none"> <li>• Demonstrates excellent descriptions of quality assurance and risk management mechanisms. Bidder demonstrates an excellent understanding of potential risks/peripheral problems and provides methods to prevent and manage all identified risks/peripheral problems <b>[100 points]</b>.</li> <li>• Demonstrates good descriptions of quality assurance and risk management mechanisms. Bidder demonstrates a good understanding of potential risks/peripheral problems and provides methods to prevent and manage most of the identified risks/peripheral problems <b>[70 points]</b>.</li> <li>• Demonstrates some descriptions of quality assurance and risk management mechanisms. Bidder demonstrates a satisfactory understanding of potential risks/peripheral problems and provides methods to prevent and manage some of the identified risks/peripheral problems <b>[30 points]</b>.</li> <li>• Demonstrates limited or unsatisfactory descriptions of quality assurance and risk management mechanisms. Bidder demonstrates a poor understanding of potential risks/peripheral problems and provides methods to prevent and manage some of the identified risks/peripheral problems <b>[0 points]</b>.</li> </ul>	100
<b>Total Section 2</b>		<b>400</b>

<b>Section 3. Qualifications of Key Personnel</b>		<b>Points obtainable</b>
3.1	<p>The Project/Team Lead (1 person) should have:</p> <ol style="list-style-type: none"> <li>1) At least a Bachelor's degree in Business Administration, Public Relations, Marketing, Communications or in any other field. <ul style="list-style-type: none"> <li>• Master's degree or above in Business Administration, Public Relations, Marketing, Communications or in any other field <b>[20 points]</b>.</li> <li>• Bachelor's degree in Business Administration, Public Relations, Marketing, Communications or in any other field <b>[14 points]</b>.</li> <li>• Less than a Bachelor's degree or above in Business Administration, Public Relations, Marketing, Communications or in any other field <b>[0 points]</b>.</li> </ul> </li> <li>2) <b>At least 5 years' experience</b> in event management, logistics and production support including the delivery of virtual and hybrid events for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature <ul style="list-style-type: none"> <li>• Every <b>additional 1 year of experience</b> in event management, logistics and production support including the delivery of virtual and hybrid events for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature shall obtain <b>5 points with a maximum score of 45 points</b>.</li> </ul> </li> </ol>	<p>100</p> <p>20</p> <p>45</p>



	<p>demonstrates experience in web development, graphic design and public and media relations.</p> <ul style="list-style-type: none"><li>• Bidder demonstrates <b>2 years' experience</b> in event management, logistics and production support including the delivery of virtual and hybrid events for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature <b>[49 points]</b>. <b>An additional 7 points</b> shall be added if the bidder demonstrates experience in web development, graphic design and public and media relations.</li><li>• Bidder demonstrates <b>less than 2 years' experience</b> in event management, logistics and production support including the delivery of virtual and hybrid events for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature <b>[0 points]</b>.</li></ul>	
<b>Total Section 3</b>		<b>200</b>

## Term of Reference

### *Provide Event Management and Logistics Support for the Virtual Youth Co:Lab Summit 2021*

#### **A. Background**

##### **A.1) Brief context: Youth, Global Goals and UNDP in Asia and the Pacific**

The 2030 Agenda for Sustainable Development recognizes the important role of youth in achieving the Sustainable Development Goals (SDGs or Global Goals) and calls for action against the challenges faced by young people that limits their economic, social and political inclusion. Today, young people are more connected, more creative, more informed and more persuasive than any previous generation. Young people are responding to the challenges of the day with innovative approaches, contributing fresh ideas, creating the world they want, and driving human development for themselves, their communities and their societies. But at the same time, approximately 300 million young people are either unemployed or underemployed<sup>[1]</sup>. In other words, nearly half of the 700 million young people in the region face economic insecurity. In addition, many young people are left out of the decision-making process, which further contributes to their marginalization and exclusion.

##### **A.2) Regional Youth Project on Leadership, Innovation and Entrepreneurship (Youth Co:Lab)**

The Regional Youth Project on Leadership, Innovation and Entrepreneurship (Youth Co:Lab) is UNDP's multidimensional and multi-level response to tackle the challenges of young people, including the most marginalized, face today in the Asia-Pacific region. Its main objective is to "establish a common agenda for Asia-Pacific countries to invest and empower youth to accelerate implementation of the Global Goals through social innovation and entrepreneurship". Specifically, the project focuses on establishing a network to foster youth-led social entrepreneurship, supporting youth leadership initiatives, and providing grants for incubation financial mechanisms to fund youth-led programmes aimed at achieving the SDGs.

##### **A.3) Youth Co:Lab Summit**

The annual Youth Co:Lab Summit is a key milestone for the regional youth empowerment agenda, bringing together government representatives, investors, academic, civil society organizations, UN agencies and youth across Asia-Pacific. Based on the success of its inaugural edition in 2018 in Bangkok, Thailand, and its second edition in 2019 in Hanoi, Vietnam, it is envisaged that the virtual Youth Co:Lab Summit 2021 will be a platform to inspire and help create an enabling environment for young people and partners across the youth empowerment community to have meaningful and sustained engagement with the SDGs through entrepreneurship and social innovation. This year's virtual summit is expected to engage over 1000+ participants across the youth empowerment agenda including government representatives, academia, UN representatives, private sector, civil society actors, the investment community, youth representatives and media.

#### **B. Specific Objectives**

The objective of this project is to procure the services of a firm to manage the event logistics and technical and production aspects of the Virtual Youth Co:Lab Summit 2021, including the coordination of all pre-recorded interventions and supporting the management of the live event on

**2 – 4 June 2021**, In the case of any unforeseen changes to the date of the event, the vendor will be informed 1 month in advance.

### **C. Scope of Work**

In consultation with UNDP, the service provider is expected to carry out the following tasks. The service provider is expected to work towards the work plan, and timelines mentioned in Section D, to achieve the stated outputs.

#### **1.Preparatory Work**

##### 1.1 Summit Action Plan, Stage Set-Up and Live Streaming Management

- a. Formulating a time-bound action plan for all tasks related to the Virtual Youth Co:Lab Summit 2021 and creating a production schedule during the live event;
- b. Coordinate with the online event platform on content production including camera angles, lighting, sound, stage set-up, transition between programme elements etc.;
- c. Support the technical assistance of live speakers (i.e. background, sound, internet connection) and presenter instructions to speakers prior to the live event;
- d. Procure the physical event venue with space for a small in-person audience and ensure live streaming capabilities;
- e. Design and create the stage layout, including the use of an LED wall, LED blocks, lighting and other staging requirements in consultation with UNDP
- f. Providing the necessary technical guidance for queuing 25 pre-recorded elements by speakers and musical performers for live broadcast (ranging from 1-5 minute keynote speeches and musical performances to 5-10 minute start-up pitches).

##### 1.2 Communications, Graphic Design and Conference Branding

- a. Produce a high-quality launch video and/or live-stream gimmick during the opening ceremony of the summit;
- b. Coordinate with the online event platform to create backdrops/large displays and ensure smooth transitions between programme elements and between live and/or pre-recorded elements;
- c. Receiving and making show-ready any pre-recorded elements created including videos, graphics and animations.

##### 1.3 Summit Logistics, Staging, Venue Arrangement

- a. Produce the floor plan of the venue and arrange the necessary logistics for live streaming including multi-camera set up with control station, display of visual elements, lighting and sound;
- b. Ensure full set-up of event stage 1 day prior to the event including interview chairs, lectern, boom mic, lighting, sound etc;
- c. Identification, contracting and management of the Master of Ceremonies (MCs) in consultation with UNDP;
- d. Incorporate the services of an external International or American Sign Language Vendor live during event in consultation with UNDP.

#### **2.During Event**

##### 2.1 Oversee Hosting Systems and Managing Live Streaming

- a. In coordination with the online event platform, oversee the flow and management of the Virtual Youth Co:Lab Summit 2021 including transitions between programme elements in the agenda;

- b. Operate interactive engagement tools and monitor live chats and discussions;
  - c. Manage the broadcast of the physical event to the online event platform and support the live-stream to other platforms;
- 2.2. Live Creative Production and Design
- a. Support live creative production of the event including photography and producing short highlight videos;
  - b. Support the creation of graphic designs and high-quality video production as needed.

### 3. Post Event

- a. Consolidate and submit all bills and appropriate documentation;
- b. Provide assistance with any other post-event related services as agreed upon with UNDP.

### D. Deliverables and Timetable

Deliverable(s)	Deliverable(s) Deadline
<u>Proposed Methodology and Implementation Plan</u> <ul style="list-style-type: none"> <li>• Development of summit action plan, procuring hosting systems and planning for event live streaming</li> </ul>	10 May 2021
<u>Pre-Event Preparatory Work</u> <ul style="list-style-type: none"> <li>• Creation of communications, graphic design and conference branding collateral</li> <li>• Arranging summit logistics, staging and finalizing venue layout</li> </ul>	21 May 2021
<u>During Event</u> <ul style="list-style-type: none"> <li>• In coordination with the online event platform, oversee the Virtual Youth Co:Lab Summit 2021 including management of the broadcasting and live streaming channels</li> <li>• Support live creative and communication production and design</li> </ul>	4 June 2021
<u>Post Event</u> <ul style="list-style-type: none"> <li>• Develop and review the final cost in relation to the budget and consolidate and submission of all bills and appropriate documentation</li> <li>• Provide assistance with any other post-event related services as agreed upon with UNDP</li> </ul>	31 July 2021

### E. Approach and Methodology

The contractor is expected to submit a proposal with detailed activities, deliverables, timeline and budgetary requirements, and ensure to include in their approach consultation with the UNDP Bangkok Regional Hub Youth Team, to make sure that the events are rolled out in accordance with the requirements.

### F. Key Performance Indicators and Service Level

The service provider is expected to successfully manage the technical and production aspects of the Virtual Youth Co:Lab Summit 2021, ensuring a smooth coordination of the event programme including the seamless coordination of the live event.

#### **G. Governance and Accountability**

The contracted organization will report to the Programme Specialist on Civil Society and Youth at UNDP Bangkok Regional Hub and work in close collaboration with other parties. The success of the project depends on the timely delivery of each component. The contractor should ensure timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.

UNDP will have the following responsibilities: (i) Provide relevant documents; (ii) Discuss and agree on the methodologies of the assignment; and (iii) Monitor and evaluate the progress of the assignment. The contract and payments will be performance-based and regularly assessed by the UNDP Bangkok Regional Hub.

The present ToR may be subject to modification, without changing the overall objectives and the scope of work, on the basis of mutual consultations. UNDP will hold the copyright of the assignment deliverables.

#### **H. Facilities to be provided by UNDP**

UNDP will provide the event specifications and online streaming requirements, design guidelines and logos and/or design graphics. UNDP will also provide necessary technical support and assistance where needed.

#### **I. Expected duration of the contract/assignment**

The assignment is expected to begin on **1 May 2021** and the final deliverable should be completed by **31 July 2021**.

The contractor is expected to provide an update of progress to the UNDP team on a weekly basis.

#### **J. Duty Station**

The contractor is based in Bangkok, Thailand, with no travels required. The institutional partnership will be managed by the UNDP Bangkok Regional Hub. Representatives of the partner institution may be required to be present at either UNDP Bangkok Regional Hub premises.

#### **K. Professional Qualifications of the Successful Contractor and its key personnel**

The assignment will be contracted to an organization with experience in the substantive area and knowledge of expertise in event management and production, including virtual and/or hybrid events.

#### **The Consultancy Firm should have:**

- 1) Business Licenses – Registration papers;
- 2) At least 10 years of experience in event management and support including delivery of high-

profile international conferences for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature;

- 3) Demonstrable experience in arranging high-quality virtual and hybrid events through use of live-streaming technologies, creative stage design, use of HD cameras with OB switching systems, management of LED Screens and AV systems and development of interactive engagement features (e.g. live polls, Q&A). Experience with managing virtual and hybrid events on entrepreneurship, social innovation and technology is preferred.
- 4) At least 5 years' experience in managing high-quality video production, graphic design, content production and branding of high-profile events. Experience with designing and branding of events for UN agencies, governments and/or other non-profit or development organizations is preferred.

**The Project/Team Lead should have:**

- 1) A Bachelor's degree or above, with a background in Business Administration, Public Relations, Marketing, Communications or any other field;
- 2) At least 5 years' experience in event management, logistics and production support including the delivery of virtual and hybrid events for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature;
- 3) At least 2 years' experience in project management, communications and team leadership.

**The event team members (2 peoples) should have:**

- 1) A Bachelor's degree or above, with a background in Business Administration, Public Relations, Marketing, Communications or any other field;
- 2) At least 2 years' experience in event management, logistics and production support including the delivery of virtual and hybrid events for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature;
- 3) Experience in web development, graphic design and public and media relations is preferable.

**I. Price and Schedule of Payments**

The contract price is a fixed output-based price regardless of extension of the herein specific duration. In the computation of the proposed contract price, the proposal must include cost components relating to grants programme, transfer of funds, professional fees, and any other anticipated costs not listed below as separately covered by the assignment.

Payments shall be done on the basis of completion of each deliverable, upon verification of completion of deliverables and approval by the supervisor.

Deliverable(s)	Payment Schedule
<u>Proposed Methodology and Implementation Plan</u> <ul style="list-style-type: none"> <li>• Development of summit action plan, procuring hosting systems and planning for event live streaming</li> </ul>	20% of total budget
<u>Pre-Event Preparatory Work</u> <ul style="list-style-type: none"> <li>• Creation of communications, graphic design and conference branding collateral</li> <li>• Arranging summit logistics, staging and finalizing venue layout</li> </ul>	40% of total budget
<u>During Event</u> <ul style="list-style-type: none"> <li>• In coordination with the online event platform, oversee the Virtual Youth Co:Lab Summit 2021 including management of the broadcasting and live streaming channels</li> </ul>	20% of total budget

<ul style="list-style-type: none"><li>• Support live creative and communication production and design</li></ul>	
<p><u>Post Event</u></p> <ul style="list-style-type: none"><li>• Develop and review the final cost in relation to the budget and consolidate and submission of all bills and appropriate documentation</li><li>• Provide assistance with any other post-event related services as agreed upon with UNDP</li></ul>	20% of total budget

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>7</sup> *This serves as a guide to the Service Provider in preparing the Proposal.*

<sup>8</sup> *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

C. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*

**FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>9</sup>**  
**(Must be Password Protected)**

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <b>[list them as referred to in the RFP]</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1.	<u>Proposed Methodology and Implementation Plan</u> <ul style="list-style-type: none"> <li>• Development of summit action plan, procuring hosting systems and planning for event live streaming</li> </ul>	20%	
2.	<u>Pre-Event Preparatory Work</u> <ul style="list-style-type: none"> <li>• Creation of communications, graphic design and conference branding collateral</li> <li>• Arranging summit logistics, staging and finalizing venue layout</li> </ul>	40%	
3.	<u>During Event</u> <ul style="list-style-type: none"> <li>• In coordination with the online event platform, oversee the Virtual Youth Co:Lab Summit 2021 including management of the broadcasting and live streaming channels</li> </ul>	20%	

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	<ul style="list-style-type: none"> <li>Support live creative and communication production and design</li> </ul>		
4.	<u>Post Event</u> <ul style="list-style-type: none"> <li>Develop and review the final cost in relation to the budget and consolidate and submission of all bills and appropriate documentation</li> <li>Provide assistance with any other post-event related services as agreed upon with UNDP</li> </ul>	20%	
	Total	100%	

\*This shall be the basis of the payment tranches

A. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				

3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*