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**REQUEST FOR PROPOSAL (RFP)**

**Ref: ETH0985**

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Creative Event Organizing Service for the “Launch of Accelerator Lab in Ethiopia”, procurement ref no. ETH0985.** Kindly refer to the attached **Terms of Reference (ToR)** hereto as **Annex 2**.

Please be guided by the form attached hereto as **Annex 1,** in preparing your Proposal.

Proposals may be submitted on or before **Tuesday, November 12, 2019** and via email, to the address below:

**United Nations Development Programme**

***UNECA Premises Congo building 6th floor***

 ***Ms. Mekdelawit Hailu***

**procurement.et@undp.org**

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

If you require any clarification kindly forward your request to the following e-mail address: info.procurementet@undp.org , **attention FT, Subject ETH0985.**

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. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

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 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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

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/protestandsanctions/>

 **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 : <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

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

**Sincerely yours,**

*Endrias Getachew*

*DRR (O) a.i.*

11/5/2019

**Annex 1**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

 [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:

1. **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:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *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.*
7. **Proposed Methodology for the Completion of Services**

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| *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.* |

1. **Qualifications of Key Personnel**

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

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Relevant Expertise of the firm in planning and implementing similar events**

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| *The Service Provider must describe / present similar event planning and implementing testimonial or certification. Service provider should also present:** Sample works of previous similar events
* Minimum of 5 year experience organizing events for the UN and INGOs
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1. **Work experience and Qualification of core members of the firm**

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| *The Service Provider must describe the work experience and qualification of core members of the firm who will be participating in this event organizing. Each core members should have :* * Bachelor’s degree in marketing, hospitality, event management or related fields
* 5 years of experience in event planning
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1. **Cost Breakdown per Deliverable\***

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| --- | --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1 |   |  |
| 2 | Deliverable 2 |  |  |
| 3 | …. |  |  |
|  | Total  | 100% |  |

*\*This shall be the basis of the payment tranches*

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

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| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
|  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 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
|  1. Travel Costs |  |  |  |  |
|  2. Daily Allowance |  |  |  |  |
|  3. Communications |  |  |  |  |
|  4. Reproduction |  |  |  |  |
|  5. Equipment Lease |  |  |  |  |
|  6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

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

*[Designation]*

*[Date*



**Annex 2**

**TERMS OF REFERENCE (TOR)**

**GENERAL INFORMATION**

**Services/Work Description:** Creative event organizing services for the “Launch of Accelerator Lab in Ethiopia”

**Project/Program Title:** UNDP Ethiopia Accelerator Lab

**Duty Station:** Addis Ababa

**Type of the Contract:** Company/firm

**Duration:** 3 weeks

**Event date:** Second week of December (exact date TBD)

 **I. BACKGROUND**

UNDP partners with people at all levels of society in over 170 countries to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. UNDP offers global perspective and local insight to help empower lives and build resilient nations.

The critical development challenges faced by developing countries such as Ethiopia are economic poverty, unemployment, sanitation, climate change, unsafe water supply, poor education, population, inequality, conflicts and governance among many. To help solve some of these critical challenges, UNDP has been actively and heavily engaged in helping transform various development sectors in Ethiopia.

The Accelerator Labs are UNDP’s new way of working in development to solve 21st century dynamic and complex development challenges. Together with core partners, the State of Qatar and the Federal Republic of Germany, 60 labs serving 78 countries will work together with national and global partners to find radically new approaches that fit the complexity of current local and global development challenges.

The labs will transform UNDPs collective approach by introducing new accelerated services and solutions backed by evidence, testing and dissemination within and across countries. Sense-making, collective intelligence, solutions mapping and experimentation will be part of the new offer from UNDP to governments.

Together with partners, the Accelerator Labs will analyze challenges within local contexts to identify connections and patterns in search of new avenues of work to act effectively in addressing wicked development challenges.

 **2. OBJECTIVES OF THE ASSIGNMENT**

Under direct supervision of UNDP, the event organizing company will organize creative launching event of the Accelerator Lab in Ethiopia ensuring smooth and effective set up of branded communications products, unique venue set up and arrangements, logistic and administrative components of the event.

The successful company will also have the responsibility of providing full documentation of the event (raw footages, short videos and pictures). It will also ensure availability of an efficient secretariat and clerical support as well as oversee the sent out of invitation and follow-up confirmation of participants.

 **3. SCOPE OF THE SERVICE / WORK**

Scope of services for this event includes but not limited to event venue set up, arrangement and management; documentation of the full event (video and photography), and administrative support to manage participants.

 **4. EXPECTED DELIVERABLES**

 The following are the expected deliverables from the event organizer

1. **Invitation**

* The company will send out invitation cards and manage all the logistical services related with sending out the invitation cards.
* Follow-up with invitees for confirmation
* Compile confirmed list of participants and share with UNDP 5 days prior to the event

1. **Event venue management/administrative support**

* Creative seating arrangements with name plates for designated speakers and panelists
* Liaise with other companies who produced branding products of the event, manage logistics and delivery of the products to the event venue
* Arrangement and set up of the various produced branding products
	1. *Branded rectangular* ***pillars***
	2. *Cardboards*
	3. *Event back drop*
	4. *Roll-up banners*
	5. *Canvas for participants to pin their innovative ideas*
* Avail ushers to arrange and manage participants’ registration and smooth flow of the event
* Arrange participant kits that includes (Tote bags, folders, note book and pen)
1. **Documentation of the event**
* Videography: submission of raw footages and two short videos (10 minutes each)
* Submission of high resolution pictures of the event (200 pictures)

 **5. EVALUATION CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified companies are expected to submit financial and technical proposals comprising full portfolio of previous work, and cvs of core members of the event organizing team. The technical evaluation shall account for 70% of the full 100% cumulative score of the bidding company.

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| Relevant expertise of the firm in planning and implementing similar events* Sample works of previous similar events
* Minimum of 5 year experience organizing events for the UN and INGOs
 | 30 |
| Work experience and qualifications of core members of the event organizing team* Bachelor’s degree in marketing, hospitality, event management or related fields
* 5 years of experience in event planning
 | 10 |
| Proposed methodology – creative well-developed design and plan for executing the event. * Approach to event management,
* Event timeline: critical milestones from appointment to the job
 | 30 |
| Total | 70% |

 **6. LOGISTICAL SUPPORT**

All logistical costs associated with delivery of tasks identified above to be covered by the selected company.

 **7. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The company shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)