



## Specifications of the Services Required

<b>Project Title:</b>	Ministerial Roundtable on the Central Sahel – <i>Responding to Humanitarian Challenges in a Long-Term Perspective</i>
<b>Duty Station:</b>	UNDP Nordic Representation Office, Denmark
<b>Duration of Appointment:</b>	5 months
<b>Expected Start Date:</b>	3 August 2020

On behalf of the Ministry of Foreign Affairs of Denmark (MoFA), the United Nations Development Programme's (UNDP) Nordic Representation Office (NRO) is looking for provision of consultancy services in designing and facilitating a virtual and physical stakeholder conference on the Central Sahel.

Interested individuals, companies and institutions are invited to submit a proposal for the task, which must contain at least:

- A description of the bidder and relevant references (examples of similar tasks should be attached)
- A description of the bidder's proposed approach to task
- A timeline for ensuring completion of work by required time
- A presentation of the individual/s who will be involved and his/her/their relevance to the assignment
- A budget with main items

Interested candidates are invited to submit their applications together with curriculum vitae and relevant supporting documents to the following address: [procurement.nro@undp.org](mailto:procurement.nro@undp.org)

**The deadline for submitting applications is 22 July 2020 17h00 CEST.**

### Background

The security and humanitarian situation in the Central Sahel has deteriorated significantly over the last few years. In Burkina Faso, Mali, and Niger, several complex and fast-growing crises are developing with unprecedented levels of armed violence, insecurity and displacement. Thousands of civilians have been killed and hundreds of thousands forced to flee their homes. In addition, insecurity and forced displacement are destroying the social fabric of communities and disrupting basic social services and governance. Food insecurity and human rights violations, including sexual and gender-based violence, are on a sharp rise.

All this is unfolding in a region at the bottom of global development indices. Across the Sahel, already-severe vulnerabilities are deepening due to the convergence of poverty, social exclusion, rapid population growth, food insecurity, internal displacement, weak governance, violent extremism and conflict. In addition, climate change is

severely impacting communities and exacerbating conflict dynamics. COVID-19 poses an additional emerging threat to the region that may exacerbate ongoing crises even further and stretch already weak systems and structures.

Humanitarian needs are substantial and growing fast. The challenge is not just about mobilising sufficient resources for humanitarian assistance, however. It is equally important to better align humanitarian, development and peace actors behind collective outcomes to the extent possible and relevant, and to strengthen the capacity of and partnerships with national governments and local authorities to protect development gains and in support of sustainable recovery.

To discuss these perspectives, and to gather political momentum and mobilize support from donors, a virtual Senior Officials Meeting (SOM), leading up to a Ministerial Roundtable, on the humanitarian situation in Burkina Faso, Mali and Niger will be organised. The conferences will be co-hosted by Denmark, Germany, the European Union (ECHO), and the United Nations (led by OCHA with UNDP).

### Objectives of the conference

The objectives and outcomes of the SOM and the Ministerial Roundtable will be to:

- Mobilise humanitarian and complementary development and resilience resources for organisations serving the most vulnerable and at-risk people in Burkina Faso, Mali and Niger – preferably in the form of flexible, multi-year funding. Concrete outcomes will include financial pledges for 2020 and/or 2021.
- Galvanise political support, including at national level, for principled humanitarian action, unimpeded humanitarian access to those affected by the crises, and strengthened protection of civilians. Concrete outcomes could be political commitments regarding principled humanitarian assistance, respect for international humanitarian law, and effective humanitarian civil-military coordination.
- Support the elaboration of a framework of collaboration between humanitarian action, development, and peacebuilding, and propose country-specific roadmaps for sustainable recovery. Concrete outcomes could include country-specific roadmaps for an effective nexus approach, and national government commitments regarding the provision of basic services and to durable solutions.

**The Senior Officials' Meeting (virtual)** in early September will bring together representatives from affected governments, civil society actors, the UN and international humanitarian and development organisations, multilateral financing institutions and bilateral and multilateral donors. The purpose will be to review operational lessons learned and forward-looking plans in select thematic tracks that cut across humanitarian action, development cooperation and peace efforts, while paying special attention to the impact and consequences of COVID-19.

All UN Member States will be invited to participate at the Senior Official/Director level, including the affected governments, bilateral or multilateral donors, and regional actors. Also, operational UN agencies, the Red Cross and Red Crescent movements, non-governmental organizations, civil society representatives, multilateral financial institutions, and other key stakeholders will be invited and will inform the discussion.

**The Ministerial Roundtable** will take place by the end of October in Copenhagen, Denmark (pending the COVID-19 situation). It will consist of:

- A ministerial-level opening session
- Short thematic panels, building on the outcomes of the senior officials' meeting.
- Pledging event with member state and donor interventions.
- Closing session.

Both events may include side events. 150-200 participants are estimated for each of the meetings.

Kindly note, uncertainty in COVID-19 developments require agility in planning. It might be necessary to shift to a hybrid or completely virtual format, if COVID-19 renders some or all participants unable to travel. Kindly do indicate the implications of such in the proposed offer.

A co-chairs' summary document will be prepared at the conclusion of the conference, identifying key action points and opportunities for follow-up.

### Scope of work

Given the current restrictions on travel and physical meetings, at least part of the conference will need to take place virtually. Virtual events come with their own unique challenges in addition to the more common challenges associated with large international conferences and donor pledges. For example, virtual events typically require stable and high bandwidth internet, and they are typically less engaging and energetic.

The objective of the assignment is to design, oversee and facilitate the planning and implementation of a conference that is engaging for all participants and as fruitful as possible in terms of securing the intended outcomes. This includes ensuring strong participation by local participants from Burkina Faso, Mali, and Niger who are likely to be challenged by low bandwidth internet and frequently unstable connections.

### Expected deliverables

The responsibility of the Service Provider is to develop and implement a work plan, including timeline, based on the deliverables below:

- **A detailed and innovative facilitation plan**, covering a preparatory phase along with the successful completion of both events and the required process in between, taking into account key challenges, such as
  - participants of highly diverse cultural, professional and linguistic backgrounds;
  - a challenging environment (virtual and physical, possibly including a mix); and
  - the need for creating a conducive and innovative framework for constructive and meaningful interaction (including, for instance, open and/or closed breakout sessions, private virtual meetings etc.) along with visibility for high-level participants in order to secure a successful outcome as intended.
- **A digital solution** (incl. any necessary platform license fees) that can function as a stable, dependable and flexible platform for the two events (including side events) and processes prior to these.
  - The chosen solution must be available to all participants, taking into account the minimal common denominator in terms of bandwidth as well as other possible access restrictions.
  - The platform must be able to handle sign-ups, document sharing, live streaming, Q&A, voting, chat, break-out sessions, interpretation services etc.
  - It could, for instance, be a combination of a video conferencing application and a digital collaboration platform. (Please note that the Zoom video conferencing application is not an option due to security issues.)
  - **Kindly to incorporate the possibility of recording the sessions/meetings**
- **Graphic design** of invitations and other key documents
  - **A visual website front-end for registration and entering the virtual conference content feeds needs a design (a neutral design as logos of host, co-host, partners etc. are to be included)**
- **3-4 experienced facilitators for the SOM** and a **detailed script for their services**. Facilitators must be able to spark the willingness of highly diverse participants to engage fully in rich, creative and targeted dialogue.
  - At least one facilitator must be fluent in French, since at least one break-out session will take place in French.

- **1 experienced facilitator for the ministerial roundtable and a detailed script** for his/her services. The choice of facilitator for the ministerial roundtable will be made in close consultation with MoFA and other co-hosts.
- **Technical support** as required for the SOM and the ministerial roundtable.
  - The technical support must ensure seamless and continuous web-based services to all participants worldwide, including with respect to ensuring appropriate connections for all speakers and other participants, helping participants enter break-out sessions, provision of technical support as required during events etc.

### Operating principles and institutional arrangements

The consultants should operate on principles that are in line with the spirit of the UN system. The conference will see broad engagement from a wide range of stakeholders and should therefore be consultative and participatory in nature. This will allow for the full range of information and experience to be captured.

The project will be anchored within the UNDP NRO mandate and rules of procurement with responsibility for project oversight, quality assurance, and monitoring function. Overall management of project implementation will be done in close cooperation with MoFA. UNDP NRO is solely responsible to MoFA on all matters related to financial management.

The Service Provider is responsible for completing the deliverables listed above. Work will be carried out in close dialogue with both UNDP NRO and MoFA. Please note that the Service Provider is not expected to give input to the professional content of the conference (e.g. development of a concept note, choice of thematic tracks, and selection of speakers).

### Qualifications, skills and attributes required

The Service provider should have a proven track-record in planning and implementing complex physical and virtual meetings, seminar, conferences and similar workflows at the international level in multiple languages (in particular English and French) and involving participants of highly diverse cultural, professional and linguistic backgrounds.

Documented expertise in humanitarian and development challenges or the ability to engage in such activities is highly desirable.

#### Other corporate competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environments.

Depending on the proposed composition from the Service Provider, the further requirements are to be considered;

#### The team leader should have the following qualifications:

- Educational background (minimum Master's degree or equivalent) in social sciences, or other relevant disciplines, with proven track record in project development, project management or innovation;
- Strong organizational skills;
- Experience in leading projects related to innovation for sustainable development, design-thinking, humanitarian and development challenges is considered an asset;
- A minimum of 5 years of relevant working experience is required;
- Strong experience in complex innovation and/or virtual project management;
- Excellent communication skills and written and spoken English.

The team members should have the following qualifications:

- Educational background (minimum Bachelor's degree or equivalent) in social sciences, or other relevant disciplines, with proven track record in project development, project management or innovation;
- A minimum of 2 years of working experience is required;
- Previous experience in running projects related to innovation for sustainable development, design-thinking, humanitarian and development challenges;
- Excellent communication skills and written and spoken English;
- One of the team members of the executing team must possess excellent written and spoken skills in French. For the rest of the members of the executing team, written and spoken French is an asset.
- Kindly note the requirement of having **English and French speaking facilitators** at the SOM and roundtable.

#### Criteria for selection

The criteria which shall serve as basis for evaluating offers will be: *Combined Scoring method* – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer, which will be weighted a max of 30%.

A Service Provider that has minor deviations (not affecting the suitability of the intended use) from the above-mentioned qualifications will not be rejected. This will simply weigh into the final score.

Based on the expertise and experience, as well as quality of proposals, some bidders may be called for interview in order to provide final scoring as required by UNDP NRO and MoFA.

#### Payment modalities and specifications

It is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be affected by bank transfer in the currency of contract. The Service Provider must demonstrate the current soundness of its financial standing.