



REQUEST FOR PROPOSAL (RFP)

Virtual Event Organiser	DATE: July 8, 2021
	REFERENCE: RFP-2021-025

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services of **Virtual Event Organiser**.

Please be guided by the forms attached hereto as Annex 3 and Annex 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 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 is submitted through e-tendering on or before the deadline.

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

Please  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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Keshini Wijesundera

Manager, Transactional Services Team, BRH

08 July 2021

Description of Requirements

Context of the Requirement	<p>The UNDP Asia-Pacific, Bangkok Regional Hub, Business and Human Rights unit (B+HR Asia), is playing a central role in promoting the implementation of the United Nations Guiding Principles on Business and Human Rights (UNGPs) in Asia. The regional project supported by the Government of Sweden titled “Business and Human Rights in Asia: Promoting Responsible Business Practices through Regional Partnerships” (B+HR Asia) drives progress on business and human rights (BHR) and implementation of the UNGPs through technical advisory, awareness-raising, capacity building support and peer-learning opportunities to governments, businesses, civil society organisations (CSOs), and national human rights institutions (NHRIs). Partnering with an array of champions, including media professionals, technical experts, and human rights defenders, B+HR Asia works to ensure the effective implementation of the UNGPs in the region.</p> <p>In 2021, UNDP B+HR Asia continues strengthening existing partnerships with relevant actors to implement activities, foster new partnerships, increased peer-to-peer sharing of expertise and resources in the region and will organise online events during August-December 2021. The tentative list and title of events are as follows:</p> <ol style="list-style-type: none"> 1. Roundtable Series; 2. Consultation on Informal Economy; 3. Launch of Report; 4. Training for Media on Business and Human Rights Reporting; 5. Regional B+HR Lab; 6. Training for a Regional Institution. <p>UNDP B+HR Asia intends to contract an agency for a Virtual Event Organiser to provide technical assistance in hosting the aforementioned online events. Please note that this is a tentative list and the number of events and specifics may change. This contract aims to manage all the back-end technology and preparation to organise and host the virtual (and hybrid) events mentioned above..</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	<p>In total, the contracted firm will provide technical facilitation and logistical support for below listed events:</p> <ol style="list-style-type: none"> 1. Roundtable Series (October – November 2021) 2. Consultation on Informal economy (November-December 2021) 3. Launch of a report (August 2021) 4. Training for media on Business and Human Rights (September 2021) 5. Regional B+HR Lab 5 (Late October) 6. Training of a regional institution (October-November) <p><i>(for detail please see the TOR attached as Annex 2)</i></p>

List and Description of Expected Outputs to be Delivered	Deliverables/ Outputs	Target Due Dates
	1) Providing technical facilitation and logistical support for Launch of Report	31 August 2021
	2) Providing technical facilitation and logistical support for Training for Media on Business and Human Rights Reporting	30 September 2021
	3) Providing technical facilitation and logistical support for Regional B+HR Lab	30 November 2021
	4) Providing technical facilitation and logistical support for Training for a Regional Institution	30 November 2021
	5) Providing technical facilitation and logistical support for Roundtable Series	31 December 2021
	6) Providing technical facilitation and logistical support for Consultation on Informal Economy	31 December 2021
Person to Supervise the Work/ Performance of the Service Provider	<i>(for detail please see the TOR attached as Annex 2)</i>	
Frequency of Reporting	As indicated in the ToR attached as Annex 2	
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2	
Location of work	<input checked="" type="checkbox"/> At Contractor's Location	
Expected duration of work	4.5 Months	
Target start date	01 August 2021	
Latest completion date	15 December 2021	
Travels Expected	No Travels, As indicated in the ToR attached as Annex 2	
Special Security Requirements	N/A	
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the ToR attached as Annex 2	
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required	
Names and curriculum vitae of individuals who will	<input checked="" type="checkbox"/> Required	

be involved in completing the services																			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars																		
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive 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	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>1. Deliverable 1 ("Providing technical facilitation and logistical support for Launch of Report")</td> <td rowspan="2">40%</td> <td>31 August 2021</td> <td rowspan="6"> Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider. </td> </tr> <tr> <td>2. Deliverable 2 (Providing technical facilitation and logistical support for Training for Media on Business and Human Rights Reporting")</td> <td>30 September 2021</td> </tr> <tr> <td>3. Deliverable 3 ("Providing technical facilitation and logistical support for Regional B+HR Lab") and</td> <td rowspan="2">30%</td> <td rowspan="2">30 November 2021</td> </tr> <tr> <td>4. Deliverable 4 ("Providing technical facilitation and logistical support for Training for a Regional Institution")</td> </tr> <tr> <td>5. Deliverable 5 ("Providing technical facilitation and logistical support for Roundtable Series") and</td> <td rowspan="2">30%</td> <td rowspan="2">31 december 2021</td> </tr> <tr> <td>6. Deliverable 6 (Providing technical facilitation and logistical support for Consultation on Informal Economy")</td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	1. Deliverable 1 ("Providing technical facilitation and logistical support for Launch of Report")	40%	31 August 2021	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	2. Deliverable 2 (Providing technical facilitation and logistical support for Training for Media on Business and Human Rights Reporting")	30 September 2021	3. Deliverable 3 ("Providing technical facilitation and logistical support for Regional B+HR Lab") and	30%	30 November 2021	4. Deliverable 4 ("Providing technical facilitation and logistical support for Training for a Regional Institution")	5. Deliverable 5 ("Providing technical facilitation and logistical support for Roundtable Series") and	30%	31 december 2021	6. Deliverable 6 (Providing technical facilitation and logistical support for Consultation on Informal Economy")
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Person(s) to review/inspect/ approve outputs/completed services and	Business and Human Rights Specialist, Business and Human Rights Unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub																		

authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Contract for Goods and/or Services https://www.undp.org/procurement/business/how-we-buy
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	Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm - 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 37.5% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 42.5% <i>(Passing Threshold in Technical Evaluation is 70% or above)</i> Financial Proposal (30%) 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; μ =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	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <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	<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 (Written inquiries only)	Mostaq Ahmed Procurement Consultant; Email: mostaq.ahmed@undp.org 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>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 minimum Qualification of Proposers</p> <p>(Failure to submit the documents shall result in disqualification)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical Proposal submission form & Detail Technical Proposal as per the Template Annex 3; <input checked="" type="checkbox"/> Password protected Financial proposal Annex 4; <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 <input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation; <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; <input checked="" type="checkbox"/> List of successfully completed similar projects with indicative contracts values and duration; <input checked="" type="checkbox"/> List of current ongoing project (if any) with duration and contract value; <input checked="" type="checkbox"/> Documents to establish the minimum experience requirement (<u>Reference documents such as: copy of contracts /completion certificates etc.</u>) as below: <ul style="list-style-type: none"> • Successfully designed and managed platforms for at least one online events in 2021 with more than 500 participants and 50 hours of content. <input checked="" type="checkbox"/> Proposed composition of team structure with completed and signed CVs for the proposed key personnel; <input checked="" type="checkbox"/> Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;
<p>Other Information (e-tendering submission)</p>	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in PDF format; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled; • The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. <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>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.</p> <p>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</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;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- 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;
- 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;
- Minimum quilieng experience requirement:
 - Successfully designed and managed platforms for at least one online events in 2021 with more than 500 participants and 50 hours of content

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

Technical Evaluation:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder’s qualification, capacity and experience (20%)	200
2.	Proposed Methodology, Approach and Implementation Plan (37.5%)	375
3.	Management Structure and Key Personnel (42.5%)	425
Total		1000

1. Bidder’s qualification, capacity and experience		Points Obtainable
1.1	Designed and managed platforms for at least one online events in 2021 with more than 500 participants and 50 hours of content	200
Total		200

2. Proposed Methodology, Approach and Implementation Plan		Points Obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	75
2.2	Description of the Offeror’s approach and methodology meeting or exceeding the requirements of the Terms of Reference	75
2.3	Details on how the different service elements shall be organised, controlled and delivered	75
2.4	Assessment of the implementation plan proposed, including whether the activities are properly sequences and if these are logical and realistic	75
2.5	Quality assurance procedures and risk mitigation measures	75
Total		375

3. Management Structure and Key Personnel		Points Obtainable
3.1	The composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	100
3.2	<u>Team Leader</u>	
3.2.1	Bachelor's degree (BA or equivalent) in communications, political science, international relations, law, policy, media, the arts, or related discipline(s)	10
3.2.2	3 years of experience in events management (online and offline)	50
3.2.3	Experience in designing and managing similar platforms for online events with evaluation based on characteristics of previous events organised in 2020 and 2021, incl. number of registrations and hours of content (specifically detail event(s) with the largest number of registrations/participants and hours of content in submitted documents, e.g. CV, of team leader)	75
3.2.4	Managed at least 3 events on business and human rights in Asia.	50
3.2.5	Moderated at least 5 virtual sessions at virtual events	55
3.3	<u>Technical coordinator 1</u>	
3.3.1	Bachelor's degree (BA or equivalent) in communications, political science, international relations, law, policy, media, the arts, or related discipline(s)	5
3.3.2	1+ years of experience in events management (online and offline)	25
3.3.3	Managed the virtual security for at least 3 virtual events	25
3.4	<u>Technical coordinator 2</u>	
3.4.1	Bachelor's degree (MA or equivalent) in communications, political science, international relations, law, policy, media, the arts, or related discipline(s)	5
3.4.2	1+ years of experience in events management (online and offline)	25
Total		425

Terms of Reference

Virtual Event Organiser

1) PROJECT DESCRIPTION

The UNDP Asia-Pacific, Bangkok Regional Hub, Business and Human Rights unit (B+HR Asia), is playing a central role in promoting the implementation of the United Nations Guiding Principles on Business and Human Rights (UNGPs) in Asia. The regional project supported by the Government of Sweden titled “Business and Human Rights in Asia: Promoting Responsible Business Practices through Regional Partnerships” (B+HR Asia) drives progress on business and human rights (BHR) and implementation of the UNGPs through technical advisory, awareness-raising, capacity building support and peer-learning opportunities to governments, businesses, civil society organisations (CSOs), and national human rights institutions (NHRIs). Partnering with an array of champions, including media professionals, technical experts, and human rights defenders, B+HR Asia works to ensure the effective implementation of the UNGPs in the region.

In 2021, UNDP B+HR Asia continues strengthening existing partnerships with relevant actors to implement activities, foster new partnerships, increased peer-to-peer sharing of expertise and resources in the region and will organise online events during August-December 2021 as follows:

1. Roundtable Series;
2. Consultation on Informal Economy;
3. Launch of Report;
4. Training for Media on Business and Human Rights Reporting;
5. Regional B+HR Lab;
6. Training for a Regional Institution.

UNDP B+HR Asia intends to contract an agency for a Virtual Event Organiser to provide technical assistance in hosting the aforementioned online events. Please note that this is a tentative list and the number of events and specifics may change. This contract aims to manage all the back-end technology and preparation to organise and host the virtual (and hybrid) events mentioned above.

2) SCOPE OF WORK

The contracted firm will work under the guidance and supervision of the Business and Human Rights Specialist and in collaboration with project team members. Specific results to be achieved by the IC are listed below.

In total, the contracted firm will provide technical facilitation and logistical support for the below listed events:

1. Roundtable Series (October – November 2021)

Duration: 10 hours over 2-4 days

Number of participants: Approximately 30 participants per session

Platform: Zoom meeting

Interactive tools - Required.

Interpretation - Not required.

Format: All virtual

2. Consultation on Informal economy (November-December 2021)

Duration: Over 2 days

Number of sessions (120 minutes each): 4 sessions

Number of participants: 30 people

Platform: Zoom Meeting

Interactive tools - Required.

Interpretation in four languages (in addition to English) to be accommodated in the online platform. UNDP will provide and pay for the interpreters.

Format: All virtual

3. Launch of a report (August 2021)

Duration: 4 hours

Number of participants: Up to 100 people

Platform: Webinar

Number of speakers: Maximum 6 people per session

Interpretation - Not required.

Format: All virtual

4. Training for media on Business and Human Rights (September 2021)

Duration: Over 5 non-consecutive days

Number of sessions (60 minutes each): 20 sessions

Number of participants: 30 people

Platform: Zoom Meeting

Number of speakers: Maximum 4 people per session

Interactive tool - Required.

Interpretation - Not required.

Format: All virtual

5. Regional B+HR Lab 5 (Late October)

Duration: 1 Day

Time: 10.00 hrs. – 18.00 hrs.

Number of participants: 100 people, both onsite and online; coordination with camera crew is required (camera crew to be hired separately by UNDP).

Platform: Zoom Meeting

Number of speakers: Maximum 10

Interactive tool - Required.

Interpretation in four languages (in addition to English) to be accommodated in the online platform. UNDP will provide and pay for the interpreters.

Format: Online and in-person (hybrid event – in Bangkok and online)

6. Training of a regional institution (October-November)

Duration: 2 Day

Number of sessions (90 minutes each): Up to 8 sessions

Number of participants: 50 people, both onsite and online; coordination with camera crew is required (camera crew to be hired separately by UNDP).

Platform: Zoom Meeting

Number of speakers: maximum 6 people per session

Interactive tools required.

Interpretation in four languages (in addition to English) to be accommodated in the online platform. UNDP will provide and pay for the interpreters.

Format: Online and in-person (hybrid event – in Bangkok/Dhaka and online)

The responsibilities shall include but not be limited to:

- Provide, set up and handle all software and hardware required to run the virtual event, including computers and other hardware and software (licenses).
- Ensuring background images are displayed prior to and/or during sessions (if any); assisting speakers in joining the session, testing audio and video; and at the start of each session, explain the technology used (e.g. how to pose questions) and hand over the floor to the moderator of the session. In addition, the Contractor shall ensure that each individual event session will have a dedicated technical facilitator.
- Conduct short preparatory calls of approx. 30 minutes with moderators/speakers to brief them on the technology used and answer any practical questions.
- Record all sessions for uploading online after the event ends.
- Keep track of attendance data, chat details, and other data as relevant (e.g. Mentimeter results if used).
- Ensure pre-recorded videos and other multimedia content, if any, produced by UNDP, other Forum co-organisers or partners, or the media production company potentially hired by UNDP are displayed on the hosting platform (e.g. Zoom or an equivalent medium).
- Monitor registration numbers prior to, throughout and after the conclusion of the event.
- Coordinate and communicate with UNDP and other co-organisers during preparation meetings, respond to queries and requests, as requested by UNDP.
- Provide a brief one-page report outlining challenges and lessons learned in organising the event, including recommendations for similar events in the future
- For those online and in-person events, provide in-person and online technical facilitation (in total 2 persons), ensuring that the events are broadcast through online platforms as agreed upon with UNDP and that virtual speakers participants can communicate with the audience at the in-person event venue and Film the in-person elements of the event in an interactive way, and broadcast these recordings in real-time onto the chosen digital platforms for virtual participants to see.

3) EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/ Outputs	Target Due Dates
1) Providing technical facilitation and logistical support for Launch of Report	31 August 2021
2) Providing technical facilitation and logistical support for Training for Media on Business and Human Rights Reporting	30 September 2021
3) Providing technical facilitation and logistical support for Regional B+HR Lab	30 November 2021
4) Providing technical facilitation and logistical support for Training for a Regional Institution	30 November 2021
5) Providing technical facilitation and logistical support for Roundtable Series	31 December 2021
6) Providing technical facilitation and logistical support for Consultation on Informal Economy	31 December 2021

4) INSTITUTIONAL ARRANGEMENTS

The contractor will work under the overall guidance of the Business and Human Rights Specialist, Business and Human Rights Unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.

Fortnightly reporting will be required, and each deliverable shall be presented to the Business and Human Rights Specialist for approval.

UNDP will not provide any facilities or other support.

5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is estimated to commence on 1 August 2021. All deliverables will need to be completed by 15 December 2021 at the latest.

The firm's presence is not required at UNDP Bangkok Regional Hub premises.

No travel is required. The contractor shall set up a schedule to engage with the project team through video conference or other remote communication tools.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

Required Skills and Experience

Qualified contractor should possess the following minimum qualification and expertise:

Qualifications of the Firm

- Designed and managed platforms for at least one online events in 2021 with more than 500 participants and 50 hours of content

Qualifications of the proposed key personnel:

Team Leader

- Bachelor's degree (MA or equivalent) in communications, political science, international relations, law, policy, media, the arts, or related discipline(s)
- 3 years of experience in events management (online and offline)
- Experience in designing and managing similar platforms for online events with evaluation based on characteristics of previous events organised in 2020 and 2021, incl. number of registrations and hours of content (**specifically detail event(s) with the largest number of registrations/participants and hours of content in submitted documents, e.g. CV, of team leader**)
- Managed at least 5 events on business and human rights in Asia.
- Moderated at least 5 virtual sessions at virtual events

Technical coordinator 1

- Bachelor's degree (MA or equivalent) in communications, political science, international relations, law, policy, media, the arts, or related discipline(s)
- 1+ years of experience in events management (online and offline)
- Managed the virtual security for at least 3 virtual events

Technical coordinator 2

- Bachelor's degree (MA or equivalent) in communications, political science, international relations, law, policy, media, the arts, or related discipline(s)
- 1+ years of experience in events management (online and offline)

10) PAYMENT TERMS

The lump-sum price is fixed regardless of changes in the cost components.

- First Tranche – 40% upon submission and approval of Deliverable 1 (“Providing technical facilitation and logistical support for Launch of Report”) and Deliverable 2 (Providing technical facilitation and logistical support for Training for Media on Business and Human Rights Reporting”)
- Second Tranche – 30% upon submission and approval of Deliverable 3 (“Providing technical facilitation and logistical support for Regional B+HR Lab”) and Deliverable 4 (“Providing technical facilitation and logistical support for Training for a Regional Institution”)
- Third Tranche – 30% upon submission and approval of Deliverable 5 (“Providing technical facilitation and logistical support for Roundtable Series”) and Deliverable 6 (Providing technical facilitation and logistical support for Consultation on Informal Economy”)

TECHNICAL PROPOSAL SUBMISSION FORM

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹)

[insert: Location].

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

Dear Sir/Madam:

We, the undersigned, offer to provide the services for **Virtual Event Organiser** in accordance with your Request for Proposal No. **RFP-2021-025** dated: **08 July 2021** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- d) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- e) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Our Proposal shall be valid and remain binding upon us for the period of **120 days** from the last day of submission of proposal as per the RFP requirement.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

Contact:

Telephone: _____

Email: _____

FORMAT OF TECHNICAL PROPOSAL²

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.

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]

² This serves as a guide to the Service Provider in preparing the Technical Proposal.

FORM FOR SUBMITTING FINANCIAL PROPOSAL³

(Must be Password Protected)

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[insert: Location].

[insert: Date]

We, the undersigned, offer to provide the services for **Virtual Event Organiser** in accordance with your Request for Proposal No. **RFP-2021-025** dated **08 July 2021**. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of 120 days from the last day of submission of proposal as per the RFP requirement.

We understand you are not bound to accept any Proposal you receive.

[Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal]

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Upon submission and approval of <u>Deliverable 1</u> ("Providing technical facilitation and logistical support for Launch of Report") and <u>Deliverable 2</u> (Providing technical facilitation and logistical support for Training for Media on Business and Human Rights Reporting")	40%	
2	upon submission and approval of <u>Deliverable 3</u> ("Providing technical facilitation and logistical support for Regional B+HR Lab") and <u>Deliverable 4</u> ("Providing technical facilitation and logistical support for Training for a Regional Institution")	30%	
3	Upon submission and approval of <u>Deliverable 5</u> ("Providing technical facilitation and logistical support for Roundtable Series") and <u>Deliverable 6</u> (Providing technical facilitation and logistical support for Consultation on Informal Economy")	30%	
	Total	100%	

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

³ This serves as a guide to the Service Provider in preparing the Proposal.

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

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Name: _____

Title: _____

Date: _____

Signature: _____

Contact: _____

Telephone: _____

Email: _____