



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: August 8, 2022
	REFERENCE: RFP/UNDP/ LIVESTREAMING SERVICES FOR IMAGINATE EVENTS.

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Provision of Livestreaming services for Imagine events.**

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

Proposals may be submitted on or before **Sunday, August 14, 2022** and via email, courier mail or fax to the address below:

United Nations Development Programme
Procurement.ng@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 90 Days

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 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, herein attached as Annex 3.

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>

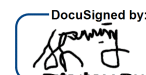
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:


Lealem Dinku Berhanu
Deputy Resident Representative
8/8/2022

Annex 1

Description of Requirements

Context of the Requirement	Provision of Livestreaming services for Imagine events.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	<p>To livestream each of the seven scheduled Imagine events (half a day). The events will be hybrid (online and offline), so the service provider is also expected to provide in-person technical support and dedicated internet access in order to guarantee uninterrupted streaming.</p> <p>Event objectives: all Imagine events seek to present the main results of the Imagine Nigeria report, facilitate discussions and foster multi-stakeholder collaboration and partnerships among government agencies, civil society, the private sector, the academy, international development partners acting in Nigeria and other stakeholders.</p> <p>Target audience: decisionmakers and innovators interested in the future of Nigeria, representing the private sector, civil society, academia, and civil service across Nigeria.</p> <p>List of events*:</p> <ul style="list-style-type: none"> • Culture of Innovation, Lagos (Lagos - South West). • Lead Africa, Ilorin (Kwara - North Central). • Green Economy, Port Harcourt (Rivers - South South). • National Narrative, Abuja (FCT). • Build Trust, Enugu (Enugu - South East). • Imagine Nigeria, Kaduna (Kaduna - North West). • Imagine Nigeria, Maiduguri (Borno - North East). <p>* Suggested locations. Imagine events are planned to be held in August and September/2022, in dates and locations to be confirmed 2 (two) weeks prior to each event. If an event is cancelled, the winning bidder will be informed in advance and will not entitled any payment.</p>

¹ 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.

List and Description of Expected Outputs to be Delivered	<p>SCOPE OF WORK</p> <p>In consultation with UNDP and the Imagine Nigeria team, the service provider is expected to carry out the following tasks:</p> <p>1.1. Preparatory work</p> <ul style="list-style-type: none"> a. Use Imagine Nigeria templates, patterns, and logo to create graphics/designs to ensure proper opening/closing and smooth transitions between programme elements and between live and/or pre-recorded elements, including producing all lower thirds based on names/titles to be provided by the Imagine events team. b. Receive and develop show-ready any pre-recorded elements created including videos, graphics and animations. c. Coordinate with the event venue personnel on livestreaming requirements, including number of required cameras and camera angles, lighting, sound, stage set-up, transition between programme elements etc. d. Draft and share instructions to speakers and event organization personnel prior to the live event in order to guarantee quality streaming. e. Develop, manage and execute the registration process as per the event requirements, including sending registration confirmation messages and event reminders to all registered participants, maintenance of database for participant information. f. Provide event access links. g. Hire dedicated internet access to guarantee uninterrupted livestreaming. h. Ensure full set-up and testing of livestreaming equipment and services prior to the event (on the day before or on the morning of each event, according to venue availability), including audiovisual equipment, stage set-up, lighting, sound, internet access, livestreaming platform, designed opening/transitions etc. <p>1.2. During the event</p> <ul style="list-style-type: none"> a. Connect all equipment and services to the dedicated internet access. b. Provide the platform and link the live streaming of the event to Youtube and other social media platforms, as previously agreed with the Imagine team. c. Livestream all sessions of each Imagine event from various angles and manage the broadcast of each event to the online event platform. d. Connect filming camera close-up with the event presenters and speakers and fully attentive participants during the livestream to provide live experiences for online viewers.
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- e. Livestream presentation slides during presentations so that all participants can see the presentation content clearly.
- f. Show livestreaming to on site audience using screen(s) strategically set on stage.
- g. Oversee the flow and management of the livestream, including transitions between programme elements in the agenda and lead the coordination with the in-person event.
- h. Manage all aspects of the streaming services, including providing on-site technical assistance to speakers and participants and support troubleshooting of any streaming issues.
- i. Make sure online participants have access to interactive engagement tools and provide any required technical assistance to the live chats and discussions moderator.
- j. Record the full event.

1.3. Post Event

- a. Provide a fully edited audiovisual/video recordings of all the events for upload to the Imagine Nigeria site.
- b. Handover all database, data, graphics and documentation related to in a single folder to UNDP.
- c. Provide assistance with any other post-event related services as agreed upon with UNDP.

2. LOTS/PRODUCTS

The service provider is expected to deliver quality online livestream and video recording for each event. Bidders may opt to bid for any number of lots (1 or more), which should be registered in their proposal; however, bidder must comply with complete requirements per lot.

LOT	EVENT	EXPECTED LOCATION	EXPECTED DATE
01	1. Provision of sound/audio recording that feeds into the livestream 2. Provision of video recording that feeds into the livestream 3. Livestream services 4. Dedicated internet service provision	Imagine event focused on Culture of Innovation - Lagos (Lagos).	16 th August, 2022.
02	1. Provision of sound/audio recording that feeds into the livestream 2. Provision of video recording that feeds into the livestream	Lead Africa Imagine Event Ilorin (Kwara).	21 st September, 2022.

		3. Livestream services 4. Dedicated internet service provision		
	03	1. Provision of sound/audio recording that feeds into the livestream 2. Provision of video recording that feeds into the livestream 3. Livestream services Dedicated internet service provision	Green Economy Imagine event Port Harcourt (Rivers).	14 th September , 2022.
	04	1. Provision of sound/audio recording that feeds into the livestream 2. Provision of video recording that feeds into the livestream 3. Livestream services 4. Dedicated internet service provision	National Narrative Imagine Event Abuja (FCT).	31 st August , 2022.
	05	1. Provision of sound/audio recording that feeds into the livestream 2. Provision of video recording that feeds into the livestream 3. Livestream services 4. Dedicated internet service provision	Build Trust Imagine event. Enugu (Enugu).	10 th September, 2022.
	06	1. Provision of sound/audio recording that feeds into the livestream 2. Provision of video recording that feeds into the livestream 3. Livestream services 4. Dedicated internet service provision	Kaduna (Kaduna).	26 th September, 2022.
	07	1. Provision of sound/audio recording that feeds into the livestream 2. Provision of video recording that feeds into the livestream 3. Livestream services 4. Dedicated internet service provision	Maiduguri (Borno)	29 th September, 2022.
Person to Supervise the Work/Performance of the Service Provider	UNDP Justice, Human Rights and Peacebuilding Advisor			
Frequency of Reporting	<i>Weekly or as needed</i>			

Progress Reporting Requirements	Required
Location of work	<input checked="" type="checkbox"/> Exact Address/es : As per Schedule
Expected duration of work	August 16th to September 30th, 2022
Target start date	16 th August 2022
Latest completion date	30 th September 2022
Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to start of assignment
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (NGN)
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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

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

	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 ³	Payment will be in Nigerian Naira after satisfactory completion of services in each location as specified in the schedule of work.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UN Communications Specialist of Designate
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm <i>[indicate percentage]</i> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <i>[indicate percentage]</i> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <i>[indicate percentage]</i>

³ 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.

⁴ 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 \$150,000.00.

	Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> UNDP will award one Service Provider per lot <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others ⁷ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁸	Godfrey Ihedioha <i>Procurement.ng@undp.org</i> 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.
Other Information <i>[pls. specify]</i>	

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

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

⁸ 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.

Terms of Reference:

Livestreaming services for Imagine events

3. BACKGROUND

UNDP has partnered with the Federal Government of Nigeria to produce the Imagine Nigeria Report which assesses and provides insight into how the crises facing Nigeria also presents opportunities for Nigeria to build a more inclusive and resilient nation. The outputs of the exercise, Imagine Nigeria, is now ready for launch. It is a foresight-oriented exercise that is neither a prediction of the future nor a national plan, rather it is an invitation to all Nigerians for a country-wide conversation on the future of the nation. The exercise explores the major trends that will help to shape the future of Nigeria, offers alternative scenarios of the future and provides a series of actionable recommendations to ensure national transformation. The findings and recommendations came to life through a participatory exercise involving over 300 stakeholders and experts, both nationally and internationally, which was guided by a High-Level panel made up of eminent stakeholders across government, private sector and civil society.

With the outputs of Imagine Nigeria—publications, interactive website, film documentaries, and toolkits—concluded and the planning for the launch on-going, UNDP will support a second phase of the exercise, which will focus on dissemination of the outputs and the seeding of the transformation ideas. While Imagine Nigeria is neither a planning nor a national visioning exercise, it is expected to serve as a catalyst for a national dialogue on the future. In addition, the outputs of the exercise are meant to provide inputs for key stakeholders in their decision making. Among the stakeholders are the government which holds the responsibility for national planning as well as other major actors including the private sector and civil society with interests and critical roles to play in determining the future outcomes for Nigeria.

As part of the dissemination of outputs, a series of “Imagine Events” will be organized across Nigeria, with at least one taking place in each geo-political zone. The events will be hybrid (online and offline) and aim to ensure that maximum number of people have access to the dialogues. Each event will be co-organized with partner institutions and should have a half day duration. UNDP is now seeking highly qualified, professional service provider for livestreaming each Imagine event, which includes dedicated internet services, on-site technical support, and audiovisual equipment to be used in the livestreaming.

4. OBJECTIVE OF THE ASSIGNMENT

To livestream each of the seven scheduled Imagine events (half a day). The events will be hybrid (online and offline), so the service provider is also expected to provide in-person technical support and dedicated internet access in order to guarantee uninterrupted streaming.

Event objectives: all Imagine events seek to present the main results of the Imagine Nigeria report, facilitate discussions and foster multi-stakeholder collaboration and partnerships among government agencies, civil society, the private sector, the academy, international development partners acting in Nigeria and other stakeholders.

Target audience: decisionmakers and innovators interested in the future of Nigeria, representing the private sector, civil society, academia, and civil service across Nigeria.

List of events*:

- Launch of Imagine Nigeria, Abuja (FCT).
- Culture of Innovation, Lagos (Lagos - South West).
- Lead Africa, Ilorin (Kwara - North Central).
- Green Economy, Port Harcourt (Rivers - South South).
- National Narrative, Abuja (FCT).
- Build Trust, Enugu (Enugu - South East).
- Imagine Nigeria, Kaduna (Kaduna - North West).
- Imagine Nigeria, Maiduguri (Borno - North East).

* Suggested locations. Imagine events are planned to be held in August and September/2022, in dates and locations to be confirmed 2 (two) weeks prior to each event. If an event is cancelled, the winning bidder will be informed in advance and will not be entitled any payment.

5. SCOPE OF WORK

In consultation with UNDP and the Imagine Nigeria team, the service provider is expected to carry out the following tasks:

5.1. Preparatory work

- i. Use Imagine Nigeria templates, patterns, and logo to create graphics/designs to ensure proper opening/closing and smooth transitions between programme elements and between live and/or pre-recorded elements, including producing all lower thirds based on names/titles to be provided by the Imagine events team.
- j. Receive and develop show-ready any pre-recorded elements created including videos, graphics and animations.
- k. Coordinate with the event venue personnel on livestreaming requirements, including number of required cameras and camera angles, lighting, sound, stage set-up, transition between programme elements etc.
- l. Draft and share instructions to speakers and event organization personnel prior to the live event in order to guarantee quality streaming.
- m. Develop, manage and execute the registration process as per the event requirements, including sending registration confirmation messages and event reminders to all registered participants, maintenance of database for participant information.
- n. Provide event access links.
- o. Hire dedicated internet access to guarantee uninterrupted livestreaming.
- p. Ensure full set-up and testing of livestreaming equipment and services prior to the event (on the day before or on the morning of each event, according to venue availability), including audiovisual equipment, stage set-up, lighting, sound, internet access, livestreaming platform, designed opening/transitions etc.

5.2. During the event

- k. Connect all equipment and services to the dedicated internet access.
- l. Provide the platform and link the live streaming of the event to Youtube and other social media platforms, as previously agreed with the Imagine team.
- m. Livestream all sessions of each Imagine event from various angles and manage the broadcast of each event to the online event platform.
- n. Connect filming camera close-up with the event presenters and speakers and fully attentive participants during the livestream to provide live experiences for online viewers.
- o. Livestream presentation slides during presentations so that all participants can see the presentation content clearly.
- p. Show livestreaming to on site audience using screen(s) strategically set on stage.
- q. Oversee the flow and management of the livestream, including transitions between programme elements in the agenda and lead the coordination with the in-person event.
- r. Manage all aspects of the streaming services, including providing on-site technical assistance to speakers and participants and support troubleshooting of any streaming issues.
- s. Make sure online participants have access to interactive engagement tools and provide any required technical assistance to the live chats and discussions moderator.
- t. Record the full event.

5.3. Post Event

- d. Provide a fully edited audiovisual/video recordings of all the events for upload to the Imagine Nigeria site.
- e. Handover all database, data, graphics and documentation related to in a single folder to UNDP.
- f. Provide assistance with any other post-event related services as agreed upon with UNDP.

6. LOTS/PRODUCTS

The service provider is expected to deliver quality online livestream and video recording for each event. Bidders may opt to bid for any number of lots (1 or more), which should be registered in their proposal; however, bidder must comply with complete requirements per lot.

LOT	EVENT	EXPECTED LOCATION	EXPECTED DATE
01	Quality livestream and video recording of the Imagine Nigeria report launch.	Abuja (FCT).	August, 2022.
02	Quality livestream and video recording of Culture of Innovation Imagine even.	Lagos (Lagos).	August, 2022.
03	Quality livestream and video recording of Lead Africa Imagine event.	Ilorin (Kwara).	September, 2022.
04	Quality livestream and video recording of Green Economy Imagine event.	Port Harcourt (Rivers).	August, 2022.
05	Quality livestream and video recording of National Narrative Imagine event.	Abuja (FCT).	September, 2022.

06	Quality livestream and video recording of Build Trust Imagine event.	Enugu (Enugu).	September, 2022.
07	Quality livestream and video recording of Imagine Nigeria Imagine event.	Kaduna (Kaduna).	September, 2022.
08	Quality livestream and video recording of Imagine Nigeria Imagine event.	Maiduguri (Borno)	September, 2022.

If an event is cancelled, the winning bidder will be informed in advance and will not be entitled any payment.

The UNDP in Nigeria has first selection rights – non-exclusive world rights in all media in perpetuity – to all images taken on this assignment.

7. 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 Nigeria and the Imagine Nigeria team, to make sure that the livestreaming of each event is rolled out in accordance with the requirements.

8. KEY PERFORMANCE INDICATORS AND SERVICE LEVEL

The service provider is expected to successfully manage the technical and production aspects of the livestreaming of Imagine events, ensuring a smooth coordination of the livestreaming including the seamless coordination of the live events. Quality livestreaming will be assessed according to the adherence of services provided to the terms in this document and considering any disruptions to the online streaming.

9. GOVERNANCE AND ACCOUNTABILITY

The contracted organization will report to the Rule of Law and Human Rights CTA at UNDP Nigeria 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 Nigeria.

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.

10. UNDP SUPPORT

UNDP will provide the event specifications and online streaming requirements, design guidelines and logos and/or design graphics. UNDP will also provide information on location and event schedule within 20 days of each event.

11. EXPECTED DURATION OF THE CONTRACT/ASSIGNMENT

The events included in these ToR are expected to be organized between **August 5th, 2022**, and **September 30th, 2022**. Exact dates are expected to be confirmed 2 (two) weeks prior to each event.

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

12. DUTY STATION

The contract is “home based”, with expected travel to the locations where each Imagine event will be organized (see section 2 of this document, “Objective of The Assignment”, for list of proposed locations). In the case the Bidder is not based in Nigeria, the full cost of travel to Nigeria and each of the locations internally shall be included in the proposal and adequate time in Nigeria must be allocated to effectively arrange and organize the programme.

13. 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 livestreaming, including virtual and/or hybrid events.

13.1. Minimum Qualification requirement of the successful contractor

- a. At least 3 years of experience in event management and support, including experience with high-profile national or international events for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature.
- b. At least 2 years of experience in livestreaming of virtual and/or hybrid events.
- c. At least 2 years of experience in managing high-quality video production, graphic design, content production and branding of high-profile events.

- d. Demonstrable experience in arranging high-quality virtual and hybrid events through use of live-streaming technologies, use of HD cameras, management of LED Screens and AV systems and development of interactive engagement features (e.g. live polls, Q&A).
- e. Experience with managing virtual and hybrid events on entrepreneurship, social innovation and technology is preferred.
- f. Have the necessary equipment for the filming and livestreaming, including the mixer and digital cameras.
- g. Own a team with strong experience in livestreaming high-profile events, including the following members (experience must be registered in CV):
 - Team leader: at least 02 year-experience in the organization of livestreaming and/or hybrid event.
 - Camera persons: at least 1 year-experience in filming; have experience in filming international events or high-profile/big national events, with professional and nice videos
 - Technical assistant: at least 02 years experience in providing technical support to livestreaming and/or hybrid events.

14. 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 equipment, dedicated internet, professional fees, and any other anticipated costs not listed below as separately covered by the assignment.

The Purchase Order/Contract will be awarded to the lowest priced substantially compliant offer per LOT. A bidder may be awarded multiple lots if evaluated to be the lowest-priced substantially compliant offer.

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

Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been	80

	addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	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?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		120
	- General Experience	30	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	30	
	- Language Qualifications	10	
3.2 b	Senior Expert		80
	- General Experience	10	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	20	
	- Language Qualifications	10	
3.2 c	Junior Expert		40
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	

	- Language Qualifications	10	
Total Section 3			300

Annex 2**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹**

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[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, contract 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.*

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

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

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.*

D. 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	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

E. 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
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]*