

REQUEST FOR PROPOSAL (RFP 105/22)

NAME & ADDRESS OF FIRM	DATE: August 12, 2022
	REFERENCE: SERVICES OF THE EVENT MANAGEMENT COMPANY TO ORGANISE The “Climate Change and Parliaments” Workshop in October 2022 in Yerevan

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting SERVICES OF THE EVENT MANAGEMENT COMPANY TO ORGANISE The “Climate Change and Parliaments” Workshop in October 2022 in Yerevan (the detailed TOR is attached separately as Annex 1a).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.
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Proposals may be submitted on or before, **26 August 2022, 4:00 pm local Yerevan time (GMT +4)** via **email only:**

to the following e-mail address: tenders.armenia@undp.org

Please note that proposals received through any other e-mail address will not be considered.
Your Proposal must be expressed in the English, and valid for a minimum period of 60 days calendar 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/protestandsanctions/>

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit
UNDP Armenia*

Description of Requirements

Context of the Requirement	Public awareness planning and implementation for the Arbitration Center
Implementing Partner of UNDP	National Assembly of RA
Brief Description of the Required Services ¹	To Hire the services of the event management company or firm handling big social and corporate events to organize the Workshop on Climate Change and Parliaments in a timely manner and provide event reports.
List and Description of Expected Outputs to be Delivered	– As per Annex 1a – Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	Ruzanna Hayrapetyan, Associate Project Coordinator Modern Parliament for a Modern Armenia (MAP), UNDP
Frequency of Reporting	<i>As per TOR (Annex 1a) 3 Deliverables</i>
Progress Reporting Requirements	<i>As per TOR (Annex 1a) 3 Deliverables</i>
Location of work	<input type="checkbox"/> Exact Address as provided below <input checked="" type="checkbox"/> At Contractor's Location, venue to be suggested by the company
Expected duration of work	30 days after contract signing by both parties.
Target start date	October 2022
Latest completion date	November 2022
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	<input type="checkbox"/> Others <input checked="" type="checkbox"/> Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others
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 <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (USD)
Value Added Tax on Price Proposal ²	<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"/> 60 days <input type="checkbox"/> 90 days <input 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.

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.

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

Partial Quotes	<input checked="" type="checkbox"/> Not Permitted			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	Presentation and approval of Execution plan for the Workshop	20%	5 days after contract signed	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.
	Progress reports on execution of the plan (weekly)	80%	20 days after contract signed	
	Final event report		30 days after contract signed	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Ruzanna Hayrapetyan, Associate Project Coordinator Modern Parliament for a Modern Armenia (MAP), UNDP			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Services			
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%. <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria 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 (max score: 350), including: - Have minimum of 5 years in the industry (max score: 100); - Having managed at least 3 international events/conferences of comparable magnitude. Having staff who are fluent in English and Armenian (max score: 150); - Having the track record in the marketing of the events. Having experience in organizing and managing youth events/workshops. (max score: 100).			

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.

	<p><input checked="" type="checkbox"/> Methodology, its Appropriateness to the Conditions and Implementation Plan (max score: 250), including:</p> <ul style="list-style-type: none"> - Task implementation approach, including detailed description of implementation methods and milestones to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs (max score: 250) <p><input checked="" type="checkbox"/> Qualification of Key Personnel (max score: 400), including:</p> <ul style="list-style-type: none"> - Team Leader: a minimum of 5-year professional experience in public relations/communications/marketing and/or events management (max score: 150); - Communications Expert: a minimum of 5 years of experience in designing effective communications campaigns, (max score: 100); - Marketing/Printing Expert/Graphic Designer: a minimum of 3 years of experience in events branding/marketing with respective portfolio (max score: 100); - Video-maker/photographer: a minimum of 3 years of experience in photography and short video making (max score: 50); <p>Financial Proposal (30%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider.
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input type="checkbox"/> Others ⁶
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Procurement Unit, UNDP Armenia procurement.armenia@undp.org</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>
Other Information [pls. specify]	

⁴ Where the information is available in the web, a URL for the information may simply be provided.

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

⁷ 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

SERVICES OF THE EVENT MANAGEMENT COMPANY TO ORGANISE
The “Climate Change and Parliaments” Workshop in October 2022 in Yerevan

Category:	Event Management
Duty Station:	Yerevan, Armenia
Type of contract:	Consultant Company
Expected starting date:	October 2022
Duration of assignment:	30 days

Background

The “Modern Parliament for a Modern Armenia” Project (MAP Project) is designed to strengthen the National Assembly of the Republic of Armenia (RA NA) in its new and fundamentally enhanced role within the governance system in carrying out its key functions - legislation, oversight, and representation. With a long-term goal of enhancing the overall effectiveness of the RA NA as a policy-making institution, the Project is designed to support the RA NA in taking advantage of modern governance tools and mechanisms with a focus on improved operational quality, transparency, and inclusiveness of parliament and enhanced parliamentary capacity for gender-responsive policymaking.

The Project has a three-stage approach to addressing the enhancement of capacity, transparency, and responsiveness: (i) a catalytic stage of a needs assessment, strategic agenda-setting, and piloting of designed approaches; (ii) full-fledged implementation of the strategic agenda, tested approaches and activities, and (iii) evaluation of the implementation, policy recommendations, and Project closure.

UNDP MAP Project is supporting the RA NA to enhance its role and functions in law-making, policymaking, and oversight, in particular: enhancing capacity in law-making, policymaking, and oversight; increasing the transparency and inclusiveness of the legislature and responding to the needs of constituents and strengthening interaction with them.

Addressing the climate change challenge requires multi-level governance, especially at global, national, sub-national, and regional levels. At the global level, climate agreements and treaties negotiate terms for countries to curb emissions. While the efficacy of these treaties and agreements in reducing global emissions is contested, they have been important in keeping climate change issues on the global policy agenda. Equally important is the national level of governance, where the role of the government includes functions, such as creating national climate frameworks, national laws, and policies, setting standards for key climate-related sectors, and providing regional funding and support.

While the nature of climate change mitigation is predominantly global, impacts are primarily felt at a local scale, and adaptation is often primarily local. This makes it imperative for regional and local representation to play a role in the making of climate policies.

In this respect, the UNDP MAP Project facilitates and organizes Climate Change and Parliaments workshop, jointly with UNDP Climate Change Portfolio and UNDP Regional Hub.

UNDP MAP Project is initiating this Request for Proposals (RFP) to solicit proposals from the qualified firm, Event Management Planner, or Professional Conference Organizer (PCO) -Event Management Company to coordinate and manage the preparations and reporting of the Climate Change and Parliaments workshop of the event under the guidance of the RA NA and UNDP.

1. Objective

To Hire the services of the event management company or firm handling big social and corporate events to organize the Workshop on Climate Change and Parliaments in a timely manner and provide event reports.

2. Scope of Work and Responsibilities

The scope of work of the event management firm will essentially involve the overall organization of the Workshop. The firm will assist UNDP and RA NA in connection with the following.

a) Overall Management:

- Planning, organizing, reviewing evaluating meetings, and contributing to the success of the same.
- Deploy required appropriate personnel, follow up on their task accomplishment, carry out a periodic evaluation of performances and take appropriate measures required, to perform all specific tasks of the event effectively and efficiently including pre-event preparations and setup, in-event activities including ensuring uninterrupted online participation and post-event event activities: reporting, etc.
- Manage technical site visits (Venue/rooms/hall) and required rehearsal.
- Undertake any other activities which may be formally agreed upon, from time to time, between the committee and the event organizer.

b) Advisory Role:

Technically advise and work closely with the UNDP MAP Project on all aspects of the workshop to organize it in a cost-effective manner while maintaining the highest possible international standards. Evaluate and advise on the adequacy, capacity, and suitability of space within the workshop's venue, equipment required for implementing proposed physical and virtual activities, ensuring proper design, and setups and plan the workshop service delivery accordingly.

c) Registration and Coordination:

- Identification, invitation, accreditation, and registration of participants online and at the event venue upon arrival of in-person participants.
- Monitor and update on the registration process management and documentation including arrangements to print and deliver the badges for the registered Delegates, Participants, Media, VIPs, etc. (designs to be approved by the organizing team).

d) Event Production

Working closely with the UNDP MAP Project team and managing the following:

- Management of event production (backdrops, stage, and internal branding, sequencing) and online event promotional activities.
- Organization and management of the workshop venue (planning and overseeing the use of conference rooms for plenary and parallel sessions, signposts, facilities such as audio-visual materials, sound system, microphones, decorations, etc.)
- Stage management, design & branding
- Coordination of simultaneous interpretation services
- Furniture & décor requirements for the venue

e) Online participation facilitation

- Ensure that necessary high-quality technology, connectivity, and equipment are timely available and seamlessly working to ensure uninterrupted and user-friendly online attendance for at least 70 participants.
- Propose measures to ensure that both main room and parallel sessions rooms are fully equipped for virtual participation and seamless interactions between in-person and online participants.

- f) Media Management
- Propose and invite local, regional, and international media persons.
 - Prepare, and disseminate press releases and other materials to national, regional, and international journalists in English and Armenian
 - Organize meet-the-press during a workshop with key figures attending the workshop.
 - Organize interviews with eminent guests on different print and electronic media.
 - Design and assist in the production of merchandise (promotion materials, videos, photos, etc).
- g) Catering Services for up to 60 participants⁸ (2 lunches, 4 coffee-breaks, 2-pre-event light refreshments, 1 gala dinner):
Manage and supervise the entire catering services including the proposal of menus, arrangement of coffee tea breaks, arrangement of tea/lunches/dinner for high profile guests, seating plans for lunches, and negotiating the possible discounted rates for catering services.
- h) Transportation (form-to hotel-workshop venue) for up to 20 participants⁹:
Arranging the transportation for the workshop delegates in accordance with the requirement of the Workshop participants. Designing a transportation plan while considering the accessibility of the proposed venue and field trips.
- i) Meeting Facilitation Services
Identifying and securing suitable stands for speakers, moderators, and masters (to be proposed by the company) of ceremonies for different sessions, and workshops to be held during the workshop.
- j) Venue Branding and Design Services
Design and branding services for the workshop including overall workshop Look & feel, backdrops, venue branding, branding spaces, signage, merchandise, etc.
- k) Covid-19 Measures:
The event planner will ensure that event is organized considering all preventive measures/SOPs against COVID-19. The company will place all required items i.e. hand sanitizers, sanitizing walkthroughs, and compliance with the RA COVID 19 policy.
- l) Event Secretariat:
Engage rapporteurs to ensure that all the sessions of the workshop are properly documented and produce a final report of the whole event.
- m) Security:
The event planner will coordinate with the client organizing team to ensure that appropriate security measures are maintained throughout the duration of the Workshop.
- n) Protocol:
The event planner will provide ushers for airport reception (arrival/departure), registration, and venue. The number of days will be agreed upon in planning meetings.
- o) Entertainment:
Design, coordinate, and produce a package for delegate entertainment and facilitate on-site entertainment during the opening ceremony, gala dinner, or any other networking event for high-profile guests.

Undertake any other activities which may be formally agreed upon, from time to time, between the committee and the event organizer.

⁸ To be paid by a factual number of participants.

⁹ To be paid by a factual number of participants.

3. Deliverables

No.	Deliverables	Description
1	Presentation and approval of Execution plan for the Workshop	Presentation of the comprehensive execution plan, how the firm will organize this workshop, tasks, deadlines and overall approach and practicalities for the event.
2	Progress reports on execution of the plan (weekly)	Progress report on registration, branding, communication, and overall arrangement including but not limited to floor plan, communication plan, online participation setup, and update on all other aspects of the workshop.
3	Final event report	Approved Final Assignment report with detailed achievements/outcomes/lessons learned/post-event activities

4. Duration of the Contract

The firm is expected to take 30 days after the signing of the contract.

	Duration	Deliverables
Inception Phase	5 days	The execution plan, presentation, and approval
In-country Phase	20 days	Prepare weekly progress reports with achievements/pending actions
Post-mission Phase	5 days	Post-workshop communication activities/ feedback
Total number of days	30days	An approved copy of the final report with achievements/lessons learned and pending actions

5. Institutional Arrangement

- The event planner shall carry out its mandate professionally, in line with TOR given by the client and the approved Technical Proposal
- To ensure UN communication standards, the UNDP communication team will be involved in the production/review process.
- The event planner will be responsible to produce all deliverables well before the start of the events scheduled and make them available for inspection, checkups, and approval. No last-minute arrangements are acceptable.
- The event planner shall report on a weekly basis (see deliverables) to the organizing committee through presentations and reports. More specifically, the company will report to the UNDP MAP Project, or any person delegated to perform such a duty. All deliverables submitted by the consulting firm should be reviewed and approved by UNDP before any payment is made.
- The Client will work closely with the event planner for the successful delivery of the event.
- All the information relating to the event will be held confidentially by the event planner, aware that the ownership thereof belongs to the client. The PCO will not, without written permission from the client, divulge information to any third party.

6. Duty Station

The duty station of the work is in Yerevan, Armenia. All transportation regarding the consultancy within Yerevan should be arranged and paid for by the company.

7. Required Expertise and Qualification

The Company shall have the required expertise and qualifications

Experience:

- Have minimum of 5 years in the industry

- Having managed at least 3 international events/conferences of comparable magnitude
- Having staff who are fluent in English and Armenian

- Having the track record in the marketing of the events
- Having experience in organizing and managing youth events/workshops

Key experienced professional staff, including:

- **Team Leader:** a minimum of 5-year professional experience in public relations/communications/marketing and/or events management;
- **Communications Expert:** a minimum of 5 years of experience in designing effective communications campaigns;
- **Marketing/Printing Expert/Graphic Designer:** a minimum of 3 years of experience in events branding/marketing with respective portfolio;
- **Video-maker/photographer:** a minimum of 3 years of experience in photography and short video making

8. Languages:

Fluency in Armenian and English

9. Payment Modality

The company shall be paid the consultancy fee upon completion of the following milestones.

- 20% after the submission and acceptance of the execution plan approach report (deliverable no 1)
- 80% after the submission and acceptance of the weekly Progress reports (deliverable no 2) after the submission and acceptance of the Final Progress report (deliverable no 3)

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

[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 or 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 (as per table A1);*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, 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 experts, etc.;*
- b) CVs demonstrating qualifications must be submitted; 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 (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Presentation and approval of Execution plan for the Workshop	20%	
2	Progress reports on execution of the plan (weekly)	80%	
3	Final event report		
	Total	100%	

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

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone, and fax numbers – for verification purposes

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. Key Expert 1				
b. Key Expert 2				
c. ...				
d. Expert 3				
e. Expert 4				
f. ...				
2. Services from Field Offices				
a. Key Expert 1				
b. Key Expert 2				
c. Expert 3				
d. Expert 4				
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				
TOTAL				

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

[Designation]

[Date]



*Empowered lives.
Resilient nations.*

Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)