REQUEST FOR PROPOSAL (RFP)

<table>
<thead>
<tr>
<th>NAME &amp; ADDRESS OF FIRM</th>
<th>DATE: September 14, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>REFERENCE: Q-088/22</td>
</tr>
</tbody>
</table>

Dear Sir / Madam:

We kindly request you to submit your Proposal for Media and Event Organization for the 6th Governors’ Forum conference in South Sudan.

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

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Proposals must be submitted in the online e-tendering system in the following link: https://etendering.partneragencies.org using your username and password.

Search for BU: SSD10 Event ID: 0000013661

If you have not registered in the system before, you can register now by logging in using the below username and password, and follow the registration steps as specified in the system user guide in https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/

Username: event.guest Password: why2change

Your Proposal must be expressed in English language, and valid for a minimum period of Ninety (120) days. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications email; procuremenr.info.ss@undp.org, kindly communicate with the contact person/s identified in the Bid Data Sheet as the focal point for queries on this RFP.

It shall remain your responsibility to ensure that your proposal is submitted into the system by the deadline appearing on e-Tendering portal. Kindly ensure that supporting documents required are signed and in pdf format, and free from any virus or corrupted files.

The Financial Proposal and the Technical 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. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal. Financial proposals not encrypted with password shall be automatically disqualified.

FOR YOUR FINANCIAL PROPOSAL: INSERT ONLY 1 IN THE SYSTEM AND UPLOAD FINANCIAL PROPOSAL AS PASSWORD PROTECTED DOCUMENT. DO NOT DISCLOSE YOUR PRICE OFFER IN THE SYSTEM.
Your Proposal must be expressed in the English, and valid for a minimum period of 120 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 did not award 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,

Yona Samo
Procurement Specialist

9/14/2022
## Description of Requirements

<table>
<thead>
<tr>
<th>Context of the Requirement</th>
<th>Media and Event Organization for the 6th Governors’ Forum conference in South Sudan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementing Partner of UNDP</td>
<td>N/A</td>
</tr>
<tr>
<td>Brief Description of the Required Services(^1)</td>
<td>The purpose of this consultancy is to provide the 6th Governors’ Forum conference with media related services for the Governors’ Forum Conference. The objectives are: 1) To provide comprehensive media services and coverage to the Governors’ Forum, which include internet services, live streaming, video recording of every speaker, photo(still), billboards, banners at the venue etc. 2) To support publicity efforts and event promotion of the Governors’ Forum 3) To provide media relations support to Governors’ Forum for both Local and International media houses.</td>
</tr>
<tr>
<td>List and Description of Expected Outputs to be Delivered</td>
<td>The consulting firm will work collaboratively with the UNDP South Sudan Communications Team especially Communications Specialists or Analyst to plan, develop, and share communication materials and content regarding the Governors’ Forum Conference with the various media houses and platforms, as well as handle media relations prior to and during the days of the event. The firm will build upon and operationalize a digital communications strategy which promotes widespread public awareness and use of the interactive features of the social media to promote discussion and participation for the conference. The consulting firm will perform the following tasks: 1. Establish video conference facilities at the Governors’ Forum conference venue, and to ensure that technicians are available to operate video conferencing facilities (Maximum of 5 technicians). 2. Facilitate spaces for a media and an information center at the Governors’ Forum – by way of two tents. 3. Coordinate with the Governors’ Forum Secretariat/UNDP Communications Team about the timing in terms of which eminent personalities who would like to address the delegates via video conference to do so without any inconveniences and embarrassment. 4. Establish a dedicated and reliable and faster internet connection at the conference venue, and to the media and information center for the press. Ensure that engineers from the internet service provider personnel are always available to resolve any problem/query that may arise. 5. Act as the media liaison (local TV, Radio, and Newspapers) on behalf of the Governors’ Forum Secretariat. 6. Liaise with local service providers (MTN, Zain and Digitel) to provide bulk messaging services for the Governors’ Forum conference</td>
</tr>
</tbody>
</table>

\(^1\) Please find attached the detailed TOR.
7. Provide full video recording of the proceedings on daily basis as well as in full at the completion of the conference.
8. Handle any other tasks as may be required and agreed upon.

| **Person to Supervise the Work/Performance of the Service Provider** | Team Leader DGSU |
| **Frequency of Reporting** | Based on deliverables |
| **Progress Reporting Requirements** | See above |
| **Location of work** | ☒ Exact Address/es Juba, South Sudan  
☐ At Contractor’s Location (if applicable; it may be required that part of the desk review and/or report drafting be conducted from the contractor’s location) |
| **Expected duration of work** | 15 working days |
| **Target start date** | October 2022 |
| **Latest completion date** | November 2022 |
| **Travels Expected** | As per TOR |
| **Special Security Requirements** | ☒ Security Clearance from UN prior to travelling  
☐ Completion of UN’s Basic and Advanced Security Training  
☒ Comprehensive Travel Insurance  
☐ Others [pls. specify] |
| **Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)** | ☒ Office space and facilities  
☐ Land Transportation  
☐ Not Applicable |
| **Implementation Schedule indicating breakdown and timing of activities/sub-activities** | ☒ Required  
☐ Not Required |
| **Names and curriculum vitae of individuals who will be involved in completing the services** | ☒ Required  
☐ Not Required |
| **Currency of Proposal** | ☒ United States Dollars  
☐ Euro  
☐ Local Currency |
| **Value Added Tax on Price Proposal** | ☒ must be exclusive of VAT and other applicable indirect taxes  
☐ must be inclusive of VAT and other applicable indirect taxes |
| **Validity Period of Proposals (Counting for the last day of submission of quotes)** | ☐ 60 days  
☐ 90 days  
☒ 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. |

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2 VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.
The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.

Partial Quotes
☒ Not permitted

Payment Terms

<table>
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<tr>
<th>Sn.</th>
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<td>October</td>
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</table>
| 2   | • Active media relations and support during the conference.  
• Sufficient media coverage for the event.  
• Full video recordings of the event.  
• A post-event media report outlining action insights.                                                                                     | November        |

Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment
Team Leader DGSU

Type of Contract to be Signed
☒ Purchase Order  
☒ Contract for Professional Services

Criteria for Contract Award
☐ Lowest Price Quote among technically responsive offers  
☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)  
☒ 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% (100 Pts)**
- Firm related Experience (30% points).  
- Proposed Approach & Methodology: (40% points)  
- CVs of consultants fronted by firm (30% points)

**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:
☒ One and only one Service Provider  
☐ One or more Service Providers, depending on the following factors:

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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.
| Annexes to this RFP<sup>4</sup> | ☒ Form for Submission of Proposal (Annex 2)  
  ☒ General Terms and Conditions / Special Conditions (Annex 3)<sup>5</sup>  
  ☒ Detailed TOR  
  ☐ Others<sup>6</sup> [pls. specify] |
|---------------------------------|-------------------------------------------------------------------------------------------------|
| Contact Person for Inquiries (Written inquiries only)<sup>7</sup> | **Procurement Unit**  
  **Procurement.info.ss@undp.org**  
  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 [pls. specify] | **Other Information [pls. specify]** |

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

<sup>5</sup> 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.

<sup>6</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>7</sup> 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.
FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL

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

[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 and Experience 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) 5 years’ experience in the media terrain of South Sudan, and professional global or regional experience with proven track record in managing similar tasks.
f) The service provider will have evidence of staff and institutional capacity to engage in appropriate analysis and expertise to produce a high-quality work.
g) The firm will have staff members knowledgeable on how to undertake media related engagement as well as event organisation.
h) Demonstrated experience in developing content that communicates development ideas and experiences for media, web, social media, and audio-visual productions.

B. Proposed Methodology for the Completion of Services

The contracted firm will be responsible for the development of the technical proposal. The technical proposal must include but may not be limited to the following:

a) Scope of the works: The contracted firm should explain its understanding of the scope of this assignment in its own words.
b) Background and experience: The contracted firm should clearly explain its capacity and previous
experiences to undertake this assignment. Moreover, the contracted firm must allow, and UNDP may contact the relevant references to confirm the validity of such progress and work experience in the past.

c) **Methodology:** The contracted firm should explain its methodology and approach to the work.

d) **Quality Assurance Plan:** The contracted firm must explain its quality assurance mechanisms for each stage of the process.

e) **Project Management:** The contracted firm is expected to explain the project management approach during the implementation process.

f) **Work plan:** The contracted firm should provide a tentative detail work plan, including time frame with list of activities required and resources needed.

### C. Qualifications of Key Personnel

#### Requirements for Team Composition

The proposed team must be gender inclusive composed of experts who have proven knowledge and relevant work experience in the field of media and communication as well as events management.

The evaluation team should include the following personnel:

At least one expert with MA. degree in media and communication.

At least one expert in events management.

At least one expert IT trouble shooting and services installation.

The team should be sufficient and technically qualified to deliver all required outputs. Overall, the team must have:

- Demonstrated strong oral and written communications skills and able to express themselves in English and Arabic.
- Good interpersonal skills and ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.
- Ability to work independently with minimal supervision and maintain flexibility in working hours.
D. **Cost Breakdown by Cost Component:**

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Remuneration per Unit of Time</th>
<th>Total Period of Engagement</th>
<th>No. of Personnel</th>
<th>Total Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Personnel Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Media and Communication expert</td>
<td></td>
<td>15</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>b) Events Management expert</td>
<td></td>
<td>10</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>c) ICT Expert</td>
<td></td>
<td>05</td>
<td>1</td>
<td></td>
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<tr>
<td><strong>II. Services (provide details)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Travel Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Daily Allowance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Communications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>III. Other Related Costs (provide details)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. **Cost Breakdown per Deliverable***

<table>
<thead>
<tr>
<th>Deliverables [list them as referred to in the RFP]</th>
<th>Percentage of Total Price (Weight for payment)</th>
<th>Price (Lump Sum, All Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Upon signing of the contract</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>2 Upon contracting of the media related vendors for media coverage and Internet Service provision.</td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td>3 Successful completion of the event and submission of a post-event report.</td>
<td>45%</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

*This shall be the basis of the payment tranches*

[Name and Signature of the Service Provider’s Authorized Person]
[Designation]
[Date]
TERMS OF REFERENCE

1. Contract Information

<table>
<thead>
<tr>
<th>Contract Title:</th>
<th>Media and Event Organization for the 6th Governors’ Forum conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit:</td>
<td>Democratic Governance and Stabilization Unit (DGSU)</td>
</tr>
<tr>
<td>Position No.</td>
<td>Local firm</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Company</td>
</tr>
<tr>
<td>Duration:</td>
<td>15 days</td>
</tr>
<tr>
<td>Duty station:</td>
<td>Juba, South Sudan</td>
</tr>
</tbody>
</table>

2. Organizational Context / Background

The Governor’s Forum is organized by the Ministry of Presidential Affairs, Directorate of Decentralization & Intergovernmental Relations in partnership with United Nations in South Sudan. UNDP has for many years facilitated the Governor’s Forum from 2006 through until 2013 and reintroduced in November 2021. A total of nine Governor’s Forums have been successfully supported since CPA period. Following independence of South Sudan in 2011, the Governor’s Forum was re-named, “First Governors Forum” to confirm to the status of the New Independent country. After the 2013 conflict, the Government of South Sudan was able to conduct one Governor’s Forum, the 2014 Governors’ Forum without the support of United Nations.

Governor’s Forum serves as an important and useful platform, a space for advancing policy conversation in the country. It is the highest policy forum that brings together national actors to Juba for a period of one-week to deliberate on a wide range of policy issues around governance and democratic principles. The Forum is always chaired by the President of the Republic of South Sudan and the Vice-president. In this case, the RTGoNU five vice presidents. The resolutions and recommendations arising from the Forum become a set of policy instruments upon, which governments and cabinet acted-on in advancing policy formulation and leadership of the country.

The absence of the Governor’s Forum after 2014 witnessed emergence of ideological and control of state bureaucracy to fill the vacuum left by the Forum, especially following the collapse of the 2015 peace agreement for the resolution of the conflict in the Republic of South Sudan (ARCSS) and consequently renewed wide scale violence in 2016 that took ethnic dimension with devastating consequences on economy and humanitarian situation. The formation of RTGoNU in Feb 2020 and appointment of state governors on 28 June 2020 provided opportunity for intergovernmental re-engagement between national and the state Governments to address pervasive threats in many parts of the country, especially inter communal conflicts, floods, COVID and desert Locust preparedness. The planned 6th Governors’ Forum could take place either in October 2022 or November 2022.

3. Objectives
The purpose of this consultancy is to provide the 6th Governors’ Forum conference with media related services for the Governors’ Forum Conference.

The objectives are:
1) To provide comprehensive media services and coverage to the Governors’ Forum, which include internet services, live streaming, video recording of every speaker, photo(still), billboards, banners at the venue etc.
2) To support publicity efforts and event promotion of the Governors’ Forum
3) To provide media relations support to Governors’ Forum for both Local and International media houses.

4. Duties and Responsibilities

The consulting firm will work collaboratively with the UNDP South Sudan Communications Team especially Communications Specialists or Analyst to plan, develop, and share communication materials and content regarding the Governors’ Forum Conference with the various media houses and platforms, as well as handle media relations prior to and during the days of the event.

The firm will build upon and operationalize a digital communications strategy which promotes widespread public awareness and use of the interactive features of the social media to promote discussion and participation for the conference.

The consulting firm will perform the following tasks:

9. Establish video conference facilities at the Governors’ Forum conference venue, and to ensure that technicians are available to operate video conferencing facilities (Maximum of 5 technicians).
10. Facilitate spaces for a media and an information center at the Governors’ Forum – by way of two tents.
11. Coordinate with the Governors’ Forum Secretariat/UNDP Communications Team about the timing in terms of which eminent personalities who would like to address the delegates via video conference to do so without any inconveniences and embarrassment.
12. Establish a dedicated and reliable and faster internet connection at the conference venue, and to the media and information center for the press. Ensure that engineers from the internet service provider personnel are always available to resolve any problem/query that may arise.
13. Act as the media liaison (local TV, Radio, and Newspapers) on behalf of the Governors’ Forum Secretariat.
14. Liaise with local service providers (MTN, Zain and Digitel) to provide bulk messaging services for the Governors’ Forum conference.
15. Provide full video recording of the proceedings on daily basis as well as in full at the completion of the conference.
16. Handle any other tasks as may be required and agreed upon.

5. Deliverables

The consulting firm will produce the following deliverables:

<table>
<thead>
<tr>
<th>Sn.</th>
<th>Deliverable</th>
<th>Target Due Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Provide pre-event media and publicity campaigns to promote the conference across various platforms - TV, Radio, Local Dailies and Digital platform.</td>
<td>October</td>
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<tr>
<td>2</td>
<td>• Active media relations and support during the conference.</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>• Sufficient media coverage for the event.</td>
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<td></td>
<td>• Full video recordings of the event.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A post-event media report outlining action insights.</td>
<td></td>
</tr>
</tbody>
</table>
6. **Required Qualifications for eligible firms**

- An independent local company with proven business experience in media services provision.
- 5 years’ experience in the media terrain of South Sudan, and professional global or regional experience with proven track record in managing similar tasks.
- The service provider will have evidence of staff and institutional capacity to engage in appropriate analysis and expertise to produce a high-quality work.
- The firm will have staff members knowledgeable on how to undertake media related engagement as well as event organisation.
- Demonstrated experience in developing content that communicates development ideas and experiences for media, web, social media, and audio visual productions.

6.1 **Other requirements would include:**

- **Excellent value for money**- including competitive consultancy rates, a detailed financial plan, a clear methodology to ensure products will be delivered in line with agreed costs, a mitigation strategy for financial risk, and clear financial reporting processes.
- An excellent understanding of media terrain in South Sudan and as well as contact with mobile telephone operators in South Sudan.
- Expertise in the communications field.
- Experience in the 5th Governors’ Forum 2021 will be of added advantage.
- **A high-quality proposal for this assignment**; including a good understanding of these terms of reference.
- **A qualified and structured team**; including demonstrated capacity
- Demonstrable experience of operating in areas with accessibility challenges.
- Demonstrable experience in engaging with local community members, using participatory and consultative approaches.
- Demonstrable experience in engaging with government institutions and use of tact and sensitivity when handling sensitive information.

I. **Requirements for Team Composition**

The proposed team must be **gender inclusive** composed of experts who have proven knowledge and relevant work experience in the field of media and communication as well as events management.

II. **The evaluation team should include the following personnel:**

At least one expert with MA. degree in media and communication.
At least one expert in events management.
At least one expert IT trouble shooting and services installation.

The team should be sufficient and technically qualified to deliver all required outputs. Overall, the team must have.

- Demonstrated strong oral and written communications skills and able to express themselves in English and Arabic.
- Good interpersonal skills and ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.
- Ability to work independently with minimal supervision and maintain flexibility in working hours.

7. **Implementation and Reporting**
UNDP will contract the service provider/Consultancy firm. The firm will however be responsible for the overall provision of the services and quality of the process as well as the products. The firm will report directly to the Coordinator of the Governors’ Forum Secretariat and UNDP Democratic Governance and Stabilization Unit Team Leader.

8. **Time frame**
The consulting firm will provide the services for 7 days period of the Governors Forum Conference.

9. **UNDP Responsibilities**
- Appoint a focal point to support the service provider during the period of the services are required.
- Coordinate with and inform the Governors’ Forum of the presence of the company.
- Monitor and guide the work of the selected firm for required standards and quality assurance.

10. **Contracted Firm Responsibility of Technical Proposal**
The contracted firm will be responsible for the development of the technical proposal. The technical proposal must include but may not be limited to the following:
- **Scope of the works:** The contracted firm should explain its understanding of the scope of this assignment in its own words.
- **Background and experience:** The contracted firm should clearly explain its capacity and previous experiences to undertake this assignment. Moreover, the contracted firm must allow, and UNDP may contact the relevant references to confirm the validity of such progress and work experience in the past.
- **Methodology:** The contracted firm should explain its methodology and approach to the work.
- **Quality Assurance Plan:** The contracted firm must explain its quality assurance mechanisms for each stage of the process.
- **Project Management:** The contracted firm is expected to explain the project management approach during the implementation process.
- **Work plan:** The contracted firm should provide a tentative detail work plan, including time frame with list of activities required and resources needed.

11. **Contracted firm responsibility on Financial Proposal.**
The contracted will be responsible for development of clearly itemized financial proposal. The financial proposal should indicate unit costs for each item and all-inclusive, fixed total contract price, supported by a breakdown of costs.

12. **Payment Schedule**

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Payment Percentage (upon approval)</th>
<th>Condition for Payment Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon signing of the contract</td>
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<td>Upon contracting of the media related vendors for media coverage and Internet Service provision.</td>
<td>45%</td>
<td>a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and</td>
</tr>
<tr>
<td>Successful completion of the event and submission of a post-event report.</td>
<td>35%</td>
<td>b) Receipt of invoice from the Service Provider.</td>
</tr>
</tbody>
</table>

*Note:* UNDP will not cover additional costs due to changes in the exchange rates and/or inflation.
### 13. Evaluation criteria

The bids shall comprise the following documents:

- Technical Proposal
- Cover letter: Explaining why the firm is the most suitable for the work
- Company profile including Personal CV and experience in similar projects and at least three (3) references
- Approach and methodology on how to conduct the assignment
- All sections of the proposal will be evaluated to ensure they meet the criteria
- Financial/Price Proposal in lump-sum offer with the cost breakdown (e.g., consultancy fee, DSA/per-diem, and other related costs for the 2 consultants & research Assistants.

#### 13.1 A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

#### 13.2 For evaluation and selection method, the Cumulative Analysis Method [weighted combined score method] is used in this recruitment:

- Technical Qualification (100 points) weight; [70%]
- Financial/Price Proposal (100 points) weight; [30%]

#### 13.3 Only the price proposal of the firm who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

#### 13.4 Technical qualification evaluation criteria

The technical proposal is evaluated based on its responsiveness to the Term of Reference (TOR). The following criteria will be used in technical qualification evaluation:

- Firm related Experience (30% points).
- Proposed Approach & Methodology: (40% points)
- CVs of consultants fronted by firm (30% points)
General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor’s personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR’S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor’s rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor’s employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen’s compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other
intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;
8.4.2 Include a waiver of subrogation of the Contractor’s rights to the insurance carrier against the UNDP;
8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.
11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser’s Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser’s prior written consent; and,

13.2.2 the Recipient’s employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:
13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,
13.2.2.2 any entity over which the Party exercises effective managerial control; or,
13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

15.0 TERMINATION
15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 (“Arbitration”), below, shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party’s written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim Measures of Protection”) and Article 32 (“Form and Effect of the Award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.
18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-\alai that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with
any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor’s personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor’s personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.