

SCHEDULE OF REQUIREMENTS UNOPS, Stop TB Partnership

1. Background and objective:

The UNOPS Geneva office hosts the *Stop TB Partnership Secretariat* (STBP) since 1 January 2015. The STBP, under the direction of the Executive Director, is leading the way to a world without tuberculosis (TB), a disease that is curable but still kills three people every minute. Founded in 2001, the Partnership's mission is to serve every person who is vulnerable to TB and ensure that high-quality treatment is available to all who need it.

The Stop TB Partnership Board provides leadership and direction, monitors the implementation of agreed policies, plans and activities of the Partnership, and ensures coordination among Stop TB Partnership components. The Board meets at least every nine months and consists of ministers of health, senior representation from donors, technical agencies, multilateral agencies, NGOs, and communities affected by TB.

The 30th Stop TB Partnership Board meeting will be held between 12-17 March 2018 in New Delhi, India.

The objective of this RFQ is to identify a qualified and experience supplier that can provide all technical and administrative support, human resources, materials and equipment necessary for the provision of Event Management Consultancy Services for the 30th Stop TB Partnership Board Meeting and related events in New Delhi, India between 12-17 March 2018.

2. Context:

2.1 STBP Board Meeting:

The 30th Stop TB Partnership Board Meeting and related events will take place between 12 and 17 March 2018 in New Delhi, India. The Board Meeting hosting up to 100 participants will be held on 14 and 15 March 2018, with attendees including ministers, officials from ministries and board members, including Heads of Organizations. Monday, 12 March will be devoted to site visits in which approximately 40 people will participate.

2.2 Side events/meetings:

The Ministry of Health of India would like to organize a National, Regional & Global Dialogue India with the objective of Changing Mindsets to End TB. This meeting will take place on Tuesday, 13 March, and the Global part of the meeting will most probably take place in the morning on 14 March. During 16-17 March there will be a lower-level 2 full days meeting of a group of experts.

The flow of events can be observed below:

Sunday, 11 th March	Arrival
Monday, 12 th	Site Visits
Tuesday, 13 th	Global Meeting
14th March	Board Meeting – Day 1
15th March	Board Meeting – Day 2 (most participants depart that night)
Friday, 16 th	Lancet Initiative meeting
Saturday, 17 th	Lancet Initiative meeting

3. Summary of the Consultancy Services:

The successful Consulting Firm is expected to provide overall planning, directing, and controlling to implement the events. The Consultant will take the lead in end-to-end project, managing the events, including coordinating the entire design, preparation and implementation, managing the planning, organization, coordination, timelines and deliverables, liaising with partners as appropriate, budgeting, procurement support and event delivery on the ground. At the request of STBP and UNOPS, the Consultant shall provide procurement support to UNOPS relevant business unit in relation to identification of potential vendors for services, including contract management for all related sub-contracts.

4. Specific deliverables:

4.1 Subcontracting a hotel for the accommodation and conference services:

The Consultant Firm shall provide quotes for hotels meeting the following minimum requirements:

- Hotel that is security cleared for Prime Ministers
- Hotel that is security cleared for government officials
- Hotel located ideally near ministries of government of India in New Delhi

The Consultant should ensure the subcontracting of a hotel in consultation with STBP so that it meets STBP requirements and covering for the below arrangements:

4.1.1 Accommodation:

Arrange guaranteed preferential rate for *SINGLE* room for 50 pax. with Wi-Fi and breakfast for dates 11–17 March 2018 (price should include all applicable taxes per room per night). The offer shall include any booking requirements (deadline for confirmation of final number of guests, minimum number of guests to be accommodated), if any. Meeting participants may stay for all or some of the nights in the period 11–17 March 2018.

NOTE: Accommodation costs at the preferential rate will be paid directly by the participants and by STBP staff and shall not be subject of this contract. STBP shall reserve the option to pay accommodation for one or more participants under the contract. The costs for the accommodation shall be reflected in the cost proposal but not to be considered in the total amount of the offer.

4.1.2 Conference services for the main meeting on 14 - 15 March 2018 in the hotel premises:

- 1 large meeting room for the Board meeting to accommodate up to 100 participants: 34 seats in board set up (U-form) and the remainder as observers (40-50 chairs for people to sit around the U-shape in second line).
- 1 additional small break out room for 6-8 participants (high-level bi-lateral meeting room)
- Catering:
 - a. Welcome tea & coffee in the morning for up to 100 participants;
 - b. Buffet lunch incl. one soft drink for 100 participants; and
 - c. 2 tea/coffee breaks (AM and PM), and a mix of soft drinks, juices and mineral water, during the sessions for up to 100 participants.

4.2 Organize transport for site visits on 12 March:

- Arrange transport needs (hotel-site1-site2-hotel return) for 4 site visits of up to 15 people (max) per site visit.
- Site visits can last for half a day or full day. Locations will be confirmed at a later stage.
- Catering:
 - a. Where it is not possible to arrange lunch, provide light lunch/sandwiches for 15 participants per site visit;
 - b. Water and small snacks available in all vehicles.

4.3 Organize high-officials meeting on 13 March (Global Meeting) in separate specific location:

- 1 big meeting room at Vigyan Bhawan Center for up to 1000 people

- Catering (the cost of catering shall be provided but considered as optional in the financial offer – to be confirmed if this will be included under the contract)
 - a. Welcome tea & coffee in the morning for up to 1000 participants;
 - b. 1 tea/coffee break (AM) during the session for up to 1000 participants;
 - c. Lunch incl. one soft drink for 1000 participants.

4.4 Organize conference service in hotel for meeting on 13 March (the cost of this side-event shall be provided but considered as optional in the financial offer – to be confirmed if this will be included under the contract):

- 1 meeting room with capacity for 150 people with set up in conference
- Catering: Tea/coffee/ break for up to 150 participants.

4.5 Conference services for meeting on 16-17 March (Lancet Initiative meeting):

- 1 meeting room with capacity for 40 people with set up in “conference” shape.
- Catering:
 - a. Welcome tea & coffee in the morning of the first day (16 March only) for up to 40 participants;
 - b. Buffet lunch incl. one soft drink for 40 participants; and
 - c. 2 tea/coffee breaks (AM and PM), and a mix of soft drinks, juices and mineral water, during the sessions for up to 40 participants.

4.6 Logistics venue arrangements and additional services required:

- 1 small break out room (for the Secretariat) adjacent to the meeting room(s), with the capacity to sit 8-10 people at the table and possibility to plug in 8 workstations and access to Wi-Fi from 12 to 15 March;
 - Equipment and IT Support for the meeting rooms (13, 14, 15 March):
 - a. Table microphones (one microphone per two seated participants) for the main meeting (14-15 March) set up plus two wireless microphones in the main meeting room;
 - b. One LCD Projector for .ppt presentations and a large screen (additionally for the main meeting on 14-15 March consider also smaller screens in-between in case the large screen is too far away);
 - c. Provision of designated IT technician available throughout the duration of the meetings and upon request available to remain in the meeting room to manage sound, projection, and as needed during the sessions (**Note:** the technical set up of the main meeting room is to be completed on 13 March);
 - d. Provision of plugs and cords to have capacity to charge phones and laptops for each participant;
 - e. Wi-Fi available in the meeting rooms and on the venue premises for all participants.
 - Printing services:
 - a. Arrange for a medium capacity colour copier in the small break-out room (Secretariat) 12-15 March. The printer can be from the hotel or part of a subcontractor’s services;
 - b. Coordinate with UNOPS STBP staff to print the necessary meeting documents and information materials that are too bulky to print at the hotel and/or Secretariat room printer; The Supplier shall include the provision of a designated business centre person (with an email address) who is available the duration of meeting hours on 14-15 March and upon request to remain at the business centre (workstation connected to printer which is set up in/near secretariat room) to manage printing requests during the sessions and during coffee breaks.
 - c. The provider shall provide cost for up to 300 pages of A4 format b/w printing and up to 30 pages of A4 format colour printing per meeting day, with a preferential copy-rate for copies above 300 pages.
- Provision of visible indications of event name, logo (UNOPS/Stop TB), dates and directions during event days in the lobby, in front and inside the meeting room;
- Provision of meeting stationery (pen, notebook, etc.) for meeting participants (if any costs associated to be included in the financial proposal);
- Provision of a photographer and/or videographer for meetings on 13, 14, 15 March (if any costs associated to be included in the financial proposal).

4.7 Other arrangements and services:

- The Consultancy Firm shall act as the primary contact for all event vendors and subcontractors;
- Arrange event venues and ensure all meeting rooms (main room, bilateral meeting rooms and break-out sessions) are arranged according to the agenda and ready for the meetings as required (and specified by each meeting's schedule);
- Manage the event's signage and visual identity in collaboration with the UNOPS STBP Team;
- Manage all ground transportation as requested by UNOPS STBP to arrange bus/taxi shuttle service for airport pick-up, as well as local operations – arrange and manage VIP transport if necessary;
- If the need arises, provide arrangements for transportation to/from the event venue to other hotels/locations.

5. Corporate requirements:

- Demonstration of ability of governance and oversight structures of the supplier for ensuring the timeliness and quality of consultancy services;
- Bidder should be in continuous business of supplying similar goods and services for the last five years (implementing projects of similar size and complexity);
- Past experience working with the UN highly desirable.

6. Key personnel:

The Consultant is responsible to deploy the following key personnel for the implementation of the consultancy services to achieve the expected outputs of the requirements. The Consultant shall ensure that all essential roles are filled with people of the required experience and profile. Minimum requirements for the composition and qualification of the Consultant's project team are provided below:

6.1 Function: Event Manager (one person): Event Manager will be responsible for the successful management of assigned consultancy, its technical quality, schedule, project activities coordination, client communications with UNOPS, STBP and other relevant strategic partners, developing and negotiating services scopes, and client follow-up maintenance. The Event Manager shall organize and manage the Event activities in accordance with approved project plans, designs and specifications. S/he will interact, monitor and work alongside the subcontractors to ensure smooth implementation of activities in accordance with project plans approved by STBP.

6.2 Key profile requirements:

- a. Education:** Desirable Bachelor Degree in Arts, Management, Communications, Marketing, Public Relations, Business Administration or similar related discipline;
- b. Experience:** Previous experience in Event Management Services. The candidate should have delivered at least five similar (in size/number of participants) events in the past. Past experience working with the UN highly desirable.
- c. Competencies:** Ability to coordinate and work in teams, and in complex environments; proven ability to plan, organize, and effectively implement activities; strong communication skills; fluency in English;

UNOPS Liability:

The Consultant hereby acknowledges that no authority has been conferred upon it by UNOPS to hire any person or persons on behalf of UNOPS, and it is understood that each person or persons employed or utilized by the Consultant in carrying out the services shall be paid by and considered as exclusive employee or agent of the Consultant and as such UNOPS shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Consultant's employees or third persons, where such injury or death arises out of, or in the course of the performance of the duties of the Consultant's employees. The Consultant shall hold UNOPS free and harmless from any claim whatsoever arising from its employees.

Any misrepresentation by the Consultant with respect to such qualifications shall be ground for the termination/cancellation of the Contract.

7. Administrative support services:

The Consultant shall provide all the necessary logistical and administrative support to the deployed Consultant's employees for the effective performance of their functions (e.g. provision of supplies, tools, equipment and consumables necessary for the performance of employees' functions, office space and furniture, transportation services, travel arrangements, etc. as may be necessary). Any related administrative support services for this consultancy services (i.e. expected local travel) shall be calculated on lump sum basis and shall be reflected on the financial proposal form included in the quote and other miscellaneous expenses shall be covered by the Consultant.

8. Monitoring of Assignment:

Under the overall guidance of the UNOPS Senior Portfolio Manager and designated STBP staff responsible for the event, the Consultant's performance shall be assessed, monitored and benchmarked.

9. Consultancy Timelines:

The successful Consultant is expected to commence the performance of the services in January 2018 and shall complete the services by 31 March 2018.

10. Event Deliverables:

In order to complete the expected outputs of the consultancy services, the Consultant is expected to undertake the following activities to achieve substantial completion of the outputs.

- a. **Prepare an Inception Report:** within one month after the commencement of the consultancy services outlining the work/ activities to be undertaken including implementation plan and timelines;
- b. **Progress Report:** to be provided by 15 February 2018 describing accomplishment of the activities outlined in the agreed implantation plan
- c. **Final Report:** to be provided by 31 March 2018 on Consultancy outlining and indicating the activities undertaken, successes, challenges, results, lessons identified and recommendation on how to address those lessons in the future.

11. Payment Schedule:

UNOPS' general policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract. UNOPS shall effect payments to the Consultant after acceptance by UNOPS of the invoices submitted by the Consultant, upon achievement of the corresponding milestones. UNOPS will effect payment within 30 days after receipt of such invoices and payment documentation, and acceptance of corresponding deliverables. The payment schedule shall be as follows:

- a) **25%** on submission and acceptance of **Inception Report**
- b) **25%** on submission and acceptance of **Progress Report** describing accomplishment of activities outlined in the agreed implementation plan.
- c) **50%** on submission and acceptance of **Final Report** compiling activities achieved based on strategy and work plan, successes, challenges, results and etc.