

## Section II: Schedule of Requirements

### **A. Background and Justification**

The RBM Partnership to End Malaria is the global platform for coordinated action against malaria. It mobilizes for action and resources and forges consensus among partners. The Partnership is comprised of more than 500 partners, including malaria endemic countries, their bilateral and multilateral development partners, the private sector, nongovernmental and community-based organizations, foundations, and research and academic institutions.

The Partnership's strength lies in its ability to form effective partnerships both globally and nationally. Partners work together to scale up malaria-control efforts at country level, coordinating their activities to avoid duplication and fragmentation, and to ensure optimal use of resources. The Partnership was launched in 1998 by WHO, UNICEF, UNDP and the World Bank, in an effort to provide a coordinated global response to the disease. From 2017, the RBM Partnership to End Malaria is hosted by UNOPS.

UNOPS Geneva Office, acting as the hosting agency of the Partnership, is now looking for a suitably qualified and experienced supplier to provide all technical and administrative support, human resources, materials and equipment necessary for the provision of Conference Interpreting Services in Abuja, Nigeria, for the Country/Regional Support Partner Committee (CRSPC) Regional Meeting, 22-26 October 2019.

#### **Context of Assignment:**

The sub-regional meetings bring together National Malaria Control Programme (NMCP) managers and their teams, as well as other key players in the field of malaria at national, regional and global levels. They provide an opportunity for the NMCP managers and partners to present an update of their programme implementation status, the challenges being faced as well as the progress made in malaria control and elimination.

The main objectives of this meeting are:

- For NMCPs and partners to conduct peer reviews of the implementation of national malaria programmes;
- To identify major implementation challenges and solutions; and
- To share best practices and lessons learned.

Additionally, the sub-regional meetings provide the opportunity to disseminate the most recent information on the current malaria control and elimination interventions, perspectives, and strategies.

### **B. Working Relationships**

The Supplier will be expected to work closely with a designated contact person within the RBM Partnership. It is expected that a dedicated focal point with the Supplier will act as the main liaison and commit to fully understand the services acquired and is expected to communicate in English.

The Supplier is to set up the equipment and to run a technical check so as to be fully operational at the beginning of the meeting.

### **C. Qualifications and Experience**

- Supplier must be in business of providing interpretation services for a minimum of 3 years.

- Supplier must legally be able to provide services in Abuja, Nigeria.
- CVs of all proposed translators must be part of the submission, within minimum of 2 years' experience as translators/interpretations for similar high-level conferences.
- In case of selection of the firm, the CVs of the proposed translators will be annexed to the contract. Upon requirement, the firm must provide the translators as per CVs provided. Any changes to this must be approved by UNOPS.

#### **D. Expected services to be delivered by the supplier**

Working directly with an RBM focal point, the Supplier must be available between the 22-26 October 2019 for event interpretation services and equipment provision.

Interpretation services must be provided during the meeting operating hours.

The Supplier must be set-up and in place starting at 20:00 on 21 October 2019. Operating hours for the period 22-26 October 2019 are 08:00 – 18:30 (subject to change).

Location to be determined.

Number of participants: 250

#### **1. Vendor Requirements**

<b>1</b>	<b>Equipment Rental &amp; Services</b>	<b>MoU</b>	<b>Estimated Quantity</b>	<b>Estimated frequency (days)</b>
<b>1</b>	<b>Interpretation Equipment</b>			
1.1	Booth – Fully Equipped (Enclosed with lamp)	Unit	3	5.0
1.2	Control Unit - IC-2 (with 2 mics and headphones)	Unit	3	5.0
1.3	Transmitter (2 per language pair)	Unit	6	5.0
1.4	Wireless Receiver - FM	Unit	250	5.0
1.5	Headset - Single-Ear OR Headphones	Unit	250	5.0
1.6	Table Microphones*	Unit	84	5.0
<b>2</b>	<b>Technical support</b>			
2.1	Technical support during the interpretation, able to assist troubleshooting	Person	1	5.0
2.2	Transport/Setup/Dismantle	Lump sum	1	2.0
<b>4</b>	<b>Interpretation services</b>			
4.1	Simultaneous Interpretation - <b>English - French-English</b>	Person	2	5.0
4.2	Simultaneous Interpretation - <b>English - Portuguese-English</b>	Person	2	5.0
4.3	Simultaneous Interpretation - <b>French - Portuguese-French</b>	Person	2	5.0

\*A table microphone for every 3 participants, to be sufficient for 250 participants in total.

**2: Additional items subject to UNOPS written request<sup>1</sup>**

<b>2</b>	<b>Additional items subject to UNOPS written request</b>	<b>MOU</b>	<b>Estimated quantity</b>	<b>Estimated frequency</b>
2.1	Over time charge after 18:30 on each day of event	30 min	1	5.0

At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the item 2.1 without any change in the unit prices or other terms and conditions of the RFQ.

**E. Contract Modality**

This RFQ intends to establish a Contract for Small Services with unit priced items at the RBM Partnership to End Malaria. The standard template of the Contract for Small Services is attached under documents.

**F. Billing and Payment Terms**

The Contractor will send one final invoice after completion of services to the United Nations Office for Project Services, Geneva Office.

The invoice shall include the purchase order number, date of delivery, unit price and total amount. UNOPS will process the payment within 30 days of receipt of the invoice.

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<sup>1</sup> These items will be included in the contract established with the selected Contractor, however the invoice will be based on the actual deliverables used from the second table 'Additional items'.