

Section II: Schedule of Requirements

eSourcing reference: [RFQ/2020/16387](#)

Terms of Reference for online meeting organization for IATI Member's Assembly (1-2 December, 2020) and its side event (30 November 2020)

A. Background

The International Aid Transparency Initiative (IATI) is a multi-stakeholder initiative which currently includes over 90 donor and developing country governments, multilateral institutions, philanthropic foundations plus civil society and private sector organisations. IATI's members fund and strategically guide the work of IATI, ensuring the initiative can achieve real change in global transparency and open data on development and humanitarian activities. Members meet annually at the IATI Members' Assembly to provide strategic guidance for the initiative.

The [Members' Assembly](#) is formed of all members of IATI, and meets in person once a year. IATI's members fund the initiative, ensuring IATI can continue implementing its work to improve global transparency. The Members' Assembly is chaired by IATI's Chair and Vice Chairs, who are appointed by the Governing Board. There are currently 96 formal member organizations of IATI.

The worldwide COVID-19 pandemic has complicated the feasibility of hosting international meetings and gatherings given ongoing safety considerations and travel restrictions. As such, the IATI Governing Board has decided to move IATI events online for the remainder of the year. Including the Members' Assembly 2020, which is to be held on 1-2 December 2020, side event (30 November 2020).

The IATI Members' Assembly brings together 150-200 experts on open data and transparency in development and humanitarian operations, and provides a great opportunity for IATI members and other transparency and open data advocates to champion ideas on how to shape IATI's mission and vision.

B. Justification

The worldwide COVID-19 pandemic has complicated the feasibility of hosting international meetings and gatherings given ongoing safety considerations and travel restrictions. As such, the IATI Governing Board has decided to move IATI events online for the remainder of the year. Including the Members' Assembly 2020, which is to be held on 1-2 December 2020, side event (30 November 2020).

Therefore IATI is looking to engage a supplier specialized in meeting arrangement online (online meeting platforms), that can support the secretariat through the two day main meeting, including the setting up an online meeting platform for the members in their 4 caucus meetings leading up to the Member's Assembly..

C. Immediate objective(s)

The 2020 Member's Assembly will have two key objectives:

- To provide a space for Members to discuss and agree governance-related matters.
- To provide space for different Caucuses/constituencies to meet amongst themselves.

To meet these aims, IATI expects that the chosen supplier will be able to deliver a high quality international online Member's Assembly meeting for 150-200 people, and advise and supply the best bi-lingual (French and English) online platform for the meeting, as well as facilitate simultaneous interpretation to the meeting. In addition to the main meeting days (December 1-2, 2020) and side event (30 November 2020), the supplier is

required to supply an online meeting platform with interpretation to four (4) caucus meetings taking place in the week leading up to the Members' Assembly.

Quotations must be submitted by using the Returnable Bidding Forms contained in Section III. The overall objective of this solicitation is to establish a Contract for small services to facilitate and expedite the process by which IATI Project will contract the supply of including the setting up an online meeting platform for the members in their 4 caucus meetings leading up to the Member's Assembly, that fulfils all of the below listed minimum technical requirements.

Number of Contracts for small services and non-Exclusivity: UNOPS will enter into a single Contract for small services agreement with one supplier selected as a result of this procurement process, as per evaluation methodology and criteria specified in the RFQ. The Contract for small services shall be considered by UNOPS as non-exclusive and UNOPS will not be committed to purchase any minimum quantity

D. Outputs

Table 1: Cost breakdown per deliverable/outputs

Terms of reference: IATI MA 2020, 1-2 December, 2020, Online		
Tasks	Requirements	Quantity
Task 1: Meeting platform online and Audio-Visual Equipment, 1-2 December, 2020	Provision of bilingual online platform including an "online main meeting room" for plenary sessions, capable of accommodating:	
	-December 1st-2nd; 3 hours in length each day, and November 30th; up to 90 minutes in length for up to 200 participants; as well as the ability to present live panel discussions (for up to 6 panelists simultaneously).	1
	-Week before the meeting: Provision of (3) online meeting rooms at different times, where all rooms should be capable of accommodating up to 100 people.	3
	Provision of a online registration platform, branded following IATI brand guideline	1
	Meeting programming and setting up online	1
	Provision of audio-visual equipment for speakers incl.:	
	a) USB connected headphones, including microphones sent to speakers where needed to assure superior sound quality for simultaneous online translation	12
	b) Possibility to show the participants presentations online while presenting	1
	c) provision of voting system online (Accessible for the IATI Members only, one vote per member)	1
	d) Provision of technical personnel for the operation of all technical equipment, including audio-sound system, online platform equipment.	1
	e) Virtual platform logistics coordinator (pre-post meeting)	1

	technical facilitator	1
	SUBTOTAL TASK 1: Meeting platform online and Audio-Visual Equipment, 30 November and 1-2 December, 2020	
Task 2: Supplying simultaneous interpretation services (french-english and english-french) for 30 November and 1-2 December, 2020 and the caucus meetings	Simultaneous Translation Virtual Teleconferencing Platform Package for 200 participants	200
	Simultaneous online translation system, two languages (english and french)	1
	Headset for speakers with USB stick to allow for good quality audio for recording and simultaneous interpretation. (see 1a). Purchased and sent to main speakers where necessary.	12
	A provision of simultaneous translation services (interpretation) (English - French and French-English)	4 (TBC)
	SUBTOTAL TASK 2: Supplying simultaneous interpretation services (french-english and english-french) for 30 November and 1-2 December, 2020 and the caucus meetings	
Task 3: Design services for event logo and design for event materials	Design services for event online logo and design etc.	1
	SUBTOTAL TASK 4: Supplying a provision of design services for event logo and design for event materials	
Task 4: A provision of video and audio recordings	A provision of video recordings from the MA	1
	A provision of audio recordings from the MA	1
	Meeting Audio Recording (Floor and translations)	1
	SUBTOTAL TASK 5: Supplying a provision of video and audio recordings	
Task 5: A provision of reporting and analysis	A provision of registration analysis, including north-south and gender division for the MA	1
	A provision of attendance analysis, including north-south and gender division for the MA	1
	A provision of final report	1
	SUBTOTAL TASK 6: Supplying a provision of reporting and analysis	

E. Activities

Technical specifications for services – Comparative Data Table

UNOPS minimum technical requirements: IATI MA and side event 2020, 30 November and 1-2 December, 2020, Online meeting	Is quotation compliant with technical requirements? Bidder to complete	Details
Task 1: Meeting platform online and Audio-Visual Equipment, 1-2 December, 2020		

Platform allows for a minimum of 200 participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows multi language simultaneous translation (min 2 languages)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows Screen Sharing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows invitees as “observers/audience”?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows “raise hand” option?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platforms allows chat (private and general)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows meeting video and audio recording?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows polling/voting system?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows breakout groups/rooms for alternatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform can be used through a browser on a computer ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows online technical assistance during meetings?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform is user friendly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform does not require account registration?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows to connect from home-based internet?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows to connect from mobile device?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platforms do not have participants access restrictions due to security measures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platforms allows to have meeting “co-hosts”?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows for online document sharing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platforms ensure high security standards for users?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows visualization of number of participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform allows to share links to external documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column

Platform allows min. 6 participants in the head table?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Platform requires specific online web browser?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
The offered Platform has been previously used for other United Nations meetings?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Task 2: Supplying simultaneous interpretation services (french-english and english-french) for 1-2 December, 2020 and the caucus meetings		
Provision of simultaneous interpretation services from English into French and French into English - <i>retour interpretation</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
Any previous experience with other United Nations online meetings?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column

Delivery requirements and Comparative Data Table:

UNOPS Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete
Delivery time	Bidder shall deliver the goods after receipt of Contract for small services.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column
UNOPS Right to vary requirements	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20% , without any change in the unit prices or other terms and conditions of the RFQ.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bidders to fill in this column

F. Reporting

The contractor is required to submit 3 reports in english electronically before, during and after the meeting.

1. A report including but not limited to registration analysis, including north-south and gender divisions of registrants midway through the registration period and one week before closing the registration.
2. A report entailing but not limited to attendance analysis, including north-south and gender division for the MA, attendance numbers for different sessions and impressions and site visits.
3. A final report, including but not limited to a meeting evaluation report delivered within one week of closing the meeting.

G. Qualifications of the successful supplier

- a. Meeting organization supplier qualifications:

Minimum experience of 5 years in international meeting organization. Previous experience in organising online meetings, preferably in the UN context. Capacity to work fluently in English, additional working knowledge of French seen as an asset.

b. Technical online qualifications for platform support services:

Professional expertise of minimum of two years in technical command of the use of the platform and capacity to support the meeting organizers in case of any technical, connectivity and sound issues.

c. Interpretation services qualifications:

Interpreters working with the Members' Assembly are expected to recognize, understand and – in a split second - have a word in another language for any one of a myriad of issues. The range of interpretation subjects is broad, including politics, governance, legal affairs, economic and social issues, human rights, open data, finance and administration.

Providing interpretation at the Caucus and Members' Assembly meetings is the most visible aspect of their duties; to be able to provide an equivalent of anything a delegate may say in two languages.

Education:

- Advanced university degree (Master's degree or equivalent) with five years of relevant experience; OR
- First-level university degree (Bachelor's degree or equivalent) with seven years of relevant experience is required.

Experience:

- Relevant experience in translation/interpretation from English to French language or vice versa in international development and UN context.

Language:

- Perfect command of the official meeting languages: English, French

H. Gender Considerations

- Women owned businesses and companies with qualified female key personnel are strongly encouraged to apply to this tender.
- The bidder is encouraged to provide evidence that the organization has a gender mainstreaming strategy.

I. Other Considerations

- The bidder is encouraged to demonstrate how the organization plans to integrate sustainability measures in the execution of the contract, if selected.