**Section II: Schedule of Requirements**

## eSourcing reference: RFQ/2021/19059 - Provision of Event Production Services, HeForShe IMPACT Summit, May 2021

# Background

Created by UN Women, the HeForShe solidarity movement for gender equality provides a systematic approach and targeted platform on which men and boys can engage and become change agents towards the achievement of gender equality. HeForShe invites men and boys to build on the work of the women’s movement as equal partners, crafting and implementing a shared vision of gender equality that will benefit all of humanity.

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners’ peacebuilding, humanitarian and development projects around the world. In order to leverage the UN system, UN Women has engaged UNOPS in the implementation of certain aspects of the HeForShe initiative.

# Justification

In the World Economic Forum’s latest report, it is estimated that the gender gap will still take more than 100 years to close. As an accelerator for the Sustainable Development Goals, the HeForShe movement has been a **solutions-driven partnership initiative** seeking to demonstrate that tangible progress can happen in our own lifetime – that *this* can bethe generation to achieve equality.

As we approach 2021, an important year for all of us, UN Women wish to share an update on plans to mark key milestones next year including: the completion of the first phase of the HeForShe IMPACT initiative; five years of the United Nations Sustainable Development Goals; 10 years since the formation of UN Women; and 25 years since the Beijing Declaration.

*Given HeForShe status as a non-profit generating initiative, bids are requested at low-bono levels.*

# Development objectives

In this context, HeForShe has partnered with world leaders, global CEOs and university presidents across society to incubate, capture and share scalable solutions to the most pressing gender issues of our time. Teams at each HeForShe Champion organization have been working not just to detect, reveal and critique the distortions which cause inequality but to create and execute solutions for erasing them. These solutions can be applied in different settings with only minor adjustments. At the launch event, supporters the world over will be able to access a new and highly practical resource for changing their own circumstances. The legacy of the HeForShe Champions has the ability to touch countless lives through these proven solutions. It’s a testament to the vision and hard work of everyone involved in the initiative and together, we are moving closer to the gender-equal world we want to live in.

# Requirements

|  |
| --- |
| **Key Deliverables** |
| The HeForShe IMPACT Summit will take place on **May 10th, 2021 at 10:00am to 12:00 noon.**  UNOPS is looking to engage an experienced Production company to develop the “look and feel” of the event through creation of an event design strategy. A technical / equipment budget (for Set-up and testing of AV equipment) and production budget and delivery has been established as per the parameters below. |
| **Technical Requirements** |
| **Section 1- Company Profile**   * The event production agency must have at last 5 years of experience in event production; * The event production agency must have at least 5 active clients in the past year; * The assigned manager of this project/service must have at least 5 years of experience in managing large and complex events (CV must be attached) * The bidder is required to have prior multiple Head of State protocol management experience * The bidder is required to have prior experience producing high-level (i.e. Fortune 100 CEOs, Heads of State and / or A-list celebrities) events   **Section 2- Event Production Strategy Development and detailed run of show**  ***Event information***   * *The event will be attended by 800-1000 VIPs from across the world* * *The venue space will be contracted separately by UNOPS* * *UNOPS will manage RSVP management* * Bidder to develop, maintain and circulate current engagement production and show flow schedules, working timeline, ground plan / layouts, etc. and ensure that all efforts are coordinated and managed across all events. Consult with client regarding all creative aspects of each event including but not limited to the theme, program development, and overall design and décor. * Coordinate and advance all logistics and technical requirements requested by secured talent.   **Section 3- Production Budget and delivery**   * Survey venue technical capabilities, perform site inspections * Maximize use of venue assets, services, equipment and other contractual deliverables to minimize out-of- pocket expenses of the engagement * Circulate master documents to all engagement partners and vendors to ensure logistical coordination * Provide onsite stage management to ensure flow and smooth execution of the Engagement for all participants * Provide day-of event staff to oversee set-up, event and strike * Engage and manage onsite staff as well as vendors for guest activities, security, etc. as required to ensure a smooth event * Secure and manage vendors to provide all required technical services where not provided by venue * Provide onsite production management to oversee the load-in, set-up, technical rehearsals, talent rehearsals, show, strike and load-out * Stage manage the engagement from beginning to end.   **Section 4- Technical Requirements budget and oversight**   * Lighting Stage and glass podium installation * Lapel mics and chairs for 5 panel members * Ensure technical capacity to livestream event (i.e. Facebook live or YouTube connectivity) * Asset Management of all equipment and materials brought to / returned from the venue * Bidder will act as main liaison with the venue and all participating vendors, coordinate as necessary any site inspections, production and logistics meetings and conference calls among them to coordinate all elements of the engagement. |