

Section II: Schedule of Requirements

Sourcing Reference: RFQ/2021/23842

Tender Title: Provision of Event Management Support for the UNOCT/UNCCT Capacity Building Trainings on PCVE in Khartoum, Sudan.

1. Introduction

The United Nations Office of Counter-Terrorism/Counter-Terrorism Centre (UNOCT/UNCCT) project on *Preventing Violent Extremism (PVE) through Strategic Communications* as part of the Global Programme on Preventing Countering Violence Extremism (PCVE) seeks to strengthen the capacity of Member States, civil society, UN entities, and regional organisations to use strategic communications as a PVE intervention, specifically to prevent the appeal of terrorism.

The project offers training and capacity-building assistance to requesting entities in the area of strategic communications for PVE. The PVE through Strategic Communications project is implemented through three main lines of support, which include:

1. The delivery of introductory training on strategic communications for PVE which covers the strategic communications process, digital media, and campaigns basics using practical examples, with a particular focus on countering hate speech;
2. Advisory support to strengthen inter-agency coordination, coherence, and oversight of strategic communications; and
3. Technical advisory tailored to the specific needs of the beneficiary, which may include training in the areas of target audience analysis, development of cohesive narratives, campaign design, and impact assessment.

Following bi-lateral meetings between UNOCT/UNCCT and UNITAMS Khartoum Office discussing the needs and gaps, UNOCT/UNCCT proposes a three-phase service offer to be implemented over a 12-month period. Phases 1 and 1.5 will primarily focus on delivering Strategic Communications capacity building to multiple stakeholders and beneficiaries. In addition, it will act as a scoping co-design process to plan for Phases 2 and 3, bilaterally with UNITAMS, which will seek to integrate a wider range of portfolios from the UNCCT Global PCVE Programme, found in the appendix below.

2. Background

The importance of the proposed strategic communication activities is contextualised against the increasing influence of the internet as the second most common channel of exposure to violent extremist ideas in Sudan, surpassed only by “friend networks”.¹ In turn, the deployment of PCVE strategic communications in Sudan becomes more pertinent when considering the primary reason for Sudanese violent extremists to both join and remain in a violent extremist organisation is ideological², stressing the need for effective support in building PCVE counter-narrative capacities amongst local communicators such as journalists, government officials and young people who increasingly are engaged in civil society led PCVE initiatives.

¹ UNDP – Violent Extremism in Sudan

² UNDP – Violent Extremism in Sudan

Building on this evidence base, engagement with young people remains a high priority. With the vast majority of radicalised and recruited Sudanese who end up joining VEOs are young Sudanese in their twenties and with at least an undergraduate degree³, engaging with young people cross-regionally and within university campuses to conduct needs assessments and co-design tailored interventions becomes an increasingly pertinent activity. Approaching this engagement through a gender sensitive lens is additionally crucial especially when considering that in some regions, 100% of women who joined VEOs were university students when recruited.⁴

Further to the above, Sudan is working substantially on its transition to democracy, with the support of the United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS).

While all eyes are on the economic crisis and the political process leading to the elections, little attention is given to the spread of hate speech and its impact on the stability and future of the country. Hate speech in Sudan is no longer limited to areas of conflict, but has expanded across the whole country. It complicates the political transition, disrupts economic development, threatens Sudan's social fabric and ultimately contributes to the proliferation of violent extremism.

It manifests itself across Sudanese society affecting communities across all social strata. It is fuelled by several elements that include regionalism, tribalism, racism and religious conflict. There is now an urgent need to stop the spread of hate speech, mitigate its impact and create better conditions by which Sudan can tackle its other urgent priorities.

Considering the prevalence of hate speech in Sudan, the media can play a lead role in the fight against it, strengthening the mechanisms to combat it, promoting the language of peace, renouncing racism and promoting social integration.

Hence, this is an important project that aims at developing the capacities of media officers in various regions, especially those suffering from armed conflict, and those that are likely to witness an escalation of violence due to the spread of hate speech.

3. Scope of Service

UNOPS intends to retain a Contractor for the implementation of specific services to execute the UNOCT/UNCCT Capacity Building Trainings on PCVE in Khartoum, Sudan.

Consequently, Phases 1 and 1.5 will comprise of the following activities:

1. There will be three sets of two-day in-person PCVE Strategic Communications capacity building for journalists in Sudan from high priority areas, including the Two Areas (Blue Nile and South Kordofan); Darfur; and Eastern States (Kassala, Red State, and Gadarif). The maximum number of attendees is 180.
2. One set of PCVE Strategic Communications training for Sudanese government officials with a maximum number of 30 trainees.
3. Two Half day PCVE Strategic Communications training for Sudanese youth with a maximum number of 90 trainees.

Phase 1 and 1.5: Proposed Programme (TBC)

³ UNDP – Violent Extremism in Sudan

⁴ Ibid

- Phases 1 and 1.5 will focus on the 'hot spots' in Sudan, and areas where UNITAMS and the UN Country Team focus their work: Eastern States, Darfur, and the 'Two Areas'. (see Annex1 for a location map).
- Trainers will be national experts and Arabic-speaking UNCCT experts.
- Each virtual session will be conducted over half a day to respective cohorts of journalists from the hot spot regions.
- Each in-person training session will be conducted over a period of 2 days in addition to a half day training for youth.

Participants of Workshops and Activities/Requirements

Participants to the capacity building trainings depend on the objectives of the events and will be mainly a combination of UNOPS stakeholders such as:

- UNCCT employees
- Personnel of other UN Agencies
- Government stakeholders
- Council staff
- International Development Agencies and NGOs
- Private sector partners
- Press and media representatives

1. Activities:

The key activities of the services for capacity building trainings will require the provision of:

- a. Venue / Food / Beverage - Procurement of venue and catering services for meeting participants from 17- 30 August 2021.
- b. Travel Coordination - Organize travel for approximately 90 meeting participants from east sudan, Darfur, Southern Kordofan, and Blue Nile
- c. Hotel Reservation - Procurement of hotel accommodation for approximately 90 meeting participants from 17-26 August 2021.
- d. Cash disbursement - Payment of travel allowance to approximately 90 meeting participants from 17-30 August 2021.
- e. Printable & Supplies - Procurement of printing and stationery supplies
- f. Reports - Leasson's learn and debrief session with UNOCT.
- g. Security services to ensure unregistered guests are not able to access the event area.

2. Environmental Considerations:

Events have a large environmental impact. These include things such as catering, waste, printing, food and participant transport. Events also impact UNOPS brand and as a result it is important to ensure that, the suppliers we work with, will consider important sustainability considerations in their provision of goods/services.

- a. Use metal cutlery and not plastic and avoid coffee and tea mix sachets, use large pots instead.
- b. Vegetarian foods should be made available in all meals.
- c. Avoid the use of individually wrapped sweets and snacks.
- d. All leftover paper should be collected and given back to UNOPS for reuse.
- e. Switch off all lights when the room is vacant

3. COVID -19 Considerations

- a. All staff and personnel should wear masks

- b. Hand Sanitisers should be provided at all entrances
- c. Security staff should take the temperature of guests attending events and forbid those not wearing masks from entering
- d. Buffet meals should be served to avoid contact with participants

4. Deliverables

The contractor is expected to arrange the following services for UNOPS:

	Date	Quantity	Item
Orientation session with UNITAMS	8/16/2021	NA	Attendance and logistic support
Training 1-1: Journalists from Eastern Sudan	8/17/2021	30	Transportation and logistics services for 30 participants (Organise selection and attendance of 30 participants (10 from each location, the Red Sea, Kassala and El Qdarif to Khartoum workshop venue)
		35	Breakfast
		1	Workshop venue (equipped with virtual training, 1 speaker, 5 microphones , 35 notepads, 35 pens, video equipment, water for participants)
		30	Accommodation (checkin: Aug 16th, checkout: Aug 19th)
		35	Coffee/tea services (morning)
		35	Lunch (35ppl)
		35	Coffee/tea services (afternoon)
		30	Travel allowance (\$5 USD per day per participants for 2 days: \$10 USD per person - Note: payment will be made in local currency)
		30	Printing service for 30 certificates
		30	Face masks and sanitizers
Training 1-2: Youth Roundtable	8/19/2021	1	Operational support for arranging 30 youth participants for the roundtable.
		1	Workshop venue - one full day (equipped with virtual training, 1 speaker, 5 microphones , 35 notepads, 35 pens, video equipment, water for participants)
		35	Coffee/tea services (morning)
		35	Lunch (35ppl)
		30	Face masks and sanitizers
Debriefing	8/19/2021	NA	1. Debriefing of the training 1

Training 2: Journalists from Darfur states	8/22 - 8/23/2021	30	Transportation and logistics services for 30 participants (selected in coordination with the Darfur Media Association, which will nominate 10 of its members from Khartoum and 4 representatives from each state in Darfur, reflecting ethnic, geographical and political diversity) -local transportation within Khartoum for 10 people from Khartoum -flight transportation for 20 people from Darfur
		30	Breakfast
		1	Workshop venue (equipped with virtual training, 1 speaker, 5 microphones, 35 notepads, 35 pens, video equipment, water for participants)
		30	Accommodation (checkin: Aug 21, checkout: Aug 24) or as per flights schedules
		35	Coffee/tea services (morning)
		35	Lunch (35ppl)
		35	Coffee/tea services (afternoon)
		30	Travel allowance (\$5 USD per day per participants for 2 days: \$10 USD per person - Note: payment will be made in local currency)
		30	Printing service for 30 certificates
		30	Face masks and sanitizers
Training 3-1: Two Areas	8/24-8/25/2021	30	Transportation and logistics services for 30 participants (15 each from Southern Kordofan and Blue Nile, with consideration being given to the possibility of representing Northern People's Movement led by El Hilo)
		30	Breakfast
		1	Workshop venue (equipped with virtual training, 1 speaker, 5 microphones, 35 notepads, 35 pens, video equipment, water for participants)
		30	Accommodation (checkin: Aug 23, checkout: Aug 26)
		35	Coffee/tea services (morning)
		35	Lunch (35ppl)
		35	Coffee/tea services (afternoon)
		30	Travel allowance (\$5 USD per day per participants for 2 days: \$10 USD per person - Note: payment will be made in local currency)
		30	Printing service for 30 certificates
		30	Face masks and sanitizers

Training 3-2: Political parties roundtable	8/26/2021	1	Operational support for arranging 30 political parties participants for the roundtable.
		1	Workshop venue - one full day (equipped with virtual training, 1 speaker, 5 microphones , 35 notepads, 35 pens, video equipment, water for participants)
		35	Coffee/tea services (morning)
		35	Lunch (35ppl)
		30	Printing service for 30 certificates
		30	Face masks and sanitizers
Debrief training 3 and preparation for Government training	8/26/2021	NA	Debriefing of the training 2, 3-1, and 3-2
Training 4: Government representatives Closing ceremony attended by UNITAMS and Governments officials + distribution of certificates	8/29-8/30/2021	1	Workshop venue (equipped with virtual training, 1 speaker, 5 microphones , 35 notepads, 35 pens, video equipment, water for participants)
		35	Coffee/tea services (morning)
		35	Lunch (35ppl)
		35	Coffee/tea services (afternoon)
		30	Printing service for 30 certificates
		30	Face masks and sanitizers
Final debrief and lessons learned exercise with UNITAMS	8/31/2021	NA	Debriefing of the training 4 Lessons learned document

Technical Requirements

Minimum Experience

Bidders should be in continuous business of supplying similar services for the last 2 years (implementing events of similar size and complexity).

Proposed Timeline

The proposed duration of this contract is from **1 Aug 2021 – 31 Aug 2021**.

Delivery requirements and Payment

- a) The Supplier will provide all required service by **31 Aug 2021**.
- b) The contractor will be paid based upon the submission of deliverables and the receipt of request for payment:

#	Deliverable	Expected delivery time	Expected payment
1	Finalization of the list of participants and venue booking.	15/08/2021	20% of the total contract amount.
2	Closing ceremony	29 August 2021	40% of the total contract amount.
3	Upon submission of the final invoice. No separate report is required.	31 August 2021	40% of the total contract amount.

Please note that UNOPS, which is part of the United Nations system, is exempted from direct taxes such as income tax, and is entitled to exemption/reimbursement of indirect taxes, such as sales tax and VAT. Please submit all quotes exempted by VAT. Part of the tender documentation attached are the UNOPS template for Contract for Small Service as well as UNOPS Standard Terms and Conditions. By submitting a quote to this RFQ, the supplier acknowledges that it has read, understands and accepts UNOPS standard contract and its terms and conditions. The final invoice shall be submitted including the cost of accommodation (if any), meeting package and calculation for catering based on the actual number of participants.