

**FORM AM 10-7:**

**Procurement Notice/Advertisement  
Open International Competition (OIC)**

**Country of Destination:** Global | UNESCO HQ – Paris, France

**Reference Number:** RFP/ED/PLS/TED/21/34

**Description:** Virtual Event Management & Coordination of the 2021 Policy Dialogue Forum (PDF) for the International Task Force on Teachers for Education 2030

**Deadline for Submission of Sealed Tenders:** Thursday, 14 October 2021, 18h00 CEST (Paris Time)

**Posting Date:** 16 September 2021

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United Nations Educational, Science and Cultural Organization (UNESCO) hereby invite qualified companies to submit sealed tenders as follows:

The International Task Force on Teachers for Education 2030 at UNESCO is seeking a virtual event production company to produce and coordinate its 13th International Policy Dialogue Forum and governance meetings in Kigali (Rwanda) from 1 to 3 December 2021. These meetings will gather about 200 international participants and 100 Rwandese Education and Teacher stakeholders participating in person, as well as others joining on-line.

These participants will include decision-makers from UNESCO Member States, representatives of international organizations, researchers, teachers, teachers' unions and experts from around the world.

the contractor shall undertake the following tasks:

- Work with the UNESCO TTF team and Rwanda partners to set up and deliver the virtual platform that will be used as the primary vehicle of participation for the conference attendees. All conference events will be hosted in-person and on the virtual platform, including plenary and panel sessions, concurrent sessions, announcements, and networking events.
- Offer project management services to ensure the Conference platform needs are met including customizable content, support staff, live and pre-recorded webcasting, and a strong understanding of executing hybrid events.

The service provider will be expected to provide the software and technical support for a virtual platform for the Policy Dialogue Forum, which shall include high-end solutions and the latest elements to ensure agile participant interaction, conference innovation, and opportunities to exchange.

COVID-19

These events are envisioned to take part in a hybrid (in-person and virtual) format. However, given the current sanitary restrictions due to the COVID 19 pandemic, the event may have to change to a reduced in-person/virtual scenario or an entirely virtual scenario. No consultant, contractor, or team member will be expected to travel unless travel is a safe option and fully authorized by the relevant authorities. In the case of an entirely virtual scenario, all event management will be conducted remotely, considering necessary adaptations to the overall logistical approach.

The assignment is estimated to require approximately 35 professional working days, within a duration of approximately seven weeks from mid-October to early-December 2021. The first six weeks will be preparatory work, and the final week will include the live event.

The team composition should include:

- One (1) senior team leader,
- One (1) technician to ensure the simultaneous interpretation connections,
- Four (4) technicians who will be onsite in Kigali to ensure the simultaneous interpretation and virtual event connections to the physical space, and
- There shall be a minimum of two (2) virtual event facilitating team members during each large panel session and one (1) team member for each breakout session for running the technical show, playing pre-recorded videos, muting, participant guidance and support etc. per session (e.g. the parallel 5 Regional meetings will require 5 technicians)
- One (1) Video/Comms support team member
- One (1) Platform development team member

The purpose of this notice is to provide general information on the requirements for the procurement process and to inform interested suppliers how to obtain a copy of the Solicitation Documents.

Interested companies who wish to participate in the OIC must request for a complete set of Solicitation Documents, available free of charge, from UNESCO contact person at the address shown below.

The sealed tenders must be delivered to the UNESCO Headquarters in Paris by email on or before **Thursday, 14 October 2021, 18h00 CEST (Paris Time)**, in strict compliance with the instructions as stipulated in the Solicitation Documents.

UNESCO reserves the right to amend the documents at any time during the solicitation process. Any amendments or clarifications will be communicated directly to all Bidders who have requested for a complete set of solicitation documents and officially confirmed their intention to submit a sealed tender. No remuneration will be made to companies for preparation and submission of their tenders.

**UNESCO Contact Information for receiving the solicitation documents:**

UNESCO Executive Office of the Education Sector

Attn: RFP/ED/PLS/TED/21/34

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