

## Section II: Schedule of Requirements

**UNOPS eSourcing reference: ITB/2022/40412**

### TERMS OF REFERENCE FOR SERVICES

#### **Invitation to Bid for Provision of Workshop Venue facilities including Hotel accommodation and Catering services in Marseille, France from March 13-16, 2022**

<b>1. Introduction:</b>	<p>The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian, and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement, and infrastructure services to a wide range of governments, donors, and United Nations organizations. With over 6,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical, and management knowledge they need, where they need it. By implementing around 1,000 projects for our partners at any given time, UNOPS makes significant contributions to results on the ground, often in the most challenging environments.</p> <p>The Center for Mediterranean Integration (CMI) is a programme hosted by UNOPS.</p>
<b>2. Background:</b>	<p>This contract will provide an all-inclusive venue for the participants to an international <a href="#">hybrid</a> workshop organized by the CMI in Marseille. Specifically, this contract will provide a venue for the delivery of this workshop to a cohort of 65 participants for two days, as well as space for an opening night event and accommodation for 55 persons during 3 nights.</p>
<b>3. Justification of Consultancy:</b>	<p>This <a href="#">hybrid</a> workshop is scheduled from 14 to 16 March 2022. The in-person interaction of participants to facilitate peer exchange and relationship building supports the critical objectives of CMI's programme. An inclusive venue is required for the delivery of this workshop. To support this objective.</p> <p>UNOPS/CMI is now looking for a suitably qualified and experienced company hereinafter referred to as 'Supplier' to provide all technical and administrative support, human resources, materials and equipment necessary for the provision Venue and Conference Facilities including hotel accommodation and catering services in Marseille, France hereinafter referred to as 'Services'.</p>
<b>4. Development objective:</b>	<p>The CMI is a partnership where international development agencies, governments, local authorities, and civil society from around the Mediterranean convene to exchange ideas, discuss public policies, and identify regional solutions to address regional challenges in the Mediterranean.</p> <p>The CMI aims at playing a highly influential role through the expertise and technical rigor it brings to Mediterranean dialogues. By building synergies among Mediterranean stakeholders (governments, funding institutions, private entrepreneurs, civil society), the CMI's program is expected to have a transformational effect in the region.</p> <p>In pursuing Sustainable Development Goal (SDG) 17, Partnerships in the Mediterranean, the CMI aims at enhancing Mediterranean integration. Socioeconomic transformation, resilience to conflict, and proactively fighting climate change, along with gender and youth as transversal dimensions, will remain the overarching objectives of the CMI to be achieved through regional partnerships.</p>
<b>5. Immediate objective(s):</b>	<p>The immediate objective of the contract is to provide an all-inclusive venue (accommodations, sustenance, transfers from/to the airport, and conference/meeting space) in Marseille, France from March 13-16, 2022</p>

<p><b>6.</b> <b>Outputs:</b></p>	<ul style="list-style-type: none"> <li>a. A highly professional, executive training experience for programme participants;</li> <li>b. Conferencing venue/ facility to accommodate up to 65 participants (March 14-15, 2022); <del>including three smaller breakout rooms for small group discussions of approximately 10-15 people.</del></li> <li>c. Hotel accommodation and lodging services for up to 55 people with 4 star and above rating (check in :March 13 ; check out :-16, 2022);</li> <li>d. Conference catering services including refreshments and coffee breaks, lunches and dinners (March 14-15, 2022);</li> <li>e. Professional Audiovisual (A/V) services, <a href="#">enabling a simple hybrid format event</a>, for the actual workshop days from March 14-15, 2022;</li> <li>f. Interpretation service (French to English and English to French) for the duration of the workshop (2 days (March 14-15, 2022))</li> <li>g. Business center equipped with internet facility, computers, photocopy and printing services;</li> </ul>
<p><b>7.</b> <b>Activities</b></p>	<p>Activities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>a. Onsite A/V support for conference activities from 0800 - 1800 from March 14-15, 2022.</li> <li>b. Onsite logistical support for conference room <del>and breakout rooms</del> configuration.</li> <li>c. Onsite event catering for breakfast, lunch, dinner, and coffee breaks from March 14-15, 2022.</li> <li>d. Regular sanitation/cleaning, including adherence to COVID-19 related regulations.</li> <li>e. Single focal point for all customer service requests to troubleshoot and resolve a range of issues for senior participants/guests.</li> <li>f. Customer service to troubleshoot and resolve a range of issues for senior participants/guests.</li> <li>g. Business center access, to include printing capabilities and storage of shipped materials for the event.</li> <li>h. Group Airport pick and drop services for 55 participants, based on different arrival and departure time (to be communicated by CMI).</li> </ul>
<p><b>8.</b> <b>Inputs from the Supplier</b></p>	<p><u>Workshop/Meeting Space must include:</u></p> <ul style="list-style-type: none"> <li>• A large conference space that can accommodate up to 65 people in multiple setups, including one that facilitates group discussion, a presentation, and/or a panel of speakers.</li> <li>• The main conference room should have no pillars anywhere in the middle of the room.</li> <li>• <del>Three smaller breakout rooms for small group discussions of approximately 10-15 people.</del></li> <li>• Foyer/lobby for small group informal conversations.</li> <li>• Daily configuration set-up and cleaning/sanitizing.</li> <li>• Supplies, including 5 hardback flipchart easels, Post-It Pads, and multi-colored markers and 65 pens.</li> <li>• Have an outdoor space near the meeting rooms for coffee and tea breaks.</li> <li>• Drinking water in jugs on each table, with glasses available at all times.</li> </ul> <p><u>Audio-visual (A/V) capabilities in the main conference space must include:</u></p> <p>Presentation Package that accommodates PowerPoint and Google Slides and allow for audio playback of videos.</p> <ul style="list-style-type: none"> <li>• The presentation package should include: <ul style="list-style-type: none"> <li>o LCD projector and projector stand</li> </ul> </li> </ul>

- o Screen
- o Wireless slide advancer with a laser pointer
- o All necessary cables and adapters
- Sound System Package, to include:
  - o Powered speakers, including stands
  - o Audio mixer
  - o Wireless microphones (3 handheld and 2 lavalier)
  - o All necessary cables and adapters
- A/V systems must be interoperable with Zoom virtual meeting platform
- Filming equipments for plenary hybrid discussions (2 cameras for two views - speaker on the scene & wide angle view on the conference room)
- One Hardwire Internet Line.
- Back-up microphones(s) in the event that there are technical issues with listed microphones.
- Spare batteries for microphones
- Onsite support staff for troubleshooting during the event
- ~~Capability and experience in delivering a hybrid event.~~
- Podium.

Interpretation service must include:

- 2 interpreters ensure live audio translation from English to French and French to English. CVs of all proposed interpreters must be part of the bid. Proposed interpreters shall have a minimum of 2 years' experience as interpreters for similar high-level conferences.
- Interpretation service package to include but not limited to the following:
  - System Package compatible with A/V system of the main conference space
  - Interpretation Equipment
  - Soundproof booth – fully equipped and (enclosed with lamp)
  - Control Unit - IC-2 (with 2 mics and headphones)
  - Transmitter (2 per language pair)
  - Wireless Receiver - FM (50 qty)
  - Headset - Single-Ear OR Headphones (55 qty)
  - Table Microphones (5 qty)
  - Technical support during the interpretation, able to assist troubleshooting
  - Transport/Setup/Dismantle
- Interpretation service shall also be connected to the Zoom system enabling the hybrid format event

Onsite catering must include:

- Breakfast, lunch, dinner, and two coffee breaks March 14-15 in a dedicated eating space separate from the conference space for 65 people.
- Dinner on March 13 for 65 people.
- Options for those with dietary restrictions.

Accommodations must include:

- Rooms for 55 guests : check in :March 13 ; check out :March 16
- A single room for each guest, to include a king or queen bed and in-room bathroom, as well as WiFi connection.
- Alcohol, minibar, laundry and / or other personal expenses should be invoiced directly to the guest upon checkout.

	<ul style="list-style-type: none"> <li>The conference facilities and accommodation should preferably be in the same venue, in a 4 Star* (or above) rated hotel. If the conference facilities and accommodations are not in the same venue, they should be in close proximity and all should have a rating of minimum 4 star*. Additionally, transportation between them must be provided at the start and end of day and the cost included in the room price. No more than two venues can be proposed for this tender.</li> </ul> <p><u>Health related protocols must include:</u></p> <ul style="list-style-type: none"> <li>Medical response plan/protocols, to include contact information of local health authorities, and a COVID response plan.</li> <li>Onsite COVID-19 testing capabilities and/or list of nearby testing facilities specifically for international travel approval that offer both PCR and antigen testing.</li> </ul>
<b>9. Inputs provided by the Beneficiary (UNOPS/CMI)</b>	<ul style="list-style-type: none"> <li>Confirmed guest list provided 2 weeks prior to the event.</li> <li>Dietary restrictions of participants will be communicated with the supplier prior to the event, if any.</li> <li>Room setup requirements, provided 2 weeks prior to event</li> <li>The CMI will assign one contract focal person who will work closely with the service provider in coordinating and delivering the services.</li> </ul>
<b>10. Qualifications of the successful supplier</b>	<p>Minimum requirements: The venue must:</p> <ol style="list-style-type: none"> <li>Be part of an international brand hotel chain.</li> <li>Be located within the city center of Marseille.</li> <li>Provide complimentary Wireless High Speed Internet access throughout the space.</li> <li>Large conference space available for March 14-15, 2022 that can accommodate up to 65 people in multiple setups, including one that facilitates group discussion, a presentation, and/or a panel of speakers.</li> <li>Audio-visual (A/V) capabilities in the main conference space.</li> <li>Availability of Onsite catering services for the entire duration of the conference.</li> <li>55 single rooms accommodation for 55 guests from March 13-16, to include in-room bathroom .</li> <li>Have windows in the conference room <del>and breakout rooms</del> that provide ample natural daylight.</li> <li>Have a flexible cancellation policy.</li> <li>Provide an information packet, to include transportation options from the airport to venue, nearby restaurant options, and other local information.</li> <li>Not rent out the meeting <del>and breakout rooms</del> to other clients for the entire duration of the event.</li> <li>Not carry out any maintenance work in the vicinity <i>that could create disturbance during the program.</i></li> </ol>
<b>11. Timing and contract duration</b>	<p>The overall contract duration is 5 weeks starting tentatively from the first week of March 2022 through March 30, 2022 in order to allow sufficient coordination and preparatory work ahead of the main event.</p> <p>The duration of the main event is between March 13-16, as outlined above. All the deliverables of the contract are expected to be delivered during this period. Catering menus finalized two weeks prior to the event. Guest list will be finalized two weeks prior to the event.</p>

<b>12. Reporting requirements</b>	No reporting required. Invoice should include an itemised list of fulfilled room reservations and costs. Alcohol, minibar, laundry and / or other personal expenses should be invoiced directly to the guest upon checkout.
<b>13. Schedule of Payments</b>	<p>Within 30 days after completion of services.</p> <p>The Contractor will send one final invoice after completion of services to the CMI/United Nations Office for Project Services, Geneva Office.</p> <p>A maximum of 20% advance can be paid upon contract signature.</p> <p>The invoice shall include the purchase order, number, and date of delivery, unit price and total amount.</p>
<b>14. Contract type to be used</b>	<p>UNOPS Purchase Order</p> <p>At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the rooms / participants and associated services specified above, provided this does not exceed +/- 20% of the total amount, with the exception of the second table 'Additional items', without any change in the unit prices or other terms and conditions of the ITB.</p>
<b>15. Sustainability considerations</b>	<p>Supplier Sustainability: UNOPS is committed to maintaining the highest level of integrity. This includes respect for universally recognized principles on human rights including labour rights, equality, health and safety, environmental responsibility, quality management and anti-corruption. Offerors must complete the attached DRIVE Supplier Sustainability Questionnaire.</p> <p>Gender: Supplier must provide a clear statement and supporting documentation that outlines how gender is mainstreamed internally. This should include the organization's current or future plans/activities with regards to: gender diversity in the recruitment process, equal pay, equal opportunities between men and women, prevention of sexual exploitation and abuse or any form of discrimination, paid parental leave policies for men and women.</p> <p>The offered Have windows in the conference room and <del>breakout rooms</del> that provide ample natural daylight</p> <p>The bidder is aware of sustainability practices as they pertain to catering, food, beverage and waste management</p> <p>The bidder is able to avoid the use of single-use/disposable plastics (no single-use disposable plastic cups, plastic plates, plastic knives, plastic forks, plastic spoons, etc.)</p>