

## Section II: Schedule of Requirements

### Provision of Consultancy Services for Event Management of Assistive Technology Exhibition at the Global Disability Summit 2025

eSourcing reference: RFQ/2024/54585

#### I. Background information

Today, over 2.5 billion people need at least one form of AT, such as wheelchairs, eyeglasses, or hearing aids, but 90% do not have access to the AT they require. The number of people needing AT is expected to grow to more than 3.4 billion by 2050.

Access to appropriate AT enables people with loss of function, disabilities, non-communicable diseases, and the aging population to participate in education, work, family, and community life. Lack of access to AT has significant consequences for individuals, their families, and the wider society. Without AT, individuals may experience isolation and exclusion from education, the labour market, and civic life. Lack of access to appropriate AT causes poorer health outcomes, including premature death, deteriorating mental health, and increased risk of chronic health conditions and secondary complications, all leading to a higher burden on health systems. Increasing accessibility and affordability of AT unlocks unrealized economic potential and provides socioeconomic benefit for individuals, families, and countries by increasing productivity and participation in the workforce.

ATscale, the Global Partnership for Assistive Technology, was developed in response to the need for a new, catalytic approach to overcoming the significant gap in access to appropriate, high-quality, and affordable AT globally. It is a cross-sector partnership for AT that aims to bring greater resources and strategic focus to this significant global challenge to reach 500 million more people with life-changing assistive technology (AT) by 2030, to enable a lifetime of potential. To reach this goal, ATscale has three mutually reinforcing strategic objectives: a) to raise awareness, grow political will, and mobilise investment; b) to strengthen policy, systems, and service delivery at country level to increase access to high-quality, affordable AT; and c) invest in interventions to overcome supply and demand-side market barriers to build and shape AT markets.

The ATscale Secretariat is hosted by the United Nations Office for Project Services (UNOPS) and is based in Geneva, Switzerland. For more information, please visit <https://atscalepartnership.org/>

#### II. Justification of consultancy

There continues to be limited understanding of the challenges faced by persons with disabilities, knowledge of assistive technology, the progress made by the AT sector, the range of products available, and the transformative impact AT can have on those who need it. There is a stark difference between the availability of AT in high income and low/middle income countries, even as there are more and more promising stories of success in low and middle income countries. There is a need to highlight these challenges of accessibility, availability and affordability, while sharing stories of innovation and inspiration.

The 3rd Global Disability Summit (GDS) is planned for April 1-3, 2025 in Berlin. The Global Disability Summit aims to galvanize global efforts to realize disability inclusion around the world. It is a mechanism bringing together a wide variety of high-level stakeholders, engaging and discussing the progress in disability inclusion: governments, multilateral agencies, the private sector, academia and civil society organizations, organizations of persons with disabilities, and foundations. The International Disability Alliance (IDA), the Government of Germany, and the Government of Jordan will host this GDS. This is also a key event for ATscale as it was born out of GDS 2018. Therefore, GDS 2025 is an appropriate and timely moment for ATscale to return to the event and highlight the criticality of assistive technology in this field. Therefore, ATscale plans to organize an exhibition showcasing the transformative power of assistive technology called 'Inclusive Futures' at GDS 2025. Through this event, ATscale will reach out to policymakers, government officials and NGOs, along with persons with disabilities, educators, healthcare professionals, innovators, entrepreneurs, academia, private sector and the media.

The overarching goal of the exhibition is to create an experience that educates, excites and transforms the minds of the participants that engage with it. The key objectives can be described as follows:

- **Raise awareness and educate:** Increase awareness and understanding of the importance, benefits, and impact of assistive technology in promoting inclusion, independence, and empowerment for persons with disabilities.
- **Policy advocacy:** Advocate for policy initiatives at the national and international level that support research, development, dissemination, and equitable access to assistive technology.
- **Promote accessibility:** Highlight the diverse range of assistive devices and technologies available in high and low/middle income countries. Showcase recent innovations that hold promise for the future. Promote accessibility as a fundamental human right for all individuals, regardless of ability, age group, culture, and socioeconomic backgrounds.
- **Connection and collaboration:** Foster connections and inspire collaboration among various stakeholders, including policymakers, healthcare professionals, entrepreneurs, and users, to develop new and improved assistive technology solutions.
- **Empower participation and increase independence:** Empower individuals with disabilities by showcasing assistive technologies that enable greater autonomy and participation in various aspects of life, including education, employment, recreation, and social inclusion. Provide an inclusive and accessible platform for individuals with disabilities to actively participate in the exhibition, share their experiences, and contribute to shaping the future of assistive technology.

### **III. Scope of consultancy**

ATscale seeks consultancy services for Event Management of Assistive Technology Exhibition at the Global Disability Summit 2025. The scope of work will be to conceptualize, plan, and execute the ATscale-led AT exhibition 'Inclusive Futures' at GDS 2025. This will be done in close collaboration with the ATscale secretariat as well as with key stakeholders of GDS.

The service is expected to start in November 2024 and end in April 2025, for a total duration of 6 months.

The exhibition will be hosted from April 1-3 in Berlin, Germany, during the Global Disability Summit 2025. Therefore, some travel to Berlin will be required for preparation and execution of the event.

#### **IV. Objectives & activities of consultancy**

- Conceptualize and execute the overall design and experience of the entire 3-day AT exhibition at GDS called 'Inclusive Futures', as well as curate the concept of each exhibit
- Build strong working relationship with key stakeholders of ATscale, GDS and allies of the event; Establish and manage a steering committee involving key partners for review and implementation of the exhibition and ensure alignment and complementarity with GDS ongoing events
- Identify potential exhibitors, build pitches, conduct outreach, curate exhibits, and manage exhibitors' participation, including resource and logistical requirements
- Closely engage with GDS event managers to align on design of physical space, infrastructure needs, ensuring accessibility, availability of amenities, etc
- Provide strategic advice on the positioning of ATscale to promote its voice and visibility as a high potential partner in this space
- Provide strategic advice and design key moments of media engagement, e.g. exhibition opening, tour of senior ministers, press tour, videography, etc
- Lead on day-to-day management prior to, during, and post event, including on-the-ground management during the 3 days of the exhibition
- Draft relevant written material as required for the engagement with partners

#### **V. Outputs/Deliverables**

- Established steering committee of key stakeholders (estimated Dec 2024)
- Secured suitable and adequate number of exhibitors to participate at the exhibition in close collaboration with ATscale and steering committee (estimated Feb 2025)
- Successfully launched and executed exhibition at GDS (estimated Apr 2025)
- Completed post event activities, e.g. communications products, logistical needs of participants, etc (estimated Apr 2025)

#### **VI. Time frame of the service**

The service is expected to start in November 2024 and end in April 2025, for a total duration of 6 months.

#### **VII. Payment Schedule and Reporting Requirements**

Fixed payments will be made upon submission and acceptance of the deliverables indicated, in the timelines indicated.

The final payment schedule will be established at the contract signature stage and is to be proposed by the bidders in the financial proposal.

#### **VIII. Minimum requirements for Service provider and key personnel**

The service provider should possess the following minimum requirements:

- 7 years of experience in event planning and management, partnership development, advocacy, media management, or related field
- Significant experience in delivering large scale events, particularly related to exhibitions or expos, or

similar large-scale complex events involving multiple stakeholders, high-level visibility, political participation, and tight deadlines

- At least 5 years of experience in disabilities, assistive technology, global health and/or development cooperation space and strong relationships and networks in the sector is an asset
- At least 5 years of experience in developing relationships, influencing and mediating with senior leadership of companies, multilateral organizations, NGOs, governments, etc
- Knowledge of and experience in communications, advocacy and media management

In terms of key personnel, bidders are expected to propose a team composition for which as a minimum there should be 2 members, i.e. team lead/project manager and other expected roles such as project managers, media managers, communication specialists, etc. Some of these roles may be combined into one individual. If an Offeror does not have the expertise required for the provision of the services to be provided under the Contract, such Offeror may submit a Proposal in association with other entities.

The Team Lead should have experience managing similar projects and should meet the following minimum requirements:

- An Advanced University Degree (Masters degree or equivalent) preferably in social science, political science or international relations, event management, media and communication, journalism, economics, development studies, public health, science, and international development, or similar subjects with 7 years of relevant experience is required
- A First-level University Degree (Bachelors/Undergraduate degree or equivalent) preferably in one of the subjects with 9 years of relevant experience will be accepted in lieu of an advanced university degree.
- 7 years of progressively responsible experience in event planning and management, partnership development, advocacy, media management, or related field
- Significant experience in delivering large scale events, particularly related to exhibitions or expos, or similar large-scale complex events involving multiple stakeholders, high-level visibility, political participation, and tight deadlines
- Experience in drafting and developing pitches, concept notes, press briefs, etc for high-level stakeholders
- Knowledge and experience in disabilities, assistive technology, global health and/or development cooperation space and strong relationships and networks in the sector
- Significant experience developing relationships, influencing and mediating with senior leadership of companies, multilateral organisations, NGOs, governments, etc
- Knowledge of and experience in communications, advocacy and media management
- Demonstrated working experience in low- and middle-income countries or with organizations based in these countries is an asset
- Fluency in both written and spoken English is essential, knowledge of German is an asset

Overall, the proposed team should possess the following:

- Experience and familiarity with assistive technology, disabilities, public health, international development
- Excellent experience in event management, specifically exhibitions or expos
- Excellent written communication skills with ability to assess complex systems and programmes.
- Demonstrated experience working with senior management of organizations in the public and private sectors.
- Experience in engaging with cross-sectoral stakeholders, especially government stakeholders
- Experience in drafting and developing pitches, concept notes, press briefs, etc for high-level

- stakeholders
- Fluency in both written and spoken English is essential, knowledge of German is an asset

## **IX. Working Relationship**

The Contractor will be expected to work closely with a designated contact person within the ATscale Secretariat to communicate in detail of the services and specific requirements. They will hold regular meetings to discuss the process and content of developing the services.

## **X. Sustainability considerations**

**Supplier Sustainability:** ATscale 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.

**Inclusion:** ATscale values diversity and particularly encourages bidders who promote personnel with a lived experience of disability and/or using assistive technology within their workforce or proposed key personnel to apply.

**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.

To the extent possible, ATscale encourages suppliers to maintain gender-equal representation and geographic diversity in defining the proposed personnel team.