

Terms of Reference for Consultancy Services

1. Background and objective:

In September 2011, UN Secretary-General Ban Ki-Moon launched the Sustainable Energy for All initiative as a global partnership platform that was to promote and support new collaborative approaches for governments, business and civil society to work together in making sustainable energy for all a reality by 2030. Set up as a multi-stakeholder platform, SEforALL aims to contribute towards three interlinked objectives: (i) ensure universal access to modern energy services; (ii) double the global rate of improvement in energy efficiency; and (iii) double the share of renewable energy in the global energy mix. In working towards these goals, SEforALL engages with leaders across the world, empowering them to broker the partnerships and to unlock the finance necessary for a radical energy transformation in their countries, sectors or regions. SEforALL works by marshalling the evidence about what works and what doesn't; benchmarking the progress made across countries, and pointing to it; amplifying the voices of the energy poor and others who need to be engaged for a global movement to emerge; telling the stories of success to offer motivation where inertia is settling; and connecting leaders with each other and the ideas and innovation they need to move forward.

UNOPS office in Geneva is providing project management services for the Sustainable Energy for All (SEforALL) Partnership including fund management and operational support services. UNOPS is now looking for suitably qualified and experienced Company referred herein as 'Consultant', to provide all technical and administrative support, human resources, materials and equipment necessary for the provision of Event Management Services hereinafter referred to as 'Services').

2. Upcoming SEforALL Forum 2018:

Creating spaces for SEforALL's Partners to engage in meaningful and high-value conversations, to learn and inspire each other, to celebrate successes and interrogate failures, is core to the initiative's work. An important venue for such high-value conversations is the SEforALL Forum – an annual gathering for those within the energy community that commit to and actively pursue the SEforALL goals. Envisaged to take place in Lisbon, Portugal, the Forum will be a landmark event, featuring and built around the 2018 SEforALL Global Tracking Framework report. The Forum will include a ministerial segment and also solution-oriented multi-stakeholder sessions for SEforALL Partners from all over the world, and from a variety of sectors. The event – as well as the interactions that lead to it and that follow it – are key deliverables within SEforALL's strategic framework and are to lead up to and contribute towards the UN High Level Political Forum's formal consideration of progress made towards SDG7, to take place in July 2018. Several outreach, launch, and positioning activities will take place before the SEforALL Forum 2018 to both frame the discussions that SEforALL intends to drive, and to support change agents amongst SEforALL's Partners and counterparts in their implementation efforts.

3. SEforALL's Forum Target Audiences:

SEforALL's Forum has several target audiences. These include (but are not limited to):

1. SEforALL Partners – SEforALL operates as a convener and facilitator of action-oriented conversations, and collaborates with Partners at different levels of intensity. Currently, there are at least three types of Partners:
 - a. SEforALL "Hubs": These are organizational units primarily located in Multilateral Development Banks whose work directly contributes to the SEforALL business purpose
 - b. SEforALL "Accelerators": These are groups of organizations – private, public, and civil society groups – who collaborate in promoting action within a particular objective area.
 - c. SEforALL "High Impact Opportunities"
2. Country Government officials, with a particular emphasis on developing countries
3. Civil Society Organization members

4. Private sector, including in particular financial sector and energy sector organizations
5. Energy Sector professionals
6. General Development Professionals and Organizations – Governments and other stakeholders in client countries.
7. Multilateral organizations and Multilateral development finance organizations – across the UN and across regional groupings (e.g. across Africa, Latin America, Asia, Europe, etc)
8. Academics, think tanks.
9. General public
10. Media

4. Upcoming Forum General Information

Assignment: Event Management Services, SEforALL Forum 2018
Contract to start: November 2017
Contract to end: May 2018
Event Location: Lisbon, Portugal

Event Forum Dates:

Setup/Rehearsal: Monday, April 30, 2018- Tuesday, May 1, 2018
SEforALL Program: Wednesday, May 2, 2018-May 3, 2018
Breakdown: Friday, May 4, 2018

5. Summary of the Consultancy Services:

The successful Consultant is expected to provide overall planning, directing, controlling and implementation of event organization for the upcoming SEforALL Forum. The Consultant will take the lead in end-to-end project, managing the SEforALL Forum, including coordinating the entire design, preparation and implementation, managing the planning, organization, coordination, timelines and deliverables, liaising with Partners as appropriate, budgeting, procurement support and event delivery on the ground. At the request of SEforALL and UNOPS, the Consultant shall provide procurement support to UNOPS relevant business unit in relation to identification of potential vendors for services, participating in evaluation exercises of the related tenders and contract management for all related contracts.

More specifically, the Consultant will oversee preparation and management of the Forum, participants' management, program management, forum venue arrangements, Forum reference materials, participants' registration and information support and other general arrangements as deemed necessary. The Consultant shall be responsible for directing and coordinating the entire Forum staff on the ground, including SEforALL staff and all the service providers of the event.

6. Detailed description of the services

➤ Preparation and Management of the Forum:

- Create Forum project management schedule and manage SEforALL team to help deliver;
- Assist development of regular reports/updates, throughout the organization period, to the SEforALL Senior Management Team members;
- Prepare a draft of the Forum run of show, including running times for review, revisions and approval by the Senior Management Team, and in close collaboration with the Policy Director;
- Coordinate Partners input to the preparation of the Forum; in close collaboration with the Policy Director and other SEforALL staff in the Partnership team;
- Conduct coordination and planning meetings as necessary;

- Monitor the budget, expenses, and administer a financial record in close collaboration with the SEforALL Operations team ;
- Ensure that all contacts and actions taken with selected suppliers (hired by UNOPS) are noted and communicated in time for approval;
- Develop terms of reference for a minimum of 12 contracts with vendors/suppliers and work closely with SEforALL Operations team and the United Nations Office of Project Services (UNOPS) to procure services following the UNOPS procurement process; terms of reference must be approved in advance by SE4All/UNOPS on case by case and the event company will be subject to signing a confidentiality/no conflict of interest.
- The terms of reference that will need to be develop by the Event Management team include but not limited to: audio/visual, catering, beverage services, stage printing, event insurance, photography services, bus service, translation services, registration services, printing, coffee services, decoration services, and security services. Coordinate with the SEforALL operations team to manage contracts terms and conditions, quality of service and payments for contracted vendors/suppliers.
- Act as focal point for the run of show based on the developed program (stage management, screen management, translating content management etc.)

➤ **Participant management:**

- Draft the list of invited attendees; in close collaboration with the management team
- Support the SEforALL management team in working with other partners such as the United Nations Foundation and sponsors for the Forum as well as potentially exhibitors and conduct follow up with interested parties;
- Work with an event registration company to administer registration via website and compile confirmed registration list of participants, speakers, support staff, Forum management team and ushers; registration company will be selected and contracted by UNOPS through a separate procurement process.
- Ensure protocols are agreed upon and respected before sending invitations;
- Work with SEforALL in acquiring an appropriate event management app that can handle participant management while also supporting participant information, program updates, participant communication and where possible monitoring efforts;

➤ **Forum/Logistics venue arrangements:**

- Act as the primary contact for all Forum vendors and subcontractors;
- Arrange Forum venue and ensure all meeting rooms (main room, bilateral meeting rooms and break-out sessions) are arranged according to the agenda and ready for the meetings as required (and specified by a meetings' schedule);
- Manage Forum signage and visual identity; in collaboration with the SEforALL Communications Team;
- Manage all required audio/visual and ensure a supplier is procured by UNOPS to supply all required audio-visual equipment is in all the rooms as required crosscheck possibilities for seating arrangements and all related meeting facilities;
- Arrange and manage appropriate VIP lounge; Ensure service maintenance is promptly available as would be required for all equipment/services and facilities in and around the meeting rooms;
- Manage all ground transportation and ensure a supplier is procured by UNOPS to arrange bus shuttle service for airport pick-up, as well as local operations - arrange and manage VIP transport;
- Organize the official dinner/cocktail receptions;
- Liaise with the SEforALL Communications, Policy and Partnerships team to optimize team strategy on the Forum features (e.g. marketplace.)

➤ **Forum reference materials:**

- Coordinate with the selected printing company procured by UNOPS to produce meeting documents and information material;
- Coordinate with selected printing company procured by UNOPS to produce the final draft of the Forum program, including detailed schedule, list of speakers and facilitator(s) and background documents (on the different sessions) –
- Prepare and distribute an arrival information pack to participants;
- Help to prepare the final Forum report including actual participant list;
- Manage photo/video services and ensure a supplier is procured by UNOPS that will supply photo and video documentation of the Forum; in collaboration with the SEforALL Communications Team.

➤ **Participants registration and information support:**

- Identify appropriate professional support to manage the registration process for all participants, speakers, media, VIPs, etc.;
- Arrange for and manage a one-stop general information support service for participants;
- Work with the SEforALL Monitoring team in ensuring all relevant information for monitoring and evaluation is collected and made available in a timely and appropriate fashion.

➤ **Communication and public relations:**

- Work in collaboration with the SEforALL communications team to develop the content for an existing SEforAll Forum webpage for 2018; Work in collaboration with the SEforAll communications and selected supplier (hired by UNOPS) to ensure public media advocacy of the Forum, including banners (design, production and delivery);
- Liaise with partners on the promotion of the Forum;
- Work with the selected supplier (hired by UNOPS) to organize Forum bags and badges;
- Arrange press and media participation and accreditation to the events; in collaboration with the SEforALL Media Specialist;
- Work with the selected supplier (hired by UNOPS) to arrange interpretation for all sessions, as required to provide translation services but not limited to in French, Spanish and Portuguese.

7. Project team structure and consultant personnel:

The Consultant is responsible to deploy the following key personnel for the implementation of the consultancy services to achieve the expected outputs of the requirements. The Consultant shall ensure that all essential roles are filled with people of the required experience and profile. Minimum requirements for the composition and qualification of the Consultant's project team are provided in the below table:

Description of Staff	Years of professional experience and competency skills
Event Manager – One Person: Event Manager will be responsible for the successful management of assigned consultancy, its technical quality, schedule, project activities coordination, client communications with UNOPS, SEforALL and other relevant strategic partners, developing and negotiating services scopes, and client follow-up maintenance. The Event Manager shall organize and manage the Event Management activities in accordance with approved project plans, designs and specifications. S/he will interact, monitor	Bachelor Degree in Arts, Management, Communications, Marketing, Public Relations, Business Administration or similar related discipline with 10 years of professional experience on projects with similar size and complexity. Proven ability to plan, organize, and effectively implement activities; Ability to coordinate and work in teams, and in complex environments; strong

and work alongside the subcontractors to ensure smooth implementation of activities in accordance with approved project plans.	communication skills; Experience in Event Management Services. Should have completed at least one such similar nature of work.
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The Consultant hereby acknowledges that no authority has been conferred upon it by UNOPS to hire any person or persons on behalf of UNOPS, and it is understood that each person or persons employed or utilized by the Consultant in carrying out the services shall be paid by and considered as exclusive employee or agent of the Consultant and as such UNOPS shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Consultant's employees or third persons, where such injury or death arises out of, or in the course of the performance of the duties of the Consultant's employees.

The Consultant shall hold UNOPS free and harmless from any claim whatsoever arising from its employees.

The Consultant's employees deployed for the provision of services shall possess the following:

- a. Must be of good moral character, without criminal and/or police records as evidenced by security clearance issued by relevant government agency.
- b. Must be physically and mentally fit, as evidenced by a medical certificate issued by a reputable Medical Service Facility.

Any misrepresentation by the Consultant with respect to such qualifications shall be ground for the termination/cancellation of the Contract.

8. Title rights:

UNOPS shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Consultant's employee has developed for UNOPS under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of Consultant's employee's functions, and the Consultant's employee acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNOPS. However, to the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Consultant's employee: (a) that pre-existed the performance by the Consultant's employee of his/her functions, or (b) that the Consultant's employee may develop or acquire, or may have developed or acquired, independently of the performance of his/her functions, UNOPS does not and shall not claim any ownership interest thereto, and the Consultant's employee grants to UNOPS a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract. At the request of UNOPS, the Consultant's employee shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to UNOPS in compliance with the requirements of the applicable law and of the Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Consultant's employee under the Contract shall be the property of UNOPS, shall be made available for use or inspection by UNOPS at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to UNOPS authorized officials on completion of work under the Contract.

9. Administrative support services

The Consultant shall provide all the necessary logistical and administrative support to the deployed Consultant's employees for the effective performance of their functions (e.g. provision of supplies, tools, equipment and consumables necessary for the performance of employees' functions, office space and furniture, transportation services, travel arrangements, etc. as may be necessary).

Consultant's employees may be required from time to time to undertake travel during the assignment in the form of work-related trips to Lisbon. UNOPS will make payments for any duty travel, which has been authorized by UNOPS in advance. The travel cost, i.e. ticket cost, DSA, terminal expenses, visa costs, cost of inoculations, and other miscellaneous expenses shall be covered by the Consultant. The costs and frequency of the expected travels shall be calculated on lump sum basis and shall be reflected on the financial proposal form.

10. Monitoring of Assignment

Under the overall guidance of the UNOPS Project Manager and in collaboration with the SEforALL global team, the Consultant's performance shall be assessed, monitored and benchmarked by the Project Manager.

11. Consultancy Timelines

The successful Consultant is expected to commence the performance of the services in November 2017 and shall complete the services by May 2018.

12. Event Deliverables

In order to complete the expected outputs of the consultancy services, the Consultant is expected to undertake the following activities to achieve substantial completion of the outputs.

- a. **Prepare an Inception Report:** within one month after the commencement of the consultancy services outlining the work/ activities to be undertaken including implementation plan and timelines;
- b. **Progress Report:** to be provided by January 2017 describing accomplishment of the activities outlined in the agreed implantation plan
- c. **Final Report:** to be provided by May 2018 on Consultancy outlining and indicating the methodology used, activities undertaken, success, challenges, results, lessons identified and recommendation on how to address those lessons.

13. Payment Schedule and term

UNOPS' general policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract. UNOPS shall effect payments to the Consultant after acceptance by UNOPS of the invoices submitted by the Consultant, upon achievement of the corresponding milestones. UNOPS will normally effect payment within 30 days after receipt of such invoices and payment documentation, and acceptance of corresponding deliverables. The payment schedule shall be as follows:

- a. **25%** on submission and acceptance of Inception Report
- b. **25%** on submission and acceptance of Progress Report describing accomplishment of activities outlined in the agreed implementation plan.
- c. **50%** on submission and acceptance of Final Report compiling activities achieved based on strategy and work plan, successes, challenges, results and etc.

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