



TERMS OF REFERENCE

Procurement Nbr :	UCLG ASPAC/008/II/2021
Duties :	Call for Proposal - Event Management to organize a Council Meeting
Division:	Bureau of Secretariat
Venue:	TBC
Durasi:	Half Day
Publication Date:	Wednesday, 17 February 2021
Closed Date:	Sunday, 21 February 2021

Introduction

UCLG ASPAC is the largest regional section of United Cities and Local Governments (UCLG), an amalgamation of International Union of Local Authorities (IULA), United Towns Organization (UTO), and World Association of the Major Metropolises (METROPOLIS). UCLG was established on 1 January 2004 and is headquartered in Barcelona, Spain. Following this unification, UCLG ASPAC was established in Taipei on 14 April 2004, as the new entity of IULA ASPAC. UCLG ASPAC is the key knowledge management hub on local government issues in the Asia Pacific region.

In pursuance of UCLG ASPAC's Secretariat roles to conduct a Council Meeting every two years that could not be implemented as scheduled due the pandemic corona virus situation came to life in year 2020 therefore it was not allow to gather the members for Live Ground Council Meeting. In order to keep its roles running in this global crisis. UCLG ASPAC's secretariat comes a solution to conduct a HYBRID Meeting and bring the invites member cities under one roof, in this situation, UCLG ASPAC's secretariat integrates on ground live attendances and virtual attendees together.

This Year Council Meeting is particularly important for the member cities and UCLG ASPAC Secretariat as the meeting will discuss on the UCLG ASPAC Manifesto 2021 – 2025 that had been developed by the manifesto development committee since September 2020 will be discussed among members during the meeting, UCLG ASPAC agenda, the appointment of the Elected Sub-regional Representatives to Council and Executive Bureau and the election of President and Co-Presidents of UCLG ASPAC. The last agenda of the meeting will be a farewell dinner for Ms. Tri Rismaharani.

UCLG ASPAC has planned to organize a HYBRID MEETING on 25 February 2021 in observance of the "Council Meeting" with the following agendas:

- 1) Presidency, Executive and Council Bureau Election – Period: 2020 – 2022
- 2) Adopt the 2021 – 2025 ASPAC Manifesto
- 3) Adopt the 2021 UCLG ASPAC Work Plan

In order to support this meeting, UCLG ASPAC is looking for an Event Management Firm to manage the events and activities with Hybrid Meeting Concept. The Firm will support UCLG ASPAC Secretariat office team to implement planned this activity.

**The duties of Event Management Firm:**

- Management of the entire logistical and organizational aspects of events, from identification of video conference equipment, installation and operator staff.
- Arrange for smooth and uninterrupted internet connection, sound system and stage and backdrop for the council meeting
- Arrange generator for back-up power support and projector/multi-media, internet fiber bandwidth min. 50.000 or above and others.
- Submit the strategy of the event with time frame and its impact
- Video and photography documentation of the council meeting
- Provide staffing to support the event
- Ensure entertainment and other logistics support for the artists and special guests
- Arrange LED backdrop and LED 60 inch to be located at prime location in the venue
- Arrange Photo booth background
- Design and print car stickers and arrange and manage all car parking's including special guests
- Arrange uclg aspac booths and entry gates with proper security measures to ensure smooth organization of the hybrid meeting

Contract Requirements

Previous experience in organizing hybrid meeting as per the objectives

Day of the event: 25 February 2021 (the contract will be from 19 – 26 February 2021)

Mechanism:

1. Coordinator Arrangements
The selected vendor will work closely with Admin Manager and other admin support team
2. Deliverable:
 - The Hybrid meeting held successfully without major technical issues
 - Report at the end with the video of the meeting
3. Terms of Payment
 - 60% payment will be made after signing of the service agreement and upon submission of action plan
 - Balance 40% will be paid after completion of target activities and submission of the Final Report
4. Assessment and Selection of the proposal:
Both technical and financial proposal will be evaluated by a group of panelist member and the criteria for selection are :
 - a. Clarity, comprehensiveness and coherence in presentation of technical proposal
 - b. Previous experiences of the firm on the task specified (hybrid meeting)
 - c. Quality and credentials of team member
 - d. Logistic capacity for handling hybrid event
5. The Financial Proposal : this will be awarded the best concept of proposal with this following criteria:
 - a. Cost proposal submitted with specific rates
 - b. Relevance technical proposal
6. After completing evaluations including negotiations, if needed, the Service Agreement will be awarded to the firm. The selected firm is expected to commence the assignment immediately upon signing the contract. For smooth handling the process, the firm will be required to submit a work plan detailing all the major steps of the work and deadlines leading to the completion of the assignment.
7. Submission of technical and financial proposal addressed to procurement@uclg-aspac.org