

## TERMS OF REFERENCE

Procurement Number:	UCLG ASPAC/025/VII/2021
Duties:	Call for Proposal - Event Management to organise the 8 <sup>th</sup> UCLG ASPAC Congress – in Kathmandu, Nepal
Division:	Bureau of Secretariat
Venue:	Kathmandu, Nepal
Duration:	One Day
Publication Date:	29 July 2021
Closed Date:	6 August 2021

### Introduction

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the biggest regional section of the United Cities and Local Governments (UCLG), with its Secretariat based in Jakarta, Indonesia. UCLG is a worldwide association of local governments, and is the officially recognised voice of local governments by the United Nations. UCLG ASPAC has linkages to more than 7,000 local governments. It represents well over 3.76 billion people - more than half of the world population - and incorporates fast economically developing countries such as China, India, and Indonesia.

UCLG ASPAC is the key knowledge management hub on local government issues in the Asia-Pacific region. It promotes democratic local government, supports cooperation between cities, local governments and their associations, and facilitates programmes, networks and partnerships to develop the capacity of local governments and associations. UCLG ASPAC also represents local governments politically within the international community, and with the United Nations and its agencies. It also promotes inclusive societies which safeguard equality, social, and economic justice, and sustainable community development. UCLG ASPAC is engaged in all relevant thematic fields for nurturing sustainable development, such as poverty alleviation, climate change, disaster resiliency, culture, strategic planning, decentralisation, local finance, gender equality, women leadership and empowerment, as well as good governance.

This year, UCLG ASPAC will organise the 8<sup>th</sup> UCLG ASPAC Congress in conjunction with an International Conference titled “From Steady Recovery to Sustained Prosperity in Post COVID Asia Pacific.” The event will be co-hosted by the Zhengzhou Municipal People’s Government and the Chinese People’s Association for Friendship with Foreign Countries (CPAFFC) with the support of UCLG ASPAC strategic partners in the region. It will be held virtually from 7 to 9 September 2021.

### Objectives

The 8<sup>th</sup> UCLG ASPAC Congress and International Conference will have four main objectives:

1. to promote sustainable development through city- and local government-led actions in Asia-Pacific region;

2. to drive sustained prosperity and well-being in post-COVID-19 Asia and the Pacific;
3. to officially adopt the UCLG ASPAC Manifesto 2021-2025, and;
4. to conduct UCLG ASPAC Statutory Meeting – the UCLG ASPAC Executive Bureau and Council Meetings.

The UCLG ASPAC Congress is a major gathering of cities and local governments' leaders in Asia and the Pacific. Apart from UCLG ASPAC members, the event draws a broad spectrum of local stakeholders, civil society groups, national government agencies, international organisations, development institutions, private sector, policy makers and opinion shapers. It is expected that more than 500 participants including prominent figures from across the Asia Pacific region will take part in and virtually attend the 3-day event.

To support the chairmanship of the UCLG ASPAC President, a stage will be set up in Kathmandu, Nepal on **the main date of the Congress, 9 September 2021**. Therefore, UCLG ASPAC calls for the Event Management Firm to provide logistic arrangement for this hybrid event in Kathmandu. The Firm will support UCLG ASPAC Secretariat office team to implement this planned activity.

#### **The Duties of Event Management Firm:**

- Management of the entire logistical and organisational aspects of events, from identification of video conference equipment, installation, operator staff, tents or other outdoor equipment.
- Arrange for smooth and uninterrupted sound system and stage and backdrop for the Congress event.
- Arrange **MC** (in English) and **Interpreter/Translator** (including the equipment).
- Ensure arrangement of generator for back-up power support and projector/multi-media, internet fiber bandwidth min. 100 mbps or above and others.
- Submit the strategy of the event with time frame and its impact.
- Video and photography documentation of the Congress event.
- Provide staffing to support the hybrid event.
- Ensure logistic supports for offline guests, such as seating arrangement, registrations, etc.
- Design graphic content (frame, bumpers, transition, others).
- Provide COVID-19 Kit (mask, hand sanitiser) if possible.
- Provide PCR/Antigen Test
- Conduct rehearsal before the day (D-2)

#### **Contract Requirements**

Previous experience in organising hybrid/virtual meetings with international participants.

**Day of the event: 9 September 2021** (the contract will be determined later on)

## Mechanism:

1. Coordinator Arrangements  
The selected vendor will work closely with UCLG ASPAC's staff based in Nepal and other supporting team.
2. Deliverable:
  - Layout for the venue.
  - The Hybrid meeting held successfully without major technical problems.
  - Successfully managed the hybrid meeting by using UCLG ASPAC zoom platform.
  - Report at the end with the video and photograph of the meeting
3. Terms of Payment
  - 40% payment will be made after signing of the service agreement and upon submission of action plan.
  - 60% will be paid after completion of target activities and submission of the Final Report (Video, photograph)
4. Assessment and Selection of the proposal:  
Both technical and financial proposal will be evaluated by a group of panelist members 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/virtual 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 criterion:
  - 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 selected 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](mailto:procurement@uclg-aspac.org), by **6 August 2021**.