

Terms of Reference (ToR)

Procurement No	008/UCLG ASPAC/II/2024
Activities Name	First Dialogue of Urban Mekong Corridor Initiative in Vientiane
Purpose	To Procure Logistics for the First Dialogue of Urban Mekong Corridor Initiative in Vientiane
Date	25-29 February 2024
Location	Vientiane – Lao PDR
Posting date	05 February 2024
Closing date	12 February 2024

A. BACKGROUND / INTRODUCTION

The Lower Mekong Basin (LMB) – Cambodia, Lao PDR, Thailand, and Vietnam – accounts for nearly 70 million inhabitants. The population of the LMB is expected to grow rapidly, reaching 110 million by 2050. By the same year, urban GDP is projected to surge to 70–80 percent of the total GDP, with a significant 64–74 percent of the population residing in cities. Climate change is also placing populations, the economy, and natural ecosystems at risk in the LMB. The next decade foresees a decline in agricultural yields, available freshwater, biodiversity, and ecosystem services as well as an increase in plastic pollution due to urban population growth.

These challenges transcend national borders and navigating them requires collaborative solutions as well as a paradigm shift. The GMS needs a comprehensive planning approach that harmonises economic and social equity with environmentally sustainable development. In response to this challenge, Cities Alliance has joined hands with UCLG ASPAC to connect rapidly growing towns and cities along the LMB through the Urban Mekong Corridor Initiative. This initiative aims to leverage critical urban, regional, and financial partnerships to foster collaborative approaches and develop dynamic economic clusters among select towns and cities in the GMS. The goal is to identify and enhance development catalysts to cultivate a more competitive, interconnected, and sustainable network of towns and cities while ensuring that opportunities are accessible to all residents.

As a part of this partnership, UCLG ASPAC will host the event of the first dialogue of the Urban Mekong Corridor Initiative together with Cities Alliance, financed by the Swiss Agency for Development and Cooperation (SDC), and hosted by the Vientiane Capital City Government. The event will take place in Vientiane City from 26 to 28 February 2024 with aim to promote collaborative efforts to address the interconnected challenges encountered along the Lower Mekong Basin corridor and establish cluster partnerships of the Urban Mekong Corridor network.

To support the logistical and accommodation needs, UCLG ASPAC will need to procure a minimum 4-star hotel to conduct the event mentioned above.

B. OBJECTIVES

To support the logistical and accommodation needs, UCLG ASPAC will need to procure a minimum 4-star hotel to conduct the event mentioned above, including the meeting package

C. EXPECTED OUTPUTS AND OUTCOMES

The expected outcomes are:

1. To appoint one vendor that can support the logistical need for the event mentioned above, with the supporting facilities.

D. Date, and Participant

The event will be conducted in person on 26-28 February 2024.

The venue is to be confirmed, however, Vientiane Capital city government can propose a recommended hotel that can support the event.

The event is expected to have 50 participants attending physically including UCLG ASPAC team, and project partners.

E. Agenda

Attached

H. Required Assistance

As mentioned in the budget, the event in Vientiane will need :

Date	Items Needed	Number
26-Feb	Secretariat Room	1 room
	Dinner Buffet	40 pax
	1 Secretariat room	3 days (26-28 February)
	1 LED set and prep for rehearsal	3 days (26-28 February)
27-Feb	Ballroom	1 room capacity 8-100 people
	Welcoming Dinner	1 room capacity 8-100 people
	Full-Day Meeting Package	50 Pax
	LED Screen 2x4 M	1 unit
	Audio Video Conference system	1 set
	SIS Translator Device	50 Pcs
	Translation booth	3 booths
	Secretariat Room	1 room
	Set Up podium	1 set
	VIP room	1 unit
28-Feb	Buffet lunch	40 pax

I. Timeline

05-12 February = Posting procurement ad

14 February = Interview with hotel candidate(s)

15 February = Final decision

16 February = Issuance of award notification for the selected hotel