

UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

Terms of Reference (ToR)

Procurement No	011/UCLG ASPAC/III/2024
Activities Name	International Workshop on Building Smart and Resilient Cities and Communities in Asia and the Pacific: Role of Policy Makers and Planners of Local Government
Purpose	Procurement of Hotel Accommodation & Meeting Package
Date	22-23 May 2024
Location	Nusa Dua, Bali, Indonesia
Posting Date	13 March 2024
Closing Date	18 March 2024

A. INTRODUCTION

Water scarcity and excessive water pose significant threats to communities worldwide, affecting basic needs, health, and well-being. These challenges are exacerbated by climate change, leading to natural disasters such as droughts, floods, and storms. The Asia-Pacific region, home to nearly 60% of the global population, faces rapid urban expansion and economic growth but also contends with urban challenges like environmental degradation and climate-related crises. Climate change-induced disasters have been particularly severe in the region, with numerous fatalities, economic damages, and disruptions to communities. In response, efforts are underway to build safer, resilient, and sustainable cities and communities, aligning with global frameworks such as the Sendai Framework for Disaster Risk Reduction and Goal 11 of the 2030 Agenda. Smart city models, integrating digital technologies with physical infrastructure, offer promising solutions to address urban challenges.

As part of these efforts, the UNCRD and UCLG ASPAC will co-organise an international workshop during the 10th World Water Forum 2024 (WWF), by the World Water Council and a designated city, on 22-23 May 2024 to discuss the role of policymakers and planners in building smart and resilient cities in Asia and the Pacific, aiming to foster collaboration and knowledge-sharing for sustainable urban development.

As the organiser of this workshop, UCLG ASPAC will need to procure **Hotel Accommodation and Meeting Package** for the side event.

B. OBJECTIVES

The event aims to (1) Provide technical support to urban policymakers, planners, and officials from developing countries, including LDCs, landlocked countries, and SIDS, to enhance their capacity to implement smart city solutions for SDG 11; (2) Showcase best practices and case studies on smart water management and disaster risk reduction technologies to illustrate effective approaches for sustainable urban development; (3) Offer policy guidance to high-level city leaders in building safe, resilient, and sustainable cities through innovative policy implementation, integrated planning, and the use of smart technologies during the special session of the International Conference of Local and Regional Government.

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To support the objective of the event, the UCLG ASPAC Secretariat will need to procure a **Hotel Accommodation and Meeting Package** for 22-23 May 2024.

C. EXPECTED OUTPUTS AND OUTCOMES

The expected outcome of this activity is to appoint one hotel that can provide accommodation and meeting packages for the aforementioned event, with supporting facilities.

D. Date and Participant

The event will be conducted on 22-23 May 2024.

The event is expected to have 40-50 participants attending from cities/regencies in Indonesia as well as partners in the Southeast Asia region.

E. Agenda

The Tentative Agenda is available in Annex.

F. Required Assistance

21 May 2024

- Participants check at the hotel
- 40 rooms: single occupancy includes breakfast

22 May 2024

- 40 rooms: single occupancy includes breakfast
- 50 pax: full-board meeting package (two times coffee break, lunch, & dinner)

23 May 2024

- 40 rooms: single occupancy includes breakfast
- 50 pax: half-day meeting package (one-time coffee break, lunch)
- 50 pax: dinner

24 May 2024

- Participants check out of the hotel; permission for late check-out at 14.00

Summary of Accommodations and Meeting Package:

- Accommodation: 40 rooms (3 days and 2 nights)
- Meeting package: 50 full-board for 1 day and 50 half-day for 1 day
- Dinner: 50 pax buffet dinner for 1 time
- Standard meeting facilities: round tables, health protocol amenities, book notes, pens, sound system, wireless microphones, stage, podium, mini garden, flipcharts

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- A ballroom with a Videotron is preferable. In case a Videotron is unavailable, a built-in screen and projector are acceptable.
- Dedicated Internet line minimum 25 Mbps
- Additional facilities:
 - Charter Bus (full day for site visit event on day 2)
 - Airport transfer (pick-up and drop-off)

G. How to Apply

Any hotel/hospitality companies in the Nusa Dua, Bali area are welcome to apply, kindly share your proposal and quotation to procurement@uclg-aspac.org.

Closing date for proposal submission: **Monday, 18 March 2024 (12.00 Noon)**

Recognising the critical importance of securing a suitable vendor for our needs, we would like to expedite the vendor verification session as soon as we identify a vendor that meets our requirements even before the closing date.

Subject: **The International Workshop WWF 2024**