REQUEST FOR TENDERS

RFT: 2021/PWP-089-CON
File: AP_6/1/12; AP_6/5/8/2
Date: 25 February, 2021
To: Interested service providers
From: Ma Bella Guinto

Subject: **Request for tenders to provide services to convert a face-to-face conference to a virtual event, Clean Pacific Round Table.**

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1. Background

1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.

1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
▪ We value the Environment
▪ We value our People
▪ We value high quality and targeted Service Delivery
▪ We value Integrity

1.3. The *Pacific Regional Waste and Pollution Management Strategy 2016-2025* (Cleaner Pacific 2025) highlighted the need to promote best practices through regional exchanges and national cooperation to achieve the strategic goals towards a cleaner Pacific environment. In order to initiate regional and national cooperation, a **Clean Pacific Roundtable (CPRT)** was identified as a major activity to be organized to enable the monitoring and progress reporting against the Cleaner Pacific 2025, to facilitate networking and dialogue, explore additional resources and investment opportunities, and improve donor coordination.

1.4. The member countries of SPREP established the **Clean Pacific Roundtable** to be conducted biennially. The first two Roundtable events were held as Face-to-Face events in 2016 and 2018, respectively. The inaugural 2016 CPRT attracted 100 participants with attendance doubling for the second CPRT in 2018 due to increased representation by member countries and the private sector.

1.5. The 3rd Clean Pacific Roundtable was scheduled to be held in New Caledonia in October 2020, but due to the COVID 19 pandemic and its impact on travel restrictions, its Steering Committee decided to postpone the event to 2021 with a **virtual mode of delivery**.

1.6. The Roundtable event is scheduled to take place over 7 days spread out over two weeks from **Tuesday, 3 August to Thursday, 12 August 2021**. The main Roundtable sessions will be held over 2 days with technical webinars preceding the main event in the first week. Notified side events will succeed technical sessions in the first week. The duration for each day will not be more than 4 hours, preferably commencing at 13:00 -16.00 daily (in a time zone that best suits Pacific Island participation). There will also be pre- and post-events planned in selected local hubs, i.e., within selected countries in the Pacific. These will include virtual study tour, demonstration of small-scale technologies, local events, poster session (country waste story boards – to be confirmed), Technical Working Group meetings, etc. The

indicative programme for the side events will be determined in March 2021. For details of the tentative programme of the main event, please refer to the annexed concept note.

1.7   The virtual event concept includes and is not limited to:

- Plenary presentations with powerful keynote addresses for each day to set the scene,

- Country-led parallel roundtable discussions to raise issues and determine courses of action,

- Poster presentations to showcase successful initiatives of PICTs,

- Virtual exhibits (presented in video format),

- Virtual study tour (presented in video format),

- Side events to disseminate waste project successes,

- Networking sessions,

- Local activity coverage

Actual promotion of the Roundtable events should begin no less than 1 month before the Roundtable commences. Pre-conference workshops should also take place in that period. Archives and recorded sessions are to remain available up to one year after the virtual event ends. A post event engagement strategy will also be rolled out.

1.8   The CPRT brings together a very wide range of stakeholder groups including the government sector, waste and environmental practitioners, development partners, private sector, community, NGOs, academic and research institutions and interested individuals within and outside the Pacific region. It is expected that attendance will be from 150-200.

1.9.   For more information, see: www.sprep.org.

| **2.   Specifications: statement of requirement** |

2.1.   SPREP would like to call for tenders from qualified and experienced service providers to assist with successfully implementing the 3rd Clean Pacific Roundtable through a virtual platform.
Successfully implementing means achieving its objectives and actively engaging the target audience throughout the duration of the programmed activities, bringing with them take-home knowledge and resources (including potential investment) that will further boost the profile of the waste and pollution section in the Pacific Region.

2.2.   Key services requested:

The annexed CPRT concept note describes the coverage of the event and aspects which need provision of digital service requested from this engagement. These include:

(a)   Development and maintenance of an easy to navigate event website/web-based platform which includes a digital conference area for participants to network and exhibit;
(b)   Provision and management of livestreaming event sessions;
(c)   Develop and roll-out communication, promotion, and engagement activities related to the event,
(d)   Audio and video production of event related content (teasers and promotional materials), and
(e)   General support related to the management of the event.

Please note, the production of technical videos will not be considered as a basic service but will be added features in the tender. Should the tenderer have the

capability to provide these services on top of the basic service, the tenderer may opt to provide unit price as a separate item.

2.3. Full specifications are provided in the attached Terms of Reference.

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3. Conditions: information for applicants

3.1. To be considered for this tender, interested service providers must meet the following conditions:

      (i)   Be available to undertake the required work during the expected duration of the engagement, with an expected start date of approximately 25 April 2021.

      (ii)   Proposals are to be in two parts: **Technical** and **Financial** components addressing the requirements outlined under the Terms of Reference.

      (iii)   Proposals are to be submitted in English

      (iv)   Complete the **tender application form** – (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria. **DO NOT** refer us to your CV or Technical Proposal. Failure to do so will result in the application **NOT** being considered).

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4. Submission guidelines

4.1. Tender documentation should demonstrate that the interested service provider satisfies the conditions stated above and is capable of meeting the specifications and timeframes outlined in the Terms of Reference. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.

4.2. Tenderers must supply the following information with their proposals:

a) Tender Application Form

    i. Sorted by:

- Statement of qualification
- Outline of relevant experience
- Letter of interest

b) The Financial Component

All tenderers must contain a financial proposal, to be submitted using the **<u>financial offer form attached</u>**.

The tenderer's attention is drawn to the following points:

- <u>FOR THE STANDARD SCENARIO</u> and in line with the form attached, the financial proposal MUST include a total price per group of activity as well as the breakdown of costs per group of activity.
- <u>FOR THE TECHNICALLY MORE ADVANCED SCENARIO</u> and in line with the form attached, the financial proposal must include specific prices per additional services or features described in this tender or added.
- Prices must be quoted in USD. As far as the tenderers of those countries whose local currency is not in USD, they cannot change the amount of the bid because of the evolution of the exchange rate. The tenderers choose the exchange rate and assume all risks or opportunities relating to the rate fluctuation.
- Prices must be fixed amounts and must remain valid for 90 days from date of submission.
- Prices quoted must include all duties, taxes and other charges, including VAT. The amount of VAT must be shown separately.

- Prices shall be fixed and not subject to revision during the performance of the contract.

Potential applicants are reminded that for the purpose of evaluation of the financial proposal, ONLY the financial proposal tasks under the <u>standard scenario</u> will be considered.

For the standard scenario, the maximum budget available for this project is $50,000 USD.

Proposals that exceed USD 50,000 for the standard scenario, may not be considered.

4.3 Provide three referees relevant to this tender submission, including the most recent work completed.

4.4 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

5.1. Any clarification questions from applicants must be submitted by email to pwp.procurement@sprep.org before **4 March 2021**. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by **9 March 2021.**

6. Evaluation criteria

6.1. SPREP will select a preferred service provider on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria.

CRITERIA 1 - TECHNICAL CAPACITY (55%)

a) Proven experience in the development, hosting, implementation and management of online conferences (of similar complexity) with delegates participating from numerous countries. (examples of reports or website links must be provided). **35%**

b) Proven experience in developing and rolling-out communication, promotion, and engagement activities (examples of materials and collateral must be provided). **10%**

c) Experience with managing a virtual conferences where delivery occurs in areas with restrictive / limited internet services. Desirable if this experience was from the Pacific. **10%**

The technical capacity must be **fully and <u>extensively</u> described in SPREP's application form for each of the sub criteria.**

Additionally, the tender is required to provide evidence to this description in the application form with the following proof:

- **Statement of Qualifications**, including CVS for key personnel. In the case of a tender being submitted by a consortium, a description of the input from each of the consortium members and the distribution and interaction of tasks and responsibilities between them.
- **Letter of interest** describing:

a) Key work, including how experience relates to the objectives and expected tasks.
b) Statement of availability for tasks delivery (time %)
c) Samples of relevant services lead by the applicant.
d) Two testimonials from previous clients to support application.

CRITERIA 2 - ORGANISATION OF WORK AND METHODOLOGY (25%)

a) Provision of a clear methodology noting activity and works to be undertaken weekly between the contract signing date and conference date. Active description of works following closure of event should also be detailed. **15%**

b) Provision of details on systems and services that will identify and manage risks, to ensure the successful delivery of the virtual conference. **10%**

The organisation of work and methodology must be fully and extensively described in SPREP's application form for each of the 3 sub criteria.

CRITERIA 3 – FINANCIAL PROPOSAL (20%)

The financial offer needs to be mentioned in **SPREP's application form**.

Additionally, the tender **must justify this financial offer with a fully developed financial form respecting the description of the terms of reference**.

7. Deadline

7.1. **The due date for submission of the tender is: 12 March 2021, midnight local Samoa time.**

7.2. Late submissions will be returned unopened to the sender.

7.3 Please send all tenders clearly marked '**TENDER: Provide services to convert a face-to-face conference to a virtual event, Clean Pacific Round Table'** to one of the following methods:

Mail: SPREP
        Attention: Procurement Officer
        PO Box 240
        Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: 685 20231
Person: Submit by hand in the tenders box at SPREP reception,
        Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website
http://www.sprep.org/accountability/complaints

TERMS OF REFERENCE FOR SERVICES TO CONVERT A FACE-TO-FACE EVENT TO A VIRTUAL EVENT

1. Background

The Clean Pacific Roundtable (CPRT) was organised to initiate regional and national cooperation in the waste and pollution sector and enable monitoring and progress reporting against the Pacific Regional Waste and Pollution Management Strategy (Cleaner Pacific 2025). The CPRT is also intended to facilitate networking and dialogue, explore additional resources and investment opportunities, and improve donor coordination.

Agreed to be held biennially by the member countries of the Secretariat of the Pacific Regional Environment Programme (SPREP), the first and second events were held in 2016 and 2018, respectively. The inaugural 2016 CPRT attracted 100 participants with attendance doubling for the 2018 because of increased representation from member countries and the private sector.

The 3rd Clean Pacific Roundtable (CPRT 2021) was scheduled for October 2020 in New Caledonia but because of the COVID 19 pandemic and its impact on travel restrictions, its Steering Committee decided to postpone the event to 2021 with a virtual mode of delivery. The CPRT brings together a very wide range of stakeholder groups including government sector, waste and environmental practitioners, development partners, private sector, community, NGOs, academic and research institutions and interested individuals within and outside the Pacific region. It is expected that attendance will be from 150 to 200.

Event Dates

The CPRT 2021 will be held over 7 days from **Tuesday, 3 August to Thursday, 12 August 2021.** Live sessions will be held on:

- Tuesday, 3 August
- Wednesday, 4 August
- Thursday, 5 August
- Friday, 6 August
- Tuesday, 10 August
- Wednesday, 11 August
- Thursday, 12 August

Delivery Mode

The main events will be held virtually with registered participants joining from various countries within the Pacific region. The event will consist of live streamed and recorded sessions - with some sessions being held in parallel to each other - video presentations, demonstrations and exhibits that can be accessed on the virtual platform and website.

The virtual conference concept includes (may be subject to change):

PO Box 240, Apia, Samoa   T +685 21929   F +685 20231   sprep@sprep.org   www.sprep.org

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.

- Plenary presentations with powerful keynote addresses for each day to set the scene;
- Country-led parallel roundtable discussions to raise issues and determine courses of action;
- Poster presentations to showcase successful initiatives of PICTs;
- Virtual exhibits (presented in video format);
- Virtual networking lounge;
- Virtual study tour (presented in video format);
- Side events to disseminate waste project successes;
- Networking sessions;
- Local activity coverage on the virtual platform/website.

Event Modalities/Elements

1. **Roundtable Sessions – Main Event**

The CPRT will consist of three main Roundtable sessions; each opening as a plenary session and then splitting into up to three smaller parallel sessions. These will be held over 2 days in the second week and will not be more than 90 minutes long.

2. **Technical Sessions (webinars)**

Three Technical Webinars will precede the Roundtable sessions in the first week and will contribute to and inform Roundtable discussions. These will be held over two days and will not be more than 90 minutes long.

3. **Networking Session**

Participants or groups from main sessions will be able to hold further discussions with Session Facilitators and other participants in a virtual meeting room after sessions.

4. **Bilateral (virtual lounge) rooms**

Registered participants will be able to book virtual rooms to network with other participants throughout the duration of the event.

5. **Side Events**

Side events will be streamed live (some in parallel to the technical sessions), and available for viewing post-event on the virtual platform. Events may include virtual study tours, demonstration of small-scale technologies, and poster sessions (country waste story boards).

The indicative programme for the side events will be determined in March 2021 at the latest.

6. **Technical Working Group/Drafting Committee Meetings**

Organisers of the CPRT will require their own assigned virtual meeting rooms to use throughout the duration of the event to coordinate the consolidation of session outcomes and the overall event Outcome/Declaration.

Time Zone

The duration for each day will not be more than 4 hours, between 1:00pm-5:00pm (Samoan standard time).

For details of the tentative programme and schedule of events, please refer to the annexed concept note.

2. Objectives of the Engagement

The objective of this engagement is to assist SPREP with successfully implementing the 3rd Clean Pacific Roundtable through a virtual mode of delivery. Success would mean achieving the Roundtable objectives and actively engaging the target audience throughout the duration of the programmed activities bringing with them take-home knowledge and resources (including potential investment) that will further boost the profile of the waste and pollution sector in the Pacific Region. Ensuring participants have a seamless virtual experience by knowing how to use the virtual platform and join/access the various CPRT sessions and events will be a key objective for the Virtual Platform Provider.

3. Scope of Work and Description of Key Activities

The annexed **CPRT concept note** describes the intent of the event and premise of the provision of digital services to successfully deliver the Roundtable. The key services required are:

  a. Development and maintenance of an easy to navigate event website/web-based platform, which includes a digital conference area for certain participants, and to facilitate virtual networking/meetings between participants,
  b. Provision and management of live streaming event sessions including simultaneous streaming of parallel sessions, a large number of virtual meeting rooms.
  c. Develop and roll-out communication, promotion, and engagement activities related to the event in cooperation with,
  d. Audio and video production of event related content including promotional video teasers, and
  e. General support related to the management of the event.

Specific details of each element are described in detail following. Tenderers are required to respond to the core elements (and provide details of how they will deliver these, including financial proposals). Tenderers are welcome to provide optional extras to their proposal, but these should be clearly separated from the base proposal requested. SPREP reserves the right to accept or reject any additional value added activities through negotiation with the preferred tenderer.

3.1 Event website/web-based platform.

The **Contractor's core task is to develop and maintain an easy to navigate event website/web-based platform.** The following key services are to be delivered under this core task:

- Develop a website/web-based portal platform where live stream and other content (audio and/or visual) will be housed and maintained.
    - o Include an exhibit space and digital event bag for sponsors and exhibitors to promote anything from introductory videos to podcast links to brochures, to even live chat with the exhibitors themselves.
    - o Include a virtual lounge or networking space where participants can schedule meetings with each other throughout the duration of the event.
    - o Ensure the website is available for viewing up to 12months post event.
- Manage the up keep of content and advertising on the website to the public, ensuring the website is always live, and any questions or comments are addressed within an 8 hour turnaround time.

- Manage the website/web-based portal platform pages according to the stages of the project (pre-event, during the event and after the event).
- Provide a training session and information brief for users (sponsors and exhibitors) on how to use the platform.

While implementing the services, the following functionalities need to be provided:

- Make the website/web-based portal platform compatible with mobile devices;
- Ensure the website/web-based portal platform has the functionality to be presented in both English and French languages;
- Develop website style and imagery in line with event branding guidance from SPREP to bring a New Caledonian Look and Feel in enhancing its visual content;
- Identify and implement tools/dashboards that allow the collection and analysis of data to monitor and evaluate the use of the website/web-based portal platform;
- Identify and implement tools that allow to survey sessions and receive attendees feedback;
- Ensure strong mechanisms and protocols for securing data and privacy;
- Enable the integration of resources. These resources include a variety of downloadable or screen accessible file types from videos to images to documents (i.e. management of media libraries);
- Enable a simple upload procedure for resources;
- Include event and sessions registration;
- Include event and sessions notifications (keep attendees informed and up to date about any relevant changes);
- Include discussion options to encourage peer-to-peer sharing of information and exchanges between session leaders and attendees;
- Include easy access to the live online sessions; and
- Create, integrate a "subscribe to updates" form for participants to receive event updates via email.

The suggested website sitemap and website structure should contain the following pages (submissions can recommend changes, or additions to this base requirement):

- Home (including a facility for people to register their interest to receive event updates when available (subscription);
- About (event title and PIRT);
- Themes (with subpages per theme), a data gallery (chart, picture, pictogram, infographic submitted by participants) and a story gallery (video clips submitted by participants);
- Programme (with subpages for sessions and speakers);
- Virtual Exhibition space (including a Digital Event Bag);
- Page to view all live sessions, including side events outside of main sessions;
- Networking Lounge;
- Online Registration process;
- Participation (with subpages for submissions to data gallery and submissions to story gallery); and

- Sponsor page for inclusion of sponsor logos, contact details and links to their personal websites..

The Contractor will receive all content for the website/web-based portal platform from SPREP. Content coordination with other partners is managed through SPREP. The content resources may range from videos to images to documents to presentations in a variety of accessible file types. Where relevant, the content will be provided in both English and French. Though the Contractor will not be responsible for translation service, if possible Contractors are encouraged to price the inclusion of translation services as an optional extra to their tender.

3.2 Provision and management of live streaming event sessions,

The **Contractor's core task is the provision and management of live streaming event sessions**. The following services are expected to be delivered under this core task:

- provide and actively manage a live stream platform which will become the go to link to drive attendees to the event sessions;
- provide a live stream platform that allows for remote simultaneous interpretation capability for both English and French (meaning that "attendees should be able to select a language channel to play with the video stream, (i) live stream in English, or (ii) translated stream in French);
- provide a virtual training session (for event organisers) and an information brief for session hosts and speakers so they are aware how to run the sessions and the chat box and /or how to participate to them (live or recorded);
- provide an information brief for attendees so they are aware how to attend the sessions and participate in the chat box (live or recorded);
- manage the streaming and loading of live events on to the platform;
- ensure all live events/sessions are recorded and uploaded to the CPRT website/online platform, for future viewing;
- manage the transmission of the live event ensuring the public has seamless reach and access to the platform;
- coordinate the running of the sessions including live chat with the sessions hosts and the chat box hosts; and
- As a follow-up after webinars, provide session analytics, including statistics on the number of viewers registered and attended, time spent at the sessions etc.

While implementing the services, the following functionalities need to be provided:

- Make the live stream platform compatible with mobile devices;
- Ensure that the live stream platform is able to facilitate bilingual interpretation in English and French;
- Identify and implement tools/dashboards that allow the collection and analysis of data to monitor and evaluate the participation to the session;
- Identify and implement tools that allow to survey sessions and receive attendees feedback;
- Ensure strong mechanisms and protocols for securing data and privacy; and
- Include discussion options to encourage Q&A between session and attendees.

The duration for each day will not be more than 4 hours, between 1:00pm-5:00pm (Samoan standard time). The planned number of sessions during the event proper will not exceed 20. These will include about 12 plenary sessions and 6 parallel sessions (running 3 sessions concurrently). There will also be coverage for other side events such as local events in selected hubs, poster session, meetings of the Technical Working Groups and other events (to be determined), as needed. The slot for the side events can be set at a maximum of 15 running in parallel.

3.3 Communication, promotion, and engagement activities related to the event.

The **Contractor's core task is to develop, and roll-out communication, promotion, and engagement activities related to the event**. The following services are expected to be delivered under this core task:

Before the event:

- Update the event communications strategy developed by the SPREP Communications Team to align with the virtual delivery of the event.
- Adjust where necessary the event branding (for online use).
- Assist in preparing basic marketing and promotion materials (such as E-Flyers, social media posts, Power Point Templates, …) that can be used on the platforms of the event but also on the channels of event organisers, partners, and sponsors.
- Support the implementation of the communications strategy by informing rolling out promotional activities for the event (informing targeted attendees about the event, registration and how to attend a virtual event using social media, cross posting on website and/or other approaches, calls for submission of data and story proposals).
- Manage subscriptions for event updates, collating a mailing list and informing potential attendees on a regular basis using a digital newsletter and/or other media that will be developed by SPREP.
- Support a workshop to develop a post-event engagement strategy and action plan.
- Monitor and report on progress of platform communication monitoring tools and provide remedial recommendations, as needed.

At the event:
- Prepare and support online interaction with attendees through chatbots, polls, Q&A, and widgets for surveys or polling around compelling questions.
- Prepare and support online interaction between attendees and speakers/sponsors through networking lounge and other platforms.

After the event:
- To support the updates to the website so that recorded sessions & other relevant content remain available and the main messages remain visible.
- To evaluate the results of communication actions, analyse the impact and provide recommendations for future actions.

Please note that the implementation of the event Communications Strategy will be done bilingually in English and French.

3.4 Audio and video production services

The **Contractor's core task is to provide audio and video production services for event related content.** Theme concepts and guidance will be provided by SPREP.

The following services are expected to be delivered under this core task:

- Provide pre-production services by:
  - creating templates for start and end of sessions and backdrops for sessions.
  - Producing event video teasers/clips and promotional videos to stream on the web-based portal.
- Record all sessions.
- Extract video, audio and photo coverage of the event (raw footage and material) for use in parts of one or more productions for additional communication activities.
- Ensure alignment between live stream service and production footage of content during live stream.
- Provide post-production services of editing the content live streamed for post-event use, including production of a video of highlights of the event.

The Contractor will be able to source existing audio recording, photo material or video footage from SPREP and/or its event partners. This pre-existing material should allow for audio-visual editing and re-editing, but the contractor will need to obtain and respect the copyright clearance of any pre-existing material.

3.5 General support related to the management of a virtual event

The **Contractor's core tasks will be to provide general support related to the management of the event.** The following services are expected to be delivered under this core task:

- maintain at all times communication with the event organisers;
- coordinate all aspects of the tender service delivery with SPREP;
- support eventual changes of remaining elements to concept development;
- coordinate with SPREP content delivery for website/web-based platform, livestreaming platform, communication, and production activities;
- manage registration and invitations;
- support the implementation of the live sessions of the event;
- organise automated user feedback tool to receive attendees' feedback after each session; and
- compile all data related to evaluation and feedback and submit to SPREP for reporting purposes.

4. ## Additional services offered by the Contractor outside of Key Services described above

The following services can also be included as additional features but not obligatory (please provide a detailed description of any 'additional features' and ensure these are costed separately to the core proposal):

- Any support to implementation to a post-event engagement strategy
- Integrate gamification (borrowing fun elements found in games and incorporating them into a non-gaming perspective) with trivia, quizzes, and puzzles.
- Use drawing of the conversations/webinars (visual note taking)
- Use collaborative whiteboards for virtual open space (around a focusing statement or question) or for a virtual hackathon (to find new ideas around a certain theme).
- Use breaks as 'interview booths' for interviewing a speaker or panellist with fun questions,
- The Contractor may indicate capability to produce videos for a few sessions as preferred by the organiser/facilitator. The costing can be reflected separately from the tender on a per unit basis.
- Any other features the Contractor is available to offer.

Please note that the event programme is still subject to change and thus may affect activities and services required above.

5. Timeframe

The expected duration of this consultancy is 6 months from the date of execution of the contract. Delivery is expected to follow the below delivery schedule below (assuming an April, 26th 2021 start date).

Tasks and Key Deliverables	Due Date
1. Develop a workplan	Week 1 from signing
2. Agreement on the final concepts	Week 2
3. Preparation	
- **Development and launch of the website (with marketing components)**	Week 4
- **Preparation of basic marketing materials**	Week 4
- **Launch marketing and promotion**	Week 4
- **Launch data and story galleries**	Week 4
- **Pre-production services**	Week 5-6
- **Start registration**	From Week 7
4. Organise pre-conference workshops	From Week 7
5. Training (attendees, speakers, session hosts, exhibitors, and volunteers)	From Week 7
6. Data and story galleries go live	Week 7
7. Networking lounges go live	Week 7
8. Event	From Tuesday, 3rd August to Thursday, 12th August 2021 (7 days)
9. Post event	To be agreed (August/September 2021)

6. Working Arrangements

6.1 Quality control

The Contractor will provide constant quality monitoring to ensure that:

- there are no errors in ordered services' format, structure, and quality of the delivered services meet requirements related to the target audience and technical specifications.
- final services are compliant with SPREP requirements and/or other guidelines provided by SPREP.

SPREP reserves the right to apply contractual measures in case of repeated mistakes, omissions, or poor quality on the Contractor's side.

6.2 Advice and guidance

The Contractor is expected to continuously provide SPREP with technical and creative services as well as guidance to ensure the virtual event is realised to the highest possible standard.

6.3 Project management

The execution of this contract requires the capacity to manage several tasks simultaneously and ensure coordination between all parties involved. The contractor shall ensure the necessary management systems to ensure the quality control in the relevant phases of the process and the quality check of the final services as well as the proper follow up and coordination at all stages.

The company/consortium is expected to interact with SPREP and other relevant colleagues via teleconference. Costs related to communication should be included in the financial offer.

7. Tendering

Interested companies/consortia are invited to submit a proposal in response to these Terms of Reference. Details of the tender application are provided in the Request for Tenders.

A description of organisation and methodology (Criteria 2 of the Tender Application form) must demonstrate an understanding of the terms of reference and a description of the general approach of services. Any comments on the terms of reference for the successful execution of the activities, regarding the described tasks and the topic, should be reflected in the organisation and methodology to demonstrate the degree of understanding of the contract.

Previous lessons learnt by the contractor in the execution of similar services in the region can be stated as well as opinions on the key issues related to the achievement of the contract objectives and risks and assumptions affecting the execution of the contract.

8. Additional Notes on Terms and Conditions of the Project

1. Copyright - The successful tenderer will be required to acknowledge the following:
   - SPREP owns the copyright to all work produced under any contract that may result from this Invitation to Tender.

- Any artwork, photographs, film, electronic files or other physical or electronic media (including preparatory, intermediate and final work) produced under any contract that may result from this Invitation to Tender shall be the property of SPREP and must be surrendered to SPREP upon request.
- In case that it is necessary or requested to use third party-materials (e.g. footage or stock photos) the contractor should have or obtain the necessary licences to use them for SPREP's needs.

2. Successful tenderer shall agree to be bound and sign the Consultancy Agreement with all requirements under the terms and conditions provided therein.

3. As an intergovernmental organisation, SPREP shall not be responsible for any tax(es), levy, tax claim or any tax liability which may be imposed by any law in relation to any amount payable by SPREP.

4. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct
https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-ofconduct.pdf