

EXPRESSION OF INTEREST (EOI)

EVENT ORGANIZERS/STAKEHOLDER ENGAGEMENT FACILITATION

DAI is issuing this Expression of Interest (EOI) for the Strengthening Democratic Governance and Accountability Project (SDGAP) activity located at 4, Cambridge Terrace, Colombo 7, Sri Lanka. The work will include:

SDGAP is seeking Event Organizing and/or Stakeholder engagement facilitation firms to assist SDGAP in organizing and overseeing logistics, event agendas, day of event volunteers/workers, and facilitating discussion, moderation, and translation services throughout the event, which could be for SDGAP trainings, workshops, stakeholder engagements, policy dialogues, focus groups, etc. . .

This document presents the requirements that interested vendors must provide to be invited to submit, in the next 12 months, their detailed quotations or technical/cost proposals for procurement opportunities anticipated by DAI. Pre-qualified vendors may be invited to respond to a solicitation, and/or multiple solicitations.

Vendors must be licensed and legally organized businesses, organizations, or firms. Individual consultants will not be considered for this EOI.

The purpose of this Expression of Interest (EOI) is to pre-qualify specialized vendors who have experience providing goods or services in the following specialized areas:

- Event coordination and facilitation.
- Experience working with local governance and parliamentary events.
- Experience in event logistics including equipment, supplies, room arrangement, data entry of participant data (sign in), translation, resource personal, and moderation/facilitation of the event agenda.

RESPONSE SUBMISSION DEADLINE AND COMMUNICATION PROTOCOL

The deadline for responding to this EOI is **June 26, 2018 at 5:00 PM Colombo time**. Responses received after the deadline will not be reviewed and will be discarded by DAI, subject to the discretion of the project's management. Responses may be emailed to SDGAPProcurementinbox@dai.com or delivered in a sealed envelope to project office in Colombo: SDGAP Procurement 4, Cambridge Terrace, Colombo 7, Sri Lanka. Please address the subject of the email, or on the sealed envelope "Expression of Interest – Event Organizers"

All information provided by vendors in response to this EOI will be treated confidentially. DAI will not use the information in any other context or setting and we will not reveal details to other parties.

SCOPE OF WORK

BACKGROUND

The Strengthening Democratic Governance and Accountability Project (SDGAP) in Sri Lanka is a three-year initiative by USAID to support the Government of Sri Lanka in its efforts to strengthen democratic governance and accountability. The project works towards its longer- term objective of strengthening democratic governance and accountability through three task areas:

Task 1: Strengthening Sri Lanka's Public Accountability Systems

Task 2: Improving strategic planning and communications, policy reform and planning processes

Task 3: Increasing political participation of women and under-represented groups in democratic governance

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Sample of Events that could be solicited to organize in future RFPs:

- A stakeholder engagement is the process where actors that have joint interests in solving a problem or taking advantage of an opportunity can identify the issue, connect the relevant other actors and convene meetings and other platforms for working together.
- A workshop is a more intensive gathering whose objective is problem solving, awareness, and/or stake holder communication.
- A training transfers a specific set of skills and knowledge in some technical field. It involves structured learning activities that can be done in a classroom or in the field. A set of course material will be needed, in addition to certification on the skill and knowledge at the end of the training.
- A focus group is a form of qualitative research in which a group of people are asked about their perceptions, opinions, beliefs and attitudes towards a product, service, concept, advertisement, idea, or packaging. Questions are asked in an interactive group setting where participants are free to talk with other group members.
- A discussion panel is a dialogue of a subject of public interest by a group of persons forming a panel, often before an audience, who may or may not be asked to participate in questions and answers.

OBJECTIVES

SDGAP will be assisting the Government of Sri Lanka and various public/private stakeholders with events that could range for policy dialogues and workshops to larger parliamentary events. SDGAP is looking to pre-select event organizer and/or stakeholder engagement facilitation firms to assist SDGAP's teams with event planning and day of logistics and facilitation for events that could happen throughout Sri Lanka. The successful entity will provide technical support by coordinating with event vendors, event resource personnel, and assist with moderating and facilitating the various types of events SDGAP may plan over the next 12 months.

ILLUSTRATIVE SCOPE OF THE WORK

1. To provide services related to the following tasks
 - a. Coordinate participant invitations and logistics with SDGAP staff
 - b. Coordinate event space with SDGAP prior to the event and throughout the event
 - c. Arrange event logistics to include equipment (laptops/ projectors/ pointers/ flip chart boards, marker pens etc for the Ball room and breakout rooms) and room arrangements.
 - d. Ensure support to speakers/ facilitators including their name boards/ uploading presentations.
 - e. Coordinate transportation of participants if applicable with SDGAP's support
 - f. Arrange registration desk and information desk and oversee the data entry of all participants into SDGAP's data management software (prior to event training with SDGAP on this task).

- g. Manage event rapporteurs, multimedia/IT services, resource personnel, data entry personnel, simultaneous translators, and moderators for the entire event. If the event firm cannot find event support staff as listed in the Annexes to this EOI for future RFPs, SDGAP could recommend personnel when applicable.
- h. Coordinate seating and protocol arrangements as applicable.
- i. If needed advertisement and media campaigns may be needed and the event organizers will need to organize and promote the event as defined in future RFPs by SDGAP.
- j. Necessary coordination as needed for event(s) in consultation with SDGAP and SDGAP partners when applicable.
- k. Attend meetings with organizers pre and post event.
2. Provide drafts of event reports and analysis for SDGAP
3. Make revisions as required to event deliverables.

Example Deliverable Product(s) of future RFPs

1. Event Reports with detailed meeting notes and facilitation points, lessons learned, and action items.
2. Workshop training materials, presentations when applicable
3. Data entry of all participants into SDGAP data management software along with hard copy files (if applicable)
4. Translation reports and multimedia products

OBLIGATIONS

DAI will not reimburse respondents for the costs incurred with preparing a response, nor does issuance of this EOI obligate DAI to award a subcontract or purchase order. If a Vendor is found to have made false or misleading claims or statements, obtains confidential information, or receives improper assistance, DAI reserves the right to reject an EOI submitted by or on behalf of a vendor.

CLARIFICATION OF SUBMISSIONS

DAI may require a respondent to submit additional information in order to better judge a response.

FACTORS FOR CONSIDERATION

Responders are expected to write an explanation about how they can address each of these areas of interest by DAI, which will be used as a way to determine if Vendors shall be pre-qualified.

- General Technical Approach (if applicable), or could say “Ability or confirmation of ability to provide goods or services described above.
- The vendor is registered and licensed in the host country to perform the work outlined above
- The vendor can prove they have the necessary financial resources to perform the work.
- Illustrative CVs of individuals on staff, or available to the vendor, who can perform the scope of work. (Review Annexes)
- Five past performance descriptions illustrating relevant experience delivering the required goods/services
- Have proven experience in facilitating stakeholder meetings and event organizing.
- Demonstrate knowledge of stakeholder event planning and follow up.
- Have a demonstrated track-record of working as a facilitator.

EVALUATION CRITERIA

Pre-selection of bidders will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Evaluations will be based on the EOI responses from bidders, factors for consideration (above list), and a 30 minute presentation may take place with SDGAP for the top scored bidders.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical Approach		50 points
Past Performance	Has worked previously on organizing and facilitating workshops, trainings, policy dialogues, stakeholder engagements, and government events.	20 points
Personnel Capability	Ability to provide qualified local governance resource personnel, data entry personnel, simultaneous translation and multimedia services, and event rapporteurs along with event organizers bios. (review Annexes for SOWs)	30 Points
Total Evaluation Points		100 Points

RESPONSE FORMAT

Vendors must complete their responses, in English, following the specifications outlined below. The response format consists of three sections

Section 1: Vendor Information

Section Number	Description
1.0	Cover Letter
1.1	Vendor Information: Company Name, Address and Phone Number, Form of Incorporation (corporation, partnership, NGO, etc.), Number in Years in Business, Number of Employees (full and part-time), Name of Managing Director, History of organization.

Section 2: Factors for Consideration

2.0	Responses to each of the factors for consideration stated above in technical evaluation criteria and factors for consideration.
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Section 3 Client Reference:

3.0	Include 3 Client References, each reference <u>must</u> include the following: -Client Name, address, Point of Contact Name, Telephone number, email -Similar work performed and period of performance
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NOTIFICATION PROCESS

Upon receipt and review of proposals, DAI will notify successful vendors, if any, who have been selected for technical presentations with SDGAP technical team.

1.1 ANNEX A: EVENT RAPPORTEURS SCOPE OF WORK

Event Rapporteurs Services Requested:

Before the Event

- Be familiar with the agenda, speakers, their names, titles, and brief bios.
- Discuss with the Program Lead/Program Officer before the event to define the requirements and plan or strategy they will use to report on the event.

During the Event

- Take note on the main findings, conclusions and recommendations of each presentation.
- Take note of key statements and recommendations from the event.
- Take note of Issues/Constraints raised.
- Take note of those questions/remarks from the floor, which could be of interest for consideration, as well as of the replies from the speakers.

After the Event

- Prepare the Rapporteur report using the notes taken during the event.
- Submit the report within one week of event to Program Lead/Program Officer for review and feedback by Program Lead.
- Revise the report based on the feedback by the Program Lead.
- Submit the final report to Program Lead/Program Officer.

All Final Reports need to be prepared and submitted in ENGLISH and when defined prior to event in local language (Sinhala/Tamil)

1.2 ANNEX A: MULTIMEDIA AND SIMULTANEOUS TRANSLATION SERVICES SCOPE OF WORK

Multimedia and Simultaneous Translation Services Requested:

Before the Event

- Setup a Sound system with necessary speakers based on the size of the audience expected.
- Provide a Podium with Microphone, Microphones for Head Table, and FM Microphones for each table.
- Setup Sound-proof booths for Trilingual Simultaneous translations (English, Sinhala, and Tamil) with necessary Microphones and Headphones.
- Provide Headphones for participants to listen to Trilingual Simultaneous translations (English, Sinhala, and Tamil) as per the requirements.
- Provide Multi-media Projectors, Projector Screens, and Laptops with Clickers as per the requirements.
- Provide long Cables to connect Multi-media Projectors and Sound system to Laptops at the Podium and the table for Resource personnel.
- Provide necessary number of technical personnel to attend to the equipment and systems.
- Provide Simultaneous Translators for Trilingual translation (English, Sinhala, and Tamil).
- Provide Video/Voice Recording if needed.

- Have a backup Multi-media Projector and Cables.

During the Event

- Monitor and control the functioning of Sound system, Microphones, Headphones, Multi-media Projectors/Screens, Laptops, and Cables.
- Hand-over Headphones and FM Microphones to participants as appropriate.

After the Event

- Remove all equipment used for the event with due consideration to the venue.
- Hand over the Video/Voice recordings to SDGAP, if used.

1.3 RESOURCE PERSONNEL SERVICES SCOPE OF WORK

The resource person will lead a session of training/workshop/discussion on various topics. S/he will prepare training/workshop/discussion material and share with SDGAP a presentation on the same at least 10 working days prior to the program and carry out the relevant session on the day of event. In addition, s/he will be available throughout the program to add substance to the discussions and answer any questions especially related to the material presented based on his/her area of expertise.

The deliverables include training material, presentation material, and the delivery of the lecture/workshop/discussion. The resource person will provide a short report on her/his observations of the training program within 3 days of the event.

1.4 DATA ENTRY PERSONNEL SCOPE OF WORK

The main purpose of the event data entry personnel is to register the participants into SDGAP's Fulcrum data management system on the day of the event (and subsequent days) using an SDGAP Tablet (which will be loaned to the firm during the event). Registering of the participants will happen within the first half hour of the event. This SDGAP tablet will have installed a software called Fulcrum. Fulcrum is a digital data collection software which has the facility to provide accurate timely data to SDGAP.

Fulcrum is a multi-platform form builder that allows you to build and deploy forms via web or mobile platforms (both iOS and Android). A user creates a data collection application with data fields via a web-based platform, then publishes the application to be deployed for data collection on a smart phone. The application enables the user to collect data and generate aggregated reports.

With an intuitive interface and an extensive amount of survey features, this data collection app helps the user to quickly and efficiently create forms and surveys to monitor and manage SDGAP activities. Some of the features include:

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|---------------------------|----------------------|
| • Skip Logic | • Drag & Drop Editor |
| • Calculation Logic | • Form Sections |
| • Offline Data Collection | • Parent/Child Forms |
| • Online Dashboard | • Data Events |
| • Automated Reports | |
| • Geo-located tagging | |

DAI / SDGAP will hire a local event management firm to conduct data entry for SDGAP events in the registration of each assigned event. The event management firm's data entry personnel will be trained prior to events on how to use the Fulcrum application and what information is needed on participants. The Fulcrum application and SDGAP tablet are property of SDGAP and will be loaned out to the event management firm to execute the data entry scope of work of future RFPs.

The Data Entry Specialist will play a critical role in receiving and processing event related data for the SDGAP Team. After each event hosted by SDGAP the Data Entry Specialist will work closely with the Program team, Training and Capacity Development Specialist, and Monitoring and Evaluation staff to transfer data collected into Fulcrum. The specific tasks under this assignment include, but are not limited to:

- Compiling and organizing data previously collected
- Converting paper file data into digital records within Fulcrum
- Transferring data collected in various form to Fulcrum
- Creating forms using the Fulcrum App
- Working closely with the SDGAP team to generate necessary reports

Additional Event tasks:

1. Being trained on SDGAP Tablet and Fulcrum system by SDGAP prior to event
2. Pre-preparation for the event by knowing the type of the event, target audience, and time of the event implementation.
3. To be present at the event location one hour prior to the given registration time of the event.
4. Keep the number of tablets updated / Pre-prepared for the event as per the number of audience.
(Example: The ratio of data entry personnel needed based on tablets: up to 30 participants -one data entry person with one SDGAP tablet, 30 -59 participants 2 SDGAP Tablets with two personnel, 60 -100 participants - 3 SDGAP tablets with 3 personnel).
5. Register the participants in given timeframe defined in the agenda as they arrive to the event by getting required information from the participants and entering into SDGAP tablets.
6. Ensure the accuracy of data and to be accountable for data entered as guided by SDGAP.

Data Entry Deliverables and Timeline

Deliverables	Timeline
1. Training on SDGAP Tablets	Up to one day before first event
2. Preparation of event information and data on SDGAP tablets along with charging tablets for event	Up to 4 hours prior to the event.
3. To be presence at the event location with required number of tablets and data entry personnel	One hour prior to the registration start.

4. Collection and entering of data	In given registration time slot of the event agenda.
5. Synchronized data in given frequent intervals	<p>Done as soon as possible after the registration is completed.</p> <p>In given frequent interval as given in the Agenda.</p>



1.5 PHOTOGRAPHER PERSONNEL SCOPE OF WORK

DAI seeks an event firm to manage event photographer(s) to capture highly professional, high-resolution photos of events and related activities linked to the project's main task areas, and various stakeholders, from government to civil society organizations and beneficiaries. Tasks include capturing photographs related to SDGAP's three main task areas. This can include but should not be limited to (1) event photography (2) photography used for communication and outreach campaigns, such as portraits, close-ups and action shots depicting different stakeholders, in different environments, used to reinforce messaging around the topics of governance, accountability, transparency and gender mainstreaming in Sri Lanka. Final products will help meet visibility requirements through use in press releases, human interest/success stories, social media and multi-media content. The photographer will be expected to coordinate with the SDGAP team as required; capture photographs on site in agreed locations; carry out final selections and editing before providing files to SDGAP; provide high-resolution image files, shot at maximum resolution; provide full captions describing the photos and credits adequately embedded in the metadata of the image/video file.

TECHNICAL STANDARDS/REQUIREMENTS of future Purchase Order deliverables

1. Original image file format
2. Please shoot at highest resolution possible. The minimum acceptable resolution is 2000 x 3000 pixels or 12 megapixels with zero compression; preferred is 3000 x 4000 pixels or above.
3. Do not compress JPEGs for transmission unless source locations are excessively slow.
4. Except for clear mistakes, please keep all exposures and provide a broad edit for SDGAP edits
5. Maintain images in the sequence in which they were shot, so the shoot logic can be easily traced
6. Do not overly process any original image files beyond standard techniques; using what would be possible in an analogue darkroom as a guide.
7. Captions must be provided by embedding them directly into each image (in the IPTC fields), together with credit, copyright and other relevant information.
8. All subjects related to human interest pieces/outreach campaigns should be identified by what they do. Names for all people are NOT necessary, however, names, and ages of children should be included if a story is related to them.
9. Names of places are essential, including whether the location is a village, town, district, etc.
10. Collection of photo release forms from participants or individual subjects. SDGAP will provide form template during PO signing and prior to PO release.

FACTORS FOR CONSIDERATION ON PHOTOGRAPHERS

Responders are expected to provide the following

- The vendor can prove that they have technical resource (experienced human resources) to perform the work outlined above.

- Five past performance descriptions illustrating relevant experience delivering the required and similar types of products and services.
- Digital portfolio
- Experience in event photography with a minimum of five years of work experience
- Experience working with development/aid agencies
- Editorial and production awareness
- Awareness of ethical photography of under-represented groups, including women and children