

## REQUEST FOR PROPOSAL

<b>Issue Date:</b>	<b>April 29, 2024</b>
<b>Questions Submission Due Date:</b>	<b>May 06, 2024</b>
<b>Proposal Submission Due Date:</b>	<b>May 15, 2024</b>

**Subject: USAID Advancing the U.S.-India Partnership Platform (APP) Activity – Request for Proposal for South Asia Clean Energy Forum (SACEF)**

Dear Applicant,

Enclosed is a Request for Proposal (RFP) for a **South Asia Clean Energy Forum (SACEF)** to be carried out in Jaipur, India contingent upon approval of USAID. Please provide a proposal by **May 13, 2024**. The proposal is to be emailed to **procurement@internationaldevelopmentgroup.com**.

If technical discussions or clarifications are necessary, please submit these questions in writing to the email address given by **May 06, 2024**. If necessary, we will arrange a conference call with the appropriate contact.

This contract outlines a percentage cost markup applied to the total billing for hotel and other expenses. Please express your proposal with an itemized breakdown of costs (e.g. cost of single room with taxes including breakfast, gala dinner, per person cost of hi-tea etc.) using the provided template.

Documents received after the deadline will not be considered. This solicitation in no way obligates IDG to award a contract nor does it commit IDG to pay any cost incurred in the preparation and submission of a proposal. You are advised that this letter is not to be construed as authority to proceed with any work or to incur any obligation chargeable to IDG. Further, in the event of unsuccessful fee negotiation, IDG cannot assume any obligation for payment of any expense incurred by your firm in the presentation of your fee or premature initiation of services.

Thank you for your interest in working with IDG.

Sincerely,  
IDG Procurement Team

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## LIST OF TERMS AND ABBREVIATIONS

APP	Advancing The U.S. – India Partnership Platform
IDG	International Development Group LLC
SACEF	South Asia Clean Energy Forum
USAID	United States Agency for International Development

## SECTION A. STATEMENT OF WORK

### A.1 BACKGROUND AND INTRODUCTION

South Asia is one of the fastest-growing regions in the world, boasting a thriving economy. However, it faces significant energy-related challenges, including limited energy access, low diversity of energy sources, high energy imports, inefficient power systems, underperforming utilities, low regional connectivity, and limited private sector investment. The region's rapid urbanization and rising middle-class incomes have led to a surge in energy demand, resulting in increased carbon emissions and air pollution. There is vast untapped potential for energy efficiency and renewable energy deployment, which could lead to a transition to sustainable energy with economic, environmental, livelihood, commercial, health, and gender benefits for the region's 1.5 billion citizens.

The energy sector in South Asia plays a crucial role in the growth and sustainable development of not only the Asia-Pacific region but also in global greenhouse gas emissions. However, there is no annual regional conference that adopts an integrated approach to discuss the challenges and opportunities for the region's clean energy sector. There is a need to create a platform for energy sector stakeholders from South Asia, along with global energy experts, to gather regularly, share knowledge, forge partnerships, identify opportunities, and develop a more coordinated approach to improving the region's energy sector performance. Such a conference should focus on affordability, access and inclusion, decarbonization, and a just transition of the energy system.

In line with its mission to improve access to affordable, secure, reliable, and sustainable energy in the region, **the Advancing U.S.-India Partnership Platform (APP), a USAID initiative, is organizing the South Asia Clean Energy Forum (SACEF) in Jaipur, India.** SACEF is envisioned as an annual gathering for the region's leading stakeholders in the clean energy sector. This event will bring together representatives from South Asian governments, power utilities, regulators, development organizations, financial institutions, clean energy project developers, technology providers, research institutions, capacity-building organizations, and emerging clean energy professionals. By bringing together this diverse group, SACEF aims to foster collaboration, knowledge sharing, and innovation to accelerate the region's transition towards a secure, reliable, and sustainable energy future.

### A.2 OBJECTIVES FOR THE SOUTH ASIA CLEAN ENERGY FORUM (SACEF)

The overall propose of this South Aisa Clean Energy Forum (SACEF) event are:

- To provide a platform for energy sector stakeholders form South Aisa and global energy experts to discuss the challenges and opportunities for the region's clean energy sector.
- To foster collaboration, knowledge sharing, and innovation to accelerate the region's transition towards a secure, reliable and sustainable energy future.
- Encourage partnerships and synergies among diverse stakeholders to accelerate the adoption of clean energy technologies and practices.
- To focus on affordability, access, and inclusion, decarbonization, and a just transition of the energy system in South Aisa.

## **SECTION B. SCOPE OF WORK**

### **B.1 OVERVIEW OF THE SCOPE OF WORK**

USAID advancing the U.S.-India Partnership Platform (APP) seeks to select an Event Management Agency (EMA) offering the most competitive rates with the best event management-related services to coordinate and manage the SACEF 2024 that is proposed to be organized in Jaipur on 8<sup>th</sup> to 12<sup>th</sup> September 2024. The following services would be needed as and when required. This is an indicative list of services and can be modified as per the APP's requirements from time to time.

### **B.2 DETAILED DESCRIPTION OF SCOPE OF WORK**

The event management agency will be expected to provide all services necessary and appropriate to manage and execute SACEF 2024, including but not limited to the services (“Services”) detailed herein.

The Services outlined herein is not intended to be exhaustive. The selected event management agency will be expected to be, among other needed skills: organized; detailed oriented; flexible; an effective verbal and written communicator; calm under pressure; and a negotiator in the best interest of the SACEF 2024 event.

#### **1. Conceptualization and Planning Phase:**

- Meet with APP team for kick of meeting to understand objectives and needs for the SACEF 2024 event and participate in weekly workshop check-in meetings leading to workshop.
- Collaborate with the USAID’s APP team to gain a comprehensive understanding of event specifications such as purpose of event, target audience, desired outcome and any specific requirement and guidelines.
- Based on the specification above, event management agency to create the Event Execution Plan for executing the Event indicating specific timelines with the respective milestones along with detailed specifications of works to be carried out.
- Hiring/engaging and supervising of other agencies for proper and successful implementation of the said event.

#### **2. Organizing Phase:**

##### **Venue arrangements**

- In consultation with APP team, identify the specification for selection of venues. The hotel arrangements is to be made preferably in 5 star hotel as per USAID standards.
- Based on the specifications above, identify and suggest at least three venues in Jaipur, with quotes, for review with APP team. Each report, presentation and budget will be consulted and approved by USAID before moving to the next stage.
- The APP team, in collaboration with the event management team, will conduct a site visit to each shortlisted hotel to assess and finalize the venue for the event.
- Following venue selection, manage and coordinate the relationship with the venue leading up to the workshop, during and day of the workshop and any post-workshop tasks required after the workshop.
- Selection and procurement of the venue suitable for event type (for virtual, roundtable event, auditorium with theater seating, breakout rooms, big space for Kishko exhibition. Booth etc.) Any additional services like valet parking etc. also has to be provided by the

agency/hotel. Hotel should have following amenities as for the USAID India's standard such as Hall capacity according to number of delegates, Air conditioned hall, power backup facility, basic set-up of dais (podium, sitting arrangement on dais, name plates etc.), collar mikes, cordless mikes, sitting arrangement of delegates, 8-10 banners, 8-10 standees, vinyl/fabric backdrop of suitable size, audio, computer and video arrangement for presentation and speeches, arrangement for water bottle / water dispenser etc. The agency will quote the rates in financial bid in such a way that rates for all the said arrangements will be included in hotel booking rates.

- Hotel bookings will be arranged for 5 days to accommodate a minimum of 70 residential delegates with a variance of  $\pm 25\%$ , and 125 non-residential delegates with a similar variance, for the duration of 5 days. The daily count may vary by  $\pm 25\%$  depending on the nature of the event.
- The hotel quote should also include three meals per day for all residential attendees. Anticipate a minimum of 70 attendees, with a  $\pm 25\%$  variance in final numbers.

#### **National and International Air tickets booking:**

- Discuss and finalize the requirements of the delegates/participants with the APP team on the necessary arrangements as required for all attendees of the events.
- Both side flight ticket bookings for 70 pax national and international delegates include providing personalized assistance throughout the visa application process. To ensure cost-efficiency, travel will be arranged in economy class.
- The event management agency will also be responsible for travel insurance for all the international delegates.

#### **Designing and finalization of Themes:**

- **Mobile Event Apps:** Development and customization of mobile event applications that provide attendees with access to event schedules, speaker bios, interactive maps, and networking features. Push notifications and alerts to keep attendees informed of important updates, schedule changes, or special announcements.
- Agency to work with APP team to prepare all the branding materials to be use during the event, procurement of mementos, conference kits, banner, exhibition kiosks etc.
- Event management agency will provide at least three options to APP team for selection of mementos and souvenirs with quotes for review to the cost for the memento shouldn't excided **INR 2000/-** exclusive of taxes as per the USAID India standard. Each budget will be consulted and approved by USAID before moving to the next stage.
- Oversee and manage all approved vendor relationships and ensure vendor deliverables are delivered on-time and maintain a vendor list as vendors are confirmed.
- Meet and act as primary point of contact for related vendors, including but not limited to the following:
  - Food & beverage
  - Production, to include the following:
    - Audio and Visual.
    - Lighting.
    - Set design and fabrication.
    - Décor (including floral).
  - Branding and design, to include the following:
    - Printing (invitation, letters, tickets, pledge forms, table signs, sponsor and other signage, advertising materials, program book, etc.)
    - Gift bags
- Liaise with any security details as needed.
- Maintain a budget spreadsheet of vendor costs related to overall event.

### 3. Implementation of Event

The event management agency will carry out tasks that include, but are not limited to:

- Deploy skilled persons for logistic works and technical persons for entire event for 5 Days.
- The event management agency is expected to coordinate with all national and international delegates and be well-versed with their travel schedules.
- The agency will provide meet-and-greet services at the airport and handle all in-city ground transportation for delegates between the airport and hotel. They should quote rates for both **(10) electric sedans** (e.g., Etios Electric, Dzire Electric, or equivalent) and **(10) SUVs** (e.g., Innova Crysta or equivalent). Rates should cover a **12-hour period with a 100 km radius**. Usage exceeding these limits will be billed on a pro-rated basis. Dead mileage charges will not apply.
- Coordinating the pickup of participants from Delhi city and Delhi airport to Jaipur hotel in **(2) Volvo or equivalent (electric vehicle preferred)**.
- Welcoming at the hotel following the Rajasthan Culture.
- Coordinating the entire check-in process with the hotel including arranging early check-ins for the pax who arrive earlier.
- Ensuring High speed internet at the venue with wi-fi coupons for everyone in the rooms and at the conference halls.
- Complete Hall set up of 250 participants +-25% (flexible) in half-moon cluster style seating with stage, back projection with LED screen, printing, Banners and standees, table covers, mics, sound system, speakers, podium, head table, Hybrid meeting set ups, Audio/Video recordings and power backup etc. for 09<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> Sept 2024. Specific details regarding onsite arrangements will be finalized as the date approaches.
- Complete Hall set up for 50 pax in half-moon cluster seating and Audio Video set up for 09<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Sept 2024
- Coordinating and arranging the Welcome dinner (on 08<sup>th</sup> Sept) and Gala dinner (if any) with the hotels and getting the menu shortlisted.
- Organizing and coordinating any field trip (on 13<sup>th</sup> Sept) or cultural evening/trip (on 09<sup>th</sup> Sept) for the participants.
- Setting up a Kiosks/booth/stall for exhibition with canopy, lights, power points and tables with covers.
- Deploy skilled persons for Registration/ Help desk/ VIP rooms / Conference room / other area to manage Entire Event (Male / Female)
- Management of the Registration desk each day using digital mode of entry. Registration Kits for Delegates (Bag, L- Folder, Pen, Notepad) along with Branding
- Arrangement of Mementos for the Speakers after approval on design and branding.
- Arrangement of Photography, videography and YouTube live on all days.
- Arrangement of Cultural evening at the hotel or a nearby location including entry arrangements, coordination at the destination and transport – e.g., sound, and light show or local dance show etc.
- Arrangement of transport for any field visit.
- Any printing requirement prior to the event and at the venue.
- Arrangement of basic onsite First Aid and if required taking people to hospital, in case of accident and coordinating the same at the hospital.
- Smoother check-out for everyone.
- Airport drop-in groups or cabs as per their flight details.
- Help people to make international calls in case they are unable to connect.

- Guiding participants if they want to go for local sightseeing or shopping in Jaipur (in the evening) and help them arrange local transport/guide at their cost.
- Safety of personnel and equipment / material.
- Details of nearest hospital and arrangement of doctors on call.

#### 4. Post Event/ Report Submission:

A detailed activity report to be submitted along with the invoice:

- **Registration Report:** A streamlined registration process utilizing digital kiosks with QR code technology for efficient check-in and personalized badge generation of all participants in additionally also signed registration sheet for each day, confirming the number of participants online and offline.
- **Mobile App:** Specific SACEF 2024 oriented mobile app to be developed and managed by the event management agency that is being hired. The mobile app should be customized for each participant/speaker using their credentials and will provide all information about SACEF 2024 and their personal travel details.
- **Lodging and Accommodation Report:** Rooming list for each day. List of people who had lunch or dinner for each day, including the number of local people who had come to attend or who are not residential.
- **Logistics and Transportation Report:** Break-up of cost of flights, their invoice and copy of air ticket for each passenger along with their boarding passes.
- **Local logistics and Transportation Report:** Actual Invoices of detailed AV for each day, Transportation cost from Delhi and back entry tickets for sound and light show or cultural dance show, transport for cultural event trips and transport for field trips, conference kits including bags, notepads, pens, pen drives, Mementoes, printing of banners and standees, hiring of videographer or photographer and claiming it as reimbursement.
- **Giveaways and Overhead Expenses Report:** Event management agency will handle event design, printing, mementos, giveaway kits, photography, videography, venue setup, AV arrangements, and live streaming on YouTube etc.
- **Promoting Green Event:** The event management agency should be mindful of the carbon footprint generated for organizing this event. Efforts should be made to go paperless and use green and sustainable products as much as possible. Limiting printing, using QR codes, tablets as far as possible. The agency which will make arrangements with minimum carbon consumption by adopting sustainable measures such as no paper use, use of EVs only, energy efficient lighting and cooling will be given preference.
- **Event Checklist Report:** The invoice from the hotel could be a breakup of rooms booked for each day and summary sheet of your invoice on the top of each day. Would need one final summary sheet on top of all the bills – giving the totals of each item/service taken from you.
- **Submission of comprehensive Event documentation report** comprising of all the documents, pictures, videos, recordings etc.
- Alcoholic beverages will not be served during the event therefore, the cost of alcohol should be excluded.
- **Evaluation and Feedback:** Conduct post-conclave surveys or feedback sessions to gather insights for future improvements.
- Prepare a detailed report highlighting key outcomes, attendee feedback, and recommendations for future events.

### B.3 PERSONNEL

The Offeror will propose and share the credential of core personnel:



- **Event Manager/ Point of Contact (onsite):** The event management agency shall assign a qualified professional with experience managing similar events will design and execute the SACEF event, ensuring close collaboration with the APP team. The minimum qualifications for managers are high education, minimum 10 years of experience in events management services, advanced or upper-intermediate English language level.
- Event management agency shall also assign adequate personnel to service satisfactorily the volume of work and to fulfill its obligations under the contact with USAID/India APP team.
- The deployed personnel shall perform their functions in a highly efficient and professional manner.

## SECTION C. DELIVERABLE AND PERIOD OF PERFORMANCE

### C.1 PERIOD OF PERFORMANCE

The total period of performance will be approximately 5 months from the date of signing the contract. The anticipated contract is estimated to begin on or before May 27, 2024, and end on approximately September 30, 2024. The event will take place from September 8 – September 12, 2024.

### C. 2 LIST OF DELIVERABLES

The scope of services required from the event management agency will vary based on the specific nature and profile of the event, as outlined in Section B. It is essential that the appointed agency possesses the necessary experience to facilitate comprehensive conceptualization and seamless coordination of event logistics. The activities and deliverables are delineated in the table below.

S. N	Activities	Deliverable	Timeframe
1	Activities undertaken in <b>planning phase</b> including kick off meeting with APP team, event execution plan (blueprint of entire event), financial estimation of entire event and coordination with various stakeholders.	<ul style="list-style-type: none"> <li>▪ Complete event execution plan.</li> <li>▪ Tentative financial budget estimation outlining each component of the event such as hotel, Tickets, local transport, designing and printing, booth, memento, signage, food, and beverage etc.</li> </ul>	May 30 <sup>th</sup> 2024
2	Activities undertaken in <b>organizing phase</b> including all back – office support such as calls, coordination with various stakeholders, assessing the resources required such as: <ul style="list-style-type: none"> <li>▪ Travel and transportation arrangements</li> <li>▪ Hotel and venue bookings</li> <li>▪ Administrative support &amp; follow up.</li> <li>▪ Designing and procurement of different vendor, caterers, servicer provider and branding materials as per the USAID standards.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Calls and responses to queries of various stakeholders.</li> <li>▪ Following USAID procurement guidelines prepare selection memos for caterers, hotels, conference venues, transportation firms, and other service providers. Clearly state the selected vendor and explain why they were chosen. Briefly outline the key factors that made them the most suitable option.</li> <li>▪ Agency will be required to provide detailed rosters for all travel arrangements, including flight details for attendees, hotel room assignments with guest names, and summaries of</li> </ul>	Aug 22 <sup>nd</sup> , 2024 (3 week prior to the event.)

		<p>transportation and catering agreements with associated costs.</p> <ul style="list-style-type: none"> <li>▪ Support in identification of the venue and ensuring the booking of venue, in coordination with APP team.</li> <li>▪ Complete travel support to all national and international participants including personalise assistance on visa invitation and application process in coordination with APP team.</li> <li>▪ Development of mobile app.</li> <li>▪ Arranging photographers, videographers and making all necessary logistical bookings including tea and coffee, lunch, printing, binding, photocopying etc.</li> <li>▪ Designing, printing and production of documents, signage, backdrops, nameplates, folder, flyers, conference kits (stationery-bags, pens, pads, pen drives, name lanyards) etc. and arranging all required collaterals pertaining to the event, including audio-visual equipment, microphones system etc</li> <li>▪ Maintaining the necessary confidentiality in case of the involvement of GOI officials/VIPs</li> </ul>	
3	<p>Activities undertaken in <b>Implementation phase:</b></p> <ul style="list-style-type: none"> <li>▪ Logistical support during 5 days of the event.</li> <li>▪ Coordination for smooth execution of the event, follow-up with vendors, tacking with unexpected hiccups etc.</li> <li>▪ Provide complete online offline registration lists on the same day basis.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flawless organization and coordination of the event in a time bound manner.</li> <li>▪ Taking necessary instructions and responding by providing relevant information on all organizational and logistics aspects.</li> <li>▪ Registrations of all participants and ushering of all guests, any support within</li> </ul>	<p>September 8<sup>th</sup> to 13<sup>th</sup> 2024 (During the event)</p>

	<ul style="list-style-type: none"> <li>▪ Updating and checking activity tracker as per the stipulated timelines.</li> <li>▪ Promoting Green Event</li> </ul>	<p>the hall to be provided by APP team.</p> <ul style="list-style-type: none"> <li>▪ Provide daily registration lists for event participants, segregated by gender and affiliation. The format for these lists will be discussed and agreed upon during planning phase of the project.</li> <li>▪ Making all necessary logistical arrangements at the venue.</li> <li>▪ Proper supervision of the event with all requisites, experienced teams in line with USAID’s requirements</li> <li>▪ Complete oversight on subcontracted agencies by the contracted agency as final accountability on adherence of contract stipulations lies with the contracted agency.</li> <li>▪ To ensure effective communication and problem-solving, the agency will deliver daily written and in-person briefings. These briefings will focus on event implementation progress and any challenges encountered</li> </ul>	
4	<p>Post event:</p> <ul style="list-style-type: none"> <li>▪ Winding up of the event</li> <li>▪ Providing all reusable collaterals and high-resolution pictures by email or through WeTransfer files (in case of large files) as soon as event is completed.)</li> <li>▪ Submission of comprehensive Event documentation report comprising of all the documents, pictures, videos, recordings etc</li> <li>▪ Evaluation and Feedback: Conduct post-conclave surveys or feedback sessions to gather insights for future improvements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure timely winding up of the venue by supervising dismantling of installation.</li> <li>▪ Photographs and video of event to be handed over as soon as event is completed. (latest within a day or earlier as it must be shared with the news cycles on the same day)</li> <li>▪ Executing all assigned activities for closure of the event.</li> </ul>	<p>High resolution pictures: as soon as the event is completed Reimbursement: same day at the venue or maximum within 2 weeks after completion of the event.</p>

	<ul style="list-style-type: none"><li>▪ Prepare a detailed report highlighting key outcomes, attendee feedback, and recommendations for future events.</li></ul>		
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## SECTION D. PAYMENT

### D.1 PAYMENT TERMS AND CONDITIONS

The event management agency will hire on a transparent two-part fee structure:

- **Fixed Service Fee:** This fee covers the agency's professional services for planning, execution, and management of the event.
- **Fixed Unit Costs:** These costs are directly related to specific event expenses and are billed at pre-determined rates. This ensures clarity and avoids hidden fees. There are two categories of fixed unit costs:
  - **Hotel Block & Logistics:** This cost includes:
    - Accommodation: Rooms for attendees.
    - Meals: All meals provided during the event.
    - Meeting Facilities: Costs associated with conference halls.
    - Wi-Fi: Internet access for attendees.
  - **Flight Booking:** This cost is a fixed amount per flight booking made by the agency.

The cost of the following event overheads will be reimbursed based on the actual cost and documented invoices.

- Air ticket bookings for international and domestic participants include assistant with visa process and sharing boarding passes with participants.
- Registration arrangements
- Logistics
- Audio Video equipment hiring
- photography or videography
- Airport or Railway Station Transfers at Jaipur.
- Transport for participants from Delhi and back,
- Entry ticket to the cultural event
- transport for cultural events/field trips.
- Bulk Printing
- Kiosks/Booth/stall set up.
- conference kits
- Mementos

The cost of travel and logistics of Event management's staff, their travel bookings, lodging, meals, and any printing cost at the hotel will not be charged extra to the APP office.

**For transparency, the agency will provide:**

- **Actual bills:** Original bills for all hotel bookings, flight bookings, and other event expenses.
- **Separate bill:** The agency will also provide a separate bill outlining their fixed fee and unit cost for hotel rooms, flight bookings and other services.

### D.2 PAYMENT SCHEDULE

The below percentage mentioned in the Payment Schedule should be estimated and calculated on the basis of actual billing for booking a hotel/venue, flights tickets and other overhead charges:

S.N	Milestone	Deliverables
1	Submission and approval of overall event plan, detail specifications & detailed construction schedules and deployment of manpower etc. as per requirements of event. (within 15 days from the date of receipt of contract)	15% against submission <b>Planning Phase report:</b> <ul style="list-style-type: none"> <li>i. Event Company's Profile and Experience</li> <li>ii. Approach and Methodology:</li> <li>iii. Details Project Team and Key Personnel</li> <li>iv. 3 references</li> <li>v. Confirmation from the approved hotel that is blocked for venue and rooms for the event for the said dates.</li> <li>vi. Performa invoice</li> </ul>
2	On completion of tickets booking for participants and other necessary arrangement as per the requirement of the event. (no later than 1 <sup>st</sup> July 2024)	25% against the <b>submission of organizing phase report.</b> <ul style="list-style-type: none"> <li>i. flights booking details and other bills.</li> <li>ii. Advance payment receipt to the shortlisted venue.</li> <li>iii. Development after approval of Specific SACEF 2024 oriented mobile app</li> </ul>
3	On approval for conference kits, mobile app, booking of Transfers from Delhi, approval for Kiosks/Stall designs and Mementoes. (no later than 1 <sup>st</sup> Aug 2024)	30% against <b>development and implementation of:</b> <ul style="list-style-type: none"> <li>i. Giveaways and Overhead Expenses Report (after taking approvals) and approved copy of booking of EV vehicles.</li> </ul>
4	Final Completion	30 % against the <b>report submission of:</b> <ul style="list-style-type: none"> <li>i. It will be settled within 15 working days on submission of final original correct bills with complete backup and all the <b>detailed Deliverables report*</b> as per above list.</li> </ul>

The prospective Firm will be responsible for any correspondent bank fees associated with transfers. The payment will be sent by the IDG home office in Virginia, United States of America, with funding provided by USAID, within thirty (30 days) of receipt of an accurate invoice and accepted milestone deliverable. Please also note that TDS will be applicable as per the Indian law.

## SECTION E. PROPOSAL INSTRUCTIONS

### E.1 QUESTIONS CONCERNING THE RFP

Questions regarding this opportunity must be submitted by **May 6, 2024, at 5:00PM EDT** to [procurement@internationaldevelopmentgroup.com](mailto:procurement@internationaldevelopmentgroup.com). In the subject line reference: **Questions – South Aisa Clean Energy Forum (SACEF)**.

### E.2 PROPOSAL DUE DATE

Proposals, consisting of the documentation required in Section E must be submitted electronically to [procurement@internationaldevelopmentgroup.com](mailto:procurement@internationaldevelopmentgroup.com) on or before **May 15, 2024, at 5:00PM EDT**. All submitted documents must conform to the requirements outlined in the solicitation.

Documents received after the deadline may not be considered. This solicitation in no way obliges IDG to award a contract, nor does it commit IDG to pay any cost incurred in the preparation and submission of a proposal.

### E.3 PROPOSAL SUBMISSION INSTRUCTIONS

Documents prepared in response to this RFP must be submitted in accordance with the instructions described below.

**Language:** Technical and financial proposals shall be submitted in English. Offers received in a language other than English shall be rejected.

**Validity:** Proposal submissions must remain valid for 90 days from the date of submission.

**Format:**

- The proposal should be prepared in two separate electronic volumes, separating the technical and financial proposals. Both proposals must be signed by an authorized representative of the Bidder.
- Technical proposals must be submitted as an Adobe PDF file. Financial proposals must be submitted with a detailed budget in the Excel budget template provided with clear quantities and unit prices (including required travel) and a detailed budget narrative in PDF or Microsoft Word describing the basis of the prices proposed. All text should be Times New Roman font, in no smaller than 12-point for text and 10-point for spreadsheets, and any font size for graphics if they are legible.

### TECHNICAL PROPOSAL

The technical proposal must include the following:

- **Proposed Event Design and Draft Implementation Plan:** The Bidder must submit three main pieces in this Section of their technical proposal: (i) a brief statement summarizing the Bidder's understanding of this assignment overall, and (ii) proposed methodology, approach the implementation plan and timeline, including preparatory work. (**Maximum 5 pages**) Pages in excess of the 5-page limit will not be evaluated.
- **Personnel and Staffing Plan:** Bidders must submit a staffing plan (ANNEX 1) and the relevant CVs (ANNEX 2) of the proposed personnel who will design, lead, and facilitate the behavioral insights workshop and any other personnel. The staffing plan will show each



personnel and their role assignments. Each CV has a **maximum of three (3) pages**. Pages in excess of the 3-page limit will not be evaluated.

## FINANCIAL PROPOSAL

In preparing the financial proposal/budget submitted in response to this solicitation, the Offeror shall note the following: Provide a detailed breakdown of your proposed itemized budget, including all anticipated fixed rate cost on the hotel cost, Travel and cost of items that will be outsourced from outside vendors which will be reimbursed as actuals.

- a. Fixed unit cost on the total billing with the Hotel to include
  - Cost of single room plus taxes including breakfast and 2 Wifi coupons
  - Per person cost of buffet lunch with AM/ PM Tea
  - Per person cost of buffet dinner
  - Per person cost of buffet gala dinner
  - Per person cost of hi-tea (including 2 +2 snacks)
  - Use of ball room
  - Use of smaller meeting rooms
  - Use of space to set up 20 nos. Kiosks/Stall/booth
- b. AV cost of each required item and additional item.
- c. Transportation cost of Volvo buses, Innova cabs and potential EV alternatives for travel from Delhi and back. Kiosks/Booth/stall complete set up cost.
- d. Cultural evening entry ticket cost (pls propose few options with cost)
- e. Airport and Railway Station transfers at Jaipur in various categories of cabs and coaches.
- f. Cost of Green and sustainable and branded conference kits for participants.
- g. Cost and options for green branded Mementoes.
- h. Specify any additional charges that may apply, such as travel expenses or additional services requested.

## STRUCTURE OF PROPOSALS

The proposal submissions must be structured as follows:

**Volumes:** The proposal shall be prepared as two (2) separate electronic volumes:

**Volume 1 – Technical Proposal (maximum 5 pages)**

Understanding of requirements qualification, capacity, and experience.

Proposed methodology, approach the implementation plan.

Personnel

Appendix A: Staffing Plan (**no page limit**)

Appendix B: CVs of Proposed Personnel (**maximum 3 pages each**)

**Volume 2 – Financial Proposal (no page limit)**

Detailed Excel budget (see RFP Annex 5)

Budget Narrative (as outlined above)

## E.4 ADDITIONAL REQUIREMENTS

- **Reference:** Include at least three references from past clients who can speak to the quality of your services and your ability to deliver successful event. To be submitted at the time of submitting the proposal.
- **Agency Registration Documents.**
- **Company profile and experience**

- Provide an overview of your agency, including its history, mission, and core competencies.
- At least 5 years of experience in event management and support including delivery of high-profile national and international conferences for USAID, governments and/or other non-profit or development organizations, or related work of a similar nature.
- At least 5 years' experience in managing high-quality video production, graphic design, content production and branding of high-profile events. Experience with designing and branding of events for USAID, governments and/or other non-profit or development organizations is preferred.
- Submission of completed and signed CV for the proposed key personnel as per SOW requirement.

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

## SECTION F. EVALUATION CRITERIA FOR AWARD

### F.1 GENERAL EVALUATION INFORMATION

The proposal will be evaluated according to the following general criteria (detailed criteria is outlined in the next Section):

<b>Summary of technical Proposal Evaluation Forms</b>		<b>Points Obtainable</b>
1	Bidder's qualification, capacity, and experience	40
2	Proposed Methodology, Approach, and Implementation Plan	30
3	Qualifications of Key Personnel	10
4	Total cost with GST	20
	<b>Total</b>	<b>100</b>

Weightage will be allocated in 80:10 ratio to Technical and financial proposal respectively.

<b>Section 1. Bidder's qualification, capacity, and experience</b>		<b>Point Obtainable</b>
1.1	At least 5 years of experience in event management and support including delivery of high-profile national & international conferences/workshop for USAID, governments and/or other non-profit or development organizations such as UNICEF, World Bank UN agency, BMFG, large corporate house, or related work of a similar nature.	15
1.2	Demonstrable experience (provide at least 1 example) in arranging high-quality virtual and hybrid events through use of live-streaming technologies, creative stage design, use of HD cameras OB switching systems, management of LED Screens and AV systems and development of interactive engagement features (e.g. live polls, Q&A). <i>Experience with managing virtual and hybrid events on clean energy, social innovation and technology is preferred</i>	15
1.3	At least 5 years' experience in managing high-quality video production, graphic design, content production and branding of high-profile events. Experience with designing and branding of events for USAID, governments and/or other nonprofit or development organizations is preferred	10
	<b>Total Section 1</b>	<b>40</b>
<b>Section 2. Proposed Methodology, Approach, and Implementation Plan</b>		<b>Point Obtainable</b>
2.1	The bidder must describe how it will address/deliver the demands of the RFP including how it will undertake each task, the proposed time-schedules and understanding of the overall scope and objectives.	10

2.2	Provide description of the implementation plan including staffing levels at each project stage, pre-selected vendors for key services (ensuring quality and USAID compliance), potential for using inhouse own vehicles for transportation (details cost and limitations), and a realistic timeline considering project scope and complexity.	10
2.3	Provide a description of quality assurance and risk management mechanisms including the recognition of the risks/peripheral problems and methods to prevent and manage such risks/peripheral problems	10
	<b>Total Section 2</b>	<b>30</b>
<b>Section 3. Qualifications of Key Personnel</b>		<b>Point Obtainable</b>
3.1	<p>The Project/Team Lead (1 person) should have:</p> <ul style="list-style-type: none"> <li>▪ At least a bachelor’s degree or above in business administration, Public Relations, Marketing, Communications or in any other field.</li> <li>▪ At least 7 years’ experience in event management, logistics and production support including the delivery of virtual and hybrid events for USAID, governments and/or other non-profit or development organizations, or related work of a similar nature.</li> <li>▪ At least 3 years’ experience in project management, communications and team leadership.</li> </ul>	05
3.2	<p>The event team members (2-3 persons) should have:</p> <ul style="list-style-type: none"> <li>▪ At least a bachelor’s degree or above, with a background in Business Administration, Public Relations, Marketing, Communications, or any other field.</li> <li>▪ At least 2 years’ experience in event management, logistics and production support including the delivery of virtual and hybrid events for USAID, governments and/or other non-profit or development organizations such as UNICEF, World Bank UN agency, BMFG, large corporate house, or related work of a similar nature.</li> </ul>	05
	<b>Total Section 3</b>	<b>10</b>
<b>Section 4. Reasonableness of the proposed prices</b>		<b>Point Obtainable</b>
4.1	<p>Bidders are expected to provide <b>reasonable quotes</b> for:</p> <ul style="list-style-type: none"> <li>• <b>Fixed cost for service delivery:</b> Please provide a detailed breakdown of these costs.</li> <li>• <b>Fixed unit costs for hotel and ticket bookings:</b> Please outline the cost per hotel room and/or ticket.</li> </ul>	20

<b>Total Section 4</b>	<b>20</b>
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## **F.2 AWARD OF CONTRACT**

After completing negotiations, IDG will submit an approval request to USAID to obtain approval to award the contract. Once approved, IDG will promptly notify the Bidder. The Bidder is expected to commence the assignment on the date and at the location specified in the final subcontract.

## **F.3 FRAUD AND CORRUPTION**

IDG does not tolerate fraud, collusion among Bidders, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

## **F.4 CONTRACTING ELIGIBILITY**

As per USAID requirements, all prospective companies wishing to submit a proposal must be owned and operated independently and may not be owned (in full or in part) or operated by any government entity. Any company or enterprise in which the government has a controlling interest is not eligible for this procurement.

## ANNEX 1 - STAFFING PLAN

Expectations regarding the staffing plan are conveyed in the table below.

Profile	Number	Description
		i.

The Bidder may suggest integrating additional resources or roles in the team, in which case The Bidder is expected to insert a clear justification in this Section of the proposal.

### Team Composition, Assignments, and Qualifications Template

Name of Staff and Position Assigned	Position Requirements/Tasks/ Responsibilities	Relevant Qualifications and Experience

## **ANNEX 2 - CV TEMPLATE**

**[Name]**

**[Proposed Position]**

**[Summary of personnel experience] Mr./Ms. ...**

**EDUCATION:**      **[Degree], [Field of Study], [University], [Year Graduated]**

### **PROFESSIONAL EXPERIENCE:**

**Year**                      **[Position], [Project if any], [Company name], [Country]**

**LANGUAGE:** **[Language][Level]**

**REFERENCES: [please specify three references]**

**[Name], [Position], [Company], [Email], [Phone number]**

## **ANNEX 3 - FINANCIAL PROPOSAL TEMPLATES**

The full Financial Proposal must include all elements listed in Section E. Templates are provided for the selected items below.

- Financial Proposal Submission Letter
- Financial Proposal in Excel





## ANNEX 4 - FINANCIAL PROPOSAL SUBMISSION LETTER

[Location, Date]

To: [Name and address of Client]

Dear International Development Group LLC:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures], all taxes inclusive. It is formed by [Insert amount(s) in words and figures] for the year 2023, and [Insert amount(s) in words and figures] for the year 2024.

Our Financial Proposal should be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

## **ANNEX 5 - BUDGET TEMPLATE**

Please see the Excel attachment for the price proposal as an example.

## ANNEX 6 - SECTION 889 CERTIFICATION

### Section 889 Certification

DATE: **DATE**

FROM: **NAME**

TO: International Development Group Advisory Services, LLC

SUBJECT: Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (Section 889)

**FIRM NAME** certifies that it is in compliance with the below Federal Acquisition Regulations (FAR).

### **52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Dec 2019)**

The Offeror shall not complete the representation in this provision if the Offeror has represented that it “does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument” in the provision at [52.204-26](#), Covered Telecommunications Equipment or Services-Representation, or in paragraph (v) of the provision at [52.212-3](#), Offeror Representations and Certifications-Commercial Items.

(a) Definitions. As used in this provision—

“Covered telecommunications equipment or services”, “critical technology”, and “substantial or essential component” have the meanings provided in clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Prohibition. Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Contractors are not prohibited from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(d) Representation. The Offeror represents that it \_\_\_ will, \_\_\_ will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract, or other contractual instrument resulting from this solicitation.

(e) Disclosures. If the Offeror has represented in paragraph (d) of this provision that it “will” provide covered telecommunications equipment or services”, the Offeror shall provide the following information as part of the offer—

(1) A description of all covered telecommunications equipment and services offered (include brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

(2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;

(3) For services, the entity providing the covered telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known); and

(4) For equipment, the entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

The Offeror is required to inform the prime contractor within one (1) business day of identifying any covered equipment/services as required by FAR 52.204-25.

### **52.204-26 Covered Telecommunications Equipment or Services-Representation (Dec 2019)**

(a) Definitions. As used in this provision, “covered telecommunications equipment or services” has the meaning provided in clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(c) Representation. The Offeror represents that it \_\_\_ does, \_\_\_ does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

The Offeror is required to inform the prime contractor within one (1) business day of identifying any covered equipment/services as required by FAR 52.204-25.

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEX 7 - EVIDENCE OF RESPONSIBILITY

### ▪ Authorized Negotiators

[Names of authorized negotiators]

### ▪ Adequate Financial Resources

[Company Name] has adequate financial resources to perform the contract, or the ability to obtain them. [expand your certification with brief supporting information, as necessary]

1. Please briefly describe your relationship with your bank, your line of credit, etc. this should be one sentence. Where does your working capital come from?

### ▪ Ability to Comply

[Company Name] is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments. [expand your certification with brief supporting information, as necessary]

- Briefly describe the systems your company has in place for project management, administration, financing, monitoring, and reporting. These should be a couple of sentences. Briefly describe the systems your company uses to identify and mitigate risk throughout the life of a project. Confirm that your company complies with reporting requirements.
- Briefly identify the number of projects completed, the amount, and whether or not there were any cost overruns, and whether task orders were completed on time.

Include a statement that the company is able to comply with the proposed delivery of performance schedule, having taken into consideration all existing business commitments, commercial as well as governmental.

## 4. Record of Performance, Integrity, and Business Ethics

[Company Name] has a satisfactory performance record in accordance [expand your certification with brief supporting information, as necessary]

- Confirm that your company has complied with contract requirements in the past adhered to contract schedules, including the administrative aspects of performance.
- Confirm your company's record of forecasting and controlling costs.
- Confirm that your principals have never been debarred or suspended.
- Explain how the company will work with the Client to ensure work quality.

[Company Name] has a satisfactory record of integrity and business ethics. [expand your certification with brief supporting information, as necessary]

- Confirm that your company has never been accused of unethical business practices
- Reference your completion of the Representations and Certifications document.
- Identify your company's code of conduct or code of ethics, and briefly describe its contents

## 5. Organization, Experience, Accounting and Operational Controls, and Technical Skills

[Company Name] has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors). [expand your certification with brief supporting information, as necessary]

- Identify the number of projects your company has completed as evidence of its experience.
- Reference your company's past performance record.
- Demonstrate that your company has the capacity in accounting and financial capacity to complete The Project.
- Identify the type of accounting software your company uses and justify the selection of this software. Is it secure and equipped to handle government contracts?

## 6. Equipment and Facilities

[Company Name] has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them. [expand your certification with brief supporting information, as necessary]

- Briefly describe your company's building and facility.
- Briefly describe your company's Information Technology systems including hardware, software, and internet connectivity.

### ▪ Eligibility to Receive Award

[Company Name] is otherwise qualified and eligible to receive an award under applicable laws and regulations. [expand your certification with brief supporting information, as necessary]

1. Recertify that neither your company nor any of your principals are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of a contract by any Federal agency.
2. Certify that neither your company nor any of its principals have been convicted of or had a civil judgment rendered against them for a commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contractor subcontract.
3. Confirm that neither your company nor any of its principals has been convicted of committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with the commission of any of the offenses enumerated above.

### ▪ Organization of Firm

With the signature below, [Company Name] certifies that the above statements are accurate, complete, and current.



Signature: .

Name: .

Title: .

Date:

## ANNEX 8 - DETAILED SCOPE OF WORK (SOW)

1. **Advisory Role:** Advise and work with APP on all aspects of events in a cost-effective manner while keeping the highest possible standards.
2. **Travel of Organizers and Participants:** Flight Ticket bookings from Across India and out of India: Approx 50 return Tickets need to be booked.
3. **Registration (including building a mobile app):** Invitation and registration of the participants, including those who join online and in person at the venue.
4. **Lodging and Accommodation:** Assessing the capacity and suitability of hotel facilities proposed for the lodging and accommodation for the delegates and staff, negotiating to the maximum extent possible discount rates and other terms and conditions with the hotel and service providers for APP.

**Final dates as agreed for SACEF 2024 – Sep. 8 to 12, 2024:**

Date	Residential Attendees (A)	Non-Residential Attendees	Type of Event	Total Attendees	Remarks
September 8, 2024	70 – 95	None	No event	60-85	Arrival of participants (SA participants, IPs, USAID & SAREP)
September 9, 2024	70-95	75	2-4 side event	145-170	2 to 4 parallel events in break out rooms including Kiosks/Booth/stall set up, exhibitions etc.
September 10, 2024	70-95	100	Main event	170-195	SACEF main event
September 11, 2024	70-95	75	Main Event	145-170	SACEF main event. Note Check out for external participants
September 12, 2024	30-40	None	USAID internal meeting		Note Check out for external participants
September 13, 2024	Check out for all remaining and field visit (tentative)				

### Tentative requirements at the venue

Tentative Requirement	Description	Date
Audience size/ Pax	200 is minimum guarantee and maximum could go up to 250 pax (Including 50 -100 from Rajasthan)	Throughout the event



No. of single rooms	Minimum guarantee: 70 single Rooms Maximum guarantee: 95 single rooms	8 <sup>th</sup> ,9 <sup>th</sup> , and 10 <sup>th</sup> September 2024
	Minimum guarantee:70 single rooms Maximum guarantee: 95 single rooms	11 <sup>th</sup> September 2024
	Minimum guarantee: 30 single rooms Maximum guarantee: 40 single rooms	12 <sup>th</sup> September 2024
Conference hall and Break out rooms	200 to 250	4 Days

Note: Participants may check in – check out at different dates within this overall time frame.

**Meals/ Catering Service: Manage and supervise the entire catering service including:**

- Plan: Continental Plan+ taxes
- Arrangement of buffet lunch on per person basis including AM/PM tea
- Arrangement of buffet dinner on per person basis
- Arrangement of Welcome dinner on per person basis.

5. **Banquet Halls & Venue Booking:** Identifying and evaluating the adequacy, capacity and technical suitability of available conference and meeting facilities the equipment for simultaneous interpretation and multimedia presentations; office facilities for use during the events; implementing the programming of events and ensuring the proper setup of the facilities with power backup with the highest standards.

**The Hotel venue should be wheelchair accessible.**

- Sunday, Sep. 8, 2024 – None
- Monday, Sep. 9, 2024 – Side Events:
  - 100 pax hall in half-moon cluster style seating
  - Two additional smaller rooms breakout sessions for 70 pax. each, in half-moon cluster style seating.
  - Hotel to make the business lounge available for meetings.
  - Dinner at Chowki Dhaani
- Tuesday, Sep. 10 and Wednesday, Sep. 11 – Main SACEF days:
  - A ballroom for 250 pax in half-moon cluster style seating.
  - One additional smaller room for 50 pax in half-moon cluster style seating.
  - Hotel to make the business lounge available for meetings.
- Thursday, Sep. 12 - USAID Internal meeting /IP meet:
  - One Smaller room for 50 pax in half-moon cluster style seating.

6. **Logistics and Transportation:** Discuss and finalize the requirements of the delegates/participants with the APP on the necessary arrangements as required for all attendees of the events including the below but not limited:

- Flight ticket bookings for national and international delegates include providing personalized assistance throughout the visa application process.

Attendees	Tentative number	National/International	Remarks
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South Asian Participants	30	International	6 Participants per country (Bhutan, Bangladesh, Maldives, Nepal, Sri Lanka)
IP & US Inter Agencies	10	National & International	National – 2 International - 8
APP	10	National	
SAREP	20	National	SAREP team
USAID	14		

- Airport Pick & Drop (Included Group or Individual from Jaipur airport or Jaipur Railway Station.)
- High Speed Internet Lease Line for AV equipment and Wi-Fi for all participants AV requirements such as LED screen with audio with a team to manage the IT equipment.
- Complete venue setup and other arrangements including catering and AV setup for the event.

7. **Giveaways (Mementos, conference kits):** Event management agency will work collaboratively with APP in selection, taking approval and procurement of Conference kits and Mementoes and distribute as ensuring alignment with the APP’s designed categories and branding.

8. **Exhibition Kiosks:** Setting up approx. 20 kiosks/stalls (3x3 meter) with carpeting, furniture, and lighting and fire-resistant panels on 9<sup>th</sup> to 11<sup>th</sup> September 2024 in the same hotel.

9. **Audio Visual Setup:** An indicative list of AV requirements and the event agency shall provide unit cost for the below. The exact setup requirements and the quantity of the AV setup equipment shall be decided closer to the event as per the location:

10.

S.N	Indicative list
1	Stage setup
2	LED Wall for Backdrop and PPTs
3	Side panels to the stage
4	Masking as required
5	LED TV for Dias
6	LED Lights wherever required
7	Console
8	Podium Mic
9	Cordless Mics
10	Switcher & Splitter

11	Sound System
12	Mixer
13	Registration Counter – with LED display
14	Podium Electronic Branding
15	Photographer (s)
16	Videographer (s)
17	Zoom Meeting - Live Casting & Meeting
18	YouTube live setup
19	High speed LAN and Wi-Fi connections
20	Tent Cards
21	Give away for Delegates / Mementos
22	LED Standee
23	Octonorm stalls/kiosks
24	Control Room Set-up
25	Name tents, Name Tags, Lanyards & Jackets
26	Designing Charges
27	Coffee Tables
28	Coffee Chairs
29	LED TV for Audience (Delay screens)
30	Laptop
31	Ushers
33	Stage decoration – plants, flowers etc.
34	Social Tour of the Entire Delegates
35	Transportation

- 11. Recreational/Cultural Evening** -Must include dinner at the fort and/or a sound & light show at some palace and/or a cultural evening at the hotel on the preferred date in September 2024.
- 12. Promoting a Green Event** -Using sustainable modes to reduce the carbon footprint as much as possible.
- 13. Event Checklist:** Propose a checklist of ongoing tasks on a regular basis for successful event management and share with APP for approval and signatures.
- 14. Designation of Point of Contact** – Designating a POC to APP for one person coordination and clear instructions from the point of planning and execution. (this person should not be ideally replaced by anyone person)

## **15. Post Event Assessment**

- Wrap-up report, event evaluation and feedback to document learnings from each event and produce a handover report with links to all required files.
- Consolidate and submit all documentation and necessary bills for record keeping. No payment will be made without appropriate documentation.
- Provide support and assistance with all post-event service as required by APP.

Prompt and responsive to additional miscellaneous requests relating to the production and management of the events.