



UNITED NATIONS OFFICE AT GENEVA

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNOG. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of UNITED NATIONS OFFICE AT GENEVA. You are therefore requested to direct all queries regarding this EOI to UNITED NATIONS OFFICE AT GENEVA using the fax number or e-mail address provided below.

Title of the EOI:

EVENT MANAGEMENT AND COORDINATION FOR UNCTAD@60 COMMEMORATION

Date of this EOI: 13 February 2024**Closing Date for Receipt of EOI:** 27 February 2024**EOI Number:** EOIUNOG22368**Beneficiary Country/Territory:** Switzerland**Commodity/Service category:** Conference & Office Support Services**Address EOI response by fax or e-mail to the Attention of:** Claudia Corigliano**Fax Number:****E-mail Address:** claudia.corigliano@un.org**UNSPSC Code:**

80141607 - Events management

81161711 - Videoconferencing service

82131603 - Video production services



DESCRIPTION OF REQUIREMENTS

IN ENGLISH

The United Nations Office at Geneva (UNOG), on behalf of the United Nations Conference on Trade and Development (UNCTAD), is seeking expressions of interest from companies specialized in Event Management, for participation in a competitive tendering process for the provision of Event Management and Coordination Services.

UNCTAD will be commemorating its 60th Anniversary on 12 and 13 June 2024, at the Palais des Nations, Geneva.

The Opening ceremony will be a special session in the afternoon of 12 June 2024, which will be attended by approximately 600 participants. Four (4) subsequent sessions will take place on the 13th of June with approximately 300 expected participants.

The celebration will be over two days and will have substantive sessions, cultural events, as well as an entertainment component.

The event will include speeches, panel discussions, TED talk/economist forum-style talks, exhibitions, concerts, high-level activations, and VIP events.

The service provider is expected to successfully manage the technical and production aspects of the celebration for the two-day event, ensuring smooth coordination of the event programme, including the seamless coordination of the various events.

The service provider will have to, among others:

- Propose an implementation plan
- Set up the sitting arrangement
- Print and set up all the visual and branding products
- Provide the extra lighting and sound
- Design and create the stage layout,
- Propose a comfortable, secure and elegant entry
- Produce props and other promotional/ advertising items/ materials
- Provide support for the stage management
- Create graphics and design transitions
- Create backdrops/large displays
- Provide events lighting inside the conference facility, on the podium as well as outside to suit the various events.
- Finalize physical conference venue set up
- Produce the floor plan of the venue and arrange the necessary logistics for live streaming including multi-camera set up with control station, display of visual elements, lighting and sound.
- Provide a broadcast setting
- Ensure full set-up of event stage
- Set up of a VIP zone with screens show PGM of the events and sound with the floor
- Set up and Production of the Fashion Show Alley

The service provider must have at least 5 years of experience in event management and support, including delivery of high-profile international conferences for UN agencies, governments and/or other non-profit or development organizations, or related work of a similar nature. This shall include:

- Experience in arranging high-quality virtual and hybrid events through use of live-streaming technologies, creative stage design, use of HD cameras with OB switching systems, management of LED Screens and AV systems;
- Experience in managing high-quality video production, graphic design, content production and branding of high-profile events:
- Experience with designing and branding of events:



- Experience in using the latest technologies in video, event and technical production.

N.B. In the event of a difference in meaning between the two languages, English prevails.

EN FRANCAIS

L'Office des Nations Unies à Genève (ONUG) souhaite recevoir des manifestations d'intérêt de compagnies spécialisée dans la gestion d'événements, pour un appel d'offres qu'il a l'intention de lancer, pour la fourniture de services de gestion et de coordination d'événements.

La Conférence des Nations Unies sur le commerce et le développement (CNUCED) commémorera son 60ème anniversaire les 12 et 13 juin 2024 au Palais des Nations à Genève.

La cérémonie d'ouverture sera une session spéciale le 12 juin 2024 après-midi à laquelle assisteront au moins 600 participants. Les quatre sessions suivantes, le 13 juin, seront plus petites que l'ouverture, avec environ 300 participants.

La célébration se déroulera sur deux jours et comprendra des sessions de fond, des événements culturels ainsi qu'un volet de divertissement.

L'événement comprendra une séance de discours, des tables rondes, des discussions TED/forum d'économistes, des expositions, des concerts, des activations de haut niveau et des événements VIP.

Le prestataire de services devra gérer avec succès les aspects techniques et de production de la célébration pendant deux jours, en assurant une coordination fluide du programme de l'événement, y compris la coordination harmonieuse des différents événements.

Le prestataire devra entre autres :

- Proposer un plan de mise en œuvre
- Mettre en place la disposition des sièges
- Imprimer et mettre en place tous les produits visuels et de branding
- Fournir un éclairage et un son supplémentaires
- Concevoir et réaliser la mise en scène
- Proposer une entrée confortable, sécurisée et élégante
- Produire des accessoires et autres articles/matériels promotionnels/publicitaires
- Assurer le support à la régie scénique
- Créer des transitions graphiques et de conception
- Créer des arrière-plans/grands écrans
- Fournir un éclairage événementiel à l'intérieur de la salle de conférence, sur le podium ainsi qu'à l'extérieur pour s'adapter aux différents événements.
- Finaliser la mise en place physique du lieu de conférence
- Produire le plan d'étage de la salle et organiser la logistique nécessaire à la diffusion en direct, y compris la configuration multi-caméras avec poste de contrôle, l'affichage des éléments visuels, l'éclairage et le son.
- Fournir un paramètre de diffusion
- Assurer la mise en place complète de la scène événementielle
- Mise en place d'une zone VIP avec écrans diffusion PGM des événements et sonorisation au sol
- Mise en place et réalisation du Fashion Show Alley

Le prestataire de services doit avoir au moins 5 ans d'expérience dans la gestion et l'appui d'événements, y compris l'organisation de conférences internationales de haut niveau pour les agences des Nations Unies, les gouvernements et/ou d'autres organisations à but non lucratif ou de développement, ou des travaux connexes de nature similaire. Cela comprendra :

- Expérience dans l'organisation d'événements virtuels et hybrides de haute qualité grâce à l'utilisation de technologies de diffusion en direct, à une conception de scène créative, à l'utilisation de caméras HD avec des systèmes de commutation OB, à la gestion d'écrans LED et de systèmes audiovisuels ;



- Expérience dans la gestion de production vidéo de haute qualité, de conception graphique, de production de contenu et de branding d'événements de grande envergure :
- Expérience dans la conception et le branding d'événements :
- Expérience dans l'utilisation des dernières technologies en matière de production vidéo, événementielle et technique.

N.B. En cas de différence de signification entre les deux langues, l'anglais prévaut.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

Vendors interested in participating in the planned solicitation process should submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.



VENDOR RESPONSE

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the **UN Secretariat**.
- While companies can participate in solicitations after completion of registration at Basic Level, we strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.
- Companies are reminded of the restrictions of employment of former UN personnel that were involved in the procurement process during their last three years of service as per [ST/SGB/2006/15](http://www.un.org/News/Press/docs/2006/06/060815.html), including (a) employing those personnel for one year after separation of service and (b) allowing those personnel to communicate with, or appear before, active UN personnel for matters related to the procurement process for two years after separation of service. Violation of the provisions of ST/SGB/2006/15 may lead to suspension of the registration of the company as a UN vendor.

PLEASE NOTE: You should express your interest to this EOI electronically at:

<https://www.ungm.org/Public/Notice/226294>

In case you have difficulties submitting your interest electronically, please contact claudia.corigliano@un.org directly for instructions.



EOI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to UNITED NATIONS OFFICE AT GENEVA (UNOG) by the closing date set forth in this EOI. *Due to the high volume of communications UNOG is not in a position to issue confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at <https://www.un.org/Depts/ptd/eoi>.

