REQUEST FOR PROPOSALS

Date	13th May 2022
Subject	Request for Proposal (RfP) for Event Management Support
Project	Accelerating Innovation for Resilience
Period of Performance	May 25, 2022 - July 31, 2023
Place of Performance	Dhaka, Bangladesh
Closing date for receipt of proposals	21st May, 2022
Report to	Innovation Challenge Manager based in Bangladesh

Scope of Work

The Global Knowledge Initiative's (GKI) Accelerating Innovation for Resilience project team (funded by the United States Agency for International Development, USAID) seeks to engage an agency to provide event management and communications support. The agency will be required to work closely with the the team to provide the following support for implementing a project launch event and workshop around mid-June with approximately 100 Bangladeshi and international participants:

- Manage all the logistics necessary to organize and execute the 1-day long project launch event around mid June 2022 in Dhaka, Bangladesh. This includes venue, catering, accommodation, transport, branding materials, supplies, decor and any other relevant tasks for an event with 100 - 150 participants.
- Provide volunteers to mobilize key stakeholders to participate in all the planned activities.
- Prepare invitation letters to support visa applications of international project staff and consultants attending the event.
- Develop materials to support participants in their travel ånd logistics planning,
- Manage production of printed and visual communication materials for the event(s) such as banners, flyers, infographics, fact sheets, brochures, invitations, videos, etc.
- Ensure media coverage by publishing press releases about the event if required
- Book local transportation if required.
- Provide a team of dedicated resource persons for implementation of these activities.
- *Management of future/additional events and/or communications products may be negotiated noncompetitively with the same vendor at the discretion of GKI.*

Reporting

The agency must be **based in Dhaka, Bangladesh** and be able to attend meetings in short notice. The provider will be expected to assign a single coordinator and point of contact for communications with GKI's Dhaka-based Innovation Challenge Manager who is leading planning and execution of the event, in coordination with US-based and international staff.

Duration of the contract

The duration of the contract is from the appointment date until 31 July 2023; the current budget covers support related to the mid-June 2022 project launch event detailed above. Management of future/additional support activities will be negotiated noncompetitively as modifications to the initial contract.

Submission Direction and Requirements

All interested parties are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated. Applicants are required to submit the following:

- **Letter of Interest/Narrative Proposal**, stating why you consider your service suitable for the assignment, examples of similar successful past projects, and a brief description of the staffing, services, vendor relationships, etc your firm would propose utilizing in execution of the assignment; samples of previous video/visual communications developed will also be appreciated

- **Personal CV** of the point of contact for GKI's team (and lead event manager, if different individuals), and optionally other team members key to your approach;

- All-inclusive **financial proposal** indicating

  - the cost of organizing the project launch workshop for 100 participants with breakdown of expenses and details on:
    - ➤ venue,
    - ➤ catering,
    - ➤ big screen projection,
    - ➤ digital guest registration
    - ➤ tablets for filling up online surveys
    - ➤ event decoration
    - ➤ communications & branding materials
    - ➤ media coverage through press releases
    - ➤ any other relevant cost

The financial proposal ideally should not exceed $20,000. The agency can suggest any creative or interesting ideas within the proposal for the elements mentioned above if it's within the desired budget.

Firms will be selected on the basis of their *cost effectiveness,* and *proven experience* in organizing and managing similar events (especially with development projects). The delivery of high-quality services, as efficiently as possible, is paramount.

Upon review of the proposal, only shortlisted firms will be informed and invited to a round of discussion (either virtual or in-person) for additional screening before final selection is made.

Applicants are required to submit their proposals to ai4resilience_info@gkinitiative.org by **5 PM (Bangladesh Standard Time)** on **21st May 2022** with the subject line: **"Proposal for Event Management Support"**. For any queries regarding this call for proposal please contact the above mentioned email address.

About Global Knowledge Initiative (www.globalknowledgeinitiative.org)

Our mission at Global Knowledge Initiative is to foster a more equitable and resilient future, by designing meaningful experiences that enable people to work together to transform systems. Our unique stakeholder-led systems innovation programs draw on the practices of systems, design, collaboration and learning to create opportunities for transformation. Recognizing transformation as a human endeavor, we work "in accompaniment" with our stakeholders - the innovators, change agents and leaders within the system - to facilitate conscious leadership and collective action. Our team is working at the forefront of the global humanitarian and development challenges, with diverse leaders across government, philanthropy, civil society, academia, and industry, to support their shared vision for change