



## **Request for quotes**

### **Hosting of online events**

**taking place within the 7<sup>th</sup> annual meeting**

**of the Technical Cooperation Group on the Indicators for SDG 4 – Education 2030 (TCG)**

#### **A. Background**

The Technical Cooperation Group on the Indicators for SDG 4 – Education 2030 (TCG) was formed in early 2016 to lead the development and implementation of the global and thematic indicator frameworks to monitor the education targets in SDG 4. The Director of the UIS and the Director of the Division of Education 2030 Support and Coordination of UNESCO’s Education Sector (UNESCO ED/ESC) co-chair the group to guarantee an efficient articulation between UNESCO divisions and units and other international stakeholders involved in the implementation of the Education 2030 Agenda. The UIS acts as the Secretariat of the TCG.

The SDG 4 - Education 2030 Framework for Action ratified that the UIS remains “the official source of cross-nationally comparable data on education”. It also clearly recognized that “in addition to collecting data, the UIS will work with partners to develop new indicators, statistical approaches and monitoring tools to better assess progress across the targets related to UNESCO’s mandate, working in coordination with the Education 2030 Steering Committee.” Within this context, the aim of the TCG is to efficiently coordinate efforts to implement SDG 4 monitoring, particularly as it relates to the 43 indicators in the thematic monitoring framework on education – which also includes the 12 global SDG 4 indicators.

The TCG composition includes a maximum of 35 regionally representative members of Member States, multilateral agencies and civil society groups. Members of the SDG-Education 2030 Steering Committee and certain organizations are invited to participate as observers.

Up until 2020, the annual meetings were held in-person. Due to the COVID-19 pandemic, the UIS is planning to hold the 7<sup>th</sup> meeting via an on-line platform.

#### **B. Objectives**

The UNESCO Institute for Statistics is looking for an organization with a proven record of hosting successful online events for a global audience, which offers a web conference solution that can provide technically smooth, multilingual online events with live support functions.

### C. The purpose of the work

The contractor will enable the UNESCO Institute for Statistics to hold the Seventh Meeting of the Technical Cooperation Group on the Indicators for SDG 4 Education 2030 online events taking place on 27, 28 and 29 October 2020.

Quotations are required for Scenario 1 and ideally for both scenarios with the technical requirements detailed below:

#### Scenario 1

- 27 October 2020: Host a successful online meeting (retreat) for 80 participants from 7:00 am to 10:00 am (EDT).  
Details: Several presentations (PowerPoint), all participants of the meeting can ask and answer questions, participating in a live discussion.  
Interpretation: English↔French, English↔Spanish.
- 28 October 2020: Host a successful online webinar for 1000 participants from 7:00 am to 10:00 am (EDT).  
Details: Several presentations (PowerPoint) and panelists, most participants of the meeting can send questions to the panelists via a live chat.  
Interpretation : English↔French; English↔Spanish.
- 29 October 2020: Host a successful online meeting (retreat) for 80 participants from 7:00 am to 10:00 am (EDT).  
Details: Several presentations (PowerPoint), all participants of the meeting can ask and answer questions, participating in a live discussion.  
Interpretation : English↔French, English↔Spanish

#### Scenario 2

- 27 October 2020: as above
- 28 October 2020: as above
- 29 October 2020: Host a successful online webinar for 1000 participants from 7:00 am to 10:00 am (EDT).  
Details: Several presentations (PowerPoint) and panelists, most participants of the meeting can send questions to the panelists via a live chat.  
Interpretation : English↔French; English↔Spanish.

### D. Technical requirements (per event)

1. Online Platform
  - a. capable of hosting the meeting with simultaneous interpretation for the different language combinations and number of participants;
  - b. capable of hosting video conferencing services including webinars, with options of recording, sharing presentation, having several speakers on the screen simultaneously, live discussion of all participants<sup>1</sup>, chat;
  - c. accessible through different web browsers and mobiles - no need for audience to download software;
  - d. capable of allowing each participant to select the language of their interest (audio and captions) in order to participate in the meeting – this allows participants to

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<sup>1</sup> Applicable for a meeting/retreat of up to 80 participants (change ref number if you add something on the first page)

engage in the meeting in the preferred language, also through the automatic translation of the chat. The platform should also allow participants to follow the presentation in their preferred language;

- e. capable of hosting the meetings with participants worldwide – option of disabling video should be available in order for participants to reduce the download time, allowing participants from low bandwidth areas to join; and
  - f. with a technical support available throughout the whole duration of the meeting (support chat or other forms of remote technical assistance).
2. Hiring and managing during the event. The required language combinations are as follows:
    - a. EN↔FR, EN↔SP
  3. Sign up link to register for the event by 5 October 2020
  4. Calendar invites and reminders for registered participants by 25 October 2020
  5. Technical brainstorming with the UIS team to fine tune specifications by 5 October 2020
  6. Technical guidance for panel members and UIS team by 16 October 2020
  7. Management of live event on the day, technical assistance and guiding panel members if needed on 27, 28 and 29 October 2020
  8. Recording for further dissemination (day 1 and 3 in a closed organisation-specific environment, day 2 in a public environment)
  9. Post-event video editing to eliminate technical imperfections
  10. Provision of the edited video(s) to be embedded in the TCG website by 2 November 2020

#### **E. Outputs**

The Work shall consist of:

- Procurement and management of online event software (see item 1 of the Technical Requirements)
- Contracting and management of language interpreters for digital events (see item 2 of the Technical Requirements)
- Setting up of marketing pre-event (see items 3-4 of the Technical Requirements)
- Setting up of live event(s) (see items 5-8 of the Technical Requirements)
- Post-event activities (see items 9-10 of the Technical Requirements)

#### **F. Service delivery timeline**

The expected delivery dates are as follows:

- 05 October 2020 : Setting up of marketing pre-event
- 16 October 2020: Technical guidance for panel members and UIS team
- 27, 28 and 29 October 2020 : Management of live events on the day
- 2 November 2020: Delivery of the edited video of the events

#### **G. Minimum requirements for key personnel**

There is no maximum number of team members, but the proposal should at least include one representative/contact point of the company with the following minimum requirements:

- Excellent written and spoken English

- Capable of answering requests from the UIS and provide support within 24 hours (Eastern Standard Time)

#### **H. Minimum requirements for the service provider**

The provider should

- have a minimum 3 years of general experience;
- have a minimum of 1 years in providing simultaneous interpretation services through a web platform for the requested languages and number of participants; and
- be able to provide the required services indicated in this document (Technical Requirements, Outputs) within the requested timeline.

#### **I. Contract modality and payment schedule**

Based on the results of this exercise, the UIS intends to offer the selected provider a standard UNESCO contract for services. The payment schedule will be confirmed at the contract preparation stage.

#### **J. Submission of quotes**

Please send your quotes including:

- both scenarios;
- references from at least one former client for whom similar services were provided. The references should include the organization, the name of the focal person, her/his position within the organization and email/telephone; and
- the company's information, confirming that it meets the minimum requirements.

to [uis.procurement@unesco.org](mailto:uis.procurement@unesco.org) by 21 September 2020, 23:59 Montreal Time (EDT).

The reference(s) will be used to verify the service provider's proven record of hosting successful online events for a global audience.

Questions about this request can be sent to the same email address.