Request for quotes

Hosting of online events

taking place within the 7th annual meeting

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

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-chaired 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 recognised 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.”[1] 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 COVID-19 pandemic, the UIS is planning to hold the 7th meeting via an on-line platform.

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.
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 2 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; English ↔ Arabic

- 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.
  Interpretation: English ↔ French; English ↔ Spanish; English ↔ Arabic; English ↔ Russian.

- 29 October 2020: Host a successful online webinar for 1000 participants from 7:00 am to 10:00 am (EDT).
  Interpretation: English ↔ French; English ↔ Spanish; English ↔ Arabic; English ↔ Russian.

Technical requirements (per event)

- Video openings
- Presenter mode
- PowerPoint presentation with talk-over by presenter
- Panel discussion with panelists joining from different locations, individually
- Screen sharing by presenters
- Video (with audio) playing capabilities
- Interpretation as indicated in the scenarios
- Live text captioning
- Sign up link with calendar reminder
- Unlimited number of people to join and view
• No need for audience to download software to view
• Participants can interact and ask audio questions\(^1\)
• Viewers can ask questions in text chat\(^2\)
• Recorded for further dissemination
• Post-event video editing to eliminate technical imperfections
• Recording embedded onto a page on the TCG website.

Outputs

The Work shall consist of:
• Technical brainstorming with the UIS team to fine tune specifications
• Contracting and management of language interpreters for digital events
• Procurement and management of online event software
• Setup for marketing pre-event, including signup option for the event, calendar invites and reminders to registered participants
• Setting up of live event(s)
• Event embedded on TCG website (as required)
• Technical guidance for panel members and UIS team
• Management of live event on the day, technical assistance and guiding panel members if needed
• Final video shared with UIS team after the event (as required)

Timeline

The expected service delivery timeline is as follows:
• 05 October 2020 : Setup for marketing pre-launch, including setting up of live event and embed on TCG website
• 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

Submission of quotes

Please send your quotes including both scenarios and references from at least one former client for whom similar services were provided to uis.procurement@unesco.org by 04 September 2020, 17:00 Montreal Time (EDT).

The provided 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 requests can be sent to the same email address.

\(^1\) Applicable for meetings/retreats
\(^2\) Applicable for webinars