

Terms of Reference (TOR) – Event support company

The Extractive Industries Transparency Initiative (EITI) is seeking an event company to support the organisation of its 2023 Global Conference in Senegal. The EITI International Secretariat intends to engage the services of a company to undertake the tasks assigned in these Terms of Reference.

Overview

The EITI is a global standard that promotes transparency and accountability in the oil, gas and mining sectors. Additional information is available from <http://www.eiti.org>.

The EITI holds a [Global Conference every three years](#), bringing together all stakeholders of the EITI. Taking place during the week of 12 June 2023, the event will be hosted by the Government of Senegal at the Abdou Diouf International Conference Centre in Diamniadio, Senegal (CICAD). It will mark the twentieth anniversary of the EITI and will be an opportunity to communicate the impact and achievements of two decades of EITI implementation, reaffirm the relevance of its mandate, and generate renewed political commitment as the EITI enters its third decade.

It is expected that the event will be attended by approximately 1,000 people, among whom will be high-level officials, current and former Heads of State, CEOs and Presidents of global extractive companies, and senior representatives from international organisations.

Objectives

The supplier will be engaged by the EITI International Secretariat and will aim to ensure smooth delivery of the 2023 Global Conference. To do this, the company is expected to follow the following objectives:

- Assess the needs for the Conference based on the facilities at the Conference Centre and identify opportunities for delivering high quality services throughout the Conference.
- In consultation with the International Secretariat, procure goods based on needs assessment. This is expected to include tendering for and sub-contracting local suppliers for services required at the conference venue, including but not limited to catering, staging, screens, interpretation booths and headsets, where not built in.
- In consultation with the International Secretariat, coordinate with the Conference Centre to ensure they are updated on services and equipment that will be provided including setup and dismantling.
- Provide support during the Conference by managing the smooth running order of technical and catering services.
- Subject to the quotes received, we may request the event organiser at a later date to sub-contract and arrange accommodation for sponsored delegates (approximately 150 people) and to tender for and sub-contract to local suppliers for transportation from selected hotels to the Conference Centre. These services will not form part of the initial contract.

Scope of work

The company will be expected to undertake the following tasks:

- 1. Assessment of needs for the Conference**
 - i. Assessment of needs, based on availability of goods at the Conference venue. This should be done in close coordination with the EITI International Secretariat.

- 2. Procurement of goods based on needs assessment**
 - i. Procurement of technical equipment
 - ii. Procurement of furniture, including staging, a national exhibition and pitch corner
 - iii. Procurement of catering services
 - iv. Procurement and setup of interpreter booths and headsets. At this stage, the EITI plans to use its own interpretation service for the event.
 - v.

- 3. Coordination with the venue**
 - i. Coordination of communication with venue representatives, including monitoring deadlines and submitting plans and documentation within their set timetable.
 - ii. Installation of technical equipment and furniture ahead of the conference (from Friday 9 June, provisionally).
 - iii. Dismantling, removal, and cleaning of the venue upon the completion of the Conference (from approximately 16:00 on Thursday 15 June 2023).

- 4. Support on the days of the Conference**
 - i. Ensuring the smooth-running order of technical equipment for each session through coordination with technical service providers.
 - ii. Ensuring room availability and clearance of rooms between sessions.
 - iii. Changing room setup between sessions where required.
 - iv. Responsible for checking and cleaning interpretation equipment throughout the conference
 - v. Ensuring catering is available at the requisite times and pause areas are regularly refreshed.
 - vi. Providing support and troubleshooting for VIP areas, registration, pitch corner and national expo

We would also like to receive a separate quote for the following services.

- Procuring and arranging transportation from a selected number of hotels for approximately 150 delegates to and from the airport
- Procuring and arranging transport for up to 1,000 delegates to and from the venue, using a selected number of hotels as hubs for delegate transport.
- Procuring and arranging accommodation in Dakar for up to 150 sponsored delegates. This would also involve being the contact point for questions and/or changes about these reservations. This requires support in English and French at a minimum, and in some cases in Russian and Spanish.

Roles and responsibilities

The EITI International Secretariat will take full responsibility for the planning and organising of the Global Conference. We have a dedicated team on our staff that will be working with the Global Conference and all of our staff will be at the Conference to support in its execution.

The main point of contact between the company and the International Secretariat will be the Conference Coordinator and select members of the Global Conference team.

The company will work under the supervision of the Conference Coordinator at the EITI, and is therefore expected to appoint one or two point people on their team to communicate and meet regularly with the Conference Coordinator.

Deliverables and timeline

The assignment is expected to take place between March and June 2023 inclusive. A proposed schedule is set out below and should be agreed and finalised in consultation with the EITI International Secretariat

Contract signature	3 February
Inception meeting to agree and finalise scope of assignment and provide information for needs assessment	2 days after contract signing.
Needs assessment and submission of budget	14 February
Finalise budget and scope of work	24 February
Execution of contract against agreed scope	March – June 2023

Supplier's qualifications

The supplier should be a prominent firm that has a track-record and proven success in undertaking similar work, is credible, trustworthy, and technically competent.

The supplier must demonstrate experience of organising similar large-scale events in Senegal at CICAD.

Prior experience of the EITI is not necessary.

The ability to communicate in English and French is a minimum requirement. The ability to communicate in other languages is desirable.

To ensure quality and independence in the undertaking, the company must, in their technical and financial proposals, disclose any potential or actual conflicts of interest, together with a comment about how they may be avoided.

Procurement procedure

Proposals must be delivered by email to skasimova@eiti.org by close of Monday 23 January. **All interested parties are invited to a question-and-answer session on the following dates to raise questions related to the project, its timeline and deliverables:**

- Monday, 16 January 11:00-12:00 CET (Oslo)/ 10:00-11:00 GMT (Dakar) - [Register](#)
- Thursday, 19 January 13:00-14:00 CET(Oslo)/ 12:00-13:00 GMT (Dakar) - [Register](#)

A short list of companies will be selected following a quality- and cost-based selection procedure. The finalist will be selected in consultation with stakeholders in Senegal and following a brief interview.

The following should be submitted:

- A Technical Proposal, [following this template](#)
- A Financial Proposal, [following this template](#)

Applications will be evaluated in the following way:

- Financial (30%)
- Technical (70%)

Technical proposals are given a technical score (St) out of 100. The minimum technical score (St) required to pass is 70.

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as follows:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as follows:

$$S = St \times T\% + Sf \times P\%.$$

For the purpose of the evaluation, the financial score will include all applicable taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices, assuming that the contracting party is an Oslo-based Association.