



Terms of References for Providing a Venue for the Workshop on UNFPA Procurement of IARH Kits and Dignity Kits in November 2023

I. BACKGROUND

UNFPA is the lead agency to advance universal access to sexual and reproductive health including in humanitarian settings. It is a member of the Inter-Agency Working Group on Reproductive Health in Crises (IWAG).

When emergency strikes, sexual and reproductive health (SRH) services are disrupted and social support systems break down during humanitarian crises, leading to increased risks to women and girls, such as unintended pregnancies and complications during pregnancy and childbirth, and even rape. UNFPA moves quickly to protect the sexual and reproductive health of communities in crisis and works to ensure that the Minimum Initial Service Package (MISP) for sexual and reproductive health is available for the affected population in humanitarian settings.

In support of the MISP for SRH, UNFPA keeps 13 different Inter-Agency Reproductive Health (IARH) Kits and a range of complementary commodities in stock for urgent and emergency requests. Each toolkit responds to a particular reproductive health need and contains supplies calculated for a specific number of people and a period of time. There are more than 300 products assembled into these kits. Various manufacturers are approached for procurement of those products and efforts are required in assembling those products into the standard IARH kits. In addition to RH kits, UNFPA maintains a stock of basic dignity kits to help women and girls maintain proper hygiene after being displaced.

China has production capacity and many manufacturers of the products in the kits are small and medium-sized enterprises (SMEs). They lack information and knowledge on UNFPA procurement, a barrier for them to be suppliers of IARH kits and dignity kits.

The United Nations Development Programme (UNDP), the United Nations Office for Project Services (UNOPS), the China International Center for Economic and Technical Exchanges (CICETE) of China's Ministry of Commerce, the Shanghai Qingpu District Government and Shanghai Glorious Investment Development Co., Ltd. jointly launched a project "Knowledge Sharing and Capacity Building Programme on Sustainable and Green Procurement" to close the gap in information and capacity of small and medium-sized enterprises (SMEs). The project supports the participating UN agencies to expand their global supply bases with Chinese suppliers and vendors that have qualified products according to international standards in their

procurement and, promote sustainable procurement as well as its application by the UN/international organizations, and enhance gender mainstreaming and women's empowerment,

With the support of the project, the UNFPA China office will conduct a capacity-building workshop for interested suppliers in China on UNFPA procurement of IARH kits and dignity kits. It will introduce UNFPA rules, regulations, procurement procedures for IARH kits and dignity kits, quality assurance requirements, and frequently asked questions in the procurement of the kits.

UNFPA plans to invite 30-50 high-potential/related suppliers and representatives from industry associations who have connections with manufacturers of the toolkits designed for humanitarian aid and interested manufacturers, especially those small and medium-sized ones of key products, to participate in the workshop. Specifically, the following will be invited: reproductive health-related industry associations, trading companies, agents specialized in public procurement tenders, manufacturers of key products, logistics service providers, and customs officials or those are familiar with customs clearance.

The workshop will be held in Shanghai on November 16 and 17, 2023, in hybrid. To this end, the Workshop is a 2-day event. And UNFPA is looking for a venue to host the workshop. The Workshop will have around 100 participants, including high-potential/related suppliers and representatives from industry associations.

II. TIME AND LOCATION

Duration: 16-17 November 2023

Location: Shanghai, China

III. SCOPE OF WORK

The contractor will deliver the following activities and be accountable for high-quality results according to this ToR.

- **Meeting Venue:** Work with UNFPA and its partners to set up an appropriate venue suitable for around 100 participants. The contractor will provide dedicated IT staff for audiovisual equipment, WiFi, videoconferencing, and other technical needs; and manage the registration desk and provide materials to attendees.
- **Conference Service and Support:**
 1. **Videoing and Photographing:** The contractor will provide video recording and photography services during the meeting, including equipment set-up and post-meeting delivery of photos/videos.
 2. **Simultaneous Interpretation:** The contractor will provide 1.5-day bilingual simultaneous interpretation (English Chinese, Chinese-English), including equipment and interpreters.
- **Catering:** Develop a catering plan, menu and provide the catering service (3 tea breaks, 2 lunches). Set up separate buffet tables for food and beverages as needed.

IV. DELIVERABLES AND PAYMENT SCHEDULES

Deliverables

1. Secured meeting venue able to comfortably accommodate the confirmed number of in-person and virtual attendees, with all necessary audio/visual capabilities and reliable WiFi connectivity.
2. Provided catering service including assortment of fresh foods and beverages that met dietary preferences and restrictions as provided.
3. Setup and staged meeting venue to desired specifications for ideal hybrid event experience. Provided required furnishings, accessories and signage.
4. Oversaw and maintained meeting venue and catering services throughout the entirety of the event. Responded promptly to any requests from organizers.
5. Cleaned meeting venue and removed all materials brought in for the event upon conclusion.

Payment Schedules

The total contracted amount for services rendered for this event is due within 30 calendar days following the completion of the event.

V. QUALIFICATIONS

1. Demonstrated expertise in organizing events for groups of 30-50 national and international participants. Experience in hosting events for the United Nations or other international organizations is a valuable asset.
2. Proven capacity to deliver high-quality catering services and the ability to adapt to changing circumstances.

VI. A PROPOSAL AND SCHEDULE OF PAYMENTS

The contractor will be required to submit a price proposal based on the scope of work and expected deliverables with the proposed timeline.

VII. HOW TO SUBMIT

Please confirm your interest by providing a price proposal to Jiong Peng at jjiong@unfpa.org by November 6, 2023, Beijing time.