SCOPE OF WORK

Closing Event of Regional Biotrade Project

# 1. Background

Regional Biotrade is an eight-year project (September 2016-August 2024) funded by the Government of Switzerland through the State Secretariat for Economic Affairs (SECO). The goal of the project is the conservation of biodiversity through sustainable trade of biodiversity products in a manner that integrates local exporters/producers into global value chains and increases income for the rural population women and men that depend on biodiversity resources for their livelihoods in the Mekong region.

The program includes three country components covering the core target countries of Myanmar, Vietnam, and Laos, and a regional component covering light-touch intervention in Cambodia and partnerships with regional and international companies and organizations. HELVETAS Swiss Intercooperation has overall management responsibility, and directly manages the Laos, Myanmar, and Regional components, while Vietnamese NGO CRED manages the implementation of the Vietnam component.

As part of the project's closing activities, three workshops will be conducted in Vietnam, Laos, and Myanmar in August 2024. The regional closing ceremony is scheduled for August 13, 2024, at a quality venue in Hanoi. The event will be a hybrid workshop with 100 participants attending on-site and an additional 20 participants joining online via livestream (YouTube and/or Facebook).

We are seeking service supplier(s) to organize the event in Hanoi with detailed requirements as described below.

# 2. Objectives

To organize the Closing Event of the 8-year Regional Biotrade Project in Hanoi to: 1) Celebrate the successful conclusion of the 8-year Regional Biotrade project funded by SECO; 2) Highlight achievements in biodiversity conservation and sustainable trade in the Mekong region; and 3) Provide a platform for stakeholders to network and discuss future initiatives.

# 3. Requirements

* Venue and Facilities:
	+ Secure a suitable venue with high quality service and green/friendly space in Hanoi (recommended 4 to 5-star hotel or convention center) with the capacity to accommodate 100 participants.
	+ Setup an area for exhibition booths, a photo storytelling corner, a refreshment bar and a photobooth, preferably within the same conference room.
* Technical Support:
	+ Stage design and setup suitable for speeches and presentations
	+ LED screen for stage, TV screens for livestream and booth display
	+ Livestream setup for online participants (YouTube and/or Facebook).
	+ Stable and high-speed Internet connection for 100 users and livestream.
	+ Provide interpreters and devices for Vietnamese-English consecutive interpretation during the event.
* Media Coverage:
	+ Arrange for cameramen for photo shooting and video recording of the event.
	+ Coordinate with 5-10 reporters from national TV stations and relevant newspapers for media coverage.
* Catering:
	+ Provide a meeting package for half-day (afternoon session) including 02 coffee breaks (before and between workshop time) and dinner for 100 participants.
* Others:
	+ A professional MC/facilitator; art performance
	+ Printing/Stationery service
	+ Designing service
	+ Décor with green trees, banners, flags, VIP place cards
	+ Coordinating with the venue supplier to bring in special food/drinks from biodiversity products to refreshment bar
* No-plastic event: Try to reduce plastic waste by choosing sustainable alternatives.
	+ Avoid single-use plastics (e.g reusable water bottles/glasses, biogradable or compostable utensils and plates instead of plastic ones).
	+ Minimize or eliminate the use of plastic packaging; any packaging should be recyclable or biodegradable.
	+ Decorations and signage should not include plastic materials wherever possible.

# 5. Timeline

* Event date: August 13, 2024
* Time: Afternoon session (exact timing to be confirmed)
* Rehearsal: Tentatively 01 day before the event
* Location: 5-star hotel/convention centre in Hanoi (specific venue details to be provided upon selection)
* All payments must be completed before August 15, 2024.

# 6. Budget and Payment Terms

* The budget for the event is flexible based on proposals received.
* Payment terms to be negotiated with selected suppliers, with milestones based on deliverables.

# 8. Proposal Submission

Interested suppliers are requested to submit their proposals detailing:

* Proposed services and deliverables.
* Budget breakdown.
* Relevant experience and references.

Please send your proposal (with the representative’s signature and seal) to chi.nguyen@helvetas.org and helvetas.vietnam@helvetas.org before 9 am July 8, 2024.

**Selection Criteria:**

* Quality and completeness of proposal.
* Cost-effectiveness.
* Experience in managing similar events, especially in the context of environmental and biodiversity projects.