

Request for Proposals

Title: Anniversary Event Planner

Date Solicitation is Issued: June 17, 2022

Solicitation Number: 010.06.10.2022.EP

Closing Date: July 7, 2022

Closing Time: 11:59 pm EDT (UTC-04:00)

Entitles That May Apply: Individual Consultants

Contractual Mechanism: Cost Reimbursable

I. BACKGROUND

The Pan American Development Foundation (PADF) believes in creating a hemisphere of opportunity, for all. We work across Latin America and the Caribbean to make our region stronger— more healthy, peaceful, just, inclusive, resilient, and sustainable for current and future generations. For 60 years, we have served the most vulnerable communities, investing resources throughout the hemisphere. We partner with and enable civil society, governments, and the private sector for the greater good of the region.

With 60 years of experience across Latin America and the Caribbean and strong partnerships with local communities, civil society, and public and private sectors, we have an impeccable track record of success with extensive in-country networks and sound financial controls. We are uniquely positioned to develop and implement adaptable programs across multiple technical areas, quickly deploy to any country in Latin America and the Caribbean and activate existing local networks, measure and evaluate our impact with comprehensive performance indicators, and communicate our progress through integrated communications strategies.

II. PROJECT OVERVIEW

The Pan American Development Foundation (PADF) is celebrating its 60th anniversary on November 14, 2022. To mark the date, PADF will host a special evening event in Washington, DC. This event will be held at a space in downtown Washington, D.C. (to be confirmed), and welcome guests from the U.S. government, diplomatic community, private sector, think tanks, academia, civil society, media contacts and other key stakeholders, such as members of the PADF Board of Trustees and Advisory Committee.

III. LOCATION(S) OF ASSIGNMENT

Washington D.C., United States of America

Scope of Work

PADF seeks an event planner for a consultancy to plan and manage the logistics for an evening reception in Washington, DC, on Monday, November 14, 2022. The reception will be the keynote event for our organization's 60th anniversary. The consultancy has an estimated duration of three (3) months.

Planned Activities

- A business-attire reception the evening of November 14, following PADF's Board of Trustees meeting, from 6:00-8:00 p.m.
- Standing cocktail reception with bars and passed beverages and hors d'oeuvres.
- 100-150 attendees, to include PADF staff and trustees, ambassadors from the Organization of American States and various embassies, government officials, civil society leaders, and corporate partners.
- PADF is in the process of securing the event space and may ask the consultant for assistance. Ideally, the venue will be within close proximity to PADF's office at 1889 F Street NW.
- The event will feature a short program, with remarks by two to three speakers, including a prominent keynote speaker (to be confirmed), from a podium and/or small stage.
- Staging support to ensure the venue is adequately branded and showcases our 60-year history, with a timeline possibly projected on a wall, enlarged photos of our work and the people we serve, a table with handouts, a dedicated photo room with a step and repeat, a proper backdrop on the stage, podium sign, and more.
- An audiovisual company will provide support to play short videos, record the program, and/or potentially livestream the event for colleagues in PADF's field offices across Latin America and the Caribbean.
- Two professional photographers will be hired to take photos of the event. One will be stationed in the photo room, where the step and repeat is placed, and the other will capture candid photos during the reception. Both will take photos of the speaking portion of the event.
- The event will be open to the media.

Responsibilities

- Pre-Event Preparation and Logistics
 - Conduct initial consultations with PADF's Communications team and Executive Office to align expectations.
 - Create and follow a comprehensive schedule for the event.
 - Regularly meet with and provide updates to the PADF Senior Director for Strategic Communications and Communications Manager.
 - Confirm venue and schedule walk-throughs for PADF staff as needed.
 - Maintain list of guests, coordinate invites with Communications team, manage RSVPs, and respond to any guest inquiries.
 - Liaise with PADF's Executive Office and event VIPs and provide support as needed.

- If the event changes from a standing reception to a seated dinner, manage table assignments.
- Serve as the primary point of contact for all vendors and regularly follow up as needed:
 - Support procurement process and contracts with all vendors.
 - Liaise with venue's food and beverage team or external caterer to manage selection of beverage and food menus and arrange tasting if available.
 - Liaise with audiovisual team to ensure they have what they need ahead of event: videos, streaming links, etc.
 - Liaise with external photographers to ensure they have what they need ahead of event: understanding of event space, run of show, ID VIPs, etc.
 - Liaise with any other vendors (e.g., florists, printers) to confirm orders.
- Ensure all event supplies and equipment are transported to the venue in a timely manner.
- Day-Of Event Logistics
 - Manage set-up of space and branding for event, in coordination with PADF's Communications team.
 - Oversee run of show: timing of food and beverage service, movement from reception area to ballroom if applicable, speeches, videos, etc. Please note that the Communications team will be responsible for drafting remarks/talking points and prepping the speakers as needed.
 - Oversee all vendors' work during the event:
 - Manage venue's or external audiovisual team during event: staging, lighting, sound, video screens, recording, livestreaming.
 - Manage external photographers to capture high-quality photos, especially of speakers and key stakeholders, and work with Communications team to produce a post-event photo gallery with highlights.
 - Ensure event is being video recorded and work with Communications team to produce a post-event video featuring the spoken portion and highlights of the reception.
 - Anticipate and troubleshoot any problems that arise before and during the event.
 - Support PADF's Communications team, Executive Office, and event VIPs as needed.
- Responsibilities Handled by PADF Staff, Not the Consultant
 - Obtain contracts with and pay venue and other vendors.
 - Manage event budget and purchases materials as needed.
 - Draft remarks and talking points for speakers and prep speakers.

V. EVALUATION CRITERIA

Evaluation Criteria	Score (out of 100)
Experience <ul style="list-style-type: none"> • Minimum 5 years of planning and producing in-person events with 100+ attendees, preferably with experience working with nonprofit and international development clients. Experience or deep understanding of the Latin American region highly desired. • Proven ability to coordinate and communicate across stakeholder groups and intercultural contexts. • Fluency in English and Spanish. 	35
Quality <ul style="list-style-type: none"> • Examples of past projects should be included to demonstrate quality of work performed. • The level of expertise and experience of the bidder's proposal will be considered to ensure sufficient capacities. 	35
Price <ul style="list-style-type: none"> • The total cost must be reasonable and show efficient use of resources. • Costs should reflect fair market value. • Additional costs, if any, must be clearly identified. • Offers will be compared among responsive bidders meeting technical requirements. 	30
TOTAL	100

VI. SUBMISSION DETAILS

- a. Deadline. Proposals must be received no later than **July 7, 2022, at 11:59 pm EDT (UTC-04:00)**. Late submissions will not be accepted. Proposals must be submitted via email to procurement@padf.org. All proposals are to be submitted following the guidelines listed in this RFP.
- b. Validity of bid. 120 days from the submission deadline.
- c. Amendments. At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the RFP documents by amendment which will be posted to the PADF website and/or communicated via email.
- d. Timeline of Events

Request for Proposals Issued	June 17, 2022
Complete Proposals Due	July 7, 2022, 11:59 pm EDT (UTC-04:00)
Approximate Selection Made	July 14, 2022

VII. MINIMUM REQUIREMENTS

- Availability starting in mid-August through November 23, 2022.
- Based in the Washington, DC, area.

- 5+ years of experience in planning and producing in-person events with 100+ attendees.
- Works as an individual consultant, not through a firm.
- History of working with nonprofit and international development clients. Experience or deep understanding of the Latin American region highly desired.
- Exceptional interpersonal and communications skills, particularly in intercultural contexts.
- Fluency in English and Spanish.

VIII. PROPOSAL DOCUMENTS TO INCLUDE

- Signed cover page with the bidder's contact information.
- Proposal.
 - Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
 - Qualifications of Key Personnel. Please attach CV that demonstrates how the bidder meets the minimum requirements listed in section 7.
 - Technical and Financial Proposal. Please describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference and include timeframe and cost breakdown. **Please include hourly rate for services.**

IX. TERMS AND CONDITIONS

Resulting Award

This RFP does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. PADF's evaluation results are confidential and applicant scoring will not be shared among bidders.

Protection from Sexual Exploitation and Abuse (PSEA)

As part of the contractor's internal controls and standards of employee conduct, the contractor must ensure that its employees adhere to these standards of conduct in a manner consistent with the standards for United Nations (UN) employees in Section 3 of the UN



PAN AMERICAN DEVELOPMENT FOUNDATION

Secretary-General's Bulletin – Special measures protection from sexual exploitation and sexual abuse (ST/SGB/2003/13).

Contracting with Small, Minority, and Women's Businesses

PADF will take all necessary steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Debarment and Suspension

Entities that appear on any exclusion lists, System for Award Management (SAM), Office of Foreign Assets Control (OFAC), UN Sanctions List, and other watchlists, will not have their bid evaluated and will not be eligible to receive any subaward that may result from this Request for Proposals.

ANNEX I, VENDOR INFORMATION

Please Annex the following information in your submitted proposal:

VENDOR INFORMATION FORM		
1.	Vendor Type <small>(Please indicate if a Firm or Individual Consultant)</small>	
2.	Registration Status <small>(Please indicate Employer Identification Number, Social Security Number, or other registration number)</small>	
3.	Vendor's Legal Name	
4.	Company Contact full name	
5.	Email Address	
6.	Full Business Address <small>(Including city, country, and postal code, if applicable)</small>	
8.	Category <small>(Not-For-Profit, For-Profit, Other)</small>	
9.	Based in U.S.? <small>(Yes or No)</small>	
10.	Phone Number	
11.	Government Owned Business? <small>(Yes or No)</small>	
12.	Signed and Printed Name	

13.	Date	
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ANNEX II, PADF CODE OF CONDUCT

PADF has an intrinsic set of values which can be categorized by H.E.A.R.T, which are categorized as:

Honesty: We work and express ourselves in an open, transparent, and clear manner.

Excellence: We strive for the highest results and standards, and work with clear and transparent processes deliverables, evidence and rigor. We are committed to those we serve, giving our time, energy and dedication to what we believe in.

Accountability: We pride ourselves on our integrity. We accept responsibility for our actions. We rigorously manage our results, our deliverables, our documentation, and our knowledge.

Respect: We value diversity and other points of view. We are inclusive and empathetic. We foster cooperation, collegiality and teamwork, working together toward the same ends. We seek to create a work environment of decency, working fairness, sincerity and trustworthiness.

Teamwork: We work as ONE PADF committing to our common goals and objectives. We foster cooperation, collegiality and teamwork. We make high-quality decisions as a team. We proactively and openly share knowledge, materials, and expertise. We foster and embrace innovation, creativity and diverse points of view. We are one team.

Offerors and their agents shall at all times act with integrity. Offerors and their agents shall not:

- Offer gifts, employment, and other benefits to Pan American Development Foundation employees and others who are in a position to influence the award of a contract.
- Attempt to seek confidential information in respect to tendering and contract formation processes associated with this RFP from Pan American Development Foundation employees and others who have access to confidential information.

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with PADF's H.E.A.R.T. values.

Any violation of the Code of Conduct, as well as concerns regarding the integrity of the procurement process and documents should be reported to PADF via its Ethics Hotline at <https://secure.ethicspoint.com/domain/media/en/gui/66351/index.html>