Adapted invitation to tender for logistics coordination of Women and Media in Conflict Zones

Invitation to tender launched in an adapted procedure in accordance with Article R.2123-1 of Public Procurement Code

TECHNICAL SPECIFICATIONS
Sommaire

1. About CFI
2. Background
   2.1 The Project: Women and Media in Conflict Zones
   2.2 Specific objective
3. Target groups and geographical areas
4. Expected outputs of the consulting firm
   4.1 Logistical implementation
   4.2 Other deliverables
5. Selection of offers
6. Timeframe and assignment duration
7. Deadlines and payment
8. Submission of the offer
9. Payment schedule
10. Consultancy Contract
11. Security
12. Termination, collateral and transfer of contract
13. Legal disputes
1. About CFI

CFI, the French media development agency, provides support to media organizations as development actors across several continents. A subsidiary of France Medias Monde and an operator of the French Ministry of Europe and Foreign Affairs, the agency is currently working on around 30 projects that fall under three major programs: Media and Governance, Media and Business, Media and Development.

2. Background

2.1 The Project: Women and Media in Conflict Zones

Yemen and Iraq are today facing serious security instability that has severely affected the situation of the population, especially women, who are increasingly marginalized and exposed to new threats.

Moreover, journalism as it is practiced in both countries is still dominated by men. This results not only in the absence of women in decision-making positions, but also in the processing of information.

Faced with this situation, the project aims at greater participation of women in Iraqi and Yemeni societies and a better understanding of their concerns by the population as a whole, particularly through the production and dissemination of content.

Thus, it is necessary to sensitize women and men students and journalists both on issues related to gender equality, but also on women’s rights. These rights must also be reinforced in legislation.

Another need is to strengthen the professional skills of women journalists to support their ability to access decision-making positions in the media. The project aims also to ensure that the image of women in the media is improved in the media and in the societies in general.

Project Launch Seminar: The purpose of the seminar is to present the objectives and activities of the project in Yemen and Iraq. The seminar will gather women journalists, activists and the project partners to share their experience and expertise related to media and gender.

Major purposes: Communication, visibility and networking.

2.2 Specific objective

This tender aims to define the need for the logistical organization of Women and Media in Conflict Zones seminar on the 7th of April in Cairo.

3 Target groups and geographical areas

Number of participants: 30

Possible countries of origin of participants: IRAK and YEMEN, SYRIA, TUNISIA, FRANCE
4 Expected outputs of the consulting firm

4.1 Logistical implementation

International transport and visas
- The service provider must deal with local authorities to manage logistical issues: visas, individual information (copies of passports, documents to provide, prohibited food, medical precautions, etc.), order international transport.
- The service provider must book and send to each of the participants the flight tickets round-trip (cc CFI) from their countries. Direct flights if possible, a maximum stop, in eco class, according to EU rules.
- **The service provider is also responsible for getting and centralizing all boarding passes (outward and return) and transmitting them to CFI.**
- After acceptance of the flight plan by the participant, all modifications of the ticket will be taken in his charge.
- In case of absence at departure, except for visa reasons, any change will be paid by the participant.
- All visa fees / refunds will be included in the cost of the visa procedure and the provider will be responsible for refunds from participants.

Welcome and local transport
- The service provider will provide all necessary information to CFI in order to organize the transport of the participants during their stay and in particular:
- Airport / hotel transfers: organize the reception and transfers on the day of arrival and the day of departure. The provider is required to welcome and transfer to the place of residence all participants in the program as and when they arrive.
- Hotel / event place transfers, if too far for walking.
- The service provider will provide the local transport from home to the airport. The provider must inform the participants that internal flights are not allowed.

Accommodation
All participants must be accommodated in the same location. The participants must have suitable (according to their needs) and single room: the service provider must propose several locations in and around CAIRO where the rooms of the participants are in the same building or near the rooms (equipped according to the requirements mentioned below).

Catering
- The catering of participants must be provided for breakfast, and lunch. Breakfast will be taken at the hotel. Lunch will be provided to participants where the event takes place. The service provider will be responsible for ensuring the contractualization with a caterer and the delivery of lunch meals. Kindly note that meat must be halal.
- The provider must provide refreshments during breaks in the morning and afternoon (coffee, tea, juice, water, appetizers ...) and bottles of water for participants.
- The provider must organize a dinner for all participants the same day of the seminar.
Meeting rooms

Events must take place in flexible rooms for more 30 participants:
- The provider will have to provide the technical service (sound system, setting up computers, screens, microphones, video projector ...) related to the selected event area. The material must always be ready before the arrival of the speakers.
- Details needs for rooms equipment: wifi terminals (essential) in the rooms where the events take place, 1 projector, 1 computer station + printer, multi-socket to allow the connection of multiple computers in each room.
- The provider will have to provide a Translation Service in Arabic to English and vice versa including the necessary equipment.

Technical team

Technical teams will be available for the participants (welcome, accommodation, catering, specialized technicians if needed - video, sound, computer).

4.1 Other deliverables

The provider must deliver:
- A presentation of the proposed services
- A logistic sheet
- A practical guide: details of the organization of the stay, addresses and important contacts, map of the city where the event is organized, telephone numbers of contact persons and emergency numbers. It must be sent electronically before departure and delivered in paper format upon arrival to the participants.

5 Selection of offers

CFI will evaluate the offers according to the following criteria and rating system:
Ticketing service / 5
Visa Service / 5
Local transfer service / 5
Choice of accommodation and catering / 5
Choice of co-working space (with technical equipment of the rooms) / 5
Provision of logistics sheets for each event / 5
Financial offer / 5

Total rating is out of 35.
The proposal with the highest score will be selected.
6 Timeframe and assignment duration

The mission begins on the date of signing the contract and ends on the date of receipt of the final invoice.

7 Deadlines and payment

Offers must include:

- A presentation of the candidate structure
- A detailed technical proposal
- A detailed cost proposal

The costs must be excluding taxes. CFI requires a firm fixed price for the duration of the contract.

8 Submission of the offer

Offers must be sent by e-mail no later than March 12th 2020, at 12 pm, to the following addresses: cbk@cfi.fr.

9 Payment schedule

The payment of the services will be done at the end of the event, through a bank transfer, within a period of 30 days, end of month, as from the reception of the invoice.
A deposit of 40% will be paid at the signing of the service contract.
60% of the payment will be done at the end of the event, within 30, days upon receipt of the final invoice.

10 Consultancy Contract

The terms upon which the consultant will be engaged are as per the consultancy agreement.

11 Security

This assignment requires a particular attention to security.
12 Termination, collateral and transfer of contract

12.1 Receivership or compulsory liquidation

In the event that the service provider goes into receivership or compulsory liquidation, the contract shall be terminated ipso jure after a period of one month from the date of a letter sent by registered post with acknowledgement of receipt to the official receiver or debtor in the case of simplified receivership or to the liquidator in the case of compulsory liquidation, who, in accordance with the provisions of article L.621-28 of the commercial code, has the sole power to demand that the current contract be continued.

If the contract is declared to have been terminated, this shall become effective on the date on which the official receiver or liquidator decides not to continue the performance of the contract or upon expiry of the period of one month stipulated above.

This shall not entitle the service provider to any compensation.

If it is established that there is a risk that the service provider's business may be liquidated, the service provider shall take all necessary steps to provide CFI with the computer codes required for operation of the equipment and software supplied, as well as any developments that may have been made in accordance with the guarantee of future-proofing.

12.2 Termination owing to non-performance

In the event of non-performance by one of the parties of one of its obligations as set out in the contractual documents, the other party may, if it wishes, terminate the contract 15 clear days after sending a registered letter with acknowledgement of receipt to which there has been no response, without prejudice to any action that may be taken for damages.

CFI may provide for the performance of the service at the service provider’s expense and risk, either in the event of non-performance by the latter of a service that, due to its nature, cannot be delayed, or after formal notice has been given by registered letter with acknowledgement of receipt to provide the service within eight days and this has proved unsuccessful. Any increase in expenses in relation to market prices resulting from performance of the services at the service provider’s expense and risk shall be borne by the service provider.

12.3 Collateral and transfer of contract

It is possible to provide collateral for the contract in accordance with the applicable common law; this can be implemented using a Daily form.

Any transfer of the contract requires the prior written agreement of CFI.
13  Legal disputes

Except in the event of interim proceedings, the parties undertake to seek an amicable solution in the event of any legal dispute or disagreement between them before considering referring the case to a court of any kind.

To this end, any disagreement between the service provider and CFI must be the subject of a complaint report drawn up by the parties, which must be communicated within thirty days from the date on which the disagreement arose.

The parties shall then have 2 months in which to respond to this complaint.

If the disagreement persists after this amicable procedure, the parties may commence litigation.

The contract concluded between CFI and the service provider shall be subject to the provisions of French commercial law.

The language of this contract is French.

Any translation is provided for information purposes only and has no contractual value. In the event of any conflict between the two versions, only the French version of the contract documents shall prevail.

Any dispute relating to the implementation or breach of the contract shall be referred to an ordinary judge and more specifically to the Commercial Court of Nanterre (France).

Approved by the company
Approved by the representative of CFI
CEO
Mr Marc Fonbaustier

Place: Issy-les-Moulineaux
Date: Date:

Stamp and signature  Stamp and signature