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INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

Reference: Request for Proposal No. RFP-20-033

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Subject: Addenda to IFES Solicitation for **Event Management Services in Myanmar**

The purpose of this addenda is to revise the Scope of Work due to the COVID-19 Impact.

In response to the ongoing challenges that COVID-19 presents, IFES has revised the scope of work in RFP-20-033 accordingly. IFES requests that proposals anticipate the need for a fluid approach to planning future events to ensure the safety of all those involved. Bidders should take this into consideration when submitting their pricing and proposal. The revised sections are underlined.

Section 4. Scope of Work is revised as the following:

BACKGROUND

IFES and the UEC are promoting electoral participation among first time voters (age around 18 to 25) throughout Myanmar through a specifically curated concert in Yangon. The festivals are embedded in an extensive information campaign with maximum reach and messages that gain interest of first-time voters and other voters.

SCOPE OF WORK

The Contractor shall provide full-service festival organization, artist curation (talent buying), event management and coordination, logistical, and media relations support services for several events including two Art Festivals, a Rock the Vote Festival, and educational booths at festivals nationwide. Both the LINEUP and THE OVERALL CONCEPT are developed in close conjunction with IFES and the UEC.

IFES is seeking an experienced production and event planning firm to manage the following:

A. For Festivals:

- Talent buying and all duties associated with through the performance date
- Production: sound, venue and stage lighting, video, labor, staging, power stage and production management and advance work
- Operations/Logistics- Including but not limited to: valet, rentals, catering, clean up, restrooms, security, décor, vendor management, venue staff liaison, volunteer interface, and client interface as required (meetings, venue visits, etc.)

B. For Art Festivals

- Talent buying of local and national artists and all duties associated with Art Festivals implementation
- Production: setting up of stage, sound, venue and stage lighting, video, labor, staging, power stage and production management and advance work
- Operations/Logistics- Including but not limited to: rentals, catering, clean up, restrooms, security, décor, vendor management, venue staff liaison

C. Educational Booths for countrywide festival, events

- Production: design of education mobile booths, creative ideas design for management of booths at events and festivals, videos
- Operations/Logistics- Including but not limited to: management of mobile booths event calendar, rentals, clean up, décor, vendor management, setting up and dismantling of educational booths, Travel and transportation of mobile booths.

NOTE: The firm must be able to hold regular meetings with IFES and provide briefings during the business and event planning period to discuss the overall structure, creative concept, feasibility and budgetary needs for the production, branding and execution of the event. This may or may not be the same people as the booking team, depending on resources and expertise.

The firm must have experience and a proven track record in all these areas, particularly in the area of making offers, confirming and managing national talent. References, a list of talent that the firm has booked over the past three years and a list of events they have planned over the past five years will be required.

The successful company will provide all services necessary to create successful festivals and educational booths. IFES and the UEC expect the successful company to execute the festivals and educational booths independently with no reliance on IFES or the UEC for labor.

However, IFES and the UEC reserve the right to have input on the overall strategy and artist curation and talent buying as may be necessary. Additionally, IFES and the UEC reserve the right to refuse to work with any partners, vendors, or sponsors that may reflect negatively on the organization of the festivals or educational booths and IFES/donor procurement regulations. Finally, IFES and the UEC expect a written progress report in the form of an executive summary by the close of every week.

1) Create an overall strategy for the ROCK THE VOTE Festival, including:

- Strategic talent selection that speaks to the youth / first time voter demographic (age around 18 to 25)
- Event enhancements/additions such as gateway experiences, pre-post show events and activities to keep the audience engaged and informed
- Guest safety plan, including provisions for crowd control, park capacity, emergency services, severe weather conditions, etc.

2) Develop a budget for the ROCK THE VOTE Festival

Prospective contractors must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Prospective contractors must agree to keep these prices valid for a minimum of 90 calendar days.

3) Coordinate all aspects of Rock the Vote Festival, including, but not limited to:

- Talent identification, booking, contracting and coordination as required
- Help select concert location with a capacity for a maximum of 5000 participants. The location must be well suited for such an event and must be accessible for persons with disabilities.
- Full-service on-site presence (e.g. guest safety, logistics, volunteers, artist management)
- Coordination and contracting of food vendors, beverage vendors, retailers, etc.
- Coordination of actual performance production (stage, sound, lights, artist riders, sponsor signage, etc.)
- Coordinate venue load-in and load-out, event set-up and breakdown
- Coordination of proper permitting with YCDC
- Engaging of staff/personnel/volunteers/security/police/fire as may be required for the event
- Creation of all promotional and advertising materials
- Attend bi-weekly concert committee meetings as required
- Prepare and manage the production/operations budget with not to exceed limits
- Attend on site meetings with vendors as required
- On site interfacing with volunteers and Charity A staff

4) Talent Buying Details

The firm needs to deal with the following areas regarding talent:

- The firm must create and submit to IFES a list of nationally known talents in the that are popular among youth
- The firm makes written offers as directed. Offers shall include the talent fee, plus backline of required and local ground transportation. The firm provides all production, per rider. There is also a requirement that the artist agrees to participate in a related social media campaign via all media channels operated and owned by the artists and appear at a VIP Reception for about 100 people on the same day as the RTV event (before or after the performance).
- Once the artist is confirmed, the firm will be responsible for all aspects of managing the talent prior to the performance: Contract execution and management, deposits, marketing approvals, assist with hotels, all show advance, including artist catering and dressing room needs.

5) Operations and Logistics

The selected firm shall coordinate, hire and manage the following:

- Valet- staffing, timing, shuttles
- Toilets- Portable trailer units (if necessary)
- Rentals: tables, chairs, lattice, kitchen equipment, catering equipment if required, belly bars and heaters, timelines, set up and load out schedules (if necessary)
- Custodial staff- set up, during event and post event
- Catering- Bids, selection, menus, on site schedules, day of event schedules
- Centerpieces and décor as required
- At the venue, there are very precise and long-standing policies that must be adhered to concerning load in and load out. Vendor and staff parking lists must be submitted to venue manager for security purposes at least five working days prior to load in.

6) Art Festivals

The selected firm shall coordinate the implementation of two Art Festivals, to be implemented one each in Yangon and Mandalay. The average no. of participants per festival shall be estimated at around 500-1000 participants. The festivals will each take place over two days. The dates for these festivals will be set and will require a close coordination with the respective Region/State UEC sub-commission. The management of the Art Festivals will include:

- Talent identification, booking, contracting and coordination as required
- Selection of venues:
 - The location must be well suited for such an event and must be accessible for persons with disabilities.
- Full-service on-site presence (e.g. guest safety, logistics, volunteers, artist management)
- Coordination and contracting of food vendors, beverage vendors, retailers, etc.
- Coordination of actual performance production (stage, sound, lights, artist riders, sponsor signage, etc.)
- Coordinate venue load-in and load-out, event set-up and breakdown
- Coordination of proper permitting with local authorities
- Engaging of staff/personnel/volunteers/security/police/fire as may be required for the event
- Creation of all promotional and advertising materials
- Attend bi-weekly concert committee meetings as required
- Prepare and manage the production/operations budget with not to exceed limits
- Attend on site meetings with vendors as required
- On site interfacing with volunteers and Charity A staff
- Applying for and securing space at designated locations

7) Educational Booths

The selected firm shall coordinate the set up and staffing of voter education booths at key state/region, cultural or other large festivals designated by IFES. This will include:

- If possible, presenting a design to IFES for the booths
- Applying for and securing space at designated events/festivals
- Managing the set-up of the booth
- Staffing the booth and distributing educational materials throughout the time of the event
- Take down of the booth and transportation of materials to the next site
- Providing total number of materials distributed at each event.

Please refer any inquiries in this matter to IFES Contracts and Grants Team at procurement@ifes.org.

End of Addenda