RFP Appendix 1: Proposed Activities and Events at the IEC Operations Center

Center's operational hours:

- September 1 to 9: from 10 AM to 6 PM

- September 15 to 23rd: From 8 AM to 10 PM (the center however will be open and maintain some services on 24 hour basis during this time)

Date	Event	Time
28 to 31 August	Center build-up period – **Phase 1 (Operations and Observer halls + small auditorium)**	
1 September	IEC moves key operations and staff to the center	
1st to 9 September	- Operations room and IEC management operating out of the center. - No access to media - Center build-up period – **Phase 2 (Media Center)**	
10 September Opening Day	**Opening Ceremony:** Center opens to media and observers - National Anthem - Remarks by guest of honour - Remarks by IEC chairman on last preparations for E-Day. - Presentation of the IEC voter education campaign. - Presentation by IEC Operations Center Manager on center's services and schedule. - Videos on IEC etc. - Light reception.	18:00 to 21:00
11 to 13 September	Media set up period: media representatives invited to visit venue and set up their workstation, booths, install cabling etc and begin to conduct interviews and reports from the center.	TBD
14 September	Workshop: The legal framework for elections in Jordan	10:00 to 12:00
	Workshop: Local observers	13:30 to 15:30
15 September	IEC Press Conference: Updates on electoral developments	10:00 to 11:30
	Workshop: Electoral logistics. Issues and challenges.	13:30 to 15:30
16 September	Workshop: Women and elections. Special measures to enhance women's participation and representation.	10:00 to 12:00
	Workshop: Media & Elections in Jordan	13:30 to 15:30

17 September	IEC Press Conference: Updates on electoral developments	10:00 to 11:30
	Workshop: International Observers	13:30 to 15:30
	Workshop: Social media	16:00 to 18:00
18 September	Workshop: Rights and challenges of voters with special needs	10:00 to 12:00
	IEC Press Conference: Updates and end of campaigning period	13:30 to 15:00
19 September	Workshop: Electoral innovations (Cameras, RFID technology etc)	10:00 to 12:00
	IEC Press Conference: Final preparation for E-day, security conditions and call for voters to head to polls tomorrow	14:00 to 15:30
20 September Election Day	IEC Press conference: Opening of polling stations, start of polling and updates on any problems	8:30 am
	IEC Press conference: Progress of polling and first turnout statistics	12:00
	IEC Press conference: Progress of polling and second turnout statistics	16:00
	IEC Press conference: End of polling, closing of polling centers, and preparations for ballot counting.	19:30
	IEC Press conference: Final turnout statistics and progress of ballot counting process and next steps	22:00
	Video Link: With regional tally centers	20:00 onwards
	Conversion of media hall into full press conference set up: Workstations etc would be moved to accommodate 300 + guests for announcement of results	Midnight onwards
21 September	Video Link: With regional tally centers	Throughout day
	IEC Press Conference: Progress of ballot counting overnight	10:00
	Workshop: Ballot counting and tabulation procedures (Explaining the tabulation process)	14:00
22 September	Video Link: With regional tally centers	Throughout day
	IEC Press Conference: Progress of ballot counting overnight	10:00 to 11:30

	Workshop: Seat allocation	13:30 to 15:30
23 September	Possible Press Conference on announcement of elections results	13:30 to 15:30
24 September	Closing Ceremony for all IEC staff and international partners	18:00 – 21:00
25 September	Center strike down	

Appendix 2: Design and print services

<u>DESCRIPTION OF GOODS/SERVICES</u>

1. **Developing the overall creative design theme:**
   - The overall theme should include color schemes, electoral messaging, typography, types of photographs or illustrations used and design composition.
   - The theme must take into account the fact that the IEC is already implementing a nationwide voter education campaign utilizing already developed designs. Graphic designs at the center should be a natural extension of the same designs developed by the IEC. The creative theme at the center, however, should not be limited to existing designs but built upon with more developed use of photography and the appropriate electoral messaging etc.

2. **Theme implementation and list of print collateral:** Using the developed design theme the vendor will be responsible for designing all print collateral at the media center as listed in the table below.

3. **Creative ideas:** In addition to the above vendors must have a good understanding of the objectives and perimeters of the event and able to propose additional ideas for design items that will enhance the function and image of the center based on the selected venue. Hence it will be the vendor's sole responsibility to work with the appropriate design house to come up with enhanced versions of the campaign on hand, ensuring they have built on it and enhanced it to serve the said purpose.

4. **Printing:** Vendor will be fully responsible to deliver print items to the center venue on set deadline. As such it will be the vendor's sole responsibility to work with qualified printing company(s) and to coordinate anything needed to complete the project including the delivery of final digital files to the printers in adequate formats.

5. **Installation:** Vendor will be responsible to transport all print material to the center and to install any items that require installation. Vendor is also responsible to secure successful installation of items at the venue and must therefore be fully aware of existing materials and equipment available at the venue. Vendors must, therefore, conduct their own onsite examinations to determine exact installation needs.

6. **Maintenance:** All installed prints must remain in perfect condition throughout the duration of the center's operation. Vendor will be fully responsible for the maintenance of all installed prints and must, therefore, take action to rectify any deterioration in condition of any items including the printing of new copies if needed.

List of design and print needed:

Item	Quantity	Size	Note on design	Additional notes
Main stage backgrounds	2	TBD according to proposed design. But background for the main media hall should cover area of at least 3 meters high by 8 meters wide.		Vendor should propose different printing techniques available in Jordan that will result in the most suitable background for TV filming.
	One for auditorium and one for main media hall	The background will contain a LED screen in its center- either in-built or using exiting screen at the venue. The screen will be at least 6 meters wide by 2.5 meter high. This will be further discussed once the vendor has been assigned the job.	-	Please refer to photos below for examples of press conference backgrounds designed for other elections
Mobile interview background.	3	3 m high by 4 meters wide.	-	The backgrounds should be easy to assemble collapse and store.
		It is suggested that a Nomadic background system be used for convenience of mobility		

| Item	Quantity	Dimensions	Description	Notes
Foam boards for information, accreditation & translation desks	6	Dimensions as dictated by the venue		Quotes must include most professional methods to install such banners up.
External street Signage	Depending on vendor proposal			Vendor must provide suggestions for signage on street level to ensure the media center location is well understood to visiting guests.
External large banners Function as additional interview and live position backgrounds	Depending on vendor proposal	Depending on vendor proposal	To contain elements of developed themes, photographs and electoral messages.	Quotes must include most professional methods to install such banners depending on facilities at venue.
Photo Story walls	2			Vendor must provide suggestions for developing two areas at the venue into a photo story exhibition. These would cover: - IEC Staff and partners: A wall of photos of all who worked on the election. - Progress of the electoral process and the IEC in Jordan (Photos and info graphs)

Item	Quantity	Dimensions / Size	Specification	Notes
Mesh Printing		Quantity to be dictated by vision for the venue	Mesh prints will be used to cover and brand several glass panes at the venue such as entrance doors	Mesh printing must be easily installed and removed after the event without damaging any surfaces
Flags	40		Flags of Jordan and of the IEC to be placed throughout venue on flag poles + outside venue	
Roll Ups	10	1 meter wide by 2 meters high	Content to include various electoral messages.	
Press kit folder	3000	A4. About 0.5 cm thick with two pockets	Implements center theme	Company to provide folder specs according to availability.
EMC staff polo shirts	100	Various sizes.		
Branded Note Pads & pens	3000 notepads + 6000 pens	A5 dimensions. 40 pages		
Directional Signs	20	Around 50cm x 50cm		The signs will include messages such as: No Smoking, Press Conference room (with arrow), Translation Headsets, restrooms etc.

Car Access Stickers	500	10 cm x 10 cm	Will only contain instruction allowing the car access to EMC venue parking lot	Stickers need to be reversed sided so they can be stuck on the inside of a car's front windshield.
Food coupons	6000	small		Small coupons that will allow the bearer to get a free meal at the staff cafeteria
Badge lanyards	5000	Thickness: 3cm		
Badges	6	6 different designs		Vendor will have to deliver 6 different color coded badge designs to identify type of accreditation (e.g security, press, VIP, observer etc)

Examples of creative design and print used in previous elections' media centers

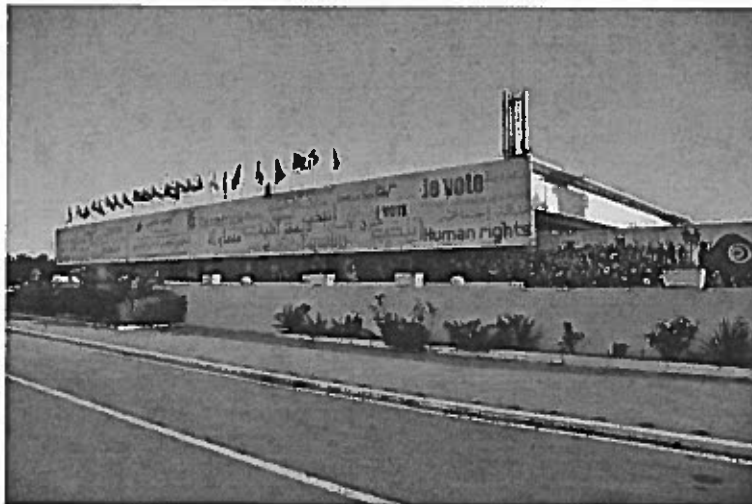1. Simple background for main stage: Draping banners framing existing projector screen
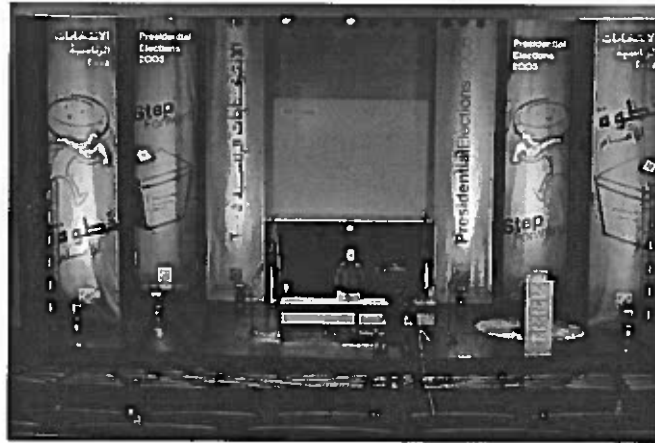
2. Complex background: Custom built background framing existing projector screen:

3. Complex background: Fully custom built wooden background + built in rear projection screen.
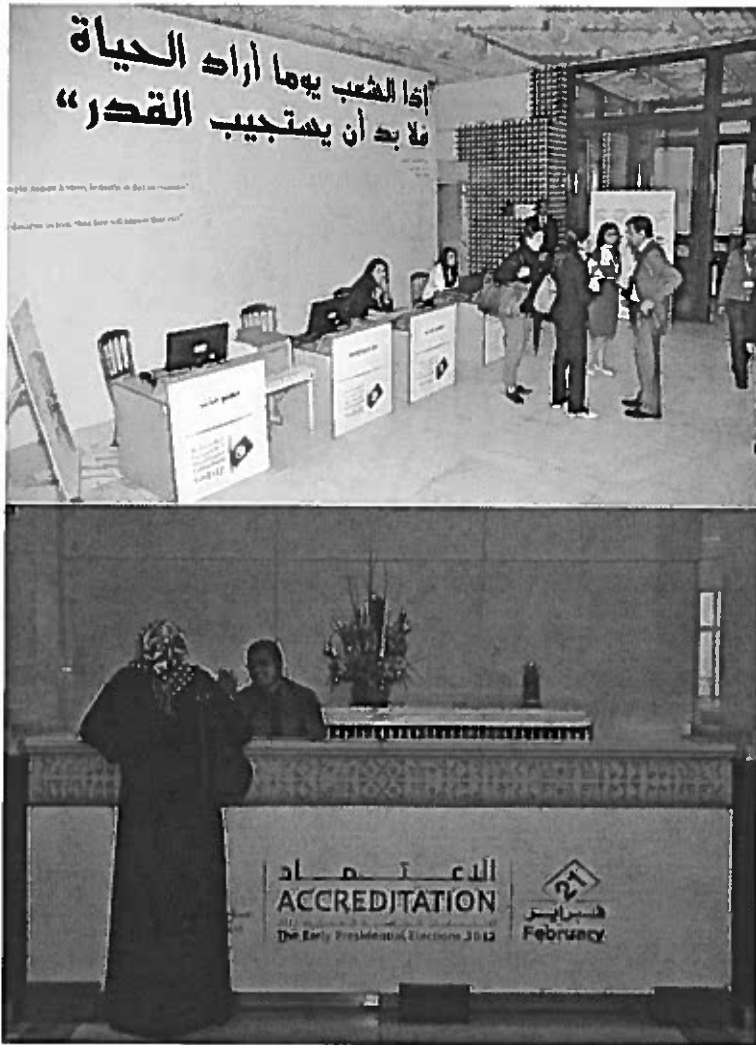
4. External Backgrounds:

5. Podium and stage branding:

## 6. Information Desks:

7. **Interview backgrounds:**

8. Mesh Printing:

Appendix 3: <u>TV production furniture</u>

	Item	Quantity	Note on Specifications	Other notes
1.	**TV Workstation Booths**	16	2meters by 2 meters. Lockable booths, with one glass window allowing users to see out on to the main auditorium. The booths do not need to be closed from the top avoiding the need for separate lighting and ventilation.	Please see photos below for examples
2.	**Radio workstation booth**	4	Same dimensions and specifications as above apart from the need to have a fully sealed booth (I.e roof) allowing for audio recording with minimum sound interference.	Similar to booth in Appendix 1
3.	**Tent Marquee (Small)**	2	Size: 3 Meters by 3 meters. Height: at least 2.5 meters. Must be waterproof and in good presentable condition.	The Tents will be used for protection of TV transmission equipment located outdoors and/or for personnel.
4.	**Tables**	24	2 meters by 70 cm meter. Simple but presentable	The tables will be placed in the workstation booths. They should be sturdy but simple.
5.	**Raised platforms/decks for TV Cameras.**	100	Dimensions: 1mx1m Height 50 to 70 cm preferably height would be adjustable.	Platforms/decks will be used for camera stands that need an elevated line of vision to cover press conferences + live positions. Please see photo in appendix for example.

6.	**Interview Table**	2	Round Table: around 150 in diameter, raised to fit raised chairs	See appendix for photos of examples
7.	**Raised interview chairs**	8	Raised chairs fit for conducting TV interview	See appendix for photos of examples
8.	**Carpets**		Vendor will be required to cover the current carpet in Halls A & B	
9.	**Elevated terraced stage**	1		The main command table (seating 10) in the Operations hall must be placed on a slightly elevated stage allowing for better views of the hubs. The stage should be large enough to accommodate table and should have steps to it
10.	**Wheelchair ramps**	as needed		Vendor must examine the venue to ensure that it is fully accessible to handicapped guests. This should include installation of ramps.

Examples of furniture needed:
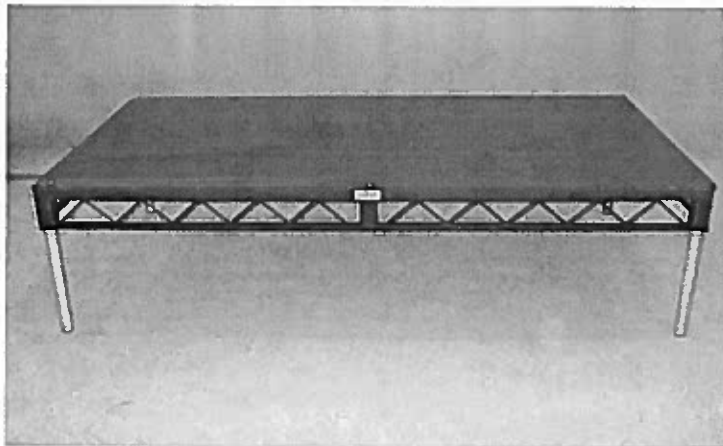
- **Workstation booths:**
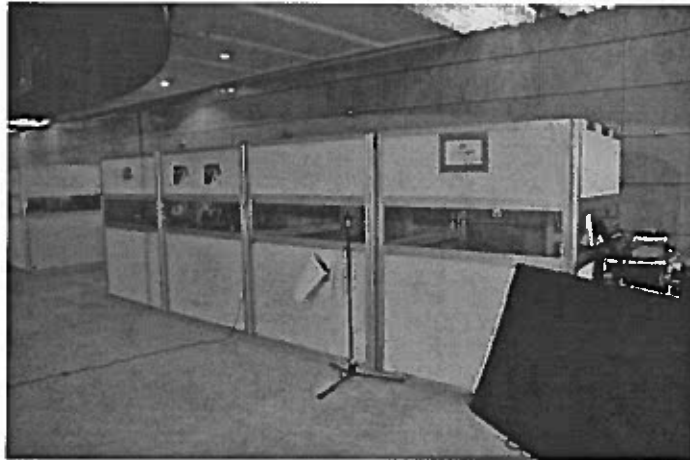
- **Tent Marquee**

- Interview Table with Chairs

- TV platforms or decks

Appendix 4: IT Equipment Rental and services

	Item	Quantity	Notes
1.	Heavy Duty Black and White Photo copier	4	- Speed: minimum of 45 pages per minute in black & white (A4) - Copy memory: 640Mb standard / 1024Mb max - Copy resolution: 600x600x8 dpi input/ 1200x4800 dpi interpolated output. - Print resolution: 1200x1200 dpi - 75 sheet duplex automatic document feeder - Paper size: from A5 to A3, - Magnification: 25-400 % - Automatic double sided copying - Network printing - Accessories: Mobile stand.
2.	Fax Machines	28	
3.	Laser Printers	10	8 grayscale only and 2 colored
4.	Ink Toners	20	For the printers in item 3. These items will be purchased (not rented) and an ample supply be available on hand
5.	Printer Cartridges	40	Black and White, also purchased not rented.
6.	Scanners	4	Flatbed with automatic feeder. Resolution: Up to 4800 Network capabilities. Scans to network of PCs, laptops and USB memory sticks.
7.	Desk Top PCs	50	40 will be installed in operations hall while the other in different areas of the remaining spaces at the venue. Vendor must propose needed specs for desk top PCs and any needed networking equipment, to be used by journalist mainly for Microsoft office programs, printing and internet browsing. Windows XP pre installed. MS Office preinstalled

8.	Passport photographs camera	2	The cameras must be able to produce digital passport sized photographs which will be used to produce accreditation badges. This includes blank badges and either a lamination machine or a plastic card badge printer.
9.	Networking Services	-	A networking and IT support team must be on hand to configure all needed networks such as PCs to printers, internet etc.
10.	Help desk		Connected to the business center in Hall A, one or 2 staff members must provide IT support to ensure all equipment is supplied and maintained.

Appendix 5: Audio/Video Mixing and Distribution and Equipment Rental

The selected vendor must provide the following services:

Main Auditorium			
	Item	Note on Specifications	Other notes
1.	Sound System / Sound system management	Sound system for holding smaller press conferences and workshops. This should include around 4 goose mics for speakers sitting on a panel on stage and 2 to 3 wireless mics for audience Q&A	The auditorium at the Zara expo center comes with its own sound system. It is the vendor's responsibility to review and test the available equipment at the center and to propose any missing needs to deliver the desired service.
2.	Audio multiplexer	30 + audio feeds	Multiplexer (s) allowing media to plug in and receive good audio feed of all events at the auditorium including second translation channel.
3.	Video / Presentations system	This will be used to display power point presentations, videos etc	The auditorium at the Zara expo center comes with its own screen and video system. It is the vendor's responsibility to review and test the available equipment at the center and to propose any missing needs to deliver the desired service.
4.	LED screen		Vendor must provide as an option the possibility of placing one or two LED screens on the auditorium stage
Main Media Hall			
5.	Led Screen(s)	Minimum of 6 meters by 2.5 meters. The screen should deliver excellent video projection quality that is well captured by TV filming.	Screen needs to be installed within the background of the main stage and will function as the key point of interest for media to observe and record incoming information. Vendor will be responsible to ensure that the screen is operational at all times and must take measures to quickly resolve any predictable problems. Vendor must also deliver pricing option for larger screens (9 meters by 3 meters).

6.	LCD screens	20 units (sized 51 inches and above)	The screens should be mounted on a stand. Vendor will be responsible for connecting all LCD screens to electricity, the main audio/video mixers and any other technical aspects needed for their proper function.
		60 units (Small size)	To be installed in the Operations Hall. Screens must be able to receive feeds from 60 different inputs
7.	Audio System	8 goose neck mics, 4 wireless mics, 6speakers,	The audio system must include full equipment needed to hold major press conferences at the venue and to adequately project audio to the audience according to the venues acoustics.
8.	Projector system	3	Each floor must have access to a projector and a projector screen for meetings etc.
9.	Lighting	Full lighting system according to stage design	Vendor must supply all needed lighting equipment to properly and artistically light up the main hall in the venue especially the main speakers' stage. Vendor must also supply lightening to artistically light up different sections of the center such as the information desk background.
10.	Audio/video mixing and distribution	One station	Vendor must closely coordinate work with the Jordanian National TV which will be the host TV broadcaster for the event. Likewise, vendor must coordinate all work with other key media outlets such as the National Radio. Vendor must install and operate all mixing and distribution equipment needed to provide the following functions: • Project any video, photo or power point presentation on the main stage screen and LCD screens installed around the venue rooms. • Capture coverage from the host broadcaster of any event at the center and project live coverage on main stage background and on the LCD screens. Including the ability to record the event. • Project any power point presentation from a laptop

.			placed on the main stage to the main stage projector screen and LCD screens. • Connect to satellite channels + project broadcast of any news station on main stage screen and LCD screens. • The network linking the mixer to the main stage screen should be separate from the one linked to the LCD screens allowing for the simultaneous transmission of different material on the two networks. • The main screen and LCD screens will also be used to display a power point slide of news updates.. • Audio/Video out: Vendor must provide a multiplexer with 30 + video/audio out sockets for distribution of clean audio/video feed to all interested media outlets.15 audio & video outputs must be extended to each of the 15 cabins in the TV workstation hall. • Vendor must also ensure that media outlets can also access a feed of the live simultaneous translation.
11.	**TV Camera Positions**	30 connected to audio output, and of which 6 should be connected to phone landlines	The IEC will dedicate a number of positions inside the main auditorium to function as camera positions and live positions for TV crews and correspondents. The Vendor should provide technical support to equip each of the 30 positions with access to electricity and audio output connections. Six (6) of these positions should also include a landline phone cable which is used by TV presenters for their live reporting. The actual land line and services will be provided by the IEC through partners. Vendor is only responsible to ensure the proper installation and function of both and to ensure that all TV crews at live positions receive what they need to transmit live reports. Vendor must also ensure there is enough power supply to each of these stations.
12.	**Cabling and other equipment**		Vendor must provide all cabling or equipment needed to ensure the delivery of needed services as intended.
13.	**DJ/VJ**		There will be no events at main stage during most of the operational hours of the media center. During these hours the vendor must play relevant music, photos and video on

			the media center's main stage and LCD screens.
			It will be the responsibility of the vendor to propose list of music, photos and Video to be used.
			The DJ/VJ will also be responsible to assist center management to make public announcement
14.	**Commemorative Photo booth**	One unit used on peak days (19, 20, 21 and 22 September)	The IEC wants to extend the opportunity to guests at the center to mark their visit through a photo booth that allows guests to get free personal photos with a background connected to the elections. The guests would then be able to receive a print copy of the photo and be able to post a digital version directly to their facebook profile photo.
15.	**Technical Support**		Vendor will have to provide technical support throughout the operational days of the center. This support will include advising and assisting local and international media outlets with technical needs including any problems they might face in uplinking their reports. Vendor will also be expected to be willing to provide such support at very late hours, on some days, to accommodate any foreign media broadcasting at late hours. **This vendor must also work in tandem with any Broadcasting Unions at the center and the venue personnel.**
16.	**PA system**		The venue does not supply an adequate PA system or the current system in place is faulty. The vendor must either fix the current PA system or provide an entirely new system. The system must allow for public announcements to be made in all areas of the center.

Examples of audio/video equipment uses in previous elections' media centers

1. Main stage background: Custom built wooden background framing existing projector screen:

2. Complex background: Custom built wooden background with built in rear projection or led screen.

3. Production/mixing Station:

4 Projecting Update Slides

5 Projecting Power Points