Dear Prospective Bidders,

Greetings from the Secretariat of the International Solar Alliance!

It gives us pleasure to inform you that the Third Assembly of the International Solar Alliance (ISA) is planned to be held on 14-16 October, 2020 in Virtual mode. The Assembly is likely to be attended by large number of high-level dignitaries including Hon'ble Ministers of Energy from several ISA Member countries.

2.   Besides Assembly, there will be dedicated programme containing Breakout Sessions that will focus on ISA's Vision & Mission, Programmes, Initiatives, plans to scaleup solar energy and opportunities in ISA Countries.

3.   In this regard this Secretariat requires support from a reputed, highly experienced and professionally effective agency for providing necessary organisational & management services as per "Scope of Work" given at annexure. The Agency shall be responsible for end to end management and implementation of the Assembly, and conference activities including pre-event activities, support during Assembly & conference and post Event activities. This Assembly as well as Technical session will be done in a virtual mode.

4.   You are requested to send us the financial quotation for providing the requisite management and organisational support by 24th September, 2020 COB in organisation of the ISA Assembly and the Breakout Sessions.

5.   Also, please note that that the services mentioned in the Scope of Work are indicative and not exhaustive. Any additional services or arrangements are required / requisitioned the payments will be made on actual basis.

For further information or clarifications required, if any, please contact the undersigned at: sudhakar@isolaralliance.org

Regards,

Sudhakar Upadhyay
Administrative Officer
17.08.2020

Scope of Work for Third Assembly of ISA

14-16 October, 2020

Support for the conference covering important areas like –

1. Deployment of efficient and experienced Event management team.

2. Structuring the conference sessions under the guidance of ISA.

3. Assisting ISA in finalisation & coordination of Programmes for:, plenary and other sessions;

4. Assisting Session coordinators to prepare and share the background note on each of their Conference sessions.

5. Assisting in identifying and securing confirmations of relevant Speakers under the guidance of ISA for each of the sessions – (Creating Dash Board).

6. Determining VIPs and creating invitation & tracking document (e.g., spreadsheet)

7. Coordination and Management of *arrangements* for Third Assembly (Annexure-1)

8. Coordination with State Governments and Awardees and Management of *ISA Solar Awards; Host country Day;*

9. Creation of List of Participants and providing data with contacts for extending invitations.

10. Preparing event specific collaterals, *Theme Paper* (4 pages), 1-page flyer, participation letters, and other publicity material.

11. Enabling/creating E-mail event specific notifications *(mass-mailing)* for mobilizing participation in Sessions.

12. *Coordination with the Ministers*, NFPs, Diplomatic Missions of ISA Countries in India to secure participation.

13. Follow up with invitees over phone/ email for participation

14. *Talking points* for participating Ministers, High level dignitaries, key speakers in ISA Assembly & Sessions.

15. Support in *designing of documentation* like invitation, banners for the conference.

16. Promoting and coordination for mobilizing *international participation*.

17. *Registration* of participation – delegate promotion / delegate registration / government participation

18. **Language Translation Facility**: Ability for multilingual message communication, navigation and signages in at least 4 UN languages including English, French, Spanish and Arabic.

19. *Background Documentation* for the event – speaker profiles / concept notes / write- ups etc.

20. *Media coordination* and press releases.

21. *Video Recording* of the Event

22. Providing and managing *information desk* for the Assembly participants

23. *Handling participants'* queries and troubleshooting on all three days of the event to ensure that all runs smoothly;

24. *Report Submission*: 1) Event report 2) List of participants 3) Photographs and videos of the event

25. **The IT should be able to handle the following:**

- Designing an IT platform with highest level of security for handling management and execution of ISA Assembly Meeting with 600 members in attendance continuously for 7 hours, on day 1
- The platform should provide the mechanism to facilitate transparent voting process. Voting machines needs to be set up during the Assembly.
- The platform should provide the Access Control Facility to the administrator to facilitate role based interaction upon receiving the permission.
- Recording the proceedings of Assembly in Session in all the languages.
- Password protected docket for circulation of documents
  6. The platform should allow exchange of information in a secure manner and all activities must have an audit-trail with high performance and intuitive analytics.
- Designing an IT platform with highest level of security for handling management and execution of ISA Technical Sessions & Partner conclaves (total 8) on day 2 & 3
- Designing complete registration modules according to the categories provided by the ISA Secretariat for individual entry points for all the three days events (Assembly, Technical Sessions comprising of regional meetings, Partner conclaves and all other sessions according to the program) .
- Host the interactive Assembly/conferences with carefully designed architecture for simultaneous including reverse interpretations in English, French, Spanish and Arabic.
- Designing of dynamic event program module & speaker roster for regional sessions and other sessions as per approved program that can be integrated to ISA Website and APP.

- The platform should also support online and IVR based help-desk support 24x7 from the day registration is open.
- Providing technical advisory related to hosting the platform on a reliable server and its smooth hassle free execution.
  Bug Fixing and support 24X7 on all three days.
- Prior Testing of the platform in all ISA Regions to ensure bandwidth compliance
- Any additional services or arrangements are required / requisitioned the payments will be made on actual basis.