Invitation to Tender

Moderation for the annual Global Leadership Conference (GLC)

Reference Number: EU Supply RTF N° 240914

Welthungerhilfe (www.welthungerhilfe.de) is one of the large and respected private organisations in the field of development cooperation and humanitarian aid in Germany. It carries out projects in 39 countries and campaigns for fairer cooperation with developing countries. If you are prepared to dedicate yourself to carrying out consultancies under sometimes difficult conditions and you match the requirements set out below, we look forward to receiving your application.

1. Introduction

In the previous years, the annual conference took place throughout 2,5 days on site in Bonn. This year, we turn it into a virtual setting / format. The GLC will take place from 26.-28. August 2020 and several virtual sessions can be split across these 2,5 days.

2. Framework conditions

The Executive Board of the organization and the entire leadership team, counting ~55 international leaders working in ~30 different countries, come together in the virtual room to discuss strategic matters.

The working language of the conference is English.

One goal for the conference is to discuss a final draft of the next organizational strategy (2021-2024).

Possible topics include:

- Dealing with complexity: VUCA, new global dynamics such as Corona
- Digital Transformation: Find a common understanding: what does it mean for the organization? What does it mean for leaders? (including topics like culture change, data-driven decision-making, digital skills, new forms of work including agility…)
- Marketing & Communications strategy: Goals, activities, internal roles and responsibilities
- WHH profile: Brand, organizational identity and value proposition
• Sustainability for our organization: Goals and challenges to become a climate-neutral organization.
• Our Programs approach

Further aspects for consideration:

• About the participants:
  o 4 Executive Board Members, 1 of them being new to the organization and joining the conference for the first time
  o ~25 leaders working in Bonn, ~30 leaders working as Country Directors in our programmes countries (mainly Africa and Asia)
  o Most participants know each other, on average long organizational affiliation
  o ~3 participants join the conference for the first time
• Previous experience with the format:
  o Entire leadership team meets on regular basis: 1 annual global leadership conference (previous years as onsite meeting in Bonn).
  o Additionally, 2-3 conference calls per year. The last global call was in May 2020.

3. Description of the Service

For the Virtual setting:

• Deutsche Welthungerhilfe use Skype for Business and Microsoft Teams
• Some participants might be in settings with rather weak internet connection and might join from different time zones
• The conference was previously planned for 2.5 days onsite. For the virtual setting, time slots can be adapted as suitable

4. Attendance
Any specialized group of Consultants or consultancy company can participate in the tender. Please note that only applications covering all requirements will be considered.

5. Schedule of the Tendering Procedure

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Publication of the terms and conditions of the competition</td>
<td>19.05.2020</td>
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<tr>
<td>Deadline for submitting questions for interested companies</td>
<td>26.05.2020, 11:00 am</td>
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<tr>
<td>Deadline for making replies available to interested companies</td>
<td>28.05.2020, 11:00 am</td>
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<tr>
<td>Deadline for submission of tenders</td>
<td>04.06.2020, 11:00 am</td>
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<td>Awarding of contracts to successful candidates/tenderers</td>
<td>08.06.2020</td>
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<td>Contract performing</td>
<td>Start approx. 1 week after confirmation</td>
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<td>Presentation of the Final results</td>
<td>35 Calender Week</td>
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6. Contracting Authority and Contracting Entity
Deutsche Welthungerhilfe e. V.
7. **Submission of Offers**

Offers should be uploaded to the EU-Supply portal:

https://eu.eu-supply.com/login.asp?B=WELTHUNGERHILFE,

if you are a new supplier use this link to register using the link below:


- Tenders submitted by e-mail or letter cannot be evaluated.
- The offer is to be made on letterhead of the company, in English language, prices are to be offered in EURO.
- The offer should contain the following documents:

1. CV of the Moderator. Documentations incl. concrete results, action plan
2. Moderation of the 2,5 days (=suggestion to split into several shorter sessions)
3. At least 2 References of the Moderator that support the experience in Virtual setting format.
4. Innovative interactive formats, collaborative and participatory tools.
5. Signed Supplier Qualification;
6. Financial Offer, budget incl. fees/honorarium per working day.

What would inspire us:

- A state-of-the-art virtual conference
- Practicing new forms of work with the entire leadership team
- Ideas to increase appetite for change and ownership
- Ideas for impulse speakers

Furthermore, the Supplier Qualification Form, Annex 1, must be completed and signed.

Tenders must be uploaded to the EU-Supply portal by 11.00 a.m. on 04.06.2020 at the latest. Bids received late will not be evaluated.

Any attachments must be formatted in a non-editable format (such as pdf). A grouping of attachments in zip format is permitted. The sum of all attachments should not exceed 8MB. The bidder has to send the necessary proofs by post only on request of the Welthungerhilfe.

8. **Evaluation and Assessment of Tenders**

Selection of the consultant team will be based on the following qualifications and criteria:

- At least 3 years experience in Virtual Conference, virtual setting format (20%)
- At least 2 References of the Moderator (10%)
- Proposal where signalize interactive formats and participatory tools (35%)
- Financial Offer (35%)
- Proof of professional registration and taxation (If applicable)
• Signed Supplier Qualification (Please note that this document is mandatory at the moment of the application).

N.B. At the moment of the submission of the tender, we request the CV of the Team Leader only. The detailed CVs of the team members will be requested at a second stage: after shortlisting and before the award contract is signed. Award signing: pending funding approval

Compliance with the criteria above is obligatory. The Bidders applications will be scored based on financial and technical offer and compliance with required qualifications. (See percentages above).

Welthungerhilfe will evaluate the offers internally and make an award decision. All bidders will be informed shortly. No mutual claims can be derived until the contract is concluded.

9. Anti-Terror-Policy der Welthungerhilfe

Welthungerhilfe expressly distances itself from all forms of terrorism and money laundering. Under no circumstances will it knowingly support terrorist activities or those that directly or indirectly finance terrorism. Welthungerhilfe therefore acts in accordance with the numerous resolutions of the UN Security Council (including S/RES/1269 from 1999 and S/RES/1368 from 2001 and S/RES 1373 from 2001) and the European Union. It will make every effort to ensure that neither its own funds nor donations from other donors benefit those persons, companies or institutions that need to be associated with terrorism or money laundering. Welthungerhilfe will therefore regularly check its suppliers and service providers against the sanctions lists. By submitting an offer, suppliers declare their agreement to this.

10. Contact

Until 26.05.2020 at 11:00 am, questions can be asked via the EU-Supply portal.

Deutsche Welthungerhilfe e. V.

i.V. Jürgen Lüdemann
Director Logistics & Internal Services

i.A. Pamela Schaub
Logistics & Internal Services