



**Call for Expression of Interest (EOI) For the provision of Virtual Meetings Management Services for IRENA**

The International Renewable Energy Agency invites interested companies/consulting entities to apply on the following Call for Expression of Interest

**About IRENA:**

The International Renewable Energy Agency (IRENA) is an intergovernmental organisation that supports countries in their transition to a sustainable energy future, and serves as the principal platform for international cooperation, a centre of excellence, and a repository of policy, technology, resource and financial knowledge on renewable energy. IRENA promotes the widespread adoption and sustainable use of all forms of renewable energy, including bioenergy, geothermal, hydropower, ocean, solar and wind energy in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity.

**Objectives of the EOI:**

IRENA seeks a services provider to deliver support of several types of requirements related to virtual events/meetings. The potential service provider is expected to support all technical aspect to deliver each virtual meeting as per the given requirements and manage the coordination with third party supplier (s) involved\_in line with the best practices of International Organizations and high level meetings with worldwide participants.

**Expected Deliverables:**

- A. Customized 2D/3D Virtual Platform for virtual events management.
- B. Customized studios including AV equipment (cameras, audio, lights, green backdrop, crew...) and related software for video production into Zoom and live streaming.
- C. Support services in managing, setting and running complex virtual events based on Zoom.

*Note: (For deliverables B & C physical presence in sites in Abu Dhabi IRENA HQ as well as a hotel or hybrid models may be needed)*

**Minimum eligibility criteria:**

List of attributes/description	Benchmark
Years in relevant field of business	Minimum 2-3 years of work experience of working on virtual events organized by International Organizations or private sector multinational entities.
Relevant experience	Minimum of 2-3 years of experience in creating and managing 2D/3D platforms for virtual events management that supports meetings on Zoom with interpretation to include experience with events involving high level participation & registration management.



	International Renewable Energy Agency
Estimated number of participants	Knowledge in big events participation as follows:  Including interpretation of six languages. For a Council meeting 300-400 virtual participants. (worldwide)  Including interpretation of six languages. For the assembly 900-1000 participants (worldwide)
Location of the Service provider	Worldwide – with local presence in UAE – subcontract video production or registration and others
Financial Status	Annual turnover of not less than USD 250,000

### **Submission details**

- **What** to submit: Only **the APPLICATION FORM** below including information about previous similar projects, certificate of registration, proof of financial capacity documents etc. The submission should not exceed 10 pages. Interested Companies must provide information indicating that they are qualified to perform the services.

- **How** to submit by email to [procurement@irena.org](mailto:procurement@irena.org)

- **When** to submit: **2 March 2021 by 14.00 hrs. Abu Dhabi time.**

Any EOI received after the above deadline will not be considered.

This EOI does not entail any commitment on the part of IRENA, either financial or otherwise. IRENA reserve the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

**APPLICATION FORM**

**TABLE A - ADMINISTRATIVE INFORMATION**

Please complete this carefully:

<b>Full legal name:</b>	
<b>Date of establishment of Firm</b>	
<b>Company legal registration status: (certificate of valid registration in relevant field must be provided)</b>	
<b>Postal address:</b>	
<b>Telephone (including area code):</b>	
<b>Corporate E-mail address:</b>	
<b>Internet address http://</b>	
<b>Full name(s) of the firm's owners:</b>	
<b>Full name and contact details of the focal point:</b>	<b>Name:</b>  <b>Telephone:</b>  <b>E-mail:</b>

**TABLE B - FINANCIAL CAPACITY**

<b>A statement of overall turnover / last year in USD (this shall not be disclosed to any party)</b>	In USD: _____
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**TABLE C - PROFESSIONAL CAPACITY**

Past experience in creating and managing a 3D platform that supports virtual meetings on Zoom. Experience with events involving high level participation. Please provide contact details					
Contract Description	Geographical location	Client	Value USD	Duration and Year(s)	Status ongoing/ finished
<p><b>Declaration: I, the undersigned, declare that the information given above:</b></p> <ul style="list-style-type: none"> <li>- is correct and true, and</li> <li>- where the applicant is representing a company or consortium, has been provided in the full knowledge of the appropriate authorities</li> </ul>					
<b>Authorized Signature</b>					
<b>Signature:</b>					
<b>Name:</b>					
<b>Title:</b>					
<b>Date:</b>					

This EOI is not for individual consultants. **DO NOT SUBMIT CVs for this requirement.**

